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The Handbook for Campus Safety and Reporting

This document outlines the Safety Policies for Penn Commercial Business/Technical School “Penn Commercial”. It may be periodically updated, reflecting changes that allow Penn Commercial to fulfill its mission and program objectives. Penn Commercial reserves the right to change any provisions, offerings, or requirements at any time without prior notice. Such changes will not conflict with those areas specifically governed by state and federal regulations.

Penn Commercial Business/Technical School
will distribute this to all
students, staff, and faculty in one of the following ways:
United States Postal Service
Campus Email & Printed Distribution
Electronically via www.penncommercial.edu
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MISSION STATEMENT

Penn Commercial's mission is to provide the best available instruction for individual needs in the shortest time possible and at the lowest practical cost. Our training is aimed at men and women who desire to prepare themselves for careers as well as those who desire to reenter the job market. Our educational philosophy recognizes the need for students to develop a foundation of related skills that will make them adaptable to an ever-changing job market and provide support for our students in achieving their career goals. We strive to provide quality programs that will prepare our students for the best available careers.

STATEMENT OF NONDISCRIMINATION

Penn Commercial Business/Technical School is committed to a policy of non-discrimination in compliance with federal and state regulations. This policy is enforced in our educational programs and in our school activities, which are available to all people, without regard to sex, marital status, physical disability, race, creed, or national origin.

STATEMENT OF INSTITUTION NAME(S)

Penn Commercial Business/Technical School is the primary school name approved and recognized by the Pennsylvania Department of Education and accrediting bureaus. Common primary name abbreviations include:
Penn Commercial
PC

INTRODUCTION

Penn Commercial Business/Technical School (Penn Commercial) believes that all students deserve a safe and secure facility in which to study. Penn Commercial strives to provide such an environment for its students, faculty and staff. Penn Commercial takes active steps to secure and safeguard its facilities. However, students, faculty and staff must be aware of the established safety and security measures. Equipped with this information, Penn Commercial students, faculty and staff can become active partners in providing the safest and securest possible environment in which to study, teach and work. Penn Commercial provided this document as a part of the orientation process and provides guest speakers throughout the year in addition to classroom refresher presentations. The following policies and information is written with an emphasis on informed decision-making, maintaining a healthy environment, and the promotion of community and communication. It is the obligation of each student, staff and faculty member to be responsible for his or her own actions and to contribute to a healthy, positive environment conducive to learning and education.

Penn Commercial Business/Technical School annually prepares and publishes a Campus Security and Crime Statistics Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with local law enforcement surrounding our campus. Campus crime, arrest and referral statistics include those reported to Penn Commercial campus authorities and local law enforcement agencies. Amendments to the Student Assistance General Provisions regulations under the Higher Education Act of 1965, as amended (HEA), to implement the changes made to the Clery Act by the Violence Against Women Reauthorization Act of 2013(VAWA). These regulations are intended to update, clarify, and improve the current regulations.

Each year, students and staff are sent a notification that provides information on how the report may be accessed. Copies of the report may also be obtained from the office of the Vice-President of Operations.

How This Publication is Distributed:

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- Electronically via Penn Commercial Website www.penncommercial.edu

LAWS GOVERNING THIS REPORT

Federal Legal Requirements - The Clery Act

Enacted in 1990, The Student Right to Know and Campus Security Act (pub. L.101-542) was designed to "assist students in making decisions which affect their personal safety ..." and "to make sure institutions of higher education provide students, prospective students, and faculty the information they need to avoid becoming the victims of campus crime." The Higher Education Act of 1998 and the subsequent amendment of the implementing regulations (34 C.F.R. 668.46) significantly expanded institutions' obligations under the Act and renamed it the "Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act" (hereafter the "Clery Act").

The Clery Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities. The statistics must be gathered from campus police or security, local law enforcement, and other school officials who have "significant responsibility for student and campus activities;"
- Provide "emergency warning" notices of those crimes that have occurred and pose an ongoing "threat to students and employees;" and
- Disclose in a public crime log "any crime that occurred on campus or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department."

State Legal Requirements -The Pennsylvania Uniform Crime Reporting Act

The Pennsylvania Uniform Crime Reporting Act (18 P.S. §20.101 et seq.), as implemented by Chapter 33 of the Regulations of the State Board of Education, requires colleges and universities to:

- Report to the Pennsylvania State Police on an annual basis crime statistics for publication in the FBI's Uniform Crime Report, which collects data on additional categories of felony and misdemeanor crime;
- Report crime rates for all reportable offenses;
- Provide the numbers of enrolled students and employees; and
- Disclose information and security policies on the types of available student housing, admission of visitors to housing facilities, measures to secure entrances, and standard features to secure room doors necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.

Sexual Offender Registration/Campus Sex Crimes Prevention Act

Pennsylvania's General Assembly has determined that making information about registered sex offenders available to the public through the Internet will enhance public safety. Knowing whether a person is a registered sex offender could be a significant factor in protecting yourself, your family members, or persons in your care from recidivist acts by registered sex offenders. Public access to information about registered sex offenders is intended solely as a means of public protection.

Pursuant to the provisions of Pennsylvania's Megan's Law, 42 Pa.C.S. § 9791 et seq. the State Police has established a web page to provide timely information to the public on registered sex offenders residing in the Commonwealth. Megan's Law requires the State Police to create and maintain a registry of persons who have been convicted of, either entered a plea of guilty to, or adjudicated delinquent of certain sex offenses listed in 42 Pa.C.S. §§ 9795.1 and 9795.2.

Additionally, the Pennsylvania State Police is required to make certain information on registered sex offenders available to the public through an Internet website. The Pennsylvania State Police has established this website according to the requirements of 42 Pa.C.S. § 9798.1

You can view the web site at the following address: www.pameganslaw.state.pa.us.

The reports required by the above Federal and state laws can be found published in this booklet, the Penn Commercial School catalog and online at www.penncommercial.edu. The collected statistics for reported

crimes on Penn Commercial Clery geography are disclosed in this report and are provided yearly through the Web-based data collection tool. All materials for this report are contained in the office of the Director of Student Services /Title IX Coordinator located in room 205. Penn Commercial Business/Technical does not maintain campus security or employ a separate security department and therefore is not required to maintain a daily police log. In addition, Penn Commercial Business/Technical School does not provide housing for students and therefore is not obligated to complete either a Fire Log or Missing student report.

Penn Commercial Business/Technical School designates the campus to include: the 242 and 254 Oak Spring Road addresses, the adjacent parking spaces, and the portion of Oak Spring Road adjacent to the grassy area connecting Penn Commercial to the road extending to the opposite edge of the road.

NOTE: Penn Commercial Business/Technical School leases (controls) a parking lot located at 301 Oak Spring Road, Washington, PA 15301. This parking lot is included as part of our on campus geography.

NOTE: Non Campus (Owned or Controlled by a Student Organization): Penn Commercial Business/Technical School does not have officially recognized student organizations that have any buildings or properties owned or controlled by a student organization such as sororities or fraternities.

Reasonably contiguous geographic area: includes the area immediately in front of a structure, the sidewalk, the roadway, and the entire sidewalk directly across the street from the location.

NOTE: Penn Commercial Business/Technical School leases a parking lot located at 301 Oak Spring Road Washington, PA 15301. This parking lot is reasonably contiguous to our campus.

NOTE: Penn Commercial Business/Technical School does not have any residential housing facilities.

Public property: all public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to and accessible from the campus.

THE CLERY ACT

The Jeanne Clery Act requires Penn Commercial Business/Technical School (Penn Commercial) to gather statistical data on specific offenses that occur in specific geographical areas. Attempts are classified as offenses. These offenses are:

Criminal Homicide

- Murder and Non-negligent manslaughter is defined as the willful (non-negligent) killing of one human being by another. Including any death caused by injuries received in a fight, argument, quarrel, assault or the commission of a crime.
- Negligent manslaughter is defined as the killing of another person through gross negligence.

Sexual Assault

- Rape is 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 both males and females.
- Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim; including instances where the victim is incapable of giving consent because of his or her age or because of his/her temporary or permanent mental capacity.
- Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited.
- Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.

- Robbery is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force, or threat of force or violence and/or by putting the victim in fear.
- Aggravated Assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- Burglary is the unlawful entry of a structure to commit a felony or a theft.
- Motor Vehicle Theft is the theft or attempted theft of a motor vehicle.
- Arson is 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.

Domestic Violence is defined as 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 laws of the jurisdiction in which the crimes 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.

Dating Violence is defined as 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 the interaction between the persons involved in the relationship.

Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Stalking is defined as 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

Penn Commercial must also report statistics for the following categories of arrests or referrals for disciplinary action (if an arrest was not made):

Liquor Law Violations

Drug Law Violations

Illegal Weapons Possession

Hate crimes must be reported by category of prejudice, including race, gender, religion, sexual orientation, ethnicity, national origin, gender identity, and disability. A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Although there are many possible categories of bias, under the Clery Act, only the following eight are reported:

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

- Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- Sexual Orientation: A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.
- Gender: a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender e.g., male or female.
- Gender Identity: A preformed negative opinion or attitude toward a group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
- Ethnicity: A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture, (often including a shared religion) and/or ideology that stresses common ancestry.
- National Origin: A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairment, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

Statistics are also required for four additional crime categories if the crime committed is classified as a hate crime:

- Larceny/Theft is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
- Simple Assault is 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 broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- Intimidation is to unlawfully place another person in a reasonable fear of bodily harm through the use of threatening words
- Destruction/Damage / Vandalism of Property is to willfully or maliciously destroy, damage, deface, or otherwise injure real property without the consent of the owner or the person having custody or control of it.

In addition, Penn Commercial must report the location of each of the offenses listed above. The Clery Act geographical reporting definitions are:

Campus

- Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
- Any building or property that is within or reasonably contiguous to the area identified in paragraph (a) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Non-Campus Building or Property

- Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

- Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- Public Property
- All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

CAMPUS LAW ENFORCEMENT POLICY

Penn Commercial Business/Technical School does not employ or contract any law enforcement or security personnel.

However, we do work closely with the South Strabane Police Dept. and the PA State Police troop B whenever necessary.

Penn Commercial Business/Technical School values the safety and well-being of our students, faculty, and visitors and will provide a consistent approach to work effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

Campus Safety and Security Awareness Programs

During orientation new students are informed and provided this booklet about safety and security procedures and practices while on campus and are told of the process to obtain information about crimes on campus and in those neighborhoods surrounding the campus. Information includes various safety tips students can employ to prevent becoming a victim of a crime. They are encouraged to look out for themselves and one another. Throughout the year guest speakers provide additional information for students and their access to community resources.

Students and employees have access to information on crime prevention and victim resources through the Penn Commercial Safety Campus and Security Reporting Handbook (this document) and materials maintained in the office of the Director of Student Services / Title IX Coordinator and the Retention Coordinator/Advisor, and various points throughout the school and library. Materials provide information about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available through community agencies.

Penn Commercial does not offer any crime prevention lectures, workshops or seminars and does not have any off-campus student organizations.

Campus Security and Crime Statistics Report

The safety of our students, faculty and staff is of primary importance to Penn Commercial Business/Technical School. As required by law, Penn Commercial Business/Technical School maintains statistics regarding incidents that occur on campus in the Statistical Report for Campus Crime to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Director of Reports and Statistics prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at www.penncommercial.edu. This report is prepared in cooperation with a "good faith effort" from local law enforcement agencies surrounding our campus, the Director of Student Services and the Vice-President of Operations. Documentation is maintained when making a "good faith" effort - example: a copy of the letter sent to the agency. Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrest and referral statistics include those reported to the South Strabane Police and designated campus officials. These statistics may also include crimes that have occurred in private residences or businesses and is not required by

law. This report includes statistics concerning reported crimes that occurred on-campus, in certain off-campus buildings or property owned or controlled by Penn Commercial Business/Technical School and on public property within, or immediately adjacent to and accessible from, the campus.

The report includes statistics on crimes such as but not inclusive to: murder and non-negligent manslaughter; negligent manslaughter; forcible sex offenses; non-forcible sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; arson; hate crimes; arrests; weapons possession; drug and liquor law violations. The statistics have been compiled with cooperation from local law enforcement agencies and are requested in writing. All contents of this report are revised in September of each year. Penn Commercial publishes the annual security report by October 1st of each year. This report is available to all students by accessing www.penncommercial.edu, in booklet form in a mandatory training for all students each October to coincide with the fall class entrance, at every orientation, and in the Director of Student Services/Title IX Coordinator's office room 205.

The current reports for Penn Commercial Business/Technical School are also available to all students, faculty and staff in the office of the Vice-President of Operations. Copies of the report are available upon request. The Vice-President of Operations is responsible for contacting and making a "good faith" effort in collecting statistics from all local law enforcement agencies. Each year, an e-mail notification will be sent to all enrolled students that provides the web site to access this report. Faculty and staff receive similar notification by e-mail.

CAMPUS SECURITY AUTHORITIES

Federal law defines four categories of Campus Security Authorities or CSAs: college or university police; non-police security staff responsible for monitoring university property; individuals/offices designated by the university as those to whom crimes should be reported; and officials with significant responsibility for student and campus activities. If a Penn Commercial staff member has "significant responsibility" for students and campus activities outside of the classroom, and students potentially could report a crime/incident to that staff member, then they are a CSA. CSAs are defined by function, not title. Penn Commercial CSAs include:

- Title IX Coordinator (Director of Student Services)
- CSA Board Members (Vice President of Operations, Director of Student Affairs)

The CSA is obligated to report crimes reported to them which occur on campus and the specific geographical areas as defined in the Clery Act to the Director of Student Services / Title IX Coordinator. CSA's are not responsible for determining authoritatively whether a crime occurred and they have no arresting authority. When a crime is believed to have occurred, the individual must complete a Crime Incident Report This form is filed with the Director of Student Services/Title IX Coordinator and is used for any investigation that may be conducted. When a student, faculty, or staff member tells a CSA about a Clery Act qualifying crime or any incident that may be a crime, they are obligated to report the crime to the Director of Student Services / Title IX Coordinator. All Clery crime reports are reported to the local police department for investigation. Administrative, clerical, custodial, faculty, and other staff that do not have "significant responsibility" for students and campus activities and are not considered CSA's.

