Conway School

2026 Campus Security and Fire Safety Plan with 2025 Clery Act Report

October 2026

Conway School General Information

Phone: (413) 369-4044 **Physical Location:** 88 Village Hill Road, Northampton, MA 01060

For Emergencies: Dial 911

Fire/EMS: For non-emergencies, call the Northampton Fire Dept. at 413-587-1032.

Police: For non-emergencies, call the Northampton Police Dept. at 413- 587-1100.

The **Annual Campus Security and Fire Safety Plan with 2025 Clery Act Report** is compiled to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). Employees and in-coming students are provided a copy of this report and it is available on the Conway School website at csld.edu/about/safety/. Prospective students and employees are informed that the report is available, given a brief description of its contents, and given an opportunity to receive a paper copy on request.

This report is prepared in cooperation with the Northampton Police Department by Co-Directors Ken Byrne, Priscilla Novitt, and Kara Schnell; Title IX Coordinator Kate Cholakis; and Campus Manager Dave Weber.

Link to the U.S. Department of Education Clery Campus Crime data website: ope.ed.gov/security/

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In compliance with the Crime Awareness and Campus Security Act of 1990 [PL 101-542, Title II], the Conway School provides the following information to all current and incoming students and employees.

About the Conway School

The Conway School is a ten-month graduate program in ecological landscape planning and design. A small cohort of fourteen to eighteen students works on studio projects for real clients in Massachusetts, New England, and beyond, while taking classes in digital design, ecology, site engineering, field work, and humanities. The studio projects occur at three scales: in the fall, students work on small-scale residential or public projects; in the winter, students work on town, city, or regional planning projects; and in the spring, students work on large-scale site design projects. Students graduate with a Master of Science in Ecological Design. The Conway School operates academic and administrative spaces but does *not* offer student housing.

Statement of Non-Discrimination

The Conway School does not unlawfully discriminate based on race, religion, creed, color, gender, gender identity, marital status, age, national origin, disability of an otherwise qualified individual, or sexual orientation, in accordance with applicable federal, state, and local laws. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall and transfer, leaves of absence, compensation, and training. The school facility is handicapped-accessible as required by local, state, and federal law.

Conway takes allegations of discrimination, intimidation, harassment, and retaliation very seriously and will promptly investigate when warranted.

Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, pregnancy, military service, leaves of absence, and termination.

Campus Security Plan, Crime Prevention Program, and Fire Safety Plan

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Campus Security Plan

Security in or on Campus Buildings or Property – Policies and Procedures

In 1990 Congress passed the Student-Right-to-Know Act, which established the right of students, their parents, and employees to know about crimes committed on campuses and about campus security policies and procedures. By having colleges and universities provide such information, Congress intended to increase the level of campus security awareness, thereby helping to create safer campuses.

In compliance with this law, now called the **Jeanne Clery Campus Safety Act (Clery Act)**, the Conway School presents information related to campus security and safety. Anyone with information about crimes or violations of state or federal law, or school rules, should report the matter to one of Conway's co-directors.

How to Report a Crime or Emergency

***Dial 911**, then contact a staff or faculty member.*

Conway strongly encourages every member of the community — faculty, staff, students, and visitors — to report any crime accurately and promptly. Professionally trained Northampton police officers are available for emergency response 24 hours a day, seven days a week, 365 days a year. To report a crime off campus, dial 911 in most areas in the U.S.

When there is a medical emergency, call 911. If a student is ever in doubt of whether a situation is an emergency, they should call 911. It's better to be safe and let the 911 call taker determine if the person in question requires emergency assistance. Sometimes it can be difficult to determine if a situation is a medical emergency or not. If the student has any concerns about the person in question and is worried, they should call 911. If faculty or staff are present, the student should approach them for help. Generally, if an adult has the capacity to understand their condition and the consequences of not receiving treatment, they can refuse treatment and/or transport to a medical facility from the paramedics when they arrive. The co-directors' contact information is posted next to each phone.

Emergency phone numbers (fire, police, ambulance) are posted next to every land-line phone in the building, as well as in the kitchen and in the studio. Staff will respond as appropriate to any such report.

Security Considerations for Access to Campus Facilities

The school building is to be locked and inside lights turned off by the last person to depart each day/night. Only students, faculty, staff, and approved service providers may have access to RFID key fobs to enter the building. Students are cautioned to use common sense and discretion when working late at night or walking home or to cars, and to report any suspicious behavior immediately. After hours, the school's doors are kept locked.

