

## Campus Crime and Fire Safety

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FilmSchoolSF has policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus.

The Chronicle had two fire drills held during the previous calendar year.

The Chronicle building and in our policy manual there is a procedure to evacuation in the case of a fire.

The Policies regarding fire safety education and training programs are provided to the students and employees. In these policies, the institution does describe the procedures that students and employees should follow in the case of a fire.

For purposes of including a fire in the statics in the annual fire safety report, all fires are reported to the San Francisco Fire Department and to the Chronicle Building Security.

### Fire Statistics

Year	# of fires
2012	0
2013	0
2014	0

Film School SF prepares an annual security report that reflects it current policies that contains, the following information:

### Crime report for 11/9/2014 - 5/8/2015

#### 4 crimes found.

Within a 500 foot radius of 925 Mission St, San Francisco, California, 94103

 Click a crime to "Map It."

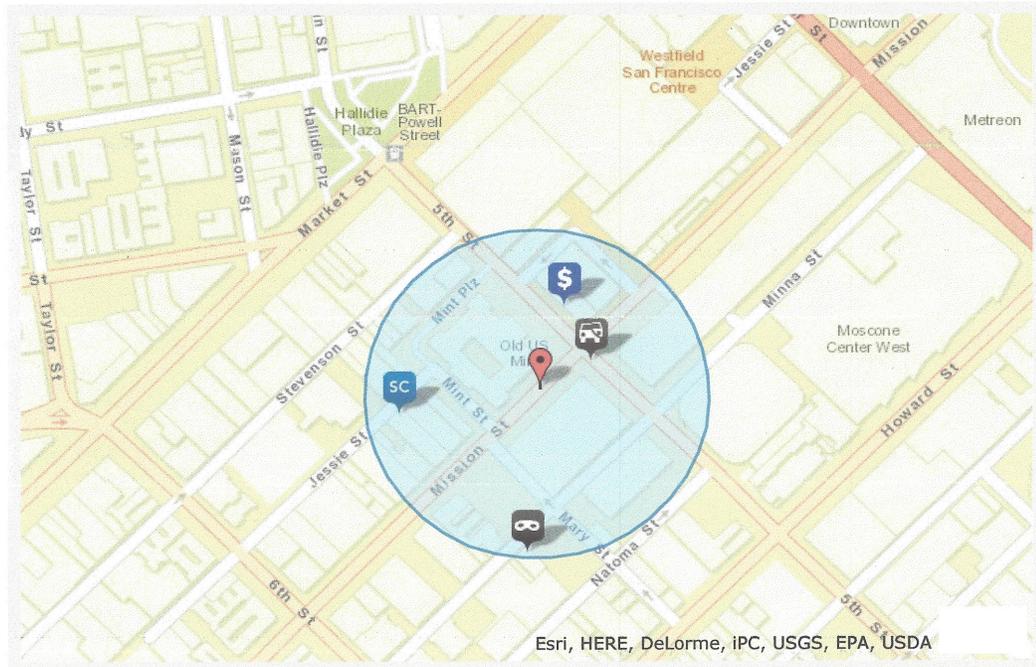
Type:	Description:	Case #:	Location:	Agency:	Date:
	Call For Service: GRAND THEFT	143223666	00 BLOCK 5TH ST	San Francisco Police	11/18/2014 09:54 PM
	Call For Service: IND EXPOSURE	143203264	400 BLOCK JESSIE ST	San Francisco Police	11/16/2014 09:27 PM
	Call For Service: BURGLARY	143192505	400 BLOCK MINNA ST	San Francisco Police	11/15/2014 04:24 PM
	Call For Service: AUTO BOOST/STRIP	143151000	900 BLOCK MISSION ST	San Francisco Police	11/11/2014 09:56 AM

## CrimeMapping.com - Map

Sunday, November 9, 2014 through Friday, May 8, 2015

**Showing crime types:** Arson, Assault, Burglary, Disturbing the Peace, Drugs / Alcohol Violations, D.U.I, Fraud, Homicide, Motor Vehicle Theft, Robbery, Sex Crimes, Theft / Larceny, Vandalism, Vehicle Break In / Theft, Weapons

... within a 500 foot radius of 925 Mission St, San Francisco, California, 94103



Grab the bottom/right borders to resize the map or the handle in the bottom right corner.