Penn Commercial Business/Technical School Identification Badges/Key Fobs

Student

For your safety and security, it is required that all students have their Penn Commercial Student ID displayed (lanyard or clip) on their person at all times while on campus or at any Penn Commercial sponsored field trip, activity or event. The only exception made will be when wearing the badge poses a safety risk. The instructor supervising the activity will be the only individual allowed to make the

decision if the badge can be removed. Upon completion of the activity, the badge must once again be displayed. The Student Identification Badge serves as a visible indicator that you are permitted on campus.

Every student is responsible for using their issued key fob to gain entrance to the building. Any student who lost their badge or key fob will be required to make payment for another one.

Visitor

Visitors to the campus are required to sign-in at Front Desk. Each visitor will be issued a visitor badge which is to be worn throughout their stay on campus. The visitor badge should be returned at the end of the visit and the guest will be asked to sign-out.

Employee

It is required that all employees display their Penn Commercial ID (lanyard or clip) on their person at all times while on campus or at any Penn Commercial sponsored field trip, activity or event. The only exception made will be when wearing the badge poses a safety risk.

Security and Access Policy

During business hours Penn Commercial is open to students, employees and guests. During non-business hours access to Penn Commercial facilities is by key, electronic key pad, or by admittance of appropriate staff. Penn Commercial does not have any campus residences.

During non-business hours any person or group of individuals found on Penn Commercial grounds without authorization is considered trespassing and may be reported to local law enforcement. Loitering and soliciting on Penn Commercial property is strictly prohibited and any person found loitering or soliciting will be asked to leave. Individuals refusing to leave will be reported to local law enforcement authorities. Penn Commercial maintains communication with the South Strabane police as they periodically travel the parking lot to observe for any suspicious activity. Communication is regularly maintained for incidents that require joint efforts, resources, and exchange of information. There is no written memorandum of understanding between Penn Commercial and South Strabane Police.

TIMELY WARNINGS AND IMMEDIATE NOTIFICATIONS

In the event a situation arises, either on or off campus that, in the judgment of the Vice-President of Operations constitutes an ongoing or continuing threat, a campus wide alert or timely warning will be issued. Penn Commercial will alert the campus community with timely warnings to inform and aid in the prevention of similar crimes. The goal is to provide the campus with information necessary to make an informed decision regarding their own health and safety upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. Timely warnings can be issued for threats to property as well as threats to persons. It is irrelevant whether the victims or perpetrators are members of the campus community. All crimes that fall under the Clery Act and the Violence Against Women Reauthorization Act of 2013 (VAWA) as amended will be reported to campus security authorities or local law enforcement agencies and are considered by Penn Commercial to represent a serious or continuing threat to students and employees.

A timely warning will be issued for any Clery Act crime that represents an ongoing threat to the safety of students or employees. The issuing of a timely warning will be decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. An emergency notification will be issued upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. Timely warnings will be issued by the Vice-President of Operations and/or the Director of Student

Services /Title IX Coordinator, and the Safety Coordinator.. The following are methods Penn Commercial may alert the campus community of a timely warning:

- Instructor announcement in class
- Letters to all students and employees posted on the front door, library bulletin and hallway bulletin boards
- E-Mail, text message and social media Remind App
- See sample announcement (Resource Section of the Booklet)

Penn Commercial will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Penn Commercial will determine if a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring on campus by monitoring the various TV and local radio stations. The Coordinator for Safety monitors all available media sources. Upon confirmation that a significant emergency or dangerous situation exists the Safety Coordinator, the Vice-President of Operations and the Director of Student Services /Title IX Coordinator make the determination to send out the Emergency Notification or Timely Alert. Due to the location of Penn Commercial's campus and the size, the entire campus community is alerted. The Director of Student Services/Title IX Coordinator sends out the text and e-mail messages and the Vice President of Operations sends out the message thru website and social media. The Vice President of Operations is responsible for communicating the emergency or timely alert to local law enforcement and the media. Penn Commercial will disseminate emergency information to individuals and/or organizations outside of the campus community through the use of radio and/or TV alerts for the neighboring community. The Vice-President of Operations will make the decision as to who is notified and when the notification is needed. The content of the emergency or timely alert will be determined after a brief meeting between the Vice-President of Operation, Director of Student Services/ Title IX Coordinator, and the remaining Administrative staff. The alert will remain in effect until it is determined by the same personnel that there is No continued threat to the campus community.

The only reason Penn Commercial would not immediately issue a notification for a confirmed emergency or dangerous situation is if doing so will compromise efforts to:

- Assist a victim,
- Contain the emergency,
- Respond to the emergency, or otherwise mitigate the emergency. An example of not compromising efforts to mitigate the emergency might be agreeing to a request of local law enforcement or fire department officials.

Testing of Emergency Response and Evacuation Procedures

Penn Commercial will schedule a system alert test the third week of every even-numbered month during the year. Due to the nature of the academic calendar, it is appropriate to periodically test the system in order to verify operational ability of the system in the event of emergencies. This activity is part of a strategy to enhance campus-wide communications during an emergency.

The Emergency Alert will not be used where a situation has occurred that poses no further threat to the campus. Penn Commercial prescribes in multiple formats to perform the test, which will include voice alerts and text messages to cell, and office numbers listed on all students, faculty, and staff files.

A system wide alert notice will also be generated by email to all listed email addresses on file with Penn Commercial. Penn Commercial strongly encourages students, staff, and faculty to subscribe through the Remind app with contact information for easy alerts to be sent. The emergency notification messages will also be delivered through Penn Commercial social media pages on Facebook.

During a time-sensitive situation, multi-modal communication is critical as it is a more comprehensive way to reach people in the environment they may be in at the moment an issue arises. Communication is sent simultaneously to all available contact points for each person

"This is *a* test of the Penn Commercial emergency notification system.

This is NOT an emergency. Again, this is only *a* TEST."

The Penn Commercial emergency notification system was implemented in 2014 to provide important information and official communications from Penn Commercial in emergency situations.

Penn Commercial will document each test addressing the following areas:

- Description of the exercise
- Date the test was held
- Time the test was started and ended
- Whether the test was announced or not

EMERGENCY MANAGEMENT PLAN (Overview)

The Emergency Management Plan is a systematic planning effort on the part of Penn Commercial Business/Technical School to provide for the care and well-being of the students, faculty, and staff. This plan is meant to address extraordinary circumstances wherein the lives and property of individuals are in imminent danger. The procedures outlined in the plan constitute those temporary measures that will be taken to maximize the protection available for threatened individuals as well as preparatory measures that should be accomplished during non-emergency time. This plan does not create elaborate new structures, but relies on the organization, policies, and procedures that are followed on a day-to-day basis. This plan is reviewed during the Director's meeting and changes are made when deemed necessary.

This plan is required by the Pennsylvania Emergency Management Services Code, which states that "every school, public and non-public, profit and not-for-profit, in cooperation with the local Emergency Management Agency shall develop and implement emergency preparedness plans." The plan is applicable to all staff, students, as well as outside contractors and other guests in the school at the time of an emergency.

The purpose of Penn Commercial Business/Technical School's Emergency Management Plan is to:

- Provide for the protection of persons and property in the event of a natural, technological, or human imposed emergency or disaster.
- Establish procedures for alerting the administrators, students, and staff.
- Define the roles and responsibilities of Penn Commercial Business/Technical School officials and staff.
- Assure coordination and cooperation with municipal and county government and emergency services. Maintain a Campus Emergency Plan with local municipal and county government and emergency services within the jurisdiction of the campus.
- This plan is revised on an annual basis in September of each year

EMERGENCY MANAGEMENT PLAN (overview)

Shelter-in-Place

If an accident occurs and the buildings or area surrounding Penn Commercial becomes unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is safer to stay indoors because leaving the area may cause exposure to danger. All members of the Penn Commercial community will be advised to “Shelter-in-Place” until the all clear is given by local Hazmat officials. If an incident occurs and the building is not damaged, stay inside-seeking an interior room-until you are told it is safe to come out. If your building is damaged, take your personal belongings and follow the evacuation procedures for your building (close your door, proceed to the nearest exit). Once you have evacuated, seek shelter at the nearest building quickly. If police or fire department personnel are on the scene, follow their directions. A shelter-in-place notification may come from several sources, including emergency communications tools. No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

- If you are inside, stay where you are.
- If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be: -An interior room;
- Above ground level; and
- Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary
- Shut and lock all windows (tighter seal) and close exterior doors.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems as you are able. (Penn Commercial staff will turn off ventilation as quickly as possible.)
- Make a list of the people with you and ask someone (Staff, Faculty, or other staff) to call the student advisor so they know where you are sheltering. If only students are present, one of the students should call in the list.
- Turn on a radio or TV and listen for further instructions.
- Make yourself comfortable.

Emergency Evacuation

In the event of an emergency, evacuation may become necessary. The following are basic guidelines if on evacuation order is given:

- Leave the facility immediately using the nearest exit route and proceed to outdoor assembly areas.
- Instructors and management will secure their areas of responsibility.
- Assist disabled students and employees if necessary
- Take your personal belongings with you but only if they are easily accessible. Do not go back to a classroom or office to secure personal items.

Severe Weather

When an authorized management representative has determined shelter is warranted or the local weather siren sounds, the Emergency Alert System will be activated. Students and all Penn Commercial personnel are to seek shelter in their designated safe area.

- Stay away from windows.
- Go to an interior room.
- Get on your knees and put your head on the floor facing on interior wall. Fold your arms over the back of your head.

When the severe weather warnings have been canceled or have expired, an "All Clear" message will be broadcast. If able, all students and staff should return to normal operations. In the event of significant damage, students and staff are to await instructions from management and public safety representatives. If you are caught outside or in your car when severe weather approaches, do not attempt to "outrun" the tornado. First, try to find shelter in a solid building. If no shelter is available, lie on the ground in a low area. Do not lie in a drainage ditch or stream bed as flashfloods frequently accompany tornado. *Know the difference:*

Tornado Watch

A tornado watch is issued when weather conditions are favorable for producing a tornado.

Tornado Warning

A tornado warning is issued when one or more tornadoes have been spotted.

Medical Emergencies

In the event of a serious illness or injury:

- Remain Calm - Do not Panic; Pick up any school phone and dial 911 directly or to be connected with the front desk.
- Do not move the victim (unless he or she is in a dangerous area).
- Give emergency personnel your EXACT location - building, floor, room number, etc.
- State the type of injury and give them your name.
- Stay on the line with the dispatcher if requested providing additional information as requested.
- Make contact with Penn Commercial personnel, if staff is not in the area, advising them of the emergency.

First Aid and Non-Emergency Injuries or Illness

First Aid Kits are available throughout the facility where an individual can obtain supplies to self-treat a non-serious illness or injury. Instructors are required to send the student to room 107 to complete an "Accident Injury Report Form" (Resource Section of the Booklet)

Penn Commercial employees are prohibited from transporting students, vendors, and guests.

If the individual is unable to drive themselves or to secure transportation, Penn Commercial will attempt to provide assistance. When appropriate, an ambulance or other transportation provider may be utilized. (Resource Section of the Booklet)

Fire Emergencies

During orientation, students are given an introduction to safety and emergency procedures for the campus. At the start of each course, instructors readdress the safety and emergency procedures and specifically identify to their students the escape routes for their classroom and/or lab area and their designated assembly area. A major fire occurring on the campus could involve areas where facilities are clustered closely together, increasing the possibility of rapid spread of a structural fire. The causes of fires usually involve one of the following:

- Criminal acts (arson)
- Building accidents (faulty insulation or connections, improper use of electrical appliances, grease fires)
- Industrial accidents (hazardous materials incidents, explosions, transportation accidents)

Before a fire

Plan and practice on escape route.

Post emergency numbers near telephones.

Get training from Penn Commercial on using fire extinguishers.

Do not store combustible materials in closed areas or near a heat source.

Extension cords can be dangerous. Never run them under carpets, or anywhere they can be pinched under or behind furniture.

Avoid overloading electrical sockets and plugging extension cords together.

Keep all electrical appliances away from anything that can catch fire. Remember to always turn them off

Pay attention to housekeeping issues. Do not clutter exits, stairways, and storage areas with waste paper, empty boxes, and other fire hazards.

During a fire

In the event of a fire the primary concern is to save lives - the protection of property is secondary.

Students, faculty and staff should follow the directives below to ensure their safety:

- If there is a smell of smoke or if a fire is seen, remain calm - do not panic
- Activate the alarm system by pulling the handle at an alarm station located throughout the facility
- Call 911
- Without placing yourself at risk, rescue any person(s) in trouble and evacuate to designated assembly area.

During a fire

- Get out as quickly and as safely as possible.
- Close doors in each room after escaping to delay the spread of the fire.
- Use the stairs to escape. Do not use elevators.
- When evacuating, stay low to the ground. If possible, cover mouth with a cloth to avoid inhaling smoke and gases.
- Once outside, go to a designated assembly area
- Report to your instructor that you are out of the building and report injured or trapped persons and any signs of building damage you observed.

If unable to leave the building

If you are unable to leave the building, you should create an area of refuge:

- Seal the room. Use wet cloth to stuff around cracks in doors and seal up vents to protect against smoke.
- Do not break windows. Flames and smoke can come back in from the outside. If you need air, open the window a crack.
- Stay low under smoke. The freshest air is near the floor. Keep a wet cloth over your nose and mouth, breathe through your nose only.
- Signal for help. Use the telephone, or hang something in the window.

After a fire

- Give first aid where appropriate. Seriously injured or burned victims should be transported to professional medical help immediately.
- Stay out of damaged buildings. Return to building when local fire authorities' say it is safe.
- Look for structural damage.
- Discard food that has been exposed to heat, smoke or soot.
- Do not discard damaged goods until after an inventory has been taken. Save receipts for money relating to fire loss.

What to do in case of a fire alarm

If you discover a fire or smoke condition, Remember "**RACE**"

R = Rescue anyone in immediate danger, if possible.

A = Alarm. Pull the nearest fire alarm.

C = Contain. Close doors and windows where possible.

E = Extinguish* or **E** = Evacuate. Follow EXIT signs.

**Do not attempt to fight a large or spreading fire with a fire extinguisher. Make sure you have activated the fire alarm before you use an extinguisher.*

If you hear a fire alarm:

STOP WORK AND EVACUATE THE BUILDING.