Access to Campus Buildings and Grounds

- The school is closed to the public and secured via RFID key fobs between 5:00 PM and 9:00AM Monday through Friday and all day on Saturday and Sunday except in the case of special school events. The school's administration may choose to keep the building's doors locked and restrict public access during business hours as it deems necessary.
- The school's building hours are generally business days during class hours. Unauthorized individuals may be asked to leave the school at any time.
- The school has the right to restrict access to campus grounds and the school building, which are open to faculty, staff, students, and invited guests.
- The school has the right to ask Northampton police to issue trespass notices to unauthorized people, which may be done upon receipt of a complaint, and to arrest anyone returning to campus after being served such a notice.

External Police and Fire Support

Conway has no hired security personnel or campus law enforcement. The school relies on Northampton Police and Fire Departments for emergency services:

- **Fire/EMS:** For emergencies, dial 911. For non-emergencies, call the Northampton Fire Department at 413-587-1032.
- **Police:** For emergencies, dial 911. For non-emergencies, call the Northampton Police at 413-587-1100.

Faculty and staff handle most incidents that occur on Conway School property. Northampton Police would be notified of any major incidents that occur on campus. Under Massachusetts law, the State Police will be notified of any death on campus and can have jurisdiction over any criminal incident that occurs on campus. Generally, the Northampton fire department would respond to fire and medical emergencies as a supplement to faculty and staff.

Emergency Response and Evacuation Procedures

It is the policy of the Conway School to follow the emergency response and evacuation procedures described below (as required by 34 CFR 668.46(g)).

Notification of an emergency: If a significant emergency or dangerous situation is evident to any person, everyone within or near the school should evacuate the building and/or campus, or shelter in place, in a manner that seems appropriate given the circumstances or as directed by emergency personnel.

Following an incident, the co-directors will determine whether to notify other segments of the school community, and if so, the method, content, and timing of the notification. The co-directors will initiate the notification, unless issuing a notification will, in their professional judgment, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Fire alarms: The fire alarm system at the Coach House communicates directly with the Northampton Fire Department. When the fire alarm sounds, everyone should evacuate the building immediately via the nearest exit and meet at the corner of Village Hill Road and Ford Crossing across the street from the school's main entrance, where a headcount will be taken. Do not congregate in the parking lot or in the street, or otherwise block access for emergency vehicles. Students may not re-enter the building until the fire department has given the "all clear" signal. In the event of an alarm outside of normal operating hours students should follow the above guidelines and notify a member of the faculty or staff. As required, Conway performs and documents at least one unannounced test of the emergency response and evacuation procedures each school year with students present. The school documents this test, with a description of the exercise, the date, time, and whether it was announced or unannounced.

Special Alerts for Emergencies and Timely Warnings

If a crime is committed on the Conway campus (or nearby) that is considered to represent a threat to students and employees, it is the policy of the school to inform all students and employees, as rapidly as possible, of the nature of the crime, the status of the police investigation into the crime, and steps the school can and will take to prevent the crime from occurring again.

Special alerts (when needed) will be delivered in person or by email or telephone and are meant to keep the Conway School community informed of any threats to health and safety. The school asks for assistance from all community members by reporting such incidents to the co-directors (or any member of the faculty and staff). All correspondence will be considered ***confidential*** and personal information will NOT be released.

Persons with Disabilities

Students with health concerns that may make it difficult to exit a building in an emergency should work with the Campus Manager to develop a plan to ensure safe egress in the case of fire or other emergency forcing the evacuation of a campus building.

Campus-Wide Evacuation

1. Evacuation of all or part of the campus will be announced by a member of the faculty or staff, or other appropriate officials.
2. All persons (students and staff and their visitors) are to vacate the building immediately and relocate to the sidewalk across Village Hill Road from the school's main entrance at the intersection with Ford Crossing.

Emergency Contact Information

Emergency contact information is collected from new students and employees when they begin at Conway. Information is updated in January of each year.