### Notes:

All representations on this map are distributed and transmitted "AS IS" without warranties of any kind, either express or implied including without limitation, warranties of title or implied warranties of merchantability or fitness for a particular purpose. In no event shall CrimeMapping.COM become liable to users of these data for any loss or damages, consequential or otherwise, including but not limited to time, money, goodwill, arising from the use, operation or modification of the data. The visual presentation of data is being provided strictly as a courtesy, not as an obligation to its users.

Film School SF has policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus. This statement includes the school's policies concerning its response to these reports, including:

**A Timely Warning:** The Clery Act requires you to alert the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. Although Clery does not define "timely", because the intent of a warning regarding a criminal incident is to enable people to protect themselves, which means that a warning should be issued as soon as the pertinent information is available. Yearly the Administration will prepare the annual disclosure of crime statistics. All crimes should be reported immediately to the Administrator, Eric Lawson located in the staff office, phone # 415-824-7000. He will file an incident report and refer the student to the Chronicle Building security office, located at 901 Mission St. San Francisco CA 94103. 415-777-7196

It is the policy of Film School SF for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics

Film School SF is located in the San Francisco Chronicle Building which is high security building requiring key card access. There are 24 hour security guards patrolling the building and its environs. Each student will be issued a key card for access to the building. This card is restricted in that the students can only enter the school's campus during school hours. No student should ever admit anyone to the school campus using their card key. No student should pop the door open.

Film School SF's policies concerning campus law enforcement are:

The jurisdiction of security personnel is limited to the Chronicle Building and its immediate environs. They can detain persons, until the SFPD arrive, but do not have the ability to arrest anyone. They will call the San Francisco Police Department if required. All investigation of alleged criminal offenses would be under the jurisdiction of SFPD.

All students and employees are informed of campus security procedures and practices when they start school or work a FSSF and are encouraged to be responsible for their own security and the security of others.

#### PERSONAL RESPONSIBILITY FOR SAFETY

No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation. Good judgment must be used in every situation.

Individual Responsibility:

Follow approved practices and procedures or standards which apply, on any work you perform for the school.

Report to your supervisor/instructor or administration any condition which might injure any person or damage any property.

Any injury which occurs at school, no matter how slight, or any accident that causes damage to property shall be reported immediately to the School President. All injuries and accidents should be reported to the Supervisor/Instructor or administration by the end of the day.

If anyone observes another who is about to endanger themselves, another person, or property while at the School, they should intervene immediately in such a way as to not endanger themselves.

Alcoholic beverages are not allowed on the School property and use of such is prohibited. No one is to report for work or class evidencing any effects of alcoholic consumption, underage drinking laws will be strictly enforced

Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on school property.

Liquids such as water or oil, excessive dust/dirt, or any other debris spilled on floors represent serious slipping hazards and should be cleaned up immediately upon observation.

## Local Community Emergency Services

<b>All Emergencies</b> (Fire, Police, Sheriff, Ambulance)	<b>911</b>
<b>Poison Control Center</b>	<b>1-800-222-1222</b>
<b>Suicide Hotline</b>	<b>1-800-784-2433</b>
<b>Hospitals:</b>	
St. Francis Memorial Hospital 900 Hyde St, San Francisco, CA	<b><u>(415) 353-6000</u></b>
Kaiser Permanente San Francisco 601 Van Ness Ave #2008, San Francisco, CA	<b><u>(415) 674-7000</u></b>
<b>Clinics:</b>	
San Francisco City Clinic 356 7th St, San Francisco, CA	<b><u>(415) 487-5500</u></b>
St. Anthony Foundation: Free Medical Clinic 150 Golden Gate Ave, San Francisco, CA	<b><u>(415) 241-8320</u></b>

**Campus Security is handled by the Chronicle Building Security: (415) 777-7195**

### CRITICAL INCIDENT RESPONSE PLAN

#### OBJECTIVES

1. To coordinate the School's response to critical incidents while paying special attention to the safety and security needs of members of Film School SF community.
2. To maintain the safety and security of faculty, staff and students as a whole in the event of a critical incident.
3. To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a critical incident.

