

2018



ANNUAL SAFETY & SECURITY REPORT

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PENNSYLVANIA COLLEGE of ART & DESIGN

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This document is intended to inform all constituencies (students, faculty and staff) at Pennsylvania College of Art & Design (PCA&D) of the College's policies and procedures governing drugs and alcohol, harassment (including sexual abuse) and crime on school property.

ABOUT THE COLLEGE

PCA&D is a private, professional art college in the city of Lancaster, PA offering BFA degrees, certificates, credentials, and curricula that enable students of all ages to pursue art as their life's work. The College's campus consists of two contiguous buildings, 202-204 N. Prince St., which houses all administrative offices and classrooms. The College also owns and operates the Art Garden located across from campus at 47 W. Chestnut St. 202-204 N. Prince St and 47 W. Chestnut St. comprise the College's on-campus buildings.

In addition, the College serves as the secondary landlord through a master lease with Steinman Communications to 26, first-year students at Steinman Lofts Apartments on West King St. (30-40 W. King St.) This agreement came into effect for the 2014-2015 academic year. Steinman Lofts is considered through the Clery Act to be "on-campus" housing, therefore Steinman Lofts is included in PCA&D's on-campus footprint. Since the 2015-2016 academic year, the College also controls 6 apartments housing 10 students at Stevens House Condominiums located at 10 S. Prince St. Although PCA&D serves as the landlord to the above mentioned first-year students, a majority of the student population lives in their own apartments within the City of Lancaster, or commutes to campus.

Due to size of PCA&D's student population, class schedules are block schedules in each major, where multiple sections of any course are infrequent. Within these constraints, the College will tailor assistance to a victim—honoring restraining orders from the courts and providing individualized assistance to students needing to negotiate lease arrangements with landlords or withdraw from a course at any point in a semester without academic penalty and providing a repeat of the course without charge. College Advisors (Licensed Professional Counselors in Pennsylvania) work with victims immediately and at no charge—making referrals to community, medical and other resources as needed. Educational programs around safety, alcohol/drugs, sexual assault prevention along with campus and community resource awareness are held throughout the academic year.

DRUG AND ALCOHOL POLICIES

The U.S. Department of Education has issued regulations implementing the provisions of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226. PCA&D's policy concerning drug and alcohol use conforms to this federal law. The regulations with-in DFSCAA requires that the College distribute the following information annually to you in writing concerning the manufacturing, possession, use, or distribution of alcohol and illicit drugs at the College. In addition, this law requires the College to educate all PCA&D constituencies about the effects and consequences of the distribution or use of illicit drugs and/or alcohol.

The College's policies on drugs and alcohol are outlined below, along with related information on sanctions for violation of these policies; on criminal sanctions for the illegal possession or distribution of drugs and alcohol; on health risks of drugs and alcohol; and on places to get help concerning the illicit use and abuse of alcohol and drugs.

Please read this material carefully. There is much information here, some of it technical, and all of it is vitally important. The College will review its alcohol and other drugs programs annually for effectiveness and consistency of application and, where necessary, make appropriate changes.

STANDARDS OF CONDUCT RELATED TO ALCOHOL & DRUGS

Students, staff and faculty are prohibited from the unlawful manufacture, distribution, possession or use of illicit drugs and/or alcohol while on PCA&D property or when participating in any College sponsored activity or event. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion from all educational programs of the College or termination of employment. PCA&D has always enforced and will continue to vigorously enforce this policy regarding alcohol and drugs.

Pennsylvania College of Art & Design supports and will cooperate with authorities of the federal government, the Commonwealth of Pennsylvania and the City of Lancaster in the enforcement of public laws and regulations regarding alcohol and drugs. The unlawful possession, use or distribution of illicit drugs and alcohol is punished by harsh sanctions under the laws of the federal government and the Commonwealth of Pennsylvania.

PCA&D expects that all students, whether on- or off-campus, will abide by all local, state and federal laws, as well as the College's policy concerning alcohol and drug use. When a student engages in conduct off-campus that violates the nature of the College's drugs and alcohol policy and that behavior, in the College's sole judgment, is destructive, abusive or detrimental to PCA&D's interests, the College's Student Code of Conduct policy will apply and all relevant processes employed.

PCA&D ALCOHOL POLICY

PCA&D'S policy regarding alcohol is consistent with the laws of the Commonwealth of Pennsylvania. The consumption or distribution of alcohol on PCA&D property is strictly prohibited.

Violations of the College alcohol policy include, but are not limited to:

- Possession, use, or distribution of alcohol by underage persons.
- Under the influence of alcohol while on College property.
- Disruptive conduct due all or in part to being under the influence of alcohol.
- Providing alcohol or providing a space for the consumption of alcohol in any outdoor, leased or controlled space by the College (including sidewalks, steps, porches, lawns, etc.).
- Promotion or advertisement of any kind of alcoholic beverages on College property.

PENNSYLVANIA LAWS GOVERNING THE USE OF ALCOHOL

In the Commonwealth, the Pennsylvania Crime Code and the Pennsylvania Liquor Code govern the consumption, distribution and sale of alcohol. It is a summary offense for a person under 21 years of age to purchase, consume, possess or knowingly and intentionally transport any alcoholic beverages.

Penalty for a first offense is suspension of driving privileges for 90 days, a fine of up to \$300.00 and imprisonment for up to 90 days; for a second offense, suspension of driving privileges for up to one year, a fine of up to \$500.00, and imprisonment for up to one year. Multiple sentences involving suspension of driving privileges must be served consecutively.

It is a crime to intentionally and knowingly sell or intentionally and knowingly furnish any alcoholic beverage to a minor (under 21). "Furnish" means to supply, give or provide to, or to allow a minor to possess on premises or property owned or controlled by the person. It is a crime for any person under 21 years of age to possess an identification card falsely identifying that person as being 21 years of age or older, or to obtain or attempt to obtain alcoholic beverages by using a false identification card or otherwise misrepresent one's age in an attempt to obtain alcoholic beverages. Penalties are as stated in (1) above.

It is a crime to intentionally, knowingly or recklessly manufacture, make, alter, sell or attempt to sell an identification card falsely representing the identity, birth date or age of another. The minimum fine is \$1000.00 for first violation; \$2500.00 for subsequent violations; imprisonment for up to two years for any violation. It is a crime to hire, request or induce any minor to purchase alcoholic beverages or to misrepresent that another is of legal age in order to obtain alcoholic beverages. The penalty is a minimum fine of \$300.00 and imprisonment for up to one year.

It is a crime to drive or operate any vehicle under the influence of alcohol or any controlled substance or drug. It is also a crime to drive or operate a vehicle where the amount of alcohol by weight in the blood of the person equals or exceeds 0.08%. Penalties for violation include a minimum fine of \$300.00; loss or suspension of driver's license; participation in and completion of a counseling or treatment program; and imprisonment from 48 hours to not less than one year, depending on the nature and number of prior violations.