Campus Security Authorities

Designated "*Campus Security Authorities*" are defined in the Clery Act as "any individual who has responsibility for campus security but who does not constitute a campus police or security department…or who has significant responsibility for student and campus activities." This includes, but is not limited to:

- Co-Directors
- Title IX Coordinator
- Campus Manager
- Senior Faculty and Staff

The Clery Act prescribes how the school collects and reports crime statistics and provides for confidential reporting of criminal incidents. Other laws and regulations mandate the school act to stop sexual harassment, sexual assault, and other criminal acts. In those cases, the school will attempt to respect an individual's desire for confidentiality and will work to maintain the privacy of the individual to the degree possible. However, the school may be legally required to act depending on the nature of the grievance or complaint and may not be able to honor the request for confidentiality. The individual will be informed if, while satisfying this obligation, the school may be unable to comply with the request for confidentiality.

A *Campus Security Authority* is not always required to disclose confidential information concerning an incident, such as information that would identify a victim of a crime who wishes for their identity to remain confidential. However, the crime must be reported to police immediately. Keep in mind that *Campus Security Authorities*, under Title IX and the Violence Against Women Act (VAWA), may be required to provide more information than is otherwise required in their role as a *Campus Security Authority*.

Crime Prevention Program

The Conway School shares the concern of students, families, and the community for the well-being and safety of all members of our community, although we also recognize that it is everyone's basic responsibility to ensure their own personal safety and the safety of their possessions. While the Conway School has a long history of a safe and secure environment, it must be remembered that no community is immune to crime. The community can only remain safe if each member does their part to ensure the security of the campus.

Students: During the orientation week, students are given a *Student Handbook* containing all school policies, and shown the locations of phones, fire extinguishers, etc. Evacuation procedures are reviewed. Students are encouraged to be responsible for their own and others' security while on campus. No program on general crime prevention other than this initial orientation is provided unless unusual circumstances warrant.

Employees: At the beginning of each year, employees are provided with an updated *Employee Handbook* and a copy of this report, which combined provide employees with all school policies and procedures concerning safety and security. Employees are encouraged to be responsible for their own and others' security while on campus. No program on general crime prevention other than this initial orientation is provided unless unusual circumstances warrant. New employees are given a similar orientation.

Drugs and Alcohol on Campus

The school's drug and alcohol policy and program are contained in the Use of Facilities section of the *Student Handbook* (page 6) and section II.C of the *Employee Handbook*, in handouts distributed to students during application and enrollment, as well as in binders in the Administrative Director's office. An explanation of policies is given at the beginning of the school year.

Possession of Marijuana

While recreational marijuana was legalized in Massachusetts for persons over 21, **it is still against federal law to possess marijuana regardless of state laws**. Manufacturing, distributing, and other related crimes involving marijuana remain illegal.

Statement on Medical Marijuana

Conway School receives federal loans on behalf of students through Title IV in the form of student financial aid. As a condition of accepting this money, Conway is required to certify that it complies with the Drug-Free Schools and Communities Act (DFSCA) (20 U.S.C. 1011i; 34 C.F.R. part 86). The federal government regulates drugs through the Controlled Substances Act (CSA), which does not recognize the difference between medical and recreational use of marijuana. Therefore, to comply with the Federal Drug Free School and Communities Act and avoid losing authorization to receive federal loans on behalf of students, the Conway School prohibits all marijuana use, including medical marijuana, and students may be subject to disciplinary action for its use. Therefore, marijuana prescribed for medical purposes is prohibited at the Conway School even though Massachusetts state law permits its use.

Firearms and Other Weapons on Campus

In accordance with Massachusetts General Law Chapter 269 Section 10(j), firearms are prohibited on the grounds of the school. No person shall be permitted to carry firearms or other weapons, concealed or not concealed, with or without a concealed weapon permit, while on properties owned or controlled by the school unless given express, written permission to do so by the school's co-directors and board of trustees.

For the purposes of this policy, the term "weapons" includes, but is not limited to, firearms of any nature or description, including shotguns, rifles, pistols, and revolvers, paintball guns, or BB/pellet guns; firearm replicas; ammunition; martial arts-type weapons; explosives (including fireworks); bows, crossbows, arrows; slingshots; switchblade knives, double-edged knives, hunting (pocket-style) knives with a blade length of three inches or greater; swords; pointed metal darts; or any other destructive device or instrument that may be used to do bodily injury or damage to property. In addition, items that may be used as weapons, whether or not they fit the definition above, will be subject to seizure.

Because these weapons may pose a clear risk to persons and property on the campus, violation of the regulations may result in administrative action from the school and/or prosecution under the appropriate state or federal laws.