Follow the EXIT Signs. Do not assume it is a false alarm or a fire drill!

Do not block the exits.

Evacuate and proceed until you are outside of the building.

Walk at a normal pace. Follow the instructions of the emergency response personnel.

Wait outside until "ALL Clear" is announced by school personnel.

Do not re-enter the building until on "ALL Clear" is announced.

FIRE EQUIPMENT POLICY

Fire Equipment: Unauthorized use of, or tampering with, emergency safety equipment (including automatic door closures) is strictly prohibited. Illegal use of fire alarms, fire hoses, sprinkler systems, emergency phones, and fire extinguishers are a violation of state and local laws, and jeopardizes the safety of all members of the campus community. Students violating this policy will be disciplined by the Director of Student Affairs. Sanctions resulting from a violation could include, but are not limited to, a charge for the repair/replacement cost, and/or suspension from Penn Commercial.

VIOLENCE or THREATS OF VIOLENCE

Threats of violence may be actual or perceived; verbal or non-verbal; direct or indirect. It should be assumed that all threats are made with the intent to carry them out. Students, faculty and staff should recognize and report early warning signs of violence, which may include:

- Threats of violence including thru Social Media (Social Media Policy below)
- Overheard conversations regarding violence
- Disruptive behavior
- Domestic/family issues occurring on campus
- Vandalism occurring on campus

BOMB THREAT or BOMB EMERGENCY

- A bomb threat exists when a suspected bomb or explosive device has been reported but not located.
- Try to solicit information from the caller making the threat.
- Individual receiving the threat should immediately contact local law enforcement and the Vice-President of Operations.
- The Vice-President of Operations or designated administrator will order an evacuation, if necessary.
- Do not touch any suspicious item - report it immediately to proper authorities.

- A bomb emergency exists if the bomb has been located or if an explosion has occurred. For a bomb emergency:
- Do not panic- immediately call 911
- Follow evacuation procedures as described herein
- All individuals should withdraw from the campus a minimum of 300 feet

Homeland Security Active Shooter Response Guidelines and Video link

The School has adopted the recommendations of the Department of Homeland Security for responding to on active shooter crisis situation.

Simply put - RUN-HIDE-FIGHT

A video entitled "Run. Hide. Fight. Surviving on Active Shooter Event.", produced and funded by the Houston Mayor's Office of Public Safety and Homeland Security Department, is required training for every employee.

Students are provided the link to the video.

<http://www.readyhouston.tx.gov/videos/runhidefight-eng.m4v>

Use your own discretion during on active shooter event as to whether you decide to run, hide or fight but the guidelines provided in the video are considered by the Department of Homeland Security to be the "best practices" for surviving on active shooter event.

Remember when law enforcement arrives, remain calm and follow instructions. Keep your hands visible at all times and avoid pointing or yelling. Know that help for the injured is on its way.

CRIME PREVENTION

A key element of campus crime prevention is student, faculty and staff member awareness and participation to actively help ensure the campus remains safe for all. Throughout their tenure with Penn Commercial, students are informed about safety and security procedures and practices while on campus. During orientation students are told where they can find information on crimes on campus and in those neighborhoods surrounding the campus. Other resources include various safety tips students can employ to prevent becoming a victim of a crime. They are encouraged to look out for themselves and one another. Student and employees have access to information on crime prevention and victim resources through the Director of Student Services, Director of Student Affairs, and the Advisor/Retention Coordinator. Included is information about existing counseling, health, mental health, victim advocacy, legal assistance and other services, as well as options and available assistance for changing academic, living, transportation, and working situations, if requested, if reasonably available and regardless of whether a report is filed with local law enforcement.

While Penn Commercial does not offer any specific crime prevention programs, students and staff should employ the following General Safety Tips:

Personal Safety

- Always be aware of your surroundings
- Try to stay in well-lit areas
- Walk confidently at a steady pace on the side of the street facing traffic
- Walk close to the curb. Avoid doorways, bushes and alleys
- Wear clothes and shoes that give you freedom to move.
- Don't walk alone at night and always avoid areas where there are few people.

- Be careful when people stop and ask you for directions; always reply from a distance.
- If you are in trouble, attract help in any way that you can. Scream, yell for help.
- Remain calm. Don't panic. Think rationally and evaluate your resources and options.
- If ever attacked, go to a safe place and call the police. The sooner you make the report, the greater the chances the attacker will be caught.

Home Safety

- Check the identification of any sales or service people before letting them in.
- Don't let any stranger in your home when you are alone.
- Never give the impression that you are alone if strangers telephone or come to the door.
- If you come home and find a door open or signs of a forced entry, don't go in. Call the police from the nearest phone.
- Keep written records of all furniture, jewelry, and electronic products. If possible, keep these records in a safe deposit box or fireproof safe.
- Secure sliding glass door locks.
- Don't hide spare keys in mailboxes, planters, or under doormats.

Vehicle Safety

- Close all windows lock all doors and take the keys with you.
- Never hide a second set of keys anywhere on your car.
- Never leave your car's engine running even if you will only be gone for a minute.
- Park in well-lit areas.
- Activate any antitheft devices you have.
- Push or recline your passenger seat forward; if you return to your car and the passenger seat has been returned to its normal position, chance are someone has entered your vehicle.
- When approaching your vehicle, have your keys in hand.
- Before you invest in any alarms, check with several established companies and decide what level of security fits your needs

Suspicious Packages

The FBI and U.S. Postal Service authorities have issued tips for handling and reporting suspicious mail.

Characteristics of a suspicious package include:

- No return address
- Possibly mailed from a foreign country
- Excessive postage
- Restrictive markings like "Personal" or "Special Delivery"
- Misspellings in the address
- Addressed to a title rather than on individual
- Badly typed or written
- Uneven in shape
- Rigid or bulky packaging
- Strange odor
- Oily stains, discoloration, or crystallization on the packaging
- Excessive tape or string
- Arrives unexpectedly or from someone unfamiliar to you
- Protruding wires
- The city or state in the postmark does not match the return address

If you receive a suspicious package or envelope or see an unattended package that appears suspicious, here is what you should do:

- Do not move it.
- Do not open, smell, or taste it.
- Don't shake or bump the item.
- Isolate the package. Stay away and keep others away from the suspicious package.
- Call Penn Commercial Administration who will determine if authorities should be contacted.
- Wash your hands vigorously for five minutes with soap and water if you handled the package at all.

Chemical/Hazardous Materials

Employees and instructors should be aware of the dangers involved in handling chemical, solvents and other hazardous materials and should follow the guidelines below when dealing with hazardous materials.

- Follow industry safe-practices and label instructions
- Notify the local fire department in the event of a hazardous material spill or leak
- Do not mix chemicals without authorization
- Use approved respirators or work in well-ventilated areas when dealing with toxic fumes

Blood-Borne Pathogens

Certain infectious diseases are transmitted through contact with blood and other secretions from a person with the illness. When a person is injured, those who render aid should avoid direct contact with blood. If you do contact human blood, please remember the following:

- Personal Protection Equipment (PPE) is provided at readily accessible areas.
- Wash hands and face with disinfectant soap immediately after contact.
- Infected surfaces should be washed with bleach or on approved germicidal.

The following guidelines offer protection from potential transmission of blood-borne pathogens:

- Sharps (needles and other pricking devices) must be placed in approved containers.
- Contaminated materials must be discarded in specially designed trash bags or containers.
- Never pick up broken glass by hand
- Cover cuts and open sores with bandages to avoid transmission of pathogens to others or to prevent leaving potentially harmful substances on surfaces.

Firearms or Other Weapons Strictly Prohibited on Campus

- Weapons, explosives and similar devices or items are strictly prohibited on campus. No person shall possess, carry, transport or convey any weapon including firearms, ammunition, paintball guns, explosives or explosive devices or other similar items onto any school premises or facilities.
- Any knife other than one comparable to a fold able pocket knife with a blade no longer than 2 1/2 inches is considered a weapon.
- Violation of the policy could result in probation, suspension or dismissal. Penn Commercial will cooperate with local, state and federal officials.

Policy on Students with Criminal Records

Penn Commercial does not request information concerning any previous criminal conviction for admission to school except in programs that specify background checks for admission and for some financial aid applications. Penn Commercial does recognize its responsibility to ensure the safety of the campus community and evaluate any enrolled student's status with Penn Commercial based on our student code of conduct policies.

Reporting Security Incidents Including Criminal Activity

In the event a criminal act or other emergency occurs, students, employees and guests are encouraged to report all incidents to Penn Commercial and to local law enforcement. Penn Commercial will assist students with notification to the proper law enforcement agency, if desired. If the student or employee is a victim of a crime, Penn Commercial will assist the victim with changes in academic arrangements, if desired and if available. CSAs are responsible to complete the Crime Incident Report form for any criminal incident at Penn Commercial Business/Technical School.

Confidential Reporting Procedures

If an individual is the victim of a crime and does not want to pursue action within Penn Commercial or the criminal justice system, he/she may still want to consider making a confidential report. With his/her permission, the Penn Commercial Director of Student Services can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with his/her wish to keep the matter confidential, while taking steps to ensure the future safety of the reporter and others. With such information, Penn Commercial can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or perpetrator and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual statistics for Penn Commercial.

Limited Voluntary Confidential Reporting

The South Strabane Police and other local law enforcement agencies encourage anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, they cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to Penn Commercial campus security authorities. (Resource Section of the Booklet)

Disciplinary Sanctions Regarding Campus Safety Violations

- Penn Commercial will impose disciplinary sanctions on faculty, staff, and students (consistent with local, state, and federal laws described below) for campus safety policy violations as outlined in this document.
- Campus safety policy violations will be referred to the Director of Student Affairs for review, adjudication, and referral when appropriate. Disciplinary action, including but not limited to, warnings, fines, probation, suspension, expulsion or referral for prosecution may result from violations.
- Violations will be adjudicated using the process outlined in this document.

STUDENT CONDUCT POLICY

Penn Commercial recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations. As members of Penn Commercial, students have responsibilities and duties commensurate with their rights and privileges. In this policy, Penn Commercial provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of Penn Commercial's mission. Any student who is found to have violated the student conduct policy is subject to disciplinary sanctions up to and including suspension or permanent dismissal, as further described below.

Violations The following is a list of behaviors that violate Penn Commercial Student Conduct Policy. Although not exhaustive, this list provides examples of unacceptable student behaviors.

- Persistent or gross acts of willful disobedience or defiance toward school personnel.
- Assault, battery, or any other form of physical abuse of a student or school employee.
- Fighting and/or verbal abuse of a student or school employee.
- Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy school property or the property of other students or school employees.
- Any conduct that threatens the health or safety of another individual.
- Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person.
- Any form of unwanted sexual attention or unwanted sexual contact.
- Violations by guest of a student on school property. Students are responsible for the actions of their guests.
- Theft, attempted theft, vandalism/damage, or defacing of school property or the property of another student, faculty, or staff member.
- Interference with the normal operations of the school.
- Use of cell phones or other electronic devices during scheduled classroom times.
- Unauthorized entry into, or use of, school facilities.
- Forgery, falsification, alteration, or misuse of school documents, records, or identification.
- Dishonesty, including but not limited to cheating, plagiarism, or knowingly supplying false information or deceiving the school and/or its officials.
- Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing or materials worn or brought onto the premises by any student or guest.
- Extortion.
- Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire equipment, failure to exit during fire drill, turning in false fire alarms, and bomb threats.
- Use, sale, possession, or distribution of illegal or controlled substances, drugs or drug paraphernalia on school property or at any function sponsored or supervised by the school. Being under the influence of illegal or controlled substances on school property or at any school function is also prohibited.
- Use, sale, possession, or distribution of alcoholic beverages on school property or at any function sponsored or supervised by the school. Being under the influence of alcohol on school property or at any school function is also prohibited.
- Possession or use of a weapon on school property or at school sponsored functions.
- Tobacco use in classrooms or other school buildings or areas unless designated as a smoking area.
- Failure to comply with direction of school officials, faculty or staff who is acting in the performance of their duties.
- Failure to identify oneself or display ID card when on school property or at a school-sponsored event.
- Violation of federal, state, or local laws and school rules and regulations on school property or at school-sanctioned or school-sponsored functions.
- Any act considered inappropriate or as an example of misconduct that adversely affects the interests of Penn Commercial and/or its reputation.
- Any violation of the institutions policies on the responsible use of technology.
- Abuse of the Penn Commercial disciplinary system.

- Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability, or any other criteria protected by state, federal, or local law.

DISCIPLINARY PROCEDURES

Complaint

- Any member of Penn Commercial (i.e. faculty, staff, and student) may file a complaint against any student for misconduct or for otherwise being in violation of Penn Commercial policies. The complaint shall be directed to the Director of Student Services. Complaints should be submitted as soon as possible after the alleged violation occurred. Any AOD complaint should be reported to the Director of Student Services.
- The Director shall review and investigate the complaint to determine if the allegations have merit, to identify violations of the student conduct policy, and to impose sanctions for such violations.
- Unless otherwise provided by law, Penn Commercial generally will not disclose the name of the person making the complaint to the accused student unless it determines in its sole discretion that the circumstances warrant it.

Notification and Adjudication

Within a reasonable period of time after the complaint is received, the Director will notify the student of the complaint

and the alleged violations of the student conduct policy. This notification may be in written form or through oral

communication. The student will meet with the Director to discuss the complaint and alleged violation.

The Director will render and communicate the decision to the student.

If a good faith effort has been made to contact the student to discuss the alleged violation and the student fails to appear for the meeting, the Director may make a determination of violations of Penn Commercial policies on the basis of the information available, and impose sanctions for such violations. This decision shall be communicated to the student.

The Director's determination shall be made on the basis of whether it is more likely than not that the student violated a

rule, regulation, or policy of Penn Commercial.

Procedures Regarding Student Dismissals/Termination

When the administration proposes to terminate a student from Penn Commercial, the following procedures should apply unless the student elects to forego them.

The charges against the student shall be presented to the student in written form, including the time, place, and nature of the alleged offense(s). A Disciplinary Board meeting will be scheduled not less than two nor more than fifteen calendar days after the student has been notified of the charges and his/her proposed dismissal from school. Maximum time limits for scheduling of Disciplinary Board meetings may be extended at the discretion of the Directors.