#### DEFINITION OF A CRITICAL INCIDENT

A critical incident is a situation that involves Film School SF student(s) and/or employee(s) that creates a major disruption of normal operations and calls for a

response beyond normal school operational procedures. Examples may be situations such as natural/structural disasters, violent behavior or life threatening injury or illness.

*(Note: this plan is for general information only. During an actual critical incident, variations might be made depending on the nature of the event and the situation.)*

## **STUDENT ASSISTANCE SERVICES**

### **Personal Counseling Referrals**

The President of San Francisco School of Digital Filmmaking will act as the referral agent for student seeking assistance for emotional or personal counseling services.

## **PROCEDURES FOR Film School San Francisco**

**Step 1:** Film School SF – The President is notified of a critical incident involving a San Francisco School of Digital Filmmaking student or employee at (415) 825-7000 during the day, 415-269-9840 after hours or holidays.

First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed.

**Step 2:** San Francisco School of Digital Filmmaking – The President gathers information concerning the critical incident and responds accordingly.

In the event that scheduled classes need to be cancelled or altered in some manner the President or Operations Assistant will contact the faculty. The President or Operations Assistant will contact the students by cell phone, text and email and the closure will be posted on the college website. [www.filmschoolsf.com](http://www.filmschoolsf.com)

Any media contact, press releases, email or website assistance must be coordinated through the school President.

**Step 3** Film School SF – Depending on the evaluation of the situation, one or more of the following may occur:

- **Step 3A** – Film School SF will without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromises efforts to assist victims, or to contain, respond to, or otherwise mitigate the emergency. The President goes to scene of the incident to assess the need for back-up personnel.  
Based on the initial findings and upon agreement with the President, the response may include: dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, contacting counseling center.
- **Step 3B** -- If warranted, an emergency meeting of the Critical Incident Response Team (CIRT) may be called after evaluation of the situation with the consent of the President and/or Director. Current contact information for the CIRT is posted

around campus at Film School SF and is provided to all San Francisco School of Digital Filmmaking faculty on a laminated business card.

- **Step 3C** – President initiates family contacts.
- **Step 3D** – CIRT Command Headquarters is activated in the President’s Office. The Crisis Center (if activated) will be located in the Administration building. The CIRT Command Head Quarters will communicate directly with the Crisis Center on activities and communications to be carried out.
- **Step 3E** – Emergency CIRT meeting is called. If determined in the emergency CIRT meeting, the CIRT will assist the President in dealing with the critical incident. This may include: assisting affected student or employee’s family members, counseling with students or college employees, gathering additional information, etc.

**Step 4** San Francisco School of Digital Filmmaking – Once the issue/situation is under control, the CIRT will meet and debrief. Any needed follow-up plans, communications, activities, and/or programs will be determined for final resolution of the critical incident. Timelines for these activities will be determined and a closure/evaluation meeting of the CIRT will be scheduled. CIRT will evaluate all responses to critical incident at the closure/evaluation meeting.

**Step 5** At Film School SF – The CIRT will recommend to the President any policy revisions in procedures and will compile a Critical Incident Report to be filed in the Office of the President.

### San Francisco School of Digital Filmmaking Crisis Center

When a critical incident involves responses from a variety of personnel, a Crisis Center will be established in the Administration building. The CIRT Command Headquarters (HQ) will communicate with the Crisis Center to coordinate all activities involved in the responses to the critical incident. Communications involving responding personnel will be dispersed through this Crisis Center by the Center Head as directed by the CIRT. The President will assign the Center Head of the Crisis Center when a situation arises. The Center head is responsible for gathering any documents and/or gear necessary.