Sexual Crime Prevention

The Conway School is committed to the prevention of dating violence, domestic violence, sexual assault, and stalking. It is the policy of the school that new students are required to read through the *Student Handbook*, and new employees are required to read through the *Employee Handbook*, both of which contain the school's **Sexual Harassment Policy & Procedures**; both students and employees must sign a statement confirming that they have read this policy. See below for details of the procedures which victims should follow if a crime of dating violence, domestic violence, sexual assault, and stalking has occurred and how the school will protect the confidentiality of victims and other necessary parties.

If an alleged crime of dating violence, domestic violence, sexual assault, or stalking is reported, Conway will provide written notification to:

1. students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the school and in the community;
2. victims about options for, available assistance in, and how to request changes to academic, living, transportation and working situations or protective measures;
3. the school community to explain the procedures for school disciplinary action (see below); and
4. the student or employee of their rights and options as described by relevant law.

Procedures for Institutional Disciplinary Action

In cases of alleged dating violence, domestic violence, sexual assault, and stalking see *Employee Handbook* and *Student Handbook* (Ethical Practices & Legal Compliance section). These handbook sections describe:

- each type of disciplinary proceedings used by Conway School;
- the standard of evidence that will be used during any institutional disciplinary proceeding;

- the possible sanctions that the school may impose following the results of any institutional disciplinary proceeding; and
- the range of protective measures that the school may offer the victim following an allegation of dating violence, domestic violence, sexual assault, or stalking.

Conway School provides that any proceedings will:

- include a prompt, fair, and impartial process from the initial investigation to the final result;
- be conducted by officials who, at a minimum, receive annual training about the issues and how to conduct an investigation and hearing process;
- provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding; and
- not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding (the school may establish restrictions regarding the extent to which the advisor may participate in the proceedings as long as the restrictions apply equally to both parties).

Title IX Coordinator

The school has designated the **Title IX Coordinator** with oversight as required by Title IX, the Clery Act, and VAWA. The Title IX Coordinator:

- Is familiar with the kinds of discrimination covered under Title IX.
- Knows the details of the school's policies and procedures on sex discrimination and sexual misconduct.
- Helps create campus policies regarding sex discrimination and sexual misconduct.
- Considers how the school defines consent.
- Oversees sex discrimination and sexual violence prevention policies.
- Investigates complaints of sex discrimination or allegations of sexual misconduct and enforces disciplinary actions in accordance with the school's policy (as outlined in the student handbook). This might involve conducting interviews with the involved parties, informing all parties of the school's grievance process, establishing witness credibility, evaluating evidence with an impartial view, determining appropriate sanctions against the perpetrator, and helping survivors find resources.
- Communicates their availability and remains accessible to students who need guidance or want to make a complaint.

Warning Signs of Abusive Behavior

Because relationships exist on a spectrum, it can be hard to tell when a behavior crosses the line from healthy to unhealthy or even abusive. Use these warning signs of abuse to see if your relationship is going in the wrong direction. If the person you have a relationship with exhibits one or more of the following, the relationship may be unhealthy or abusive:

- Is checking your cell phone or email without permission
- Is constantly putting you down
- Is possessive
- Is telling you what to do
- Is extremely jealous or insecure
- Is isolating you from family or friends

- Is making false accusations
- Has mood swings
- Has an explosive temper
- Is physically hurting you in any way

See http://www.loveisrespect.org/ for more information and resources.

Risk Reduction for Sexual Assaults

With no intent to victim-blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment:

1. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
2. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
3. Make sure your cell phone is with you and charged and that you have cab money.
4. Isolation is a strategy of some assaulters. Meet new acquaintances in public places you are familiar with.
5. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
6. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
7. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from large, common open containers.
8. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated given the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
9. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
10. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.

Students' and Employees' Responsibilities Under the Law

Students have the same rights and responsibilities as other citizens and are expected to follow school policies and applicable federal, state, and local laws.

Massachusetts Sex Offender Registry Board

Law enforcement agency information provided by Massachusetts under section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921), concerning registered sex offenders may be obtained as noted below. The Sex Offender Registry Board (https://www.mass.gov/orgs/sex-offender-registry-board) is the state agency responsible for keeping a database of convicted sex offenders and classifying each offender so that the public may receive information about dangerous sex offenders who live or work in each community. The goal of the Sex Offender Registry is to educate the public and to prevent further victimization. Members of our community may also contact the Northampton police department to ask for information on sex offenders in Northampton.