At the date, time, and location scheduled, The Director of Student Services convenes the meeting of the Disciplinary Board. It shall include members of the school and surrounding community as seen necessary in accordance with procedural fairness. *Notification will be given to all parties that an audio recording is being made of the proceedings for a legal record.* Each meeting shall include:

- Introduction of all parties
- Review of Confidentiality expectations
- Review of the infraction or charges
- Brief opening statement by the complainant
- Questions by the Disciplinary Board and respondent
- Brief opening statement by the respondent

- Questions by the Disciplinary Board and complainant
- Presentation of Witnesses, if applicable, by the Disciplinary Board, complainant and respondent
- Closing statement by the Disciplinary Board, complainant, and the respondent
- Closing statement by the respondent including recommendations for action
- Private deliberation by the Disciplinary Board to determine appropriate sanctions
- Discussion and sharing of prior violations if the student is found responsible and prior violations exist
- Review of findings of “responsible” or “not responsible”

After the meeting, the Disciplinary Board shall determine whether the student has violated the rules, regulations, or policies that the student is charged with violating. The Disciplinary Board will issue a written determination. The Directors shall provide the student with a copy of the determination within 5 days, including information regarding the student’s right of appeal. Records will be maintained in the student’s permanent file.

After the meeting, the Disciplinary Board shall determine whether the student has violated the rules, regulations, or policies that the student is charged with violating. The Disciplinary Board will issue a written determination. The Directors shall provide the student with a copy of the determination, including information regarding the student’s right of appeal.

Interim Suspension

Penn Commercial may immediately remove or suspend a student from school without applying or exhausting these procedures when, in Penn Commercial sole judgment, the student poses a threat of harm to himself, to others, or to property of Penn Commercial or a member of Penn Commercial. During the interim suspension, students shall be denied access to the school (including classes, labs, and library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Directors may determine to be appropriate.

SANCTIONS

Penn Commercial may impose sanctions for violations of the student conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). Penn Commercial reserves the right to immediately impose the any sanction if circumstances merit. Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student found to have violated the Student Conduct Policy:

Warning - A notice in writing that a student has failed to meet some aspect of the school’s standards and expectations.

Probation - Probation is used for repeated violations or a specific violation of a serious nature. The Director defines the terms of probation.

Suspension - Separation of the student from the school for a predetermined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, use school facilities, participate in or attend school activities, or be employed by the school during his/her suspension.

Termination - The student will be terminated from Penn Commercial immediately. The student will not be permitted to continue his or her studies at the school and may not return to the school at any time or for any reason.

Restitution - Compensation for loss or damage to property leased, owned, or controlled by the school. This may take the form of monetary or material replacement.

Discretionary Sanctions - The student will be required to complete an educational service, attend counseling, or have restricted privileges. The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

APPEAL PROCEDURES

Students wishing to appeal a disciplinary decision may do so in the following manner:

The student must obey the terms of the decision pending the outcome of the appeal, i.e. a student who has been

suspended from school may not be on school property.

The student must write a letter of appeal, addressed to the Vice President of Operations. This letter will give the student the opportunity to indicate his/her position on the decision. It must detail all bases for the appeal. It must be delivered to the Vice President of Operations within seven calendar days following the student's receipt of the decision.

The Vice President of Operations shall appoint a committee comprised of staff members not involved in making the initial disciplinary decision to review appeals and make a recommendation regarding disposition of the appeal. The student making the appeal and the person bringing the charges may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc.) as an observer. The student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee. The committee shall determine all matters relating to the conduct of the Disciplinary Board meeting including, for example, relevancy of evidence, duration of the Disciplinary Board meeting or any part thereof, procedures, the weight to be given any evidence. The committee will report back to the Vice President of Operations with its recommendation following its review of the appeal. The Vice President of Operations will render a written decision on the appeal within 30 calendar days from receipt of the appeal and communicate same promptly to the student.

Penn Commercial will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the Penn Commercial against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Penn Commercial will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

SEARCH OF STUDENT'S PROPERTY

Penn Commercial reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion on the part of Penn Commercial staff that a serious risk to the health, safety, and welfare of students, and/or the school community exists. This includes but is not limited to vehicles brought onto school property, lockers, backpacks, and clothing.

VIOLATIONS OF LAW

If a student is charged with a violation of federal, state, or local laws or regulations occurring away from the school, disciplinary action may be instituted and sanctions imposed against the student when the school has a reasonable belief that the health, safety, or welfare of the Penn Commercial community is threatened. Disciplinary procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-school premises. Penn Commercial will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on school property. Penn Commercial's Alcohol and Other Drugs Policy is enforced as required by law. Please see the Penn Commercial Alcohol and Other Drug Handbook for guidelines and sanctions.

INTERNET USAGE POLICY

The Internet is an electronic communication network which provides vast, diverse, and unique resources. Our goal in providing this service to our students and faculty is to promote educational excellence. Internet access is a privilege, not a right. If a student violates any of the acceptable use provisions outlined below, his/her account will be terminated and future access will be denied. Some violations may also constitute a criminal offense and result in legal action. Penn Commercial reserves the right to block any sites that are not educationally oriented.

The following uses of school-provide internet access is not permitted:

- To access, upload, download, or distribute pornographic, obscene, or sexually explicit material.
- To transmit obscene, abusive, sexually explicit or threatening language.
- To violate any federal, state, or local statute.
- To vandalize, damage, or disable the property of another individual or organization.
- To access another individual's material, information, or files.
- To violate copyright or otherwise use the intellectual property of another individual or organization without permission.

SOCIAL MEDIA POLICY

Social media includes but is not limited to blogs, podcasts, discussion forums, on-line collaborative information and publishing systems that are accessible to internal and external audiences (i.e., Wikis), RSS feeds, video sharing, and social networks such as Instagram, Twitter and Facebook. Students shall not post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, inappropriate, confidential, or embarrassing to Penn Commercial, its students, externship affiliates, faculty and staff, visitors, or vendors. Students who engage in inappropriate social media will be subject to disciplinary actions up to and including termination and legal recourse.

DISCIPLINE POLICY FOR EMPLOYEES

Penn Commercial expects employees to maintain certain standards of performance, safety and conduct. Penn Commercial does not tolerate such behavior as stealing, dishonesty, insubordination, drinking alcoholic beverages during business hours, or use of a controlled substance during business hours. In addition, repeated tardiness, excessive absenteeism, and failure to comply with school policies are not acceptable. These examples are not all inclusive but are just a small sample of behavior that will not be tolerated by Penn Commercial.

Generally these standards are recognized and observed by faculty and staff members without any need for action by supervisors. Penn Commercial has the right to discipline employees who do not abide by these standards.

The following steps cover the normal pattern of discipline for employees:

- A written warning will be issued to the employee. This warning will contain a statement of the problem, what corrections are necessary, and the date by which the improvements should occur. The employee will be asked to sign the form indicating that he/she has read it. A copy will be placed in the employee's personnel file, and a copy will be given to the employee.

- If the performance problem reoccurs after the written warning, disciplinary action up to and including discharge may occur.
- Written warnings will be removed from an employee's personnel file after two (2) years of active employment if there have been no subsequent warnings.

Penn Commercial reserves the right to deviate from the above guidelines and immediately terminate or discipline any employee as it considers necessary in the individual circumstances. Serious infractions that may result in immediate dismissal include, but are not limited to, violations of the Confidentiality Policy, Attendance Policy, Cell Phones/Personal Cell Phone Use Policy, Anti-Discrimination/Anti-Harassment Policy or Drug-Free Workplace Policy, stealing, insubordination, dishonesty, fraud, or clear cases where conflict of interest has been violated.

PREVENTION OF SEXUAL ASSAULT AND SEXUAL HARRASSMENT REDUCING THE RISK OF SEXUAL ASSAULT

The majority of sexual assaults that occur among students involve people who know each other, and the majority includes the use of alcohol or other drugs. There are no sure means to prevent sexual assault. However, a person can lessen the likelihood of assault by following some basic tips.

Tips for attending a party or an event:

- Know the location of the party or event and speak up if uncomfortable with the plans
- Students should communicate with their date that **no means no**
- Drinking and drug use can impair judgment.
- Eat a meal before going to an event, drink a glass of water between alcoholic beverages, stick with one type of beverage, and understand personal limits and do not cross them
- Do not drink from an open container provided by another person. Premixed drinks have more alcohol than most think, and drugs like Rohypnol and GHB can be dissolved in drinks, causing the person consuming it to lose consciousness quickly. Do not finish drinks that were left unattended.
- Do Not go somewhere alone with an acquaintance, stay with trusted friends. Alert someone as to where you are going and when you will be due to return.

Reduce the risk of committing sexual assault:

- Listen carefully. A student should take time to hear what the other person has to say. If a student feels they are receiving "mixed messages," they should ask the person for clarification. A student should not fall for the cliché that, "if they say no, they really mean yes." If a person says "no" to sexual contact, they mean no. The student should believe them and stop
- Sexual assault is a crime. It is never acceptable for a student to force sexual activity with another person, no matter what the circumstance
- A student should never make assumptions about a person's behavior. Do not assume that a person wants to have sex because of the way that they dress, or because they drink too much or because they agreed to be alone with the student
- Consent for kissing, or another sexual activity, does not equal consent for any other type of sexual activity.

- If a person has previously had sex with a student, it does not mean that person is willing to have sex with that same student again
- If a person is mentally or physically incapable of consenting to sexual activity, by law, it is rape if sexual relations occur with that person
- Students participating in a group situation should be careful and resist pressure from friends to participate in violent acts
- If a student witnesses someone at risk of sexual assault, he/she should get involved. The student should not be afraid to intervene if it is safe. If not, the student should alert authorities

Reduce the risk of being sexually assaulted

Every student has the right to say “NO” to any unwanted sexual contact. A student should know their sexual intentions and limits. If a student is uncertain of what they want, their partner should respect their feelings

A student should communicate their limits firmly and directly. If a student says “no,” they should say it in a firm voice and with clear body language. A student should not assume the other person would automatically get the message without the student saying something. Avoid giving “mixed messages” and say “no” with conviction

Students should know that some people do not have their best interest at heart. They may think of a student who dresses provocatively, or who has been drinking, or is willing to be alone with them as the student’s willingness to have sex. The student should be very clear and up front about their limits in these types of situations

If a student feels uncomfortable and believes he/she is at risk, they should leave the situation immediately and go to a safe place. A student should trust their gut feelings

A student should not be afraid to create a stir if they feel threatened. If he/she feels pressured or coerced into sexual activity, they should not hesitate to state their feelings and leave the situation

Students should only attend large parties with people they trust. Agree to look out for one another. Leave with the group, never alone

Another way to reduce the risk of sexual harassment and sexual violence is for students to get involved.

Bystander intervention is taking some type of action to stop the progression of an event - such as domestic violence, dating violence, sexual assault, or stalking - because it is in the best interest of the person who is at risk.

Notice the event. Active bystander intervention encourages people to watch for those behaviors and situations that appear to be inappropriate, coercive, and harassing.

Interpret the event. Is it a problem or an emergency? Consider whether the situation needs attention. Pay attention to situations that may put friends or acquaintances at risk

Assume personal responsibility. Decide if there is a need to act. The presence of other witnesses, the uncertainty of the situation, apparent level of risk for the victim and the one who may intervene, and the setting of the incident are all factors to consider

Know how to help. Determine the priority goal, formulate a plan and prepare what to say. Safety is a priority so identify the red flags and try to anticipate problems. Have an exit strategy and determine any barriers such as motivation, ability or the environment

Implement assistance. Try to interrupt or delay the situation before it becomes an emergency. Maintain mutual respect with the assailant and be sensitive, understanding and non-judgmental. Contact law enforcement if it is not safe or prudent to help directly

SEXUAL HARASSMENT/SEXUAL VIOLENCE POLICY

Penn Commercial prohibits sexual harassment and sexual violence as a part of their Student Code of Conduct and Employee Handbook. Such behavior violates both law and Penn Commercial policy. Penn Commercial will respond promptly and effectively to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this Policy.

Penn Commercial prohibits sexual harassment and sexual violence as defined in 34 CFR Part 668. Conduct by an employee that is sexual harassment or sexual violence in violation of this policy is considered to be outside the course and scope of employment. (See Clery Definitions at the beginning of this book)

This policy covers unwelcome conduct of a sexual nature. Consensual romantic relationships between members of the Penn Commercial faculty are subject to other policies. For example, Penn Commercial details policies governing employee-student relationships in the Employee Handbook. While romantic relationships between members of Penn Commercial may begin as consensual, they may evolve into situations that lead to charges of sexual harassment or sexual violence. (See Clery Definitions at the beginning of this book)

Gender Identity, Gender Expression, or Sexual Orientation Discrimination

Harassment that is not sexual in nature but is based on gender, gender identity, gender expression, sex- or gender-stereotyping, or sexual orientation also is prohibited by the Penn Commercial's nondiscrimination policies if it denies or limits a person's ability to participate in or benefit from educational programs, employment, or services. While discrimination based on these factors is distinguishable from sexual harassment, these types of discrimination may contribute to the creation of a hostile work or academic environment. Thus, in determining whether a hostile environment due to sexual harassment exists, Penn Commercial may take into account acts of discrimination based on gender, gender identity, gender expression, sex- or gender-stereotyping, or sexual orientation.

Policy of Non-Discrimination of Transgendered Student

Penn Commercial does not discriminate on the basis of whether or not a student identifies as transgender. Potential students are encouraged to enter the program of their choice provided they can meet the minimum requirements for that program. Transgender students are referred to by their gender preferred name and the pronoun that reflects their identified sex. Transgender students are permitted to use the restroom of their preferred gender recognition.

Retaliation

Retaliation against a person who reports sexual harassment or sexual violence, assists someone with a report of sexual harassment or sexual violence, or participates in any manner in an investigation or resolution of a sexual harassment or sexual violence report. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

Dissemination of the Policy, Educational Programs, and Employee Training

Penn Commercial's commitment to providing a working and learning environment free from sexual harassment and sexual violence, this policy shall be disseminated widely to the through publications, websites, new employee orientations, and student orientations. Preventive educational materials available to promote compliance with this policy and familiarity with procedures will be located in the library, student center and the offices of the Director of Student Services and Retention Coordinator / Advisor. The Director of Student Services is responsible for reporting sexual harassment and sexual violence and

for prevention training to designated employees. In addition, Penn Commercial will provide annual training to investigators and directors. This booklet will be posted at www.penncommercial.edu.