### Members of the SCHOOL’s CIRT

Critical Incident Response Team			
President		Jeremiah Birnbaum	415-824-7000
Director of Admissions		Alfretta Clark	415-824-7000
Assistant Operations		Eric Lawson	415-824-7000

## **Crime Statistics:**

**Crimes that must be reported and disclosed** – Film School SF does report to the Department and disclose in its annual security report statistics for the three most recent calendar years concerning the number of each of the following crimes that occurred on or within its Clery geography (see map) and that are reported to local police agencies or to a campus security authority:

Primary crimes including:

- Criminal homicide

  - Murder and non-negligent manslaughter

  - Negligent Manslaughter

- Sex Offenses

  - Rape

  - Fondling

  - Incest

  - Statutory rape

- Robbery

- Aggravated assault

- Burglary

- Motor vehicle theft

- Arson

Arrests and referrals for disciplinary actions, including:

  - Arrests for liquor law violations, drug law violations, and illegal weapons possession

  - Persons not included who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession

Hate crimes, including:

  - The number of each type of crime that are determined to be hate crimes

  - The number of the following crimes that are determined to be hate crimes:

    - Larceny-theft

    - Simple assault

    - Intimidation

    - Destruction/damage/vandalism of property

  - Illegal weapons possession

Hate crimes, including:

  - The number of each type of crime that are determined to be hate crimes

  - The number of the following crimes that are determined to be hate crimes:

    - Larceny-theft

    - Simple assault

    - Intimidation

    - Destruction/damage/vandalism of property

  - Dating violence, domestic violence, and stalking.

## **Recording Crimes (All reported crimes must be recorded)**

The school does include in its crime statistics all crimes listed occurring on or within its Clery geography that are reported to a campus security authority for

the purposes of Clery Act reporting. The crime statistics include the area shown on the map above.

The school does not withhold, or subsequently remove, a reported crime from its crime statistics based on a decision by a court, coroner, jury, prosecutor, or other similar non-campus official

A school may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report

The school will report to the Department and disclose in its annual security report statistics the total number of crime reports listed that were “unfounded” and subsequently withheld from its crime statistics pursuant during each of the three most recent calendar years.

### **Crimes are reported by calendar year**

Film School SF does record crime statistics for the calendar year in which the crime was reported to local police agencies or to a campus security authority  
Crimes of stalking by calendar year will be reported to SFPD

### **Hate crimes are recorded by category of bias**

For each hate crimes the school must identify the category of bias that motivated the crime. For the purposes of this, the categories of bias include the victim’s actual or perceived:

- Race
- Gender
- Gender identity
- Religion

For each hate crimes the school must identify the category of bias that motivated the crime. For the purposes of this, the categories of bias include the victim’s actual or perceived:

- Race
- Gender
- Gender identity
- Religion
- Sexual orientation
- Ethnicity
- National origin
- Disability

## **Crimes are recorded by location**

Film School SF does specify whether each of the crimes occurred:

On campus

In or on a non-campus building or property

On public property

The school does identify, of the crimes that occurred on campus.

When recording stalking by location, the school will follow the requirements.

For each hate crimes recorded the school will identify the category of bias that motivated the crime. For the purposes of this, the categories of bias include the victim's actual or perceived:

Race

Gender

Gender identity

Religion

Sexual orientation

Ethnicity

National origin

Disability

**The school does identify the crimes that occurred on campus.**

## **Recording reports of stalking**

When recording reports of stalking that include activities in more than one calendar year, the school does record a crime statistic for each and every year in

The school records each report of stalking as occurring at only the first locations within the school's Clery geography in which:

A perpetrator engaged in the stalking course of conduct, or

A victim first became aware of the stalking

## **Identification of the victim or the accused**

The statistics required do not include the identification of the victim or the person accused of committing the crime

## **Pastoral and professional counselor**

The school is not required to report statistics for crimes reported to a pastoral or professional counselor

## **Using the FBI's UCR program and the Hierarchy Rule**

Film School SF does compile the crime statistics for murder and non-negligent manslaughter, negligent manslaughter, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, and

illegal weapons possession using the definitions of those crimes from the “Summary Reporting System (SRS) User Manual” from the FBI’s UCR Program. Film School SF does compile the crime statistics for fondling, incest, and statutory rape using the definitions of those crimes from the “National Incident-Based Reporting System (NIBRS) User Manual” from the FBI’s UCR Program. Film School SF does compile the crime statistics for the hate crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property using the definitions provided in the “Hate Crime Data Collection Guidelines and Training Manual” from the FBI’s UCR Program. Film School SF does compile the crime statistics for dating violence, domestic violence, and stalking using the definitions provided in 34 CFR 668.46(a). In counting crimes when more than one offense was committed during a single incident, the school must conform to the requirements of the Hierarchy Rule in the “Summary Reporting System (SRS) User Manual”. If arson is committed, Film School SF does always record the arson in its statistics, regardless of whether or not it occurs in the same incident as another crime. If rape, fondling, incest, or statutory rape occurs in the same incident as a murder, Film School SF does record both the sex offense and the murder in its statistics.