National Sex Offender Registry

The National Sex Offender Registry website (https://www.nsopw.gov/) is provided as a public service by the U.S. Department of Justice. Using this website, interested members of the public have access to and may search participating state website public information regarding the presence or location of offenders, who, in most cases, have been convicted of sexually-violent offenses against adults and children and certain sexual contact and other crimes against victims who are minors. The public can use this website to educate themselves about the possible presence of such offenders in their local communities.

Being an Active Bystander

Regardless of how close to the situation they are, bystanders have the power stop relationship and sexual violence, insensitivity, and oppression from occurring and to get help for people who have been affected. *Understand, we are not advocating that people risk their own safety to be an active bystander*, though we also believe that the creation of the inclusive campus we want takes all members of the community to be involved in the work of change. Remember, there is a range of actions that are appropriate, depending on the situation.

What to Do If You Believe Someone Is in an Unsafe Situation

1. First, assess the situation to determine what action, if any, might be appropriate and safe.
2. Second, evaluate options and choose strategies for responding either at the time or later.

Whether or how an Active Bystander acts will depend on the situation. Such actions may include:

- Explain to the victim that you are concerned for their safety and why – they may not recognize they are in an unsafe situation or may not realize they can get help stopping the unacceptable behavior.
- Interrupting the behavior – if it is safe for the bystander, tell the victim that you have an important call for them, or that it is time for "that meeting."
- Calling for help when needed.
- Support the victim – offer, if they are willing, to accompany them to report the situation.
- If the person is not willing to accept help, you can talk to the Title IX Coordinator or one of the co-directors for more strategies and how to support to help the victim, keeping in mind that

these individuals are responsible employees who may need to respond to the information you share to ensure a safe campus.

Important Cautions

Do not engage a violent person and endanger your safety; **step back and call 911**

For **immediate help** dial **911** from a campus phone or a cell phone

Assistance in Connecting with External Resources

The Title IX Coordinator and Co-Directors will assist survivors (students and employees) connecting with external resources, including the local police department, state police department, or personnel from the District Attorney's Office, the survivor has the right to decline notifying law enforcement; a decision to utilize law enforcement or to decline to utilize law enforcement will not impact the school's obligations under Title IX and its own policies. Students and employees can receive 24-hour care at local hospitals or other medical facilities.

Please see the Sexual Harassment Policy & Procedures section of the *Student Handbook* for detailed definitions of sexual harassment and procedures related to filing a complaint.

Please see the Sexual Harassment Policy & Grievance Procedures section of the *Employee Handbook* for detailed definitions of sexual harassment and procedures related to filing a complaint.

Title IX Investigations and Police Investigations

The school will not wait for the conclusion of a criminal investigation or criminal proceeding to begin its Title IX investigation and, if needed, will take immediate steps to protect the student in the educational setting. For example, the school will **not** delay conducting its own investigation or taking steps to protect the complainant because it wants to see whether the alleged perpetrator will be found guilty of a crime. If the survivor or the district attorney chooses to pursue criminal charges based on the complaint of harassment or assault, the school may need to delay temporarily the fact-finding portion of a Title IX investigation while police are gathering evidence; once notified that the police department has completed its gathering of evidence (not the ultimate outcome of the investigation or the filing of any charges), the school will promptly resume and complete its fact-finding for the Title IX investigation. However, temporary safety measures, if needed, will be put into place.

Cases Allegedly Committed by a Conway Student

Conway's Sexual Harassment Policy & Procedures (*Student Handbook*, page 32) apply to all student misconduct violations. Complaints may be filed with the Title IX Coordinator.

Cases Allegedly Committed by a Conway Employee

The Sexual Harassment Policy (*Employee Handbook,* page 20) applies to all employee sexual misconduct violations. Complaints may be filed with the Title IX Coordinator.

Resource List for Sexual Assault/Harassment

Emergency	***911***
Title IX Coordinator – Kate Cholakis (oversees Conway School adherence to Title IX concerns)	413-203-6774
Center for Women & Community UMASS/Amherst 24-Hour Crisis Line	413-545-0800
Safe Passage (Northampton) 24-hour Crisis Line	413-586-5066
Northwestern District Attorney's Office Victim/Witness Assistance	413-586-5780
New England Learning Center (NELC) for Women in Transition 24-Hours	413-772-0806
NELC Toll Free 24-Hour Hotline	888-249-0806
Men's Resource Center for Change	413-253-9887

Sexual Offender Registry and Access to Related Information

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice to the state of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

In Massachusetts, convicted sex offenders must register with the state's Sex Offender Registry Board; this includes anyone enrolled at or employed by a college or school, even if they are registered in their home jurisdiction in one of three categories (Level 1—considered a low-risk offender, Level 2—considered a moderate risk offender, and Level 3—considered a high-risk offender). Any member of the public who is at least 18 years of age may request sex offender information.