Reporting Sexual Offenses

Any student or employee may report conduct that may constitute sexual harassment or sexual violence to designated employees such as the Title IX Coordinator (Director of Student Services), the Retention Coordinator/Advisor, both are CSA. Designated employees are responsible for promptly forwarding such reports to the Title IX Coordinator or other official designated to review and investigate sexual harassment and sexual violence complaints. Any designated employee responsible for reporting or responding to sexual harassment or sexual violence that knew about the incident and took no action to stop it or failed to report the prohibited act may be subject to disciplinary action. Penn Commercial will identify confidential resources with which students, staff and faculty can consult for advice and information regarding making a report of sexual harassment or sexual violence. Requests regarding the confidentiality of reports of sexual harassment or sexual violence will be considered in determining an appropriate response. However, Penn Commercial will consider such requests in the dual contexts of Penn Commercial's obligation to ensure a working and learning environment free from sexual harassment and sexual violence and the rights of the accused to be informed of the allegations and their source. An individual may file a complaint alleging sexual harassment or sexual violence.

Response to Reports of Sexual Offenses

Penn Commercial will provide prompt and effective response to reports of sexual harassment or sexual violence, which may include Early Resolution, Formal Investigation, and/or targeted prevention training or educational programs.

If an individual reports to Penn Commercial that the individual has been a victim of domestic violence, dating violence, sexual assault, or stalking, and/or any other Clery related Crimes, s/he shall be provided with an explanation of the individual's rights and options whether the offense occurred on or off campus.

Upon a finding of sexual harassment or sexual violence, Penn Commercial will offer remedies to the individual or individuals harmed by the harassment and/or violence consistent with applicable complaint resolution and grievance procedures. Such remedies may include referral for counseling, an opportunity to repeat course work without penalty, or other appropriate interventions such as changes in academic or working situations.

Any employee found to have engaged in sexual harassment or sexual violence is subject to disciplinary action including dismissal in accordance with the applicable Penn Commercial employee disciplinary procedure. Penn Commercial will recommend disciplinary action when the conduct is sufficiently severe, persistent, or pervasive that it alters the conditions of employment or limits the opportunity to participate in or benefit from educational programs.

In accordance with state and Federal law, Penn Commercial will offer sexual harassment prevention training and education to the Penn Commercial community, both students and staff. Penn Commercial will offer prevention education programs to all incoming students and new employees, and ongoing prevention and awareness campaigns, to promote awareness of rape and acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, including the definition of consent, options for bystander intervention, and risk reduction awareness information.

Penn Commercial will offer annual training on issues related to sexual violence, as defined in this policy, for individuals conducting formal investigations of reports or conducting hearings, a process for reporting sexual harassment or sexual violence. Identify on- and off-campus resources for reporting sexual

harassment or sexual violence. Provide prompt and effective response to reports of sexual harassment, sexual violence, or reports of retaliation related to reports of sexual harassment or sexual violence in accordance with the policy. This training is held school wide during the month of October to coincide with the Fall quarter start date and at each orientation. An annual training regarding sexual and domestic violence is held during the month of October in a school wide assembly. Community agencies which include but are not limited to Law Enforcement and the local Women's Shelter are represented at the assembly and actively participate.

The Retention Coordinator/Student Advisor is a designated trained individual, other than, the Director of Student Services / Title IX Coordinator who serve as resources for members of the school who have questions or concerns regarding behavior that may be sexual harassment or sexual violence.

Title IX Coordinator

Title IX of the Education Amendments of 1972 protects people from sex discrimination in education programs or activities that receive Federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The Title IX Coordinator serves as a resource for members of the Penn Commercial community who have questions or concerns regarding behavior that may be sexual harassment or sexual violence. All members of the Penn Commercial community are encouraged to contact the Title IX Coordinator if they observe or encounter conduct that may be in violation of Penn Commercial's Sexual Harassment and Sexual Violence policy or if they feel that their Title IX rights were violated.

The responsibilities of the Title IX Coordinator include, but may not be limited to, the duties listed below.

- Coordinate with other responsible departments to ensure that Penn Commercial offers, and provides sexual harassment and sexual violence prevention education and training programs
- Disseminate the Sexual Harassment and Sexual Violence policy (the policy) widely to the Penn Commercial community
- Provide educational materials to promote compliance with the Policy and familiarity with reporting procedures
- Train Penn Commercial employees responsible for reporting or responding to reports of sexual harassment and sexual violence
- Provide prompt and effective response to reports of sexual harassment or sexual violence in accordance with the Policy
- Maintain records of reports of sexual harassment and sexual violence and actions taken in response to reports, including records of investigations, voluntary resolutions, and disciplinary action, as appropriate
- Identify and address any patterns or systemic problems that arise during the review of sexual harassment and sexual violence complaints.

The Director of Student Services / Title IX Coordinator, Kristine Gorby, may be reached at 724-222-5330 x 353. Title IX contact information is posted on www.penncommercial.edu.

Procedures for Reporting and Responding to Reports of Sexual Harassment and Sexual Violence

All members of the Penn Commercial community are encouraged to contact the Title IX Coordinator if they observe or encounter conduct that may be subject to the policy. This includes conduct by employees, students, or third parties. Bring reports of sexual harassment or sexual violence to the Title IX Coordinator or Advisor responsible for responding to reports of sexual harassment or sexual violence. If

the person to whom harassment normally would be reported is the individual accused of harassment, reports may be made to another employee. Upon receiving a report, notification to the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment complaints should be immediately made. Bring reports of sexual harassment or sexual violence forward as soon as possible after the alleged conduct occurs. While there is no stated timeframe for reporting, prompt reporting will better assist Penn Commercial to respond to the report, determine the issues, and provide an appropriate remedy and/or action. Report all incidents, even if a significant amount of time has passed. However, delaying a report may impede Penn Commercial's ability to conduct an investigation and/or to take appropriate remedial actions.

Options for Resolution

Penn Commercial provides various options for resolving a report of sexual harassment or sexual violence and potential violations of the policy. These options shall include procedures for Early Resolution, procedures for Formal Investigation, and filing complaints under applicable existing Penn Commercial procedures. Individuals making reports about policies need to understand confidentiality of reports under this policy. Penn Commercial will respond to the greatest extent possible to reports of sexual harassment and sexual violence brought anonymously or brought by third parties not directly involved in the asserted offenses. However, the response to such reports may be limited if information contained in the report cannot be verified by independent facts.

Individuals reporting sexual harassment and sexual violence will experience a range of possible outcomes of the report, including interim protections, remedies for the individual harmed by the incident, and possible disciplinary actions against the accused because of the report, including information about the procedures leading to such outcomes.

An individual may make a report of retaliation if subjected to retaliation (e.g., threats, intimidation, reprisals, or adverse employment or educational actions) for having made any of the following:

- A report of sexual harassment or sexual violence in good faith
- Assisted someone with a report of sexual harassment or sexual violence.
- Participated in any manner in an investigation or resolution of a report of sexual harassment or sexual violence.
- Retaliatory actions will be subject to the procedures below.

Procedures for Early Resolution

The goal of Early Resolution is to resolve concerns at the earliest stage possible with the cooperation of all parties involved. Early Resolution options are available when the parties desire to resolve the situation cooperatively and/or when a Formal Investigation is not likely to lead to a satisfactory outcome.

Participation in the Early Resolution process is voluntary. Early Resolution may include an inquiry into the facts, but typically does not include a formal investigation. Means for Early Resolution shall be flexible and encompass a full range of possible appropriate outcomes.

Early Resolution includes options such as mediating an agreement between the parties, separating the parties, referring the parties to counseling programs, negotiating an agreement for disciplinary action, conducting targeted preventive educational and training programs, or providing remedies for the individual harmed by the offense. Early Resolution also includes options such as discussions with the parties, making recommendations for resolution, and conducting a follow-up review after a time period to assure that Penn Commercial implements the resolution effectively. Early Resolution may be appropriate for responding to anonymous reports and/or third party reports. Penn Commercial documents steps taken to encourage Early Resolution and agreements reached through Early Resolution efforts.

While Penn Commercial encourages Early Resolution of a complaint, Penn Commercial does not require that parties participate in Early Resolution prior to Penn Commercial's decision to initiate a Formal

Investigation. Some reports of sexual harassment or sexual violence may not be appropriate for mediation but may require a Formal Investigation at the discretion of the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment complaints. Penn Commercial will not compel a complainant to engage in mediation. Penn Commercial will not use mediation, even if voluntary, in cases involving sexual violence.

Procedures for Formal Investigation

In cases where Early Resolution is inappropriate or in cases where Early Resolution is unsuccessful, Penn Commercial will conduct a Formal Investigation. In such cases, the individual making the report may be encouraged to file a written request for Formal Investigation. Penn Commercial considers the wishes of the individual making the request, but is not determinative, in the decision to initiate a Formal Investigation of a report of sexual harassment or sexual violence. In cases where there is no written request, the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment complaints may initiate a Formal Investigation after making a preliminary inquiry into the facts.

In cases where a complainant states he or she does not want to pursue a Formal Investigation, the Title IX Coordinator should inform the complainant that the ability to investigate may be limited. When determining whether to go forward with a Formal Investigation, the Title IX Coordinator may consider the subsequent information:

- The seriousness of the allegation
- The age of the student, in the case of a student complainant
- Whether there have been other complaints or reports against the accused, and
- If formal proceedings with sanctions may result from an investigation, the accused person has the right to receive information about the complainant and the allegations

Even if a complainant does not want to pursue an investigation, under some circumstances, the Title IX Coordinator may have an obligation to investigate a complaint, such as when there is a risk the campus and students if the accused remains on campus. Penn Commercial will make the complainant aware of this independent obligation to investigate the complaint.

In order to provide a prompt, fair, and impartial investigation and resolution, any Formal Investigation of reports of sexual harassment and/or sexual violence shall incorporate the following standards:

- The individual(s) accused of conduct violating the policy shall be provided a copy of the written request for Formal Investigation or otherwise given a full and complete written statement of the allegations, and a copy of the policy
- The individual(s) conducting the investigation shall be familiar with the policy, have training or experience in conducting investigations, and as relevant to the investigation, be familiar with policies and procedures specific to students, staff, faculty, and visitors. For cases involving allegations of sexual violence, the individual(s) conducting the investigation must receive annual training on issues related to sexual violence. Such training includes how to conduct an investigation that protects the safety of the complainants and promotes accountability.

If the alleged conduct is also the subject of a criminal investigation, the campus may not wait for the conclusion of the criminal investigation to begin an investigation pursuant to this policy. However, Penn Commercial may need to coordinate its fact-finding efforts with the police investigation. Once notified that the police department has completed its gathering of evidence (not the ultimate outcome of the investigation or the filing of any criminal charges), the campus must promptly resume and complete its fact-finding for the sexual harassment or sexual violence investigation.

The investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate.

Disclosure of facts to parties and witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation. Penn Commercial will advise the participants in an investigation that maintaining confidentiality is essential to protect the integrity of the investigation. The investigator shall apply a **preponderance of evidence** standard to determine whether there has been a violation of this policy.

Upon request, the complainant and the accused may each have a representative present when he or she is interviewed, and at any subsequent proceeding or related meeting. Other witnesses may have a representative present at the discretion of the investigator.

At any time during the investigation, the investigator may recommend that Penn Commercial provide interim protections or remedies for the parties or witnesses. These protections or remedies may include separating the parties, placing limitations on contact between the parties, or making alternative working conditions.

Failure to comply with the terms of interim protections may be a separate violation of this policy.

Penn Commercial will make every attempt to complete the investigation as promptly as possible and in most cases within 60 working days from the filing date of the request for formal investigation. The President or Vice-President of Operations may extend this deadline.

Generally, an investigation results in a written report that at a minimum includes a statement of the allegations and issues, the positions of the parties, a summary of related information, findings of fact, and a determination by the investigator whether this policy has been violated.

The report also may contain a recommendation for actions to resolve the complaint, including preventive educational programs, remedies for the complainant, and a referral to disciplinary procedures as appropriate. The investigator submits the report to the Vice-President of Operations with authority to implement the actions necessary to resolve the complaint. Penn Commercial may use the report as evidence in other related procedures, such as subsequent complaints, grievances and/or disciplinary actions.

Penn Commercial will inform the complainant of findings declaring if the policy was violated or not, and if any actions were taken in relation to the complainant to resolve the complaint, such as an order that the accused not contact the complainant. In accordance with Penn Commercial policy that protect an individual's privacy, Penn Commercial may notify the complainant that they referred the matter for disciplinary action, but not inform them of the details of the recommended disciplinary action without the consent of the accused.

The complainant and the accused may request a copy of the investigative report pursuant to Penn Commercial policy governing privacy and access to personal information.

However, Penn Commercial may redact confidential information regarding all individuals other than the individual requesting the report.

At the conclusion of any disciplinary proceeding arising from an allegation of domestic violence, dating violence, sexual assault or stalking, Penn Commercial will inform the complainant and the accused in writing of the following:

- The outcome of any Penn Commercial disciplinary proceeding

- Penn Commercial’s procedures for appealing the results of the proceeding
- Any change to the results that occur prior to the time that such results become final
- When the results become final

Complaints or Grievances

An individual who was subject to sexual harassment or sexual violence may file a complaint or grievance pursuant to Penn Commercial grievance procedure. The individual may file such complaint or grievance either instead of, or in addition to, making a report of sexual harassment to the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment and sexual violence complaints under this policy. A complaint or grievance alleging sexual harassment or sexual violence must meet all the requirements under the applicable complaint resolution or grievance procedure.

If a complaint or grievance, alleging sexual harassment or sexual violence, is filed in addition to a report made to the Director of Student Services / Title IX Coordinator (or other appropriate official who reviews and investigates complaints under this policy) the complaint or grievance shall be held in abeyance subject to the requirements of any applicable complaint resolution or grievance procedure, pending the outcome of the Early Resolution or Formal Investigation procedures.