**Statistics from police agencies**

In complying with the crime statistical reporting requirements, Film School SF does make a reasonable, good faith effort to obtain statistics for crimes that occurred on or within the school’s Clery geography and may rely on the information supplied by a local or State police agency. If the school makes such a reasonable, good faith effort, it is not responsible for the failure of the local or State police agency to supply the required statistics.

**Timely Warning and Emergency Notification**

Office Responsible:	Administration
Area Information is located:	Administration office
Date Document was last updated:	April 2015
Date Policy and Procedure was last updated:	April 2015

Film School SF does, in a manner that is timely and that withholds as confidential the names and other identifying information of victims, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C.13925(a)(20)) and that will aid in the prevention of similar crimes, report to the campus community on the following crimes:

- Criminal homicide
  - Murder and non-negligent manslaughter
  - Negligent Manslaughter

Sex Offenses

- Rape
- Fondling
- Incest
- Statutory rape

Robbery

Aggravated assault

Burglary

Motor vehicle theft

Arson

Arrests and referrals for disciplinary actions, including:

- Arrests for liquor law violations, drug law violations, and illegal weapons possession

- Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession

Hate crimes, including:

- The number of each type of crime in 34 CFR 668.46(c)(1)(i) that are determined to be hate crimes

- The number of the following crimes that are determined to be hate crimes:

Criminal homicide

- Murder and non-negligent manslaughter

- Negligent Manslaughter

Sex Offenses

- Rape
- Fondling
- Incest
- Statutory rape

Robbery

Aggravated assault

Burglary

Motor vehicle theft

Arson

Arrests and referrals for disciplinary actions, including:

- Arrests for liquor law violations, drug law violations, and illegal weapons possession

- Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession

Hate crimes, including:

- The number of each type of crime in 34 CFR 668.46(c)(1)(i) that are determined to be hate crimes

- The number of the following crimes that are determined to be hate crimes:

- Larceny-theft
- Simple assault
- Intimidation
- Destruction/damage/vandalism of property

Dating violence, domestic violence, and stalking as defined in 34 CFR 668.46(a)

Crimes that are reported to campus security authorities as defined under the school's statement of current campus policies local police agencies  
Crimes that are considered by the school to represent a threat to students and employees

The school is NOT required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor  
If there is an immediate threat to the health or safety of students or employees occurring on campus, the school will follow its emergency notification procedures. A school that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the school must provide adequate follow-up information to the community as needed

The Daily Crime Log- Film School SF does not have a Daily Crime Log, however the school does write up incident reports. In the last three years there have been 2 reports of theft in the school, always when a student propped open the door (which is a prohibited). One camera stolen and one audio mixer stolen.

**Programs to prevent dating violence, domestic violence, sexual assault, and stalking.**

Office Responsible:	Administrative
Area Information is located:	Administrative
Date Document was last updated:	April 2015
Date Policy and Procedure was last updated:	April, 2015

**Film School SF prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking. The definitions of:**

**Dating abuse or dating violence** is defined as the perpetration or threat of an act of violence by at least one member of an unmarried couple on the other member within the context of dating or courtship. It is also when one partner tries to maintain power and control over the other through abuse/violence. This abuse/violence can take a number of forms: sexual assault, sexual harassment, threats, physical violence, verbal, mental, or emotional abuse, social sabotage, and stalking. It can include psychological abuse, emotional blackmail, sexual abuse, physical abuse and psychological manipulation

**Domestic violence** (also **domestic abuse**, **spousal abuse**, **intimate partner violence**, **battering** or **family violence**) is a pattern of behavior which involves violence or other abuse by one person in a domestic context against another, such as in marriage or cohabitation. Intimate partner violence is domestic violence by a spouse or partner in an intimate relationship against the other spouse or partner. Domestic violence can take place in heterosexual or same-sex relationships. Domestic

violence can take a number of forms including physical, emotional, verbal, economic and sexual abuse, which can range from subtle, coercive forms to marital rape and to violent physical abuse that results in disfigurement or death.