It is a crime to sell, furnish or serve alcohol to any person who is visibly intoxicated. The City of Lancaster and the Commonwealth of Pennsylvania prohibit the consumption or distribution of alcohol in any public place without a proper license or permit and prohibit public drunkenness. Sales without a license or purchases of alcoholic beverages from an unlicensed source are prohibited.

It is unlawful to possess or transport liquor or alcohol within the Commonwealth unless it has been purchased from a State Store or in accordance with Liquor Control Board regulations.

PCA&D DRUG POLICY

Students, faculty and staff are prohibited from possessing and/or using narcotics or drugs (other than those medically prescribed, properly used and in the original container) on College property; while on

College business or participating in any college-sponsored activity or event. Any and all types of drug paraphernalia that can be used to consume drugs are not permitted on College property.

DRUG CONVICATIONS AND FEDERAL FINANCIAL AID

In addition to the deleterious effects drug abuse may have on your body, convictions for possession or sale of illegal drugs may have an impact on your ability to receive federal financial aid.

For **possession** of illegal drugs, a student will become ineligible for Federal student aid from the date of **conviction** for one year on the first offense; two years for a second offense and indefinitely for a third offence.

For **sale** of illegal drugs, a student becomes ineligible for Federal student aid from the date of **conviction** for two years after a first offense and indefinitely after a second offense

More information about drug convictions and their impact on financial aid, refer to the following web site: www.whitehouse.gov/sites/default/files/ondcp/.../fafsa.pdf

LAWS GOVERNING DRUG USE

A. FEDERAL LAW

The Federal Government prohibits the manufacture, distribution, dispensation and possession of controlled substances unless specifically permitted by statute.

The government categorizes controlled substances according to Schedules I through V. Schedule I drugs have a high potential for abuse, with no accepted medical use.

Schedule I drugs include, but are not limited to, heroin, marijuana, hashish, LSD and other hallucinogens.

Schedule II drugs have a high potential for abuse, but some medical use, and include opium, morphine, codeine, barbiturates, cocaine and its derivatives, amphetamines, phencyclidine (PCP) and other narcotics.

Schedule III, Schedule IV and Schedule V drugs have some potential for abuse, but less than Schedule I and II drugs, with Schedule III drugs having the most potential for abuse and Schedule V the least. Schedule III, IV and V drugs include chloral hydrate (IV), certain barbiturates (III and IV), benzodiazines (IV), glutethimide (III), other depressants and narcotics (III and IV), amphetamines (III) and other stimulants (III and IV).

A complete listing of controlled substances and their classifications is contained in Title 21 of the United States Code at Section 812. Penalties for the unauthorized possession, manufacture, sale, distribution or delivery of drugs varies according to the type and quality of drug, the existence of prior offenses and whether death or serious injury results from the drug involved.

The federal penalty for the manufacture, sale or distribution of small amounts of Schedule I and II drugs, for the first offense, is from five to 40 years imprisonment and/or not more than a two million dollar fine for an individual (where death or serious injury occurs, not less than 20 years imprisonment and not more than \$2 million).
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than life imprisonment); for a second offense, not less than 10 years imprisonment and not more than life and/or a fine of not less than four million dollars for an individual (where death or serious injury occurs, not less than life imprisonment).

Penalties are doubled in many cases for the manufacture, sale or distribution of larger amounts of Schedule I and II drugs. The federal penalty for the manufacture, distribution or sale of Schedule III, IV and V drugs of any quantity is: Schedule III Drug: not more than five years imprisonment and/or a \$250,000.00 fine for a first offense; penalty is doubled for a second offense. Schedule IV Drug: not more than three years imprisonment and/or a \$250,000.00 fine for a first offense; penalty is doubled for a second offense. Schedule V Drug: not more than one year imprisonment and/or a \$100,000.00 fine; penalty is doubled for a second offense.

Federal law provides separate penalties for the manufacture, sale or distribution of marijuana, hashish, or their derivatives. Penalties vary according to the quantity involved, the existence of a prior offense, and whether death or serious injury results. For a first offense involving small amounts (less than 50 kilograms of marijuana; less than 10 kilograms of hashish), the penalty includes not more than five years imprisonment and/or a \$250,000.00 fine for an individual. Penalties are doubled for second offenses. For larger quantities (between 50-100 kilograms marijuana; between 10-100 kilograms hashish), the penalty includes not more than 20 years imprisonment and/or a fine of one million dollars. Penalties are increased for second offenses. Where death or serious injury results, penalties are increased to include not less than 20 years imprisonment and not more than life for a first-time offender; not less than life for a second-time offender.

In addition to the manufacture, distribution or sale of controlled substances, federal law prohibits unauthorized possession of controlled substances. Penalties for simple possession include up to one year imprisonment and/or at least a \$1,000.00 fine (but less than \$10,000.00) for a first offense; up to two years imprisonment and/or at least a \$2,500.00 fine (but less than \$250,000.00) for a second offense; up to three years imprisonment and/or at least a \$5,000.00 fine (but less than \$250,000.00) for subsequent offenses. Special sentencing provisions apply to the possession of crack cocaine. Special federal penalties apply to the sale or distribution of controlled substances to persons under age 21 or within 1,000 feet of school, college or university property.

B. PENNSYLVANIA LAW

The Commonwealth of Pennsylvania also imposes penalties for the possession, sale or delivery of a controlled substance.

Pennsylvania classifies controlled substances according to Schedules I through V consistent with federal law. As with federal law, penalties vary according to the type of controlled substance involved. The penalty for the sale or delivery, or possession with the intent to deliver, of a Schedule I or II drug, which is a narcotic, includes up to 15 years imprisonment and/or a \$250,000.00 fine. The penalty for the sale, delivery or distribution of phencyclidines (PCP), methamphetamines, cocoa and its derivatives, and marijuana in excess of 1,000 pounds includes up to 10 years imprisonment and/or a \$100,000.00 fine. The penalty for the sale, delivery or distribution of any other Schedule I, II or III drug not listed in (2) or (3) above, is up to five years imprisonment and/or a \$15,000.00 fine. The penalty for the sale, delivery or distribution of any Schedule IV drug includes up to three years imprisonment and/or a \$10,000.00 fine.

The penalty for the sale, delivery or distribution of any Schedule V drug includes up to one year imprisonment and/or a \$1,000.00 fine.

Penalties for unauthorized possession of a controlled substance include up to one year imprisonment and/or a \$5,000.00 fine for the first offense.

Penalties for possession of a small amount of marijuana for personal use or with the intent to distribute but not to sell or the distribution of a small amount of marijuana but not sale include up to 30 days in prison and/or a fine not to exceed \$500.00.