If the individual wishes to proceed with the complaint or grievance, the Early Resolution or Formal Investigation shall constitute the first step or steps of the applicable complaint resolution or grievance procedure.

An individual who has made a report of sexual harassment or sexual violence may file a complaint or grievance alleging that the actions taken in response to the report of sexual harassment or sexual violence did not follow policy. The individual who made such a complaint or grievance may not file to address a disciplinary sanction imposed upon the accused. The complainant must file any complaint or grievance regarding the resolution of a report of sexual harassment or sexual violence in a timely manner.

The time period for filing begins on the date the individual was notified of the outcome of the sexual harassment or sexual violence investigation or other resolution process pursuant to this policy, and/or of the actions taken by the administration in response to the report of sexual harassment or sexual violence, whichever is later.

Remedies and Referrals to Disciplinary Procedures for Sexual Harassment or Sexual Violence

Penn Commercial considers the findings of policy violations to determine remedies for individuals harmed by sexual harassment or sexual violence and will refer to applicable disciplinary procedures. Procedures under this policy shall be coordinated with applicable complaint resolution, grievance, and disciplinary procedures (previously listed in this booklet) to avoid duplication in the fact-finding process whenever possible. Violations of the policy may include engaging in sexual harassment or sexual violence, retaliating against a complainant reporting sexual harassment or sexual violence, or violating interim protections. Penn Commercial may use investigative reports made pursuant to this policy as evidence in subsequent complaint resolution, grievance, and disciplinary proceedings as permitted by the applicable procedures.

Privacy

Penn Commercial will protect the privacy of individuals involved in a report of sexual harassment or sexual violence to the extent permitted by law and Penn Commercial policy. A report of sexual harassment or sexual violence may result in the gathering of extremely sensitive information about individuals present on our campus. While Penn Commercial considers such information confidential, the policy regarding access to records and disclosure of personal information may require disclosure of

certain information concerning a report of sexual harassment or sexual violence. In such cases, Penn Commercial will make every effort to redact the records in order to protect the privacy of individuals. Penn Commercial will advise an individual who has made a report of sexual harassment or sexual violence of sanctions imposed against the accused when the individual needs to be aware of the sanction in order for it to be fully effective (such as restrictions on communication or contact with the individual who made the report). In addition, when the offense involves a crime of violence or a non-forcible sex offense, the Family Educational Rights and Privacy Act permits disclosure to the complainant the results of a disciplinary proceeding against the alleged accused, regardless of whether Penn Commercial concluded that a violation was committed. Penn Commercial will not otherwise disclose information regarding disciplinary action taken against the accused without the accused's consent, unless permitted by law or it is necessary to ensure compliance with the action or the safety of individuals.

Confidentiality of Reports

Penn Commercial will identify confidential resources with whom they can consult for advice and information regarding making a report of sexual harassment or sexual violence. Penn Commercial does not employ counselors or pastoral services and recognizes their limitations in providing confidential material. These resources provide individuals who may be interested in bringing a report of sexual harassment or sexual violence with a safe place to discuss their concerns and learn about the procedures and potential outcomes involved. Confidential resources include the C.A.R.E. counselors. (Resource Section of the Booklet) The confidential resources shall advise individuals that their discussions in these settings are not considered reports of sexual harassment or sexual violence and that without additional action by the individual, the discussions will not result in any action by Penn Commercial to resolve their concerns.

Penn Commercial will notify the employees and students that certain employees, such as the Title IX Coordinator and campus security authorities have an obligation to respond to reports of sexual harassment or sexual violence, even if the individual making the report requests that no action be taken. Penn Commercial will consider an individual's requests regarding the confidentiality of reports of sexual harassment or sexual violence in determining an appropriate response. However, Penn Commercial will consider the dual contexts of Penn Commercial's legal obligation to ensure a working and learning environment free from sexual harassment and sexual violence, and the due process rights of informing the accused of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation, although Penn Commercial will comply with requests for confidentiality to the extent possible.

Retention of Records

The office of the Title IX Coordinator is responsible for maintaining records relating to sexual harassment and sexual violence reports, investigations, and resolutions. Penn Commercial will maintain records in accordance with Penn Commercial's records policies and all records pertaining to pending litigation or a request for records in accordance with instructions from legal counsel.

Sanctions and Protective Measures

If any individual violates this policy under the preponderance of the evidence standard, Penn Commercial will address such misconduct promptly and effectively through appropriate remedial measures and/or sanctions. In the case of faculty and employees, sanctions may take the form of disciplinary action up to and including discharge from employment. In the case of students, sanctions may include disciplinary action up to and including dismissal. Penn Commercial may sanction third parties who engage in such misconduct, including termination of contracts or other arrangements with such third party. Even in cases where Penn Commercial concludes that a policy violation has not occurred, or that the evidence is inconclusive, Penn Commercial nonetheless may determine that appropriate remedial measures or sanctions are necessary or advisable. Such measures may include disciplinary action and/or counseling, training and monitoring.

Students are encouraged to report to the Director of Student Services / Title IX Coordinator any alleged cases of dating or domestic violence or any other Clery related concerns. Penn Commercial will work with any student to protect their victim rights to ensure safety at campus. Orders of “no contact”, restraining orders or similar lawful orders by a criminal, civil, or tribal court or by Penn Commercial will be enforced. Information will be posted at the front desk in order to prohibit entry of the party involved and all faculty and staff alerted. Students are provided a checklist of protective measures they can take inside the building which include but are not limited to:

- Seeking Assistance to travel to car
- Call 911 from within the building
- Advising any instructor of the emergency
- Alerting the administrative staff for a problem

In addition, Penn Commercial continues to work with the local community to provide students and employees with existing counseling, health, mental health, victim advocacy, legal assistance, immigration assistance, student financial aid. (Resource Section of the Booklet)

PREVENTION & INTERVENTION

Reducing the Risk of Sexual Harassment and Sexual Violence

Penn Commercial trainings on reducing the risk of sexual harassment and sexual violence during orientation, new staff orientation and one time per year in addition to school wide events throughout the year. Information presented includes: information on sexual violence awareness, risk reduction, students’ rights under Title IX, and bystander intervention. Students also learn how, and to whom, they can report an incident. Information concerning on- and off-campus counseling, resources, and medical assistance referral is available to all students, faculty and staff.

Penn Commercial promotes awareness of sexual harassment and sexual violence by periodically distributing information on reducing the risk of sexual violence, domestic violence, dating violence, and stalking. Included in this report are important steps to help reduce the risk of sexual violence. A few of these steps include traveling with a friend at night, being aware of the surroundings, understanding that drug and alcohol consumption increases the risk of sexual violence, and knowing not to accept open drinks from other people.

Bystander Intervention

Bystander intervention is taking some type of action to stop the progression of an event - such as domestic violence, sexual assault, or stalking - because it is in the best interest of the person who is at risk.

CAMPUS SEXUAL ASSAULT VICTIMS' BILL OF RIGHTS

President George Bush signed the *Campus Sexual Assault Victims' Bill of Rights* into law in July of 1992.

This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights. Colleges found to have violated this law can be fined up to \$35,000 or lose their eligibility to participate in federal student aid programs.

Complaints about colleges that have failed to comply with this law should be made to the U.S. Department of Education.

The rights provided by the *Federal Campus Sexual Assault Victims' Bill of Rights* include the following:

- Survivors shall be notified of their options to notify law enforcement
- Accuser and accused must have the same opportunity to have others present
- Both parties shall be informed of the outcome of any disciplinary proceeding
- Survivors shall be notified of counseling services
- Survivors shall be notified of options for changing academic and living situations

Procedures for Victims of Sexual Harassment or Sexual Violence

Immediately after an assault, the victim may be in a state of shock. Victims react in different ways, sometimes hysterically, angrily, or calmly. In this state, the victim will most likely make better decisions by talking with someone that they trust or speaking with a professional crisis intervention worker. It may help them understand their options.

The victim, at this time, may want to bath or shower. It is not advised to do this. Instead, the victim should wrap himself or herself in something warm, such as a blanket or coat and then call emergency services for immediate assistance.

- Things to do immediately after an assault:
- A sexual assault victim should get to a safe place and lock the doors and windows, or use one of the 13 emergency call stations on campus to reach the Public Safety Department
- The victim should call **911**
- It is important for the victim to receive medical attention. This will ensure physical well-being and permit medical staff to collect evidence. Even if there is no physical injury, the victim should be tested for STDs, pregnancy, and internal trauma
- A sexual assault resource center or a trusted friend can offer support to the victim during this time
- If possible, the victim should try to write down what they remember

After an assault the victim should avoid taking a shower or bath, brushing or combing their hair, douching or going to the bathroom, changing clothes or bedding, eating or drinking, brushing or rinsing teeth or touching anything at the crime scene. Doing any of this may damage or destroy important evidence.

The victim should consider having a rape kit done at the hospital. If deciding to press charges the preservation of evidence is very important to the successful prosecution of cases involving sexual violence. All medical procedures are confidential. The preservation of evidence can be critical to the investigation and criminal prosecution of any sexual assault. Victims and/or witnesses should attempt to preserve evidence at the scene in the following ways: Leave the scene undisturbed to allow professionals to collect the evidence; if the circumstances do not allow leaving the scene undisturbed, efforts should be made to collect items in the immediate area of the assault. Victims of sexual assault should make every attempt not to bathe, brush his or her teeth, change clothes, or undertake any other activity that could compromise or destroy evidence prior to seeking medical attention and/or contacting law enforcement.

All evidentiary materials should be placed in separate paper bags to prevent cross contamination. The victim can report the sexual assault directly to local law enforcement.

To file a formal report with the School, the victim may contact any Campus Security Authority (CSA). If the victim chooses to file a formal report and the accused is a student, it may result in action under the Penn Commercial's policies and procedures. Even when a student victim chooses not to file a formal report, if the school learns of a potential sexual assault, it will undertake a prompt and thorough investigation to determine what occurred and take appropriate responsive action commensurate with the level of information provided and any requests for confidentiality. An investigation by Penn Commercial will be undertaken independent of any law enforcement investigation into the incident.

If the victim decides to press charges, preservation of physical evidence is important to the successful prosecution of cases involving sexual violence. Area hospitals that collect evidence include, but are not limited to the following.

Washington Health System	724.225.7000
Ohio Valley General Hospital	412.777.6161
St. Clair Hospital	412.942.4000
Canonsburg Hospital	724.745.3908

Counseling resources:

C.A.R.E. Center	724.229.5007
	724.627.6108
Hotline	1.888.480.7283

Pittsburgh Action Against Rape	1.888.363.7273
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Sexual violence is comprised of a number of crimes, and victims have the opportunity to press charges. The victim is the only one who can make the decision to file charges against the perpetrator. All who are involved in the reporting of the crime, including those at Penn Commercial, will respect any decisions made. Because sexual violence is a crime, Penn Commercial will confer with local authorities regarding the sex offense even if the victim decides not to press charges.

In order for Penn Commercial to respond to all reports in a prompt and equitable manner, any individual who wishes to report an incident of sexual harassment or sexual violence is encouraged to make a direct report to the following Title IX Coordinator 724-222-5330 x 329.

Interim Protections: Upon receipt of a report of sexual assault or harassment, Penn Commercial will impose reasonable and appropriate interim protections designed to eliminate the reported hostile environment and protect the parties involved. Penn Commercial will maintain consistent contact with the parties to ensure that all safety, and emotional and physical well-being, concerns are being addressed. Penn Commercial may impose interim protections regardless of whether the complainant or Penn Commercial pursues formal disciplinary action.

A complainant or respondent may request separation or other protection; Penn Commercial may choose to impose interim protections at its discretion to ensure the safety of all parties, the campus community, and/or the integrity of the investigative and/or resolution process.

All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim protection. Penn Commercial will take immediate and responsive action to enforce a previously implemented protection.

Penn Commercial, at its discretion, will implement interim protections with potential remedies to the complainant and/or the respondent, including but not limited to, the following:

- Access to counseling services and assistance in setting up an initial appointment, on- and off-campus
- Rescheduling of exams and assignments
- Providing alternative course completion options
- Changing class schedules, including the ability to transfer course sections or withdrawal from a course without penalty
- Changing work schedules or job assignments
- Limiting an individual's or organization's access to certain facilities or activities pending resolution of the matter
- Voluntary leave of absence
- Providing alternative parking options
- Providing assistance in locating medical services and providers
- Providing academic support services, such as tutoring

If the President or Vice President of Operations decides, at any point, that the well-being of a student or of any member of Penn Commercial is at stake, an interim suspension may be imposed on a student who is suspected of violating the Student Code of Conduct (as outlined in the Student Handbook).

Penn Commercial may impose leave for any employee and will structure such leave at their discretion

Choosing to Report:

Penn Commercial recognizes that an individual's decision to report sexual harassment or sexual violence is personal. There is no single right way to respond. Individuals may not be prepared to make a report to Penn Commercial or to law enforcement, and individuals are not expected or required to pursue a specific course of action.

Moreover, an individual does not have to decide whether to request a specific course of action at the time of making the report. Penn Commercial recognizes that choosing to make a report, and deciding how to proceed after making the report can be a process that unfolds over time. At all times, Penn Commercial will seek to respect an individual's autonomy in making these important decisions.

Anonymous Reporting: Any individual may make an anonymous report concerning an act of sexual harassment or sexual violence. An individual may report the incident without disclosing his/her name, identifying the Respondent or requesting any action. Depending on the level of information available about the incident or the individuals involved, however, Penn Commercial's ability to respond to an anonymous report may be limited.

Individuals can make anonymous reports by telephone to the Title IX Coordinator at 724.222.5330 x 329

Amnesty for Students Who Report Sexual Misconduct: Penn Commercial encourages reporting and seeks to remove any barriers to reporting by making the procedures for reporting transparent and straightforward. Penn Commercial recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of potential Student Conduct consequences for his/her own conduct. An individual who reports sexual harassment or sexual violence, either as a Complainant or a third party witness, will not be subject to disciplinary action by Penn Commercial for his/her own personal consumption of alcohol or drugs at or near the time of the incident.