Reporting Incidences Criminal Incidents, including Dating Violence, Domestic Violence, Sexual Assault & Stalking

All employees and students, except where confidentiality is governed by law, should report to Campus Security Authorities any criminal incidents brought to their attention. The victim's name is not required. The victim has the option to:

- notify proper law enforcement authorities,
- be assisted by Campus Security Authorities in notifying law enforcement authorities if the victim so chooses, or
- decline to notify such authorities.

This reporting allows the Campus Security Authorities to have accurate records of the number of incidents involving members of the community, to include those statistics in our annual security report, and to alert the community if there is a potential of danger. Third-party anonymous reports of crimes on campus can be reported to Campus Security Authorities. The statistics shall be included in the annual security report.

Although the school recognizes the importance of confidentiality, and that reporting must be voluntary, federal law requires us to record and act upon certain information affecting the safety of the entire community. This includes, where necessary, the sharing of certain elements of crimes reported on campus to Campus Security Authorities when a community notification must be sent when the incident creates an ongoing threat to members of the community. Details revealing the identity of a reporter choosing not to go to Campus Security Authorities will be withheld. The school will maintain as confidential any accommodations or protective measures provided to a victim, to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures.

Campus Security Authorities must acknowledge that an alleged crime has been reported and release basic information about location and time of occurrence. Disclosure of this information is done as carefully as possible to protect the victim's privacy. The names of survivors of sexual assault, dating and domestic violence, and stalking will be maintained in confidence except as required by law.

The Clery Act prescribes how the school collects and reports crime statistics and provides for confidential reporting of criminal incidents. (See Clery Act Report, below). Other laws and regulations mandate the school to act to stop sexual harassment, sexual assault, and other criminal acts. In those cases, the school will attempt to respect an individual's desire for confidentiality and will work to maintain the privacy of the individual to the degree possible. However, the school may be legally required to act depending on the nature of the grievance or complaint and may not be able to honor the request for confidentiality. The individual will be informed if, while satisfying this obligation, the school may be unable to comply with the request for confidentiality.

Standard of Evidence

Other than where otherwise legally mandated, a violation of the school's sexual harassment policy will be found only where there is a preponderance of evidence that a violation has occurred. The school will be bound to make its determinations based on this standard of proof.

Fire Safety & Emergency Response Plan

Fire prevention is the responsibility of all members of the Conway School community. Additionally, all members of the community are required to:

1. Participate in all fire drills while they are on campus and promptly leave a building when the fire alarm sounds. Follow any instructions of faculty and staff during a drill or an actual alarm.
2. Report to the Campus Manager any condition that creates a fire hazard (trash in the corridors or stairwells, missing fire extinguishers, blocked floor exits or stairwells, etc.).
3. Know where the nearest exits are and be prepared to use an alternative exit, if necessary. Plan how you would escape through each of these exits in case of a fire.
4. Know the location of fire extinguishers.

Fire Evacuation Policy

Every person in the building, including staff, faculty, students, visitors, and contractors, regardless of known or suspected cause, is required to evacuate immediately when the fire alarm is sounding. Persons evacuating must leave via the closest exit. Any equipment that could cause a fire should be

turned off before exiting *if it can be done quickly and safely*. All occupants will assemble at a safe distance from the building (across Village Hill Road from the main entrance at the intersection with Ford Crossing) and await further instructions from fire and/or police personnel. No occupant will re-enter a building until clearance is given by fire and/or police personnel.

Policy on Reporting of Fires

Fire alarms for the Coach House ring directly to the Northampton Fire Department. However, any member of the community who becomes aware of any active or past fire must notify Northampton Fire Department immediately.

Prohibited Items & Activities

Items prohibited from the Conway School include, but are not limited to:

. Candles and incense.
a. Smoking, including e-cigarettes (prohibited anywhere on Coach House property).
b. Space heaters.
c. The storage and use of flammable liquids (e.g. gasoline, paint thinner, spray paint, air brushes) and flammable gasses (e.g. propane, acetylene), fireworks or other materials that pose an increased fire hazard.
d. Extension cords, unless UL-approved with surge protectors.
e. Toaster and microwave ovens may be used only in the kitchen or lounges. Appliances must always be kept clean.