**The FBI Definition of Rape** is “Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Sexual assault** is any involuntary **sexual** act in which a person does not give their consent

**Stalking** is unwanted or obsessive attention by an individual or group toward another person. Stalking behaviors are related to harassment and intimidation and may include following the victim in person or monitoring them. The word *stalking* is used, with some differing meanings, in psychology and psychiatry and also in some legal jurisdictions as a term for a criminal offense.

### **All alleged offenses should be reported to the President of Film School SF.**

All students have the option to involve members of law enforcement and campus authorities, including notification of the victim’s option to:

Notify proper law enforcement authorities, including on-campus and local police

Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses

Decline to notify such authorities

Where applicable, the rights of victims and the school’s responsibilities for orders of protection, “no-contact” orders, restraining orders, or similar lawful orders issued by a criminal, or civil court or by the school

Film School SF will complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in Section 40002(a)(20) of the Violence Against Women Act of 1994

Film School SF will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures

The school will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the school and in the community

Film School SF will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The school will make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement

The procedures for school disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, as required are:

(A) At Film School SF the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and (B) Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused; and Sanctions the institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses

When a student or employee reports to the school that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the school will provide the student or employee a written explanation of the student's or employee's rights and options.

Local community services available to the campus community where law enforcement agency information provided by a State under section 121 of the Adam Walsh Child Protection aid, and other services available for victims, both within the school and in the community are listed on chart below.

The school will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The school will make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement

The procedure for school disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, is to report the incident to the President of the school.

When a student or employee reports to the school that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the school will provide the student or employee a written explanation of the student's or employee's rights and options.

### **Crime Prevention Tips**

Follow these tips to help you stay safe when you're out and about:

- Always be aware of your surroundings and property in a public place
- If you think someone or something is suspicious, request the police and/or Campus Safety to investigate your suspicions
- Joggers should vary their times and locations of travel, using well lit and traveled locations for jogging
- Don't hitchhike or accept rides from strangers •Be careful when wearing or carrying expensive jewelry, or other items in public

- Never leave possessions unattended on or off campus

By reporting crimes and suspicious circumstances directly to the Film School SF, we can include it in the Annual Campus Safety Report, and the Department of Campus Safety will be able to issue timely and appropriate warning bulletins. Reports can be made anonymously, and will be held in the strictest confidence.

***If the worst happens..***

What would you do if someone attacked you? Could you fight back or would you avoid resisting and wait to escape? Only you can decide whether to fight back, but preparing yourself for all possibilities could provide a split-second advantage:

- If someone threatens you, shout and scream for help
- Get to safety
- You have every right to defend yourself with reasonable force with items that you have with you. Items such as an umbrella, hairspray, or keys can be used against an attacker, however, the law doesn't allow civilians to carry anything that could be described as an offensive weapon

***If you have been attacked..***

Assaults and rapes are serious crimes, whether committed by a stranger or someone you know. If you or someone you know is attacked:

- Call Film School SF 415-824-7000—we need your help to catch the attacker. You can help the safety team by:
  1. Taking the name or address of any witness
  2. Trying to remember exactly what the attacker looked like
  3. If a car was involved, try to note the color, model, and license plate number
- You do not need to go to the police station to report an assault and you can be interviewed in your own home if you wish. These crimes are dealt with sympathetically, regardless of gender. Police stations have specially trained officers to help and support

you, and many areas have comfortable victim suites separate from the police station where you can be interviewed privately

Film School SF has Brochures available in the Administrative Office with information on the prevention of Sexual Violence. These brochures are also given out with the Drug and Alcohol Policy at orientation.

Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking

Office Responsible:	Administration
Area Information is located:	Administrative Office
Date Document was last updated:	April 2015
Date Policy and Procedure was last updated:	April 2015

**VICTIMS’ RIGHTS IN CASES OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING COMPLAINANT’S RIGHTS**

Film School SF prohibits the offenses of sexual assault, domestic violence, dating violence, and stalking. Film School SF does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited by Film School SF as well as federal law whether sexually based or not and include dating violence, domestic violence, and stalking. Because you are reporting a possible form of sex based discrimination, Film School SF wants to inform you of our policy and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus as well as your rights and Film School SF responsibilities (see “Comparison of Federal Laws Pertaining to VAWA 2013 for information on the definition of these crimes). This policy applies equally to all students and employees regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved. No officer, employee, or agent of an institution participating in any program under this title shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of this policy. As a complainant of sexual assault, dating violence, domestic violence, or stalking, you will receive a full copy of Film School SF Victims’ Rights in Cases of Sexual Assault, Domestic Violence, Dating Violence, or Stalking. This document has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, or stalking. Always remember, that no victim is ever to blame for being assaulted or abused. These

procedures include our right to inform you of your right to file criminal charges as well as the availability of medical, counseling, and support services. We also offer additional remedies to prevent contact between a complainant and an accused party, such as temporary or permanent changes in housing, academic, transportation, and working conditions, if reasonably available.

The policy also addresses possible sanctions and interim and/or long-term protective measures

that Film School SF may impose following a report through the final determination of our disciplinary process does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination.

Other acts can also be forms of sex-based discrimination and are also prohibited by Film School SF as well as federal law whether sexually based or not and include dating violence, domestic violence and stalking. You will receive a full copy of Film School SF Victims' Rights in Cases of Sexual Assault, Domestic Violence, Dating Violence, or Stalking. This document has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, or stalking.

Always remember, that no victim is ever to blame for being assaulted or abused. These procedures include our right to inform you of your right to file criminal charges as well as the

availability of medical, counseling, and support services. We also offer additional remedies to

prevent contact between a complainant and an accused party, such as temporary or permanent

changes in housing, academic, transportation, and working conditions, if reasonably available.

The policy also addresses possible sanctions and interim and/or long-term protective measures

that Film School SF may impose following a report through the final determination of our disciplinary process.

### **POSSIBLE SANCTIONS AND PROTECTIVE MEASURES FOLLOWING A CRIME OF RAPE, DATE/AQUAINTANCE RAPE, DOMESTICE VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING**

Sexual offense, domestic violence, dating violence, and stalking cases referred to Film School SF Student Conduct system may result in the perpetrator being suspended from school. More than one sanction may be recommended or imposed for any single violation

when deemed appropriate by the School President. All disciplinary sanctions are noted in the student's non-academic student file. Records of suspended students are kept indefinitely. Sanctions for students may involve change in living arrangements, counseling, community service, suspension, "No-Contact" order, or expulsion depending on the Disciplinary sanctions for employees shall include an oral warning, a written reprimand, suspension or termination and referral for prosecution (See the Film School SF Employee Handbooks for more information). Any disciplinary sanction may include the completion of an appropriate counseling or other rehabilitation program. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also

may subject the perpetrator to criminal and civil penalties under federal and state law (VAWA Crimes Tables).

## **PROCEDURES VICTIMS SHOULD FOLLOW IF A SEXUAL OFFENSE, DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT OR STALKING HAS OCCURRED**

The first priority of a victim of sexual assault or domestic violence is to get to a place of safety,

then to obtain necessary medical attention as soon as possible.

An assault should be reported directly to the San Francisco Police Department 911.

Although Film School SF strongly advocates that a victim of sexual assault or domestic violence, dating violence, or stalking report the incident to the San Francisco Police Department in a timely manner, it is the victim's choice to make such a report and the victim has a right to decline involvement with the police criminal justice system, and report only to the school administration. Victims also have the option of contacting the Title IX coordinator, Bonnie Birnbaum, or the Chronicle Security Office to discuss reporting options. One of these schools representatives will guide the victim through the available options and support the victim in his or her decision. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining orders of protection related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with the President of the school. To preserve evidence medical/legal exam victims of rape or assault should not bathe, changes clothes, douche, use toilet (if possible), smoke, or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours or so that the evidence may be preserved. If victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted diseases.