This is if any such violations did not and do not place the health or safety of any other person at risk. Penn Commercial may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

DEFINITIONS FOR SEXUAL HARASSMENT / SEXUAL VIOLENCE

The Federal government and the state of Pennsylvania have defined various terms in relation to sexual harassment and sexual violence. Familiarity with these terms can help students with filing a report to a campus authority or to law enforcement in the event of an occurrence. Likewise, familiarity with the definitions may assist an employee with documenting a report of an occurrence provided by a student. There may be two definitions used in this list to define one term. The definitions appear similar but have a slight variance. This is due to the inclusion of both the state and Federal definitions for one phrase. Although it seems redundant, the reasons to include both definitions are twofold. The first reason is that Penn Commercial Business/Technical School has an obligation to report crime statistics to the U.S. Department of Education in accordance with the Jeanne Clery Act and the Violence against Women Act; both of which are federal regulations and Penn Commercial must use the corresponding definitions when reporting. The second reason is that all Penn Commercial students, faculty, and staff are within the jurisdiction of Pennsylvania; law enforcement and the court systems will use these definitions to categorize any crime committed within the state.

Sexual Harassment: Is unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education, interferes with a person's work or educational performance, or creates an environment that a reasonable person would find intimidating, hostile, or offensive. Sexual harassment includes sexual violence (see definition below). Penn Commercial will respond to reports of any such conduct in accordance with the policy described in this booklet. Sexual harassment may include incidents between any members of the Penn Commercial community, including faculty, staff, student employees, students, interns, and non-student or non-employee participants in Penn Commercial programs (e.g., vendors, contractors, and visitors). Sexual harassment may occur in hierarchical relationships, between peers, or between individuals of the same sex or opposite sex. To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred.

Sexual harassment of one student by another student is defined as unwelcome conduct of a sexual nature that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person's access to Penn Commercial programs or activities that the person is effectively denied equal access to Penn Commercial's resources and opportunities.

Sexual Violence: Defined, per Pennsylvania law (42 Pa.C.S. § 6402), as an "act of sexual violence" which includes any conduct prohibited under the following Pennsylvania state laws:

18 Pa.C.S. § 3121 Rape

18 Pa.C.S. § 3123 Involuntary Deviate Sexual Intercourse

18 Pa.C.S. § 3124.1 Sexual Assault

18 Pa.C.S. § 3125 Aggravated Indecent Assault

18 Pa.C.S. § 3126 Indecent Assault

Rape: Is the most severe form of sexual violence and is generally defined as "forced sexual intercourse perpetrated against the will of the victim" that may involve physical violence, coercion, or the threat of harm to the victim. This definition applies regardless of whether the assailant is a stranger or an acquaintance, male or female.

Acquaintance rape: Is the most prevalent form of rape on college campuses. The acquaintance may be a date, friend, or someone the victim only casually knows through student housing, a class, or mutual friends. Regardless of the relationship, if one person uses force, drugs, or coercion to induce another into submitting to sexual intercourse, the act is defined as rape. The same disciplinary procedures, as well as criminal laws and penalties, apply in all cases of rape.

Involuntary deviate sexual intercourse: Is “forced deviate sexual intercourse” that includes anal or oral sexual intercourse, as well as forced penetration with a foreign object.

Sexual assault: Is generally defined in Pennsylvania as sexual intercourse without consent. To give consent, a person must make some type of affirmative statement or action that shows agreement to a sexual act and be in a state whereby he/she can make a reasonable judgment. A person who is in agreement regarding a sexual act but is unable to determine the potential harmfulness of an activity because of intoxication, unconsciousness, or mental incapacity, or has agreed because of threat or coercion, has not consented to the act. Sexual assault or any other acts of sexual violence that occur through lack of consent are not the victim’s fault.

Aggravated sexual assault: Is defined as sexual assault that happens through force or is committed against an individual who is unconscious or impaired by alcohol and/or drugs.

Indecent assault: It involves indecent contact. Indecent contact is defined as, “Any touching of the sexual or other intimate parts of the person for the purpose of arousing or gratifying sexual desire, in either person.” 18 Pa.C.S. §3101

Dating Violence: Is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; where the existence of such a relationship is determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence: Is as a felony or misdemeanor crime of violence committed by one or more of the following:

- A current or former spouse or intimate partner with the victim
- A person with whom the victim shares a child in common
- A person who is cohabitating with or has cohabitated with the victim as a spouse
- A person similarly situated to a spouse of the victim under the domestic violence laws of Pennsylvania
- 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 Pennsylvania

Consent: Consent is informed. It is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity.

Consent is voluntary. One gives consent without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will. Consent is not the same as silence, passivity, or lack of resistance alone.

Consent is revocable. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual

activity. Consent must be ongoing throughout a sexual encounter and is revocable at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Consent cannot be given when a person is incapacitated. A person cannot consent if s/he is unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment.

For purposes of this policy, the age of consent is consistent with Pennsylvania state law.

Incapacitation: It is defined as the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts. Where alcohol or drugs are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed affect a person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments. Being intoxicated by drugs or alcohol does not diminish one's responsibility to obtain consent. The factors to be considered when determining whether consent was given include whether the accused knew, or whether a reasonable person should have known, that the complainant was incapacitated.

Stalking: For the purposes of reporting Clery Act crimes, stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Per Pennsylvania law, (18 Pa.C.S. § 2709.1), stalking is committed when a person engages in a course of conduct by repeatedly committing acts toward or communicating with another person. This includes following the person without proper authority under circumstances that demonstrate intent either to place such other person in reasonable fear of bodily injury, or to cause substantial emotional distress to such other person.

Course of Conduct: Two or more acts including, but not limited to, acts in which the stalker directly, indirectly or through third parties - by any action, method, device, or means - follows, monitors, observes, threatens, or communicates to or about a person, or interferes with a person's property.

Substantial Emotional Distress: Is defined as significant mental suffering or anguish that may but does not necessarily, require medical or other professional treatment or counseling.

Reasonable Person: For the purposes of reporting Clery Act crimes, a reasonable person is a person under similar circumstances, and with similar identities to the victim. Pennsylvania defines a reasonable person as a "hypothetical person who sensibly exercises qualities of attention, knowledge, intelligence and judgment."

Bystander Intervention: Is safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

ADDITIONAL DEFINITIONS

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.

Motor Vehicle Theft: The theft or attempts theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.)

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.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include but are not all-inclusive: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

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.)

Classification B

CSAs are also required to report statistics for bias-related (hate) crimes by the type of bias as defined below for the following classifications:

- murder/non-negligent manslaughter, neglect manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated
- assault, burglary, motor vehicle theft, arson, liquor law violations, drug abuse violations and/or weapons; possessing carrying, etc.
- larceny-theft, destruction/damage/vandalism of property, intimidation, and simple assault

Larceny: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism: 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 cunning, tearing, breaking, marking, painting, drawing, covering, with filth, or any other such means as may be specified by local 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. For intimidation to be considered a hate crime there would have to be other supporting evidence of bias as well.

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.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

A bias-related (hate) crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, sexual orientation, etc ... the assault is then also classified as a hate crime.

Clery Crimes Statistics Definitions

Criminal Homicide-murder and non-negligent manslaughter: The willful (non-negligent) killing of one human being by another.

Criminal Homicide-manslaughter by negligence: The killing of another person through gross negligence.

Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Forcible

- **Rape-**The penetration, no matter how slight; of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling-**The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Non-Forcible

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

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

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

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joyriding.)

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.

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.



**Penn Commercial Business/Technical School
Accident Report**

Date: _____ Location: _____ Time: _____

Name and Address of Injured: _____

Telephone Number (where you can be reached during the day) (____) ____ - ____
 Describe the nature of your injury:

What factors may have contributed to the accident:

Alert	Unconscious		Loss of Consciousness			How long?
Deformity at site of injury	Y	N	Describe:			
Sensation Present	Y	N	Movement Present	Y	N	
Able to ambulate	Y	N	Bleeding	Y	N	

First Aid Applied: _____

Comments: _____

Sent to Dr. Home ER (self) ER (EMS) Refused Treatment

Person Completing this Report *Date* *Signature of Injured* *Date*

Report Forwarded to: Administration Insurance Provider Injured

RESOURCES

- Pittsburgh Action Against Rape (PAAR), 412-431-5665
- Not Alone @ <https://www.notalone.gov/>
- Violence Against Women Reauthorization Act (VAWA) of 2013, @ <http://www.justice.gov/ovw/legislation-0>
- Title IX @ http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html
- Clery Act @ <http://clerycenter.org/>
- Women Organized Against Rape <http://www.woar.org/resources/sexual-assault-prevention.php>
- U.S. State Department @ <http://www.state.gov/documents/organization/>
- Washington County Resource Guide Resource Guide / Mental Health and Drug and Alcohol Services
- Megan's Law <https://www.pameganslaw.state.pa.us>

Washington Health System Hospital	724.225.7000
Ohio Valley General Hospital	412.777.6161
St. Clair Hospital	412.942.4000
Canonsburg Hospital	724.745.3908

Ambulance and Chair/Ambulance/EMS 9-1-1
South Strabane Fire Department: Emergency 9-1-1
South Strabane Police Department: Emergency 9-1-1

SPHS C.A.R.E. Center

75 Maiden Street
Washington, PA 15301
Drug & Alcohol 724-228-2200
Behavioral Health 724-229-3430
DUI 724-229-5782
www.sphs.org

The SPHS CARE Center supports and promotes the health and wellbeing of individuals and families with particular emphasis on eradicating the negative effects of substance abuse, sexual assault, and family dysfunction by providing counseling, education, advocacy, and other services to the community.

Domestic Violence Services of Southwestern Pennsylvania

724-223-9190 or 800-791-4000
www.womens-shelter.com
Assistance for the victims of domestic violence.

ASPIRE Phone App

Sexual Assault Hotline

(SPHS C. A. R. E. Center STTARS Program, Sexual Trauma Treatment and Recovery Services)
351 West Beau Street, Suite 201
Washington, PA 15301
724-229-5007 or 888-480-7283
www.sphs.org

Adagio Health

90 West Chestnut Street
Washington, PA 15301
724.228.7113

Women's Healthcare Services and Birth control for low income women

Pittsburgh Aids Task Force

5913 Penn Avenue, 2nd Floor
Pittsburgh, PA 15206
412-345-7456 or 888-204-8821
www.patf.org

The group works to assist those with AIDS/HIV. Offers free community based services such as HIV testing, case management, client advocacy, and assistance with coordinating needed services.

www.persadcenter.org

PERSAD CENTER is a human service organization whose mission is to improve the well-being of the LGBTQ (lesbian, gay bisexual, transgender, queer and questioning) communities, and the HIV/AIDS communities. We serve our target populations and their loved ones, cradle to grave, across western Pennsylvania, with service centers in Pittsburgh, Washington and Erie Pennsylvania.

www.cgasa.org

The Washington County Gay Straight Alliance, Inc. has facilitated and provided resources for a peer group of Lesbian, Gay, Bisexual, Transgender, Transsexual, Questioning, Queer, Asexual, and Allied (LGBTQA) youth since November 2005. The WCGSA formed a Nonprofit Corporation in August, 2012, to expand programming and services. On July 2, 2014, we received 501(c)(3) status from the Internal Revenue Service. In Sept., 2014, we took over hosting 2nd Friday Nights Potluck, a monthly social gathering for the LGBTQA community of all ages. Our long- term goal is to establish a welcoming Community Center in Washington for all ages.

DRUG AND ALCOHOL SERVICES**SPHS ACT Team**

75 East Maiden Street
Washington, PA 15301
724-222-2687

www.sphs.org

Assertive Community Treatment – An adult Behavioral Health and Drug and Alcohol Treatment

Abstinent Living at the Turning Point

199 North Main Street
Washington, PA 15301
724-228-2203

www.abstinentliving.com

A halfway house for individuals receiving drug and alcohol treatment.

Al-Anon Family Groups

Adult/Children Center Presbyterian Church
204 37th Street
Pittsburgh, PA 15201
800-628-8920
www.pa-al-anon.org

The Al-Anon Family Groups, which includes Alateen, are a fellowship of relatives and friends of alcoholics who share their experience, strength, and hope in order to solve their common problems. We believe alcoholism is a family illness and that changed attitudes can aid recovery.

Family Links

843 Climax Street
Pittsburgh, PA 15210
412-381-8230
www.familylinks.org

Drug and alcohol treatment services, mental health, developmental disabilities support services, family and youth services and crisis intervention.

Gateway School & Community-Based Prevention Services

375 Valley Brook Road Suite 102
McMurray, PA 15317-3370
724-941-2850
www.gatewayrehab.org

A not-for-profit organization that offers addiction treatment and prevention services for adult men and women, educators, employers, families, healthcare professionals, parents, students, youth and young adults.

Greenbriar Treatment Center

800 Manor Drive
Washington, PA 15301
724-225-9700 or 800-637-HOPE (4673)
www.greenbriar.net

An in-patient treatment/rehabilitation facility for drug/alcohol addiction.

SPHS C.A.R.E. Center

75 East Maiden Street, Suite 100
Washington, PA 15301
724-228-2200
www.sphs.org

Counseling for all age groups, including individual and group counseling. Treatment/rehabilitation programs available. Aftercare programs. Fee for the Stout school. (Drunk Driving)

Southwest Behavioral Care, Inc. (SPHS)

250 Chamber Plaza
Charleroi, PA 15022-1607
724-489-0215
www.sphs.org

Provides mental health services for children and adults. Also, summer therapeutic camps, individual and group therapy, school-based therapy and medication management.

Turning Point II

Outpatient

90 W. Chestnut Street, Suite 510
Washington, PA 15301
724-222-0112

www.addictionmanager.org

Outpatient Therapy tailored to meet the needs of adult and adolescent women and men clients to help them consolidate and integrate the skills and techniques they are learning through therapy sessions. Therapy includes *Problem Gambling* in addition to alcohol/drug addiction recovery.

Washington Drug & Alcohol Commission, Inc.

Assessment Unit

90 West Chestnut Street, Suite 310
Washington, PA 15301
724-223-1181 or 800-247-8379

www.wdacinc.org

Assessment and referral to drug and alcohol intervention, prevention and treatment services.