Penalties for the intentional purchase or knowing receipt in commerce by any person of any controlled substance, other drug or device from any person not authorized by law to sell, distribute, dispense or otherwise deal in such controlled substance, other drug or device include up to three years imprisonment and/or a fine not to exceed \$5,000.00.

HEALTH RISKS ASSOCIATED WITH ABUSE OF ALCOHOL & USE OF ILLICIT DRUGS

The National Institute on Drug Abuse (NIDA) and the National Institute on Alcohol Abuse and Alcoholism (NIAA) offer extensive information on the abuse of alcohol and drugs, health risks associated with drug and alcohol abuse and treatment options. Important, related information on a wide range of related topics is also available on both sites home pages: www.drugabuse.gov and www.niaa.nih.gov

For more compelling and accurate drug and alcohol health information in an easy-to-reference chart and handout format go to:

NIDA: Commonly Abused Drugs Chart

<http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts/commonly-abused-drugs-chart>

NIDA: Commonly Abused Prescription Drugs Chart

<http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts/commonly-abused-prescription-drugs-chart>

NIAA: Alcohol's Effects on the Body

<http://www.niaaa.nih.gov/alcohol-health/alcohols-effects-body>

NIAA: Overview of Alcohol Consumption

<http://www.niaaa.nih.gov/alcohol-health/overview-alcohol-consumption>

DRUG AND ALCOHOL ASSISTANCE FOR PCA&D STUDENTS AND EMPLOYEES

Students concerned about their own or another's drug or alcohol use are encouraged to contact the Dean of Student Services either directly or through anyone teaching or working at the College with whom a student has a relationship of trust and confidence. The Dean of Student Services will make an immediate referral to the College Advisor who, after a maximum of three to four counseling / evaluation sessions, may direct a student to community professionals or agencies.

Faculty and staff concerned about their own or another's drug or alcohol use are encouraged to contact the Director of Operations / Human Resources. (See: Resource Directory, below, p. 17)

HARRASSMENT POLICIES AND PROCEDURES

FEDERAL COMPLIANCE

PCA&D is committed to providing an environment free from discrimination, including discrimination based on sex, and has a zero-tolerance policy concerning any and all forms of sexual harassment and misconduct. The College prohibits sexual and gender-based harassment and misconduct in any form, including, but not limited to, sexual assault, sexual violence, sexual abuse, stalking, intimate partner violence and any form of nonconsensual sexual conduct.

PCA&D's goal is full compliance with provisions of Federal Title IX; Federal Title II (the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, 2009), and the Federal Higher Education Opportunity Act (2008).

Furthermore, PCA&D is in compliance with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Title IX also states that the sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination. Sex discrimination includes all forms of sexual and gender-based harassment, sexual misconduct, sexual violence, sexual assault, domestic violence, dating violence and stalking.

HARRASSMENT POLICY

For the purposes of this policy, Pennsylvania College of Art & Design states that harassment shall consist of verbal, written, graphic, physical or sexual conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, religion or any other legally protected characteristic, which results in any form of harassment of students, faculty or staff. Including but not limited to conditions of harassment cited in this paragraph, harassment in any form is strictly prohibited at Pennsylvania College of Art & Design.

The College encourages any student who has been harassed in connection with College programs or activities to promptly report such incidents to Dean of Student Services who is the PCA&D Title IX coordinator for student complaints (see: Resource Directory, p. 17 of this document for contact information).

Employees who have been harassed in connection with performance of professional duties or any College program or activity are encouraged to report such incidents to the Director of for Operations, Derrick Gutierrez, who is the Title IX coordinator for employee complaints (see: Resource Directory, p. 17 of this document for contact information.)

SEXUAL HARASSMENT POLICY

In accordance with the Federal Title IX stipulations, sexual harassment is defined as any unwelcome conduct of a sexual nature. Sexual violence is a form of sexual harassment prohibited by Title IX.

The College's Sexual Harassment Policy includes, but is not limited to, prohibitions of the following: (a) unwelcome sexual advances or requests for sexual favors, (b) any forcible or non-forcible sex offense (including sexual harassment, sexual assault, sexual misconduct, sexual exploitation, stalking, dating violence and domestic violence.), (c) verbal, written, graphic, or physical conduct of a sexual nature, or (d) other gender-motivated offensive conduct when submission to or rejection of such conduct is made a basis for decisions affecting any student or employee, e.g.: favorable critique or review of work, attainment of a grade, employment advantage, or access to college-based services or programs.

Sexual harassment shall also consist of either isolated or repeated incidents of conduct severe or pervasive enough that the purpose or effect of such conduct is to create an intimidating, hostile, or offensive learning or working environment—directly or indirectly—for students, faculty or staff.

Instances of harassment of students that involve physical contact with injury (e.g., rape, acquaintance rape, abuse involving manual blows or weapons, etc.) should immediately be reported to any available member of the faculty, administration or staff. PCA&D personnel approached with this kind of information should escort students to (or contact) the Dean of Student Services, Academic Dean or President. Faculty and staff should seek out or be escorted to their supervisor or to the Director of Operations. (See: Resource Directory, p. 17 of this document for contact information.)

Victims of violence or sexual abuse or persons coming to their aid should not alter any physical or environmental evidence of an incident—preserving evidence for proof of a criminal offense is critical. If requested, students or employees will be assisted in notifying the Lancaster Police Department or other local resources providing intervention and help. Students will be offered an immediate counseling session with a PCA&D College Advisor. The College Advisors are licensed professional counselors in Pennsylvania and are contracted to advise students for three to four individual sessions and then to make appropriate external referrals for counseling if necessary or desirable. If there is an instance in which a student suspects discrimination, the Dean of Student Services will assist him or her in contacting the Human Relations Commission in Harrisburg, PA.

DEFINITIONS

Bystander Intervention: Techniques by which an individual can safely and actively intervene if it appears someone is at risk for sexual assault. Techniques include: distraction in a friendly manner (e.g., if you can't change the tone, change the conversation); never be aggressive or use violence; get help from other bystanders if necessary; never hesitate to call the police if a situation becomes too serious.

Consent: Informed, freely and actively given communication of permission between or among all persons involved in a sexual encounter. Verbal communication of consent that is ongoing is best and must be mutually understood by all parties. Silence cannot be interpreted as consent. Whoever initiates sexual contact must be sure of what their partner wants and does not want sexually. Previous relationships and consent to an earlier sexual encounter do not stand as consent to subsequent sexual activity. Consent can

be withdrawn at any time. Consent cannot be gained by force and it cannot be given by minors, mentally disabled persons or persons whose judgment is impaired at the time by drugs or alcohol. The initiator of sexual contact cannot use intoxication or impaired judgment caused by alcohol or drugs as an excuse for not being responsible for obtaining consent as defined here.