Procedure If Fire Is Discovered

Any person who discovers a fire, smoke, or an unusual amount of heat should do the following:

1. Pull the nearest fire alarm.
2. Exit the building immediately; notify those in the immediate area of the danger.
3. Assist in removing any person needing assistance from the immediate area to wait for fire department personnel (or to the outside if that can be done safely). Close any interior doors if possible. **However, never place yourself in danger.**
4. Assemble outside your building at the predetermined location (across Village Hill Road from the school's main entrance at the intersection of Village Hill Road and Ford Crossing).
5. Follow the instructions given by police and fire department personnel.

Procedure If There Is Evidence of a Propane Gas Leak

The Conway School does not use combustible fuels in its facility; however, the two private residential units above the school do use gas appliances. Propane gas is heavier than air, so a gas leak above the school will make its way down into the lower floors of the building, including the school's facility. Therefore, any member of the school community who senses a gas odor in the school's facility or on the school's grounds should take the following steps:

1. Contact Northampton Fire Department to alert them to the odor. Follow the Fire Department's advice.
2. Notify other members of the school community in the school's facility.

3. Notify the Co-directors and/or Campus Manager, Dave Weber

Tampering with Fire Safety Equipment

Fire extinguishers and fire detection and alarm systems are in place to protect the community. Tampering with fire safety devices – including the sprinkler system, and any hand-held fire extinguishers, or any other part of the fire alarm system – is a serious violation of school policy and is prohibited.

This includes, but is not limited to:

- disabling smoke detectors
- covering smoke detectors with any materials whatsoever
- activating an alarm when no hazard is present
- hanging items from sprinkler pipes
- discharging, tampering with or moving fire extinguishers

2025 Clery Act (Security) Report

It is the policy of Conway School that each year a Campus Security Authority is responsible for preparing and posting an annual security report (this document) containing security policies and statistics. Statistics are gathered from local police reports, faculty, and staff.

A. Annually, all enrolled students and current employees will receive a notice of the availability of the school's annual security report and statistics on the school's web site via the school's electronic announcements.
B. This notice will include the exact web site address of the school's Clery Law-compliant publication as well as information that additional copies can be requested from the Title IX Coordinator.
C. A notice is also included in contract documents for prospective students and employees.
D. A copy of these statistics, which are contained in the annual security report, is available at the school's website at https://csld.edu/about/consumer-info/
E. The school annually submits its Clery Crime data on the Department of Education website. Data from our institution and others throughout the U.S. is available online at https://studentaid.gov/data-center/school/clery-act-reports.

Crime Log

Since there has never been a crime at Conway, we are a tiny institution, and we do not have on-campus police, the school does not keep a crime log.

Campus Crime Statistics Reporting Policy and Statistics

Criminal Offenses and Federal Law Bias Incidents. Conway is required to report annually (to the U.S. Department of Education) statistics concerning the occurrence of the following criminal offenses. The school gathers these statistics with the assistance of the Northampton Police Department. (See Appendix A for Definitions of Clery Act Crimes)

During calendar year 2025 (January 1st – December 31st), Conway School operated one campus in Northampton, MA and the relevant statistics were reported in October 2026, as follows. Federal Law Bias Incidents are included on each table.

	Incidence (Northampton Campus)	As a hate crime
	2025	2025
Murder / Non-negligent Manslaughters	0	0/0/0
Negligent Manslaughters	0	0/0/0
Rape	0	0/0/0
Fondling	0	0/0/0
Incest	0	0/0/0
Statutory Rape	0	0/0/0
Robberies	0	0/0/0
Aggravated Assaults	0	0/0/0
Burglaries	0	0/0/0
Motor Vehicle Thefts	0	0/0/0
Arsons	0	0/0/0

Sexual Assault, Domestic Violence, Dating Violence, & Stalking

VAWA OFFENSES (Violence Against Women Act of 1994; Title IV, sec. 40001-40703 of the Violent Crime Control and Law Enforcement Act, H.R. 3355):

	Incidence (Northampton Campus)	As a hate crime
	2025	2025
Domestic Violence	0	0/0/0
Dating Violence	0	0/0/0
Stalking	0	0/0/0

Arrest & Referral Statistics

	Incidence (Northampton Campus)	As a hate crime
	2025	2025
Weapons: carrying, possessing, etc.	0	0/0/0
Drug abuse violations	0	0/0/0
Liquor law violations	0	0/0/0

Fires and Fire Prevention

	Incidence (Northampton Campus)
	2025
Fires	0
Causes	NA
Injuries	NA
Deaths	NA
Property Damage ($)	NA
Weather Disasters	0

Appendix A: Definitions

To aid in the understanding of the crimes reported in this document, we are providing the following definitions. These are based on Massachusetts law unless otherwise noted.