Wesley Spectrum Services

26 South Main Street
Washington, PA 15301
724-222-7500

www.wesleyspectrum.org

Adult/Adolescent Drug and Alcohol outpatient assessments. A program for individuals with a dual diagnosis of mental illness and drug and alcohol abuse. Also, offers an intensive outpatient and partial hospitalization service for the dual diagnosis program.

Healthcare Insurance Assistance

Centerville Clinics
27 Highland Ave.
Washington, PA 15301
724.222.5095

www.centervilleclinics.com

www.heathcare.gov

LEGAL SERVICES

Southwestern Pennsylvania Legal Services, Inc.

10 West Cherry Avenue
Washington, PA 15301
724-225-6170

www.splas.org

Centerville Clinics
27 Highland Ave.
Washington, PA 15301
724.222.5095

www.centervilleclinics.com (assistance with health insurance)

www.heathcare.gov (assistance with health insurance)

IMMIGRATION SERVICES

Unites States Citizenship & Immigration Services
Penn Center East, Building 7
777 Penn Center Blvd., Suite 600
Pittsburgh, PA 15235

1.800.375.5283

1.800.767.1833 (TDD)

HOUSING

Washington County Housing Authority

100 Crumrine Towers
South Franklin Street
Washington, PA 15301
724-228-6060 or 228-6061
724-228-6083 TDD
www.wacoha.com
Low-income housing.

TRANSPORTATION

Washington Rides

382 West Chestnut Street, Suite 108
Washington, PA 15301
800-331-5058
www.washingtonrides.org
Transportation for eligible participants

Additional Enforcement Resources

ADULT EDUCATION/GED INSTRUCTION/UPGRADING BASIC SKILLS

- **Intermediate Unit 1** offers adult education classes for transitioning to postsecondary education or work on Tuesdays and Thursdays. The classes provide instruction in reading, writing, math, science and social studies in order to 1) prepare for a High School Equivalency Exam (GED or HiSet), 2) prepare for an entrance exam for postsecondary, and/or 3) brush up on skills for a job. Scholarships are available toward the cost of the GED exams. For more information call 724-938-3241 ext.417.
- **Intermediate Unit 1** offers English as a Second Language (ESL) classes and tutoring both as a group and on an individual basis. The IU 1 ESL Coordinator is Erin Vitale – 724-938-3241 x 414 or contact Jessica Luisi (Literacy Council of SW PA) at 724-228-6188 for more details and to schedule an appointment.
- **Intermediate Unit 1** administers the HiSet exams monthly at **PACareerLink Mon Valley** located in Donora, PA. The HiSet is a paper and pencil test that is approved by the Pennsylvania Department of Education for High School Equivalency. It is an alternative to the GED test. Please call 724-938-3241 ext. 257 for more information on registration and scheduling. Please visit hiset.ets.org for more information regarding the test.

- **Community Action Southwest** offers classes on Monday, Wednesday and Friday. The agency also offers classes at its office at 150 West Beau Street in Washington on Tuesday afternoons and until 7pm each Thursday. Their classes are designed to assist students to obtain their GED, improve their educational abilities, prepares you to attend a trade school or college or to get a job. Financial assistance may also be available to cover the cost of the GED exam. For more information, call 724-225-9550 ext. 437.

HOW TO GET HIGH SCHOOL EQUIVALENCY (GED) DOCUMENTS

- To request a copy of transcript, diploma, or letter of verification of high school equivalency, visit www.diplomasender.com. The cost for copies in the Commonwealth of PA is \$15.00.
- By phone: (855) 313-5799 between 8:30AM-6:00PM Central Standard Time. Additional charge of \$6.00 for phone orders.

BUDGET and CREDIT COUNSELING

- **Community Action Southwest** offers weekly Financial Fitness classes that focus on budgeting, spending, saving and borrowing. For more information, call 1-877-814-0788 Ext. 530.
- **Community Action Southwest** has a matched-savings account program that provides a \$2 match for every \$1 saved up to a \$4,000 match for \$2,000 saved. Participants must be employed and willing to save towards purchasing a home, enrolling in a trade school or college or starting a small business.

CHILD CARE

- *Child Care Information Services of Washington County (CCIS)* shares child care and children's services information. For parents who work at least 25 hours a week and meet the income guidelines, financial help for childcare is possible for children from birth to age 12. Call CCIS at 1-888-619-9908 or 724-228-6969.

CIVIL SERVICE INFORMATION

- Applications, job announcements, summary of examinations, and instructions:
 - State Civil Service at www.scsc.state.pa.us
 - Federal Civil Service at www.usajobs.gov
 - Visit <http://employment.pa.gov> for non-civil-service state employment
- Attend a workshop on applying for Civil Service jobs. See monthly workshop schedule for availability.

COMPUTER CLASSES

- **Community Action Southwest** offers free basic computer classes. Call 1-877-814-0788, Ext 530.

DISLOCATED WORKER

- **Southwest Training Services, Inc.** offers job development and job search assistance. Call 724-229-1350, x292 to see if you qualify for training funds.

FAIR HOUSING LAW CENTER

- Southwestern PA Legal Services, Inc. www.splas.org 724-225-6170 or 1-800-846-0871.
Primary provider of legal assistance and representation for low income citizens from Washington, Greene, Fayette, and Somerset Counties.

FINDING A JOB

- Enroll on the PA CareerLink website at www.jobgateway.pa.gov. Click on “Sign in/Register” tab.
- Access job postings in all of Pennsylvania’s 67 counties on the website, and customize a search to fit your needs.
- The **Bureau of Workforce & Partnership Operations (BWPO)** and other partner staff provide individualized job search assistance, career guidance, and local labor market information on target potential employers.
- Job search and career reference books and brochures are available in the Career Resource Center (CRC).
- Career Exploration Tools are available online to explore work-related interests, assess transferrable skills, evaluate local career data, and virtually job shadow professionals in a wide range of careers.
- A workshop on How to Apply for Civil Services Jobs is offered onsite each month. See monthly workshop calendar in the CRC for more information.
- Resume Preparation and Successful Interviewing workshops are available onsite each month. See monthly workshop calendar for more information.
- Job Search Workshop includes all aspects of the job search including applications, cover letters, free non-credit courses, interviews and job fairs. Also included is a review of job searching tips, networking and what to do next after you secure that job. See monthly calendar workshop for more information.
- Attend a PA CareerLink® Orientation. Inquire at Help Desk for details.
- Schedule a Job Search Assessment appointment with an Employment interviewer by calling 724-223-4509.
- Take advantage of onsite Recruitments & face to face interviews. Search for events near you on Job Gateway.

FOOD STAMPS or CASH ASSISTANCE

- Applications for *food stamps or cash assistance* are at 167 North Main St (Washington) or call 1-800-835-9720 or apply online at www.compass.state.pa.us. You may be required to provide documentation or to visit the office or call the Customer Service Center 1-877-395-8930.
- **Penn Commercial Business/Technical School** has short-term, certificate, Associate Degree courses and Diploma programs. Information on these and financial aid (including PELL and PHEAA) is available.
- The **Office of Vocational Rehabilitation** offers assistance with higher education to those who qualify. A person with a disability is eligible for services if the disability interferes with finding and/or keeping a job.
An OVR staff person is onsite daily or can be reached at the main office at 724-223-4430 or 1(800) 442-6367 to schedule an appointment. The TTY number (telecommunication device for hearing impaired) is 1(866) 752-6163.

- **Southwest Training Services, Inc.** has information on training and possible funding for those who cannot find a job after a thorough search. Guidelines and eligibility must be met to qualify. For more information call 724-229-1350 x 292.

HOUSING/FORECLOSURE PREVENTION

- **Community Action Southwest** offers a number of programs to assist area residents with their housing needs. Programs are available for those facing homelessness or in near homeless situations as well as foreclosure. Housing Counselors can also assist first-time homebuyers. For more information, call 1-877-814-0788 Ext. 530.
- PA Housing Finance Agency – Program Information 1-800-342-2397 TTY in PA - 711

MEDICAL COVERAGE

- **Department of Human Services (Washington County Assistance Office)** offers healthcare coverage such as *Medicaid* and the *Children’s Health Insurance Program (CHIP)*. Call 1-800-835-9720 or apply online at www.compass.state.pa.us.
- *Medical Assistance for Workers with Disabilities (MAWD)* provides health care coverage to workers with disabilities. With this program, a person can work and receive Medicaid even if their earnings are above the limits for other Medicaid programs. For information, contact the **Department of Human Services** at 1-800-835-9720.
- The *Breast and Cervical Cancer Prevention and Treatment Program (BCCPT)* ensures that qualified, uninsured, or under-insured women receive needed medical care through Medicaid. Women of low or moderate income may be eligible for comprehensive free breast and cervical cancer coverage throughout treatment. Call the **Department of Human Services** at 1-800-835-9720 or the Customer Service Center at 1-877-395-8930.
- The Healthcare Marketplace offers essential health benefits. Compare plans based on price, benefits, quality, and other features at www.healthcare.gov or call 1-800-274-5626 to speak with a Health Insurance Marketplace Navigator.

SENIOR EMPLOYMENT PROGRAM (Individuals over age 55)

- **SW PA Area Agency on Aging** helps to enroll seniors on the PA CareerLink website, assist with job searches, job placement, interview/assessments, and job clubs. Older workers may qualify for possible training under the *Title V program* if they meet income guidelines. A representative is onsite Wednesday afternoons or call 724-228-7080 for an appointment.

SMALL BUSINESS START-UPS

- A Business Outreach Coordinator from the University of Pittsburgh Institute for Entrepreneurial Excellence schedules appointments onsite for new and existing business owners. Provided will be information and tools necessary to build and grow a successful business. Call to schedule an appointment 724-229-8078.

TRANSPORTATION

- *Freedom Transit (formerly Washington Rides)* operates local bus service in Washington, as well as commuter bus service connecting Washington, Canonsburg, Houston, McDonald and Pittsburgh.

Freedom Transit also provides shared-ride public transportation to eligible residents of Washington County through Senior Shared Ride, Rural Transportation for Persons with Disabilities, Medical Assistance, Welfare to Work, & Veterans. For more information call 724-223-8747.

- Commute Info - Ridesharing and vanpool information is available at www.commuteinfo.org or by telephone 1-888-819-6110.
- Ways to Work Washington County – Family Services of Western PA. For more information call 1-866-965-5929 x650

UNEMPLOYMENT COMPENSATION HOTLINE

- The UC hotline telephone hours are currently Mondays/Tuesdays/Thursdays 8:00AM-4:00PM
 - No calls taken on Wednesdays or Fridays at this time.

UTILITY ASSISTANCE

- **Community Action Southwest** may provide financial assistance for utility termination or shut off notices. For more information, call 1-877-814-0788 Ext.530.
- The **Department of Human Services** supplies applications for energy assistance when the program is available. For more information call 1-800-835-9720.

VETERANS

- Assistance to veterans is provided for job search, training & education, and referrals to a variety of supportive services. Veterans receive priority of service/first access to resources. Call 724-223-4520.
- The *Washington County Veteran's Office* is located at 703 Court House Square. The office can assist veterans with information on State and Federal benefits.
- The Washington VA Medical Clinic can assist veterans with medical issues. Call 724-250-7790.

YOUTH (AGES 14 to 24)

- **Southwest Training Services, Inc.** offers services for eligible youth between the ages 14-24. Included is assistance with career exploration, work experience, job shadowing, tutoring/mentoring, supportive services, and industry tours. Call 724-229-1350 Ext 241 or Ext 275 for more information.
- **Community Action SW/ Office of Vocational Rehabilitation** offers a Work-Based Learning Experience for high school students with disabilities. The program serves eligible students ages 14-21 residing in Fayette, Greene, and Washington Counties. Call 1-877-814-0788 x 526 for more information.

PERSON(S) WITH A DISABILITY

- The **Office of Vocational Rehabilitation (OVR)** works with persons with a disability (including those who were in high school learning support) that interferes with finding, keeping, or preparing for a job. An OVR counselor is here Monday/Wednesday/Thursday/Friday. For more information call 724-223-4430.

PREGNANT OR HAVE CHILDREN UNDER THE AGE OF 5

- **Community Action Southwest** has information on food, health, and nutrition for mothers and children (*WIC*). For more information on the WIC program, call 1-877-814-0788, ext. 440.
- **Community Action Southwest** also has information on the Head Start program for children between the ages of 3 and 5. Call 724-225-9550, Ext 455 for more information.

CURRENTLY RECEIVING CASH ASSISTANCE OR FOOD STAMPS

- **Washington Greene County Job Training Agency's** *Employment Advancement Retention Network (EARN)* program assists qualified job seekers through job search and job prep activities along with NRF (National Retail Federation) Certification. One-on-one case management and job development is provided.
- **Community Action Southwest** offers the *Work Ready Program* that works with participants to ensure they are connected with the community resources necessary to mediate or stabilize their barriers to employment including individualized case management, GED classes and general skill building activities. Call 1-877-814-0788 Ext. 530.

COMMUNITY LIBRARY ONLINE COURSES

- Washington County Library System- www.washlibs.org – Resources / Gale Courses
Gale Courses offers a wide range of highly interactive, instructor led courses that you can take entirely online. As a library card holder in good standing, you are entitled to these courses at no cost. Courses run for six weeks and new sessions begin every month. For more information call Citizens Library 724-222-2400.

<p>The Federal Equal Employment Opportunity Commission (EEOC) investigates complaints of unlawful harassment, including sexual violence, in employment. The U.S. Department of Education Office for Civil Rights (OCR) investigates complaints of unlawful harassment and sexual violence by students in educational programs or activities. These agencies may serve as neutral fact finders and attempt to facilitate the voluntary resolution of disputes with the parties. For more information, contact the nearest office of the EEOC or OCR. Equal Employment Opportunity Commission</p> <p>William S. Moorhead Federal Building 1000 Liberty Avenue, Suite 1112 Pittsburgh, PA 15222</p> <p>Telephone: 1-800-669-4000</p> <p>TTY 412-395-5904</p>	<p>Office for Civil Rights U.S. Department of Education The Wanamaker Building 100 Penn Square East, Suite 515 Philadelphia, PA 19107-3323</p> <p>Telephone: 215-656-8541 FAX: 215-656-8605; TDD: 800-877-8339 Email: OCR.Philadelphia@ed.gov</p>
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