Dating Violence: Violence that is committed by someone who is or has been in a social or intimate relationship with the victim. The existence of this sort of relationship will be determined based on the following factors: the length of the relationship; the type of relationship and the frequency of interaction between persons involved in the relationship. Dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse.

Domestic Violence: A felony or misdemeanor crime of violence against a victim by a current or former spouse or a person with whom the victim has a child in common or who is living with the victim as a spouse and fits the definition of a spouse according to the domestic or family violence laws of the Commonwealth of Pennsylvania. Domestic violence may also be committed against an adult or youth victim who is protected from such acts under the domestic or family violence laws of the Commonwealth of Pennsylvania.

Intimidation: Attempting to keep someone from making a report of sexual harassment or misconduct through fear tactics or threats of physical or emotional harm to that person or anyone associated with him/her.

Sexual Assault: The term 'sexual assault' means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Sexual assault offenses can include but are not limited to:

Non-consensual contact. Any sexual touching of another person by a male or female without that person's consent or making another person touch another male or female in a sexual manner without their consent.

Non-consensual intercourse. Any sexual intercourse by a man or woman with another person without that person's consent.

Sexual exploitation. Taking non-consensual or abusive sexual advantage of another person for one's own advantage or benefit or the advantage or benefit of anyone else. Examples include but are not limited to: watching or making a video of someone undressing or engaging in sexual acts; prostituting another person and knowingly transmitting an STD or HIC to someone else.

Retaliation: Any attempt at retribution against someone who has reported activities prohibited by this policy or against anyone who has participated in a policy-related investigation or proceeding.

Stalking: Engaging in a course of conduct directed at a specific person and of a nature that a reasonable person would have cause to fear for his or her own safety or the safety of others and to experience substantial emotional distress.

HARASSMENT/SEXUAL OFFENSES: GENERAL REPORTING AND INVESTIGATIVE PROCEDURES

Regardless of residence, PCA&D encourages any individual who has been affected by sexual harassment or misconduct to immediately report the incident or incidents giving rise to such concerns. This policy provides several reporting options.

EMERGENCY/IMMEDIATE REPORTING OPTIONS

The College encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual misconduct to address any concerns about personal safety, as well as physical and emotional well-being. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response.

Students and employees who have experienced sexual misconduct are encouraged to seek the assistance of the City of Lancaster Police or by calling 911. A report can be made 24 hours a day, 7 days a week.

MEDICAL TREATMENT

Students and employees are also encouraged to seek medical treatment. A medical provider can provide emergency and/or follow-up medical services, and the ability to discuss any health care concerns related to the incident in a confidential medical setting may bring peace of mind.

The medical exam has two goals: first, to diagnose and treat the full extent of any injury or physical effect (sexually transmitted infection or pregnancy) and second, to properly collect and preserve evidence. There is a limited window of time (typically 72 to 96 hours) following an incident of sexual assault to preserve physical and other forms of evidence. Whether or not an individual has chosen how to proceed at the time of the medical examination, taking the step to gather evidence now will preserve the full range of options to seek resolution through the College's complaint processes or through the pursuit of criminal action.

YWCA Sexual Assault Prevention & Counseling	www.ywcalancaster.org/programs/sapcc 110 N. Lime Street Lancaster, PA 17602
YWCA Sexual Assault Hotline	717-392-7273
Lancaster General Hospital	www.lancastergeneralhealth.org 555 North Duke Street Lancaster, PA 17602 717-544-5511
Lancaster Regional Medical Center/ Heart of Lancaster Medical Center	www.lancastermedicalcenters.com 250 College Avenue Lancaster PA, 17603 717-291-8211 or 717-625-5000

CENTRALIZED COLLEGE REPORTING OPTIONS

Students who believe they have been victims of harassment or sexual assault should promptly report the facts of the incident to any responsible College employee whom they trust or feel comfortable with: a staff member, instructor; department chair; the Dean of Student Services, the Academic Dean, Director of Operations or the President.

Employees who believe they have been victims of harassment or sexual assault should promptly report the facts of the incident to their supervisor or the Director of Operations.

All officers, department heads, faculty members, supervisors, professional staff, student employees or volunteers who are responsible for student welfare must report any and all incidents of discrimination and harassment to Title IX Coordinator for Students, who is the Dean of Student Services, regardless of whether or not the individual witnessed the incident, or learned of it through the Complainant or a third party.

MAKING A FORMAL COMPLAINT TO THE COLLEGE

If a student or employee chooses to submit a formal complaint, The College will respond promptly and equitably to all allegations of sexual harassment or misconduct and will take all appropriate steps to eliminate the harassment or misconduct, prevent its recurrence and address its effects. The ensuing investigation will remain confidential to the extent that is possible while remaining consistent with the College's legal and investigative obligations. The College understands its obligation to investigate reported conduct even if a law enforcement investigation is in play at the same time.

Complainants will be notified of their right to file a criminal complaint at any point before, during or after the College's harassment evaluation procedures. By the same token, complainants will be informed of the right not to report a sexual assault to law enforcement. However, the College understands that police investigations or reports do not trump the outcome of PCA&D's evaluation of whether or not an incident violates Title IX. Conduct may constitute unlawful sexual harassment under Title IX even if police cannot establish it as a criminal act.

The College will provide interim measures to address individual safety and well-being, provide an adequate and reliable investigation, fair adjudicatory and resolution processes, and take remedial and corrective action when it is determined that a violation has occurred. The College will periodically provide written summaries of the inquiry progress to all persons involved in a harassment or sex offense complaint. Similarly, all persons involved will receive written notice of the conclusions of the investigation and of any sanctions that will be imposed against the accused.

At each of these stages, the College is committed to maintaining fairness for all parties and to balancing the needs and interests of the individuals involved with the safety of the community as a whole. In all cases, PCA&D's inquiry will be prompt, thorough and impartial. A "prompt" inquiry will meet the Title IX definition of no less than 14 and no longer than 60 days, depending on the complexity of the circumstance.

After appropriate investigation, any person studying or working at PCA&D who is found to have engaged in harassment of or committed a sexual offense against another person studying or working at the College will be subject to sanctions appropriate to the circumstances—up to and including immediate and permanent expulsion from all educational programs or discharge from employment.

This policy applies to all students, employees or third parties alike—without exceptions or exclusions.

INVESTIGATIVE PROCESS

Institutional investigation of grievances filed by students, faculty or staff may include (but is not limited to) preparation, review and retention of the following documents:

- Investigator’s notes from witness interviews
- Notes or reports from hearings conducted to review evidence submitted by the parties
- Final investigative reports and summaries
- Final disposition letters and disciplinary records
- Documents regarding any appeals and their outcome

INSTITUTIONAL GRIEVANCE PROCEDURES CRITERIA

- All parties will have an equal opportunity to present relevant information.
- Parties will have similar and timely access to information that will be used at a hearing.
- If lawyers participate, opportunities will be the same for all parties.
- Parties will not be allowed to question or cross-examine each other directly.
- Real or perceived conflicts of interest between the fact-finders and all parties will be disclosed and addressed.
- Mediation will never be employed in cases of sexual violence.
- Fact-finders must use a “preponderance of the evidence” standard.
- Appeals processes will be made equally available to all parties.

WHETHER OR NOT TO REPORT/CONFIDENTIALITY

The College also acknowledges that a student, employee or third party reporting an incident of sexual assault may prefer that all information remain confidential. In those situations, a victim can ask for assistance and support from any of the individuals listed previously without starting a College investigation that might reveal a victim’s identity or the fact that he or she has talked to any school personnel about an incident.

A victim who wants to maintain confidentiality would need to be aware that the College will not then be able to conduct an investigation or pursue disciplinary action against an alleged perpetrator. But a victim who initially requests confidentiality and changes his or her mind would receive whatever assistance is useful or necessary to file a complaint (with the College and/or law enforcement) and initiate an investigation.

Victims who file complaints at any time will be assisted by the College to receive counseling, medical treatment and any immediate or interim measures that the College can provide to ensure a victim's safety and well-being.

Victims of sexual assault should know that College Advisors are not required to report information about an incident to the College's Title IX Coordinator without the victim's permission. Victims should also understand that bringing information about a sexual assault to the Title IX coordinator— (or a responsible employee like a staff member, instructor; department chair; the Dean of Student Services, the Academic Dean, Director of Operations or the President) --will not automatically start an investigation if the victim requests confidentiality.

However, a victim who reports an incident and wants to maintain a strong level of confidentiality (no investigation; no disciplinary action) needs to understand that the College will have to weigh that request against its obligations to provide a safe environment for all students, faculty and staff. In certain circumstances, the College may not be able to honor a victim's request in order to continue to provide a safe, non-discriminatory environment for all members of the College community—including the victim.

Whether confidentiality is maintained or not, responsible employees—staff members, instructors; department chairs, the Academic Dean, the Director of Operations or the President (exclusive of the Dean of Student Services who is the Title IX Coordinator for students)—who are told about an incident of sexual assault would need to report the nature, date, time and general location of the incident to the Title IX Coordinator. This sort of limited report will include no information that directly or indirectly identifies the victim but it will be used to support the Title IX Coordinator's role in providing Clery Act statistics and in formulating appropriate responses to violence in the College environment.

BYSTANDER INTERVENTION

The College expects all community members to take reasonable and prudent actions to prevent or stop an act of sexual harassment or misconduct. Taking action may include direct intervention, calling law enforcement, or seeking assistance from a person in authority. Community members who choose to exercise this positive moral obligation will be supported by the College and protected from retaliation.

STATEMENT AGAINST RETALIATION

It is a violation of College policy to retaliate in any way against an individual or a group because the individual or group of individuals reported an allegation of sexual harassment or misconduct. The College recognizes that retaliation can take many forms, may be committed by an individual or a group against an individual or a group, and that a Respondent can also be the subject of retaliation by the Complainant or a third party. The College will take immediate and responsive action to any report of retaliation and may pursue disciplinary action as appropriate.

STUDENT CODE OF CONDUCT

All students are subject to appropriate rules of proper conduct. PCA&D reserves the right to dismiss a student whose attendance, academic performance or conduct—whether on or off College premises—is judged unsatisfactory.

STUDENT AFFAIRS AND ACADEMIC STANDING COMMITTEE

All violations of student conduct will be reported to the Dean of Student Services. The person bringing the complaint will complete an incident report. A student accused of unacceptable will progress through the College's conduct process. If, after an investigation of this complaint, the accused student is charged with violating a policy held by the College, which they contest, the accused student is entitled to a hearing before the Student Affairs and Academic Standing Committee (SAASC). The committee consists of a faculty member (who acts as chair), an administrator designated by the President and three PCA&D students appointed by the Dean of Students.

During the investigation of any sexual offense or harassment incident, the College will ensure that both the accused and accuser are afforded the opportunity to have others present during institutional disciplinary proceedings. The right to have others present during institutional disciplinary proceedings applies regardless of where the incident occurs.

The accused will not be suspended before the hearing of the SAASC unless the student is already on disciplinary probation and has violated it—or the nature of the violation is such that the Dean of Student Services, the Academic Dean or the President deems suspension to be in the best interests of the College and/or its students, faculty or staff.

Barring extenuating circumstances, a hearing will be held within 7 but no longer than 14 days after the report of an alleged violation of student conduct. Depending on the severity and complexity of a complaint, a full evaluation may take up to 60 days with written progress summaries provided at appropriate intervals.

PCA&D's grievance procedures in situations of harassment or sex offenses will apply the Title IX "preponderance of the evidence" standard to evaluate complaints and ensure an equitable outcome. "Preponderance of the evidence" means establishing that it is "more likely than not" that sexual harassment or violence occurred. In these instances, stringent but appropriate disciplinary steps will be taken. It should be noted that although mediation may be employed to help resolve some harassment situations, following the recommendation of the Office of Civil Rights, mediation will never be used to resolve sexual assault complaints.

The results of the hearing by the SAASC will be presented in writing to Sanction Review Board, which consists of the Dean of Student Services, Academic Dean and Director of Operations. The SAASC will also recommend acquittal, disciplinary probation, suspension or dismissal. Additional recommendations for disciplinary or remedial actions from the Committee will be reviewed by the Sanction Review Board for usefulness and appropriateness.

OUTCOMES OPTIONS

DISCIPLINARY PROBATION

Students placed on disciplinary probation are restricted to class attendance and use of College facilities during normal class hours. Disciplinary probation students found on College property for any other reason will be reported to the Dean of Student Services. Violation of disciplinary probation will result in suspension. Students may be placed on disciplinary probation for up to two semesters. Students who display additional unacceptable behavior are subject to further disciplinary action. An entry of disciplinary probation will be noted on the Student Affairs and Academic Standing Committee's records and in the student's file in the Registrar's office during the full term of the student's enrollment at PCA&D.

SUSPENSION

Suspension for a maximum period of one semester may be imposed on a student as a result of a hearing before the Student Affairs and Academic Standing Committee if the student is found to have committed a sufficiently serious offense or if disciplinary probation was violated.

DISMISSAL

Dismissal is permanent expulsion from PCA&D as a result of very serious offenses. These offenses can include, but are not limited to: physical or sexual assault on someone within the college community; reckless endangerment of the safety of others; repeated acts of unacceptable behavior; possession, sale, use (including being under the influence) or distribution of alcohol or drugs on college grounds and possession of deadly weapons on college property.

The College has a "right-to-dismiss" policy and can dismiss a student without due process in all circumstances.

APPEALS

Both the accused and the accuser may appeal the recommendation of the Student Affairs and Academic Standing Committee and decision of the Sanction Review Board, by submitting a letter of appeal to the President of the College within 14 days of any determination by the Committee and the Sanction Review Board. The letter of appeal must contain compelling reasons or additional evidence that explain why the committee's decision should be changed. In instances of written appeal, the decision of the President is final and not subject to further review. All parties involved in the appeal will receive written notice of its outcome.

DETERMINATION OF OUTCOMES FOR INCIDENTS INVOLVING EMPLOYEES OF THE COLLEGE

The PCA&D Employee Handbook (August 2013 Revision) clearly indicates that the violation of any policy included in it can result in disciplinary action. In addition, the Employee Handbook includes a list of violations of PCA&D work and safety rules that could—even on a first occurrence and at the College's 2018 Safety & Security Report, Pennsylvania College of Art & Design

discretion— result in termination of any employee. The list includes: 1.) fighting, threatening, intimidating or using obscene or insulting gestures, abusive language or otherwise abusive behavior toward other staff and faculty or toward any student or visitor and, 2) use, sale or distribution of alcohol or illegal drugs on College property or during work hours (including being under the influence of alcohol or drugs during work hours or on College property).

During any institutional investigative proceedings related to an alleged sexual offense or harassment incident involving faculty or staff, the College will adhere to the investigative process and grievance procedures described above (see p. 11 of this document).

All PCA&D staff have access to a pdf. of the PCA&D Employee Handbook (August 2013 Revision) through the Departments (H) drive (Business Office folder; August 2013 Handbook) located on the College's administrative server.

All PCA&D faculty receive a pdf. of the Handbook through the business office once a year or at hire, whichever comes first. Updates are sent to faculty when or as they occur.

Hard copies of the Handbook may be printed by staff or faculty from the pdf document to which they have access or they may be requested from the business office.

For a full description of potential causes of termination and the involuntary and voluntary termination process, employees should refer to this Handbook.

This portion of the Annual Security Report was prepared by the Dean of Student Services based on the following information sources:

- Office of Civil Rights / "Dear Colleague" Letter (April 2011)
- Clery Center for Security on Campus: The Annual Security Report & Campus SaVE Webinar (August, 2013)
- Not Alone: First Report of the White House Task Force to Protect Students from Sexual Assault, (April 2014)
- Pennsylvania Liquor Control Board: <http://www.lcb.state.pa.us>
- Title 21 US Code (USC) Substances Act: <http://www.deadiversion.usdoj.gov/21cfr/21usc/>
- US Department of Education (2016). *The Handbook for Campus Safety and Security Reporting*.
- US Department of Education (2017), *Interim Guidance on Campus Sexual Misconduct*

RELATED POLICIES

WEAPONS ON CAMPUS

Pennsylvania College of Art & Design strictly prohibits possession or use of weapons or dangerous items or substances on College premises or while any member of the College community is engaged in a school-sponsored event or activity. Any weapons or substances found in the possession of students, faculty or staff will be impounded by the College and will not be returned.

MISSING STUDENTS

A student will be considered missing if apartment mates, friends, staff or faculty become concerned about an unexplained absence of a significant length to which the instinctive response is that the behavior is unusual for the person in question. The College's Mandatory Attendance Policy requires faculty to record student absences weekly for academic and various policy reasons. Students who are absent from classes two weeks in succession are reported to the Registrar or Dean of Student Services for follow-up.

Because PCA&D does not have a traditional residential campus, the College must rely on students, faculty or staff who may think a student is missing to report any unusual or extended absence or lack of contact as soon as they become aware of it. Concerned persons should speak to any of the following: Dean of Student Services, Director of Student Life and Housing, Facilities Director, Academic Dean, Vice President for Finance and Operations, or the President.

Students file Emergency Contact information with the College upon admission. This information is held in the student's permanent folder in the Registrar's office. The College reserves the right to notify a student's emergency contact person or persons no later than 24-hours after a reasonable determination by administration that the student is missing. The College will also notify the Lancaster Bureau of Police no later than 24-hours after reasonably determining that a student is missing.

RESOURCE DIRECTORY

COLLEGE ASSISTANCE

Title IX Coordinator (students) and Dean of Student Services, Jessica Edonick
Office: Room 211, 2nd Floor, South Building: 717-396-7833, ext. 1012
E-mail: jedoinck@pcad.edu

College Advisor: Direct referral through Dean of Student Services, Jessica Edonick
Office: Room 211, 2nd Floor, South Building: 717-396-7833, ext. 1012.
E-mail: jedonick@pcad.edu

Academic Dean, Marc Torick.
Office: Room 113, Mezzanine Level, North Building: 717-396-7833, ext. 1049.
E-mail: mtorick@pcad.edu

President, Michael Molla
Office: Room 115, Mezzanine Level, North Building: 717-396-7833, ext. 1011.
E-mail: mmollal@pcad.edu

Title IX Coordinator (staff & faculty) and Director of Operations, Derrick Gutierrez.
Office: Room 111, Mezzanine Level, North Building: 717-396-7833, ext. 1033.
E-mail: dgutierrez@pcad.edu

Director of Student Life, Jeff Bingeman
 Office: Room 209, 2nd Floor, South Building: 717-396-7833, ext. 1018.
 E-mail: jbingeman@pcad.edu

Coordinator of Student Life, Jessica Steigelman
 Office 214D, 2nd Floor, South Building: 717-396-7833, ext. 1031
 Email: jsteigelman@pcad.edu

Director of the Physical Plant, Dan Freiler
 Office: : 717-396-7833, ext. 1023.
 E-mail: dfreiler@pcad.edu

RESOURCES FOR INTERVENTION, EVALUATION & TREATMENT/LANCASTER

MEDICAL & POLICE EMERGENCIES: 911

Lancaster City Bureau of Police Non-emergency police assistance or to report information about criminal activity (current or previous)	www.lancasterpolice.com 39 W. Chestnut Street Lancaster, 17603 717-664-1180
Lancaster General Hospital / Emergency Room	555 North Duke Street Lancaster, 17602 717-544-5122
YWCA Sexual Assault Prevention & Counseling Center Lancaster Sexual Assault Hotline	110 N. Lime Street Lancaster, PA 17602 717-392-7273
Crisis Intervention Unit of Lancaster County (suicide and acute emotional, drug and alcohol problems):	717-394-2631
Council on Alcoholism & Drug Abuse Information, referral, prevention, education and assessment	717-299-2831
Hopeline (Monday through Friday, 9 a.m. to 5 p.m.)	717-393-4673
Narcotics Anonymous Helpline	717-393-4546

ADDITIONAL ALCOHOL AND DRUG RESOURCES

The Alcoholism and Drug Abuse Hotline (24 hours a day / 7 days a week):	1-800-252-6465
The Cocaine Hotline (24 hours a day / 7 days a week)	1-800-444-9999
National Institute on Drug Abuse Hotline (Monday through Friday, 8 a.m. to 2 a.m. / Saturday and Sunday, 11 a.m. to 2 a.m.)	1-800-662-4357
Alcohol & Drug Recovery First, Inc.	1-800-734-5192
Alcohol-Drug Treatment Referral	1-800-454-8966

NOTICE TO THE PCA&D COMMUNITY: RESOURCES FOR INFORMATION ABOUT SEX OFFENDERS

Any member of the PCA&D college community who is in need of information about registered sex offenders living or working in this area may refer to one of the following resources:

- Lancaster City Bureau of Police / Special Investigations Unit Direct dial: 717-735-3317
- Megan's Law Website / State of Pennsylvania: www.pameganslaw.state.pa.us/
- Dru Sjodin National Sex Offender Public Website: www.NSOPR.gov

Under the aegis of the US Department of Justice, the NSOPR.gov address takes you to the Dru Sjodin National Sex Offender Public Website. Members of the public can use this site to educate themselves about the possible presence of sex offenders in local communities nationwide.

AVAILABILITY OF ACCREDITATION DOCUMENTS

Documents of accreditation for Pennsylvania College of Art & Design are available on request from the office of the president: presidentsoffice@pcad.edu.

INSTITUTIONAL SECURITY POLICIES AND CRIME STATISTICS

INTRODUCTION

This security report has been prepared for Pennsylvania College of Art & Design students, parents, faculty, staff, friends, and guests. It outlines current Pennsylvania College of Art & Design policies regarding security and crime.

At PCA&D, the Registrar and Director of Facilities are responsible for preparing the annual disclosure of crime statistics contained in this report. Crime statistics for the College are taken from incident reports submitted to and maintained by the Director of Facilities after any reported on-campus occurrence. Statistics are also gathered from the Lancaster City Bureau of Police concerning the 202-204 N. Prince Street facility occupied by the College, 30-40 W. King St, Steinman Lofts, PCA&D's on-campus housing facility and 10 S. Prince St for apartments and public areas controlled by the College at Stevens House condominiums.

The report complies with the requirements of the Federal Student Right-to-Know and Campus Security Act [P.L. 101-542] and Pennsylvania College and University Security and Information Act 73. A list of the federal and state crime statistics of Pennsylvania College of Art & Design is included in this report.

REPORTING CRIMINAL ACTIONS

Daytime, non-emergency incidents should be reported to the Director of Facilities (ext. 1023). If the Director of Facilities is unavailable, reports should then be directed to the Dean of Student Services (ext. 1012) or the Academic Dean (ext. 1049).

Emergencies should be responded to immediately by dialing 911.

In addition to the guard and receptionists' desks in the Main Gallery entrance, all PCA&D classrooms and offices have telephones that may be used for reporting emergencies. Once an emergency incident is reported via 911, follow-up calls should be made to the Director of Facilities, Director of Operations, Dean of Student Services or Academic Dean's offices as described above. Each of the office areas mentioned are Campus Security Authorities.

Monday through Thursday evenings, reports of non-emergency incidents should be directed to front-desk security personnel who are on duty from 4:30 p.m. to 10 p.m. (depending on the academic and fiscal year calendars.) Security personnel are also present whenever there is a gallery reception or a special evening/weekend function at the College.

Students living in Steinman Lofts report incidents to the Director of Student Life and Housing, who is a Campus Security Authority, the Dean of Student Services, Director of Operations and/or the Director of Facilities. The Lancaster Newspaper Maintenance team can also be contacted at the regular and emergency numbers which are provided to students during the move-in process.

When an incident occurs, an emergency report form is completed by the Director of Facilities and a follow-up investigation is initiated. Depending on the nature of the incident, the Lancaster City Bureau of Police (whose facilities are across the street from the College campus at 202-204 N. Prince St.) will be summoned by the College. When warranted, persons involved are directed to the police station to file a report of the crime or incident they have been involved in or witnessed.

SECURITY POLICIES

PCA&D has a security guard on duty at the main entrance to the College from 7:45 am until the buildings close (which varies from 4:30 p.m. to 10:00 p.m., depending on the academic and fiscal year calendars).

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At all other times the building is locked. Building hours are available to all members of the college community on the PCA&D Web site: <https://www.pcad.edu>. Click on Faculty & Staff and then on the Building Hours tab. Hours are revised and published annually. Guests entering the building are required to register at the security desk. The College has only one main entrance.

There is also a handicapped entrance adjacent to the College's main entrance. Signage near this entrance indicates that the College facility is private property and that visitors must register with the security guard when coming into the building.

The main building's side access stairway is for emergency and fire exit only and is locked at all times to prevent entry from street level. Because the rear, internal stairway of the main building provides direct access to publicly-occupied floors in the College's contiguously joined second building, these stair doors are equipped with response alarms.

The business office issues photo-identification cards to students, faculty and staff who must all be prepared to show their ID cards to the guard on request.

Adequate lighting is provided at all times when the building is open. Building security is provided during hours stated above.

The Art Garden, 47 N. Prince St. is owned and operated by PCA&D and is open to the public for general use. All formal events in the Art Garden are coordinated through the College. The security guard at the main entrance to the College has a clear view of the Art Garden from their station. Furthermore, the Lancaster Police Station is located directly next to the Art Garden providing immediate support if necessary. Lighting along the street is provided for those using the Art Garden.

PCA&D works in conjunction with the Lancaster Newspaper to provide 24 hour security access for the Steinman Lofts Apartments at West King St. (30-40 W. King St.). During move-in, the Director of Student Life and Housing along with the Facilities Director coordinates and distributes security cards to enter each student's assigned building in addition to a key to enter each student's specific apartment. If said security cards and/or apartment keys are lost by a student, the College has a process in which to secure each building and apartment. Furthermore, each building has a phone intercom system in which students can "buzz" visitors into their building. The College also provides students living in Steinman Lofts important contact information regarding community law enforcement, fire stations, medical assistance and, in an immediate emergency, students are instructed to call 911.

COLLEGE LAW ENFORCEMENT

PCA&D is a two-building institution (contiguously joined) with a single main entrance. College law enforcement consists of the Facilities Director and contracted security personnel on duty in the reception area of the main entrance to the College. Students, faculty and staff are expected to report any incident to one of these persons immediately.

Security personnel are not law enforcement officers and are not granted any police powers regarding arrest or use of force. Should there be a situation requiring intervention by the law, PCA&D security

personnel will contact the Lancaster City Bureau of Police (across the street from the PCA&D facilities) and request assistance.

Steinman Lofts consists of 3 separate apartment buildings located at 30-32, 34-36 and 38-40 W. King St. If police respond to an incident at the aforementioned addresses, the Lancaster Newspaper will be contacted as the owner of the property. Lancaster Newspaper will then contact the Director of Student Life & Housing, the Dean of Student Services and/or the Director of Facilities regarding the incident.

College Law Enforcement is not present at Steinman Lofts, however, security is provided by the Lancaster City Alliance Bike Patrol. Squad members patrol the Downtown and Northwest seven days a week, with approximately 15 hours of coverage Monday – Saturday and 8 hours on Sunday. After hours, the Lancaster Newspaper Maintenance Team checks the property and the outside door security of the apartments at 30-40 W. King St.

TIMELY WARNINGS OF THE OCCURRENCE OF CLERY ACT CRIMES

Should a situation arise at PCA&D—either in the school’s buildings or in the immediately surrounding community—that College or local authorities consider to be an ongoing or continuing threat, a campus-wide “timely warning” will be issued by any available member of the President’s Cabinet (comprised of the President, Chief Financial Officer, Academic Dean, Dean of Students and Director of Enrollment Planning) to all students, faculty and staff via the Rave Mobile Safety service subscribed to by the college. Rave Mobil Safety is an emergency alert system capable of delivering immediate messages to all constituents via their PCA&D and personal e-mail addresses and by text to individual’s cell phones.

This service is available to all members of the PCA&D community. Registration is through the Rave Mobile Safety web site where participants can indicate notification preferences. The service is free but some cell phone providers may charge a per-text message fee if cell phone notification is chosen. College-wide registration for Rave Mobile Safety occurred in 2014 and is effective until an individual is no longer enrolled in any educational programming or leaves employment at PCA&D. Registration information is automatically sent to all entering students and new employees. The RAVE system is tested twice a year in the fall and spring terms to make sure all cell phone information for the PCA&D community is up to date.

Anyone with information about an occurrence that would justify broadcast of a “timely warning” should report the circumstances to the Facilities Director (ext. 1023); security personnel at the front desk (in person or by dialing ext. 1060); the President (ext. 1011); Chief Financial Officer (ext. 1015); the Academic Dean (ext. 1049); the Dean of Student Services (ext. 1012) or the Director of Enrollment Planning (ext. 1032).

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT COLLEGE SECURITY PROCEDURES

College procedures are outlined in the *PCA&D Catalog & Student Handbook* in the General Policies section under the rubric *Safety and Security Policy*. The Handbook is made available to faculty and staff and students through the PCA&D website under Current Students: <http://pcad.edu/current-students>. In addition, all active PCA&D community members are required to electronically “sign-off” on having read

and understood the *Handbook* annually through MyPCA&D, the College’s portal system. Students and employees are also encouraged to be responsible for their own security and the security of others.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CRIME PREVENTION

The College may provide programs to students and employees. These programs include guest speakers from the local police department and crisis intervention groups discussing topics related to crime prevention. A presentation of this nature is part of the annual Fall and Spring Orientation programs for entering and returning students. In addition, the College hosts safety presentations throughout the year through the UStudio program. In Spring, 2017 all faculty and staff also participated in an online training regarding active shooter procedures.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT SEXUAL ASSAULT PREVENTION AND AWARENESS AS WELL AS TITLE IX

At the beginning of each academic year, PCA&D provides educational programs promoting the prevention and awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses to entering and returning students. All students, faculty and staff are provided with community resources, which highlight PCA&D community expectations, reporting requirements, sexual assault hotlines, victim’s support, as well as counseling services.

For the 2017-2018 academic year, students, faculty and staff had access to year-long programming and education focused on: prevention of sexual assault, harassment and misconduct; suicide prevention; substance abuse; safety and overall health and wellness through the UStudio program. Pertinent events and programs for the 2017-2018 academic year are:

DATE	PROGRAM	EVENT	DESCRIPTION
January 4, 2017, 10 AM, Room 213	Title IX and Active Shooter Presentation	Spring Orientation	Review of College safety and security information, Title processes and procedures as well as ALICE Active Shooter Training
August 23, 2017, 10:30 AM, Atrium	Title IX Presentation	PCA&D Faculty Days	Review of PCA&D policies, definition, duty to report, resources, conduct policy, relevant scenarios
August 29, 2017 at 8:30 AM, Room 213	Safety and Title IX Presentation	Fall Symposium for Returning & Transfer Students	Safety information presented by the City of Lancaster Police, Lancaster City Alliance and PCA&D staff. Review of Title IX, Clery, Community Expectations, Reporting Options and Definitions, as well as ALICE Active Shooter Training.
August 29, 2017 at 1 PM, Atrium	Review of Climate Survey Results from	Fall Symposium for Returning & Transfer Students	Review 2017 Climate Survey data to discuss needed resource awareness and areas the College needs to work on as a community.

	Spring 2017 Survey		
August 31st, 2017 at 1 PM, Atrium	SCREAM Theatre Troop, Rutgers University	Fall Orientation for Foundation Students	SCREAM's performances are acted out by college students and focus on consent, alcohol as it relates to sexual assault, bystander intervention and community resources.
September 1st, 2017 at 9:15 AM, Atrium	Alcohol & Other Drugs Skits by Orientation Leaders and Compass Mark	Fall Orientation for Foundation Students	3 Skits are performed by PCA&D Orientation Leaders regarding situations that are reenactments of "real-life" situations. Students learn the ICE-T decision making process and discuss with facilitators campus and community resources for substance abuse and safety.
September 1st, 2017 at 10:30 AM, Atrium	Safety Presentation	Fall Orientation for Foundation Students	Safety information presented by the City of Lancaster Police, Lancaster City Alliance and PCA&D staff, as well as ALICE Active Shooter Training..
Every Tuesday starting September 19 through December 5, 2017 in room 213, and again January 23 through April 14, 2018 in room 213	UStudio	Lyceum: Group Support for Mental Health	Join PCA&D Counselors, Pam Haddad and Michael Hooper, for weekly discussions on feelings, situations and challenges you are currently working through in order to find a place of mental well-being and growth. Lyceum is open to all PCA&D students.
Tuesday, October 17, 2017 at 7 PM, Atrium and Tuesday, October 24, 2017 at 7 PM, Atrium	UStudio	Self Defense Workshops I and II	Instructor Matt Chapman has 25 years experience in the Martial Arts and holds a 3rd degree Black Belt in Shotokahn Karate and a first degree Black Belt in ITF Taekwondo. Matt has also studied Brazilian Jiu-Jitsu, Tang Soo Do, and Hapkido.