### **Preserving Evidence for Victims of Violence**

Victims of violence should not bathe or change clothes prior to documentation of physical evidence. Preserving evidence may be necessary to prove criminal domestic violence, dating violence, stalking, or in obtaining a protection order. If victims do not opt for forensic evidence collection, health care providers can still treat injuries.

### **Preserving Evidence for Victims of Stalking**

Victims of stalking should save evidence such as any letters, notes, e-mails, phone calls, videos, photos, texts, social media postings (i.e...facebook, twitter,.etc etc), computer screenshots, voicemails, or any other form of evidence that would be helpful.

Retaliation against any member of Film School SF community, acting in good faith, who has made a complaint of threatening or potentially violent behavior, is a very concerning violation of the student code of conduct. Any violation of these policies will also result in serious disciplinary action and/or academic suspension or expulsion.

### **Student Conduct Procedures**

All Student Conduct proceedings shall provide a prompt, fair, and impartial investigation and resolution; and be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

### **Filing a Complaint**

Any school official or student may file a complaint against a student. The president of Film School SF has the responsibility to receive and, where appropriate, investigate complaints arising out of a claim(s) that the Student Code of Conduct, other School Policies have been violated. After receiving a complaint, the President will determine through investigation if the alleged charges have merit. Any student charged with a violation will be scheduled for a Pre- Hearing Conference meeting to begin the investigative process.

### **Standard of Evidence**

The standard of proof used for a student conduct case is a preponderance of evidence. This means a greater than 50% chance (based on the evidence by the complainant), that the student is responsible for the code violation in the complaint. Rights of the Accuser and the Accused

The accuser and the accused are entitled to a prompt, fair, and impartial proceeding that is:

1. Completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay;
2. Conducted in a manner that—
  - a. Is consistent with the institution's policies and transparent to the accuser and accused;
  - b. Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
  - c. Provides timely and equal access to the accuser, the accused, and appropriate officials to information that will be used during informal and formal disciplinary meetings and hearings (as permitted by state and federal laws); and
3. Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

The accuser and the accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.

Both the accuser and the accused shall be simultaneously informed, in writing, of:

- the outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking;
- the institution's procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding; and
- any change to the results that occurs prior to the time that such results become final; and when such results become final.

Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

## **Formal Title IX Complaint Process**

Title IX protects individuals from harassment connected to any of the academic, educational, extracurricular, athletic, and other programs, activities or employment of schools, regardless of the location. Title IX protects both males and females from sexual harassment by any school employee, student, and a non-employee third party. This policy applies equally to all students and employees regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved.

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the university's Title IX Sexual Harassment, Sex Equity, and Gender Discrimination Processes and Procedures which can be obtained at Film School SF Administrative Office in order to remedy any hostile environment

### **CONFIDENTIALITY OF VICTIMS**

Film School SF will protect the confidentiality of victims of sexual assaults, domestic violence, dating violence, and stalking to the fullest extent of the law. the Tile IX Information and the Title IX Grievance Procedures webpages for more information).

### **OPTIONS FOR CHANGING ACADEMIC, TRANSPORTATION, LIVING AND WORKING SITUATIONS**

After a sexual assault, domestic violence, dating violence, or stalking incident has been reported, the victims of such crimes shall have the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including immediate temporary or permanent relocation of the victim to safe and secure working location, and/or transfer of classes if requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

### **Sanctions that the school may impose following the results of any institutional disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, or stalking**

Sanctions will be appropriate to the crime but can include expulsion from school. Criminal offences that are reported to SFPD will be subject to the due process of the law.

### **Prohibition on retaliation**

It is the policy of Film School SF that the school, an officer, employee, or agent of the school, does not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities.

### **Submitting Crime Statistics to the U.S. Department of Education**

Office Responsible:	Administration
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Area Information is located:	Administration
Date Document was last updated:	April 2015
Date Policy and Procedure was last updated:	April 2015

Film School SF annually releases the security report each year by the October 1 deadline

Your school submits the crime statistics portion of the annual security report via the ED Web site (<http://surveys.ope.ed.gov/security>) by the required deadline established each year.