DEFINITIONS OF CLERY ACT CRIMES

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

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

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

Consent: In Massachusetts, it is illegal to have sex under any circumstances with someone who is incapable of giving consent due to incapacity or impairment; incapacity or impairment may be caused by intoxication or drugs, or because a victim is underage, mentally impaired, unconscious, or asleep. For purposes of this policy, consent is an explicitly communicated, reversible, mutual agreement to which all parties are capable of making a decision.

- Consent requires a "Yes" in response to requests for sexual acts.
- Silence is not consent.
- "No" is not consent.
- By law, a person is incapable of consent if he or she is unconscious, asleep or younger than 16 years old.
- A person may also be incapable of consent if he or she is intoxicated (i.e. drunk, high) or mentally incompetent.
- Submission is not necessarily consent. There is a fine line between persuasion and coercion. For example, having sex with someone who reasonably believes that there is a threat of force meets the legal definition of rape in Massachusetts.

Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Dating Violence (definition from the federal Violence Against Women Act, amended 2013; there is not a specific crime defined as "dating violence" in Massachusetts): Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- The existence of such a relationship shall be determined 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 purpose of this definition, dating violence –
  - Includes, but is not limited to, sexual or physical abuse or the threat of such abuse
  - Does not include acts covered under the definition of domestic violence

Domestic Violence (from 2013 VAWA Act; the definition under Massachusetts law varies slightly): A felony or misdemeanor crime of violence committed—

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- 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;
- 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.

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 or 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 incapacity.

Hate Crimes: Hate crimes must also be reported by category of prejudice based on the following: Race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability. For the purpose of reporting the statistics with respect to the crime statistics that must be compiled in accordance under the categories of: On campus, on non-campus building or property; public property; and dorms/residences. Reportable hate crimes include crimes in the Clery crime categories with a bias component, as well as bias-involved larcenies (thefts), simple assault, intimidation, vandalism, and any other crime involving personal injury.

Hazing (as written in the SCHA amendment to the Clery Act): Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:

- is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including—
    - whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
    - causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements,
    - confinement in a small space, extreme calisthenics, or other similar activity;
    - causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
    - causing, coercing, or otherwise inducing another person to perform sexual acts;
    - any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
    - any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
    - any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

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

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

Larceny (theft): The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Counted only in bias statistics.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

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

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

Rape (UCR definition): The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

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

Sex Offenses-Forcible: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. Includes Rape & Forcible Fondling defined in this section.

Sex Offenses-Non-forcible: Unlawful, non-forcible sexual intercourse. Includes Incest & Statutory Rape defined in this section.

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

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

- Fear for the person’s safety or the safety of others, or
- Suffer substantial emotional distress

For the purpose of this definition –

- *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly or 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
- *Substantial emotional distress* means significant suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling
- *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim

One incident of stalking is recorded for each year in which a course of conduct involves the same perpetrator and victim, and is recorded at the first location of the incident series.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent (16 in Massachusetts).

DEFINITIONS OF WEAPON LAW, DRUG ABUSE, & LIQUOR LAW VIOLATIONS

(Only Arrests & Referrals are Reportable)

The law also requires that colleges and universities provide statistics for the following categories of arrest or referrals for campus disciplinary action (if an arrest was not made): Liquor law violation, drug law violation, and illegal weapons possession.

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

Drug Abuse Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use, including:

Drug/Narcotic Violations: The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

Drug Equipment Violations: The unlawful manufacture, sale, purchase, possession, or transportation of equipment or devices utilized in preparing and/or using drugs or narcotics.

Liquor Law Violations: The violation of laws or 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. (Drunkenness and driving under the influence are not included in this definition.)

FIRE DEFINITIONS

The following definitions come from the Department of Education Handbook for Campus Safety and Security.

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

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

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

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

Fire-related death: Any instance in which a person (1) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (2) dies within one year of injuries sustained as a result of a fire.

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

Value of property damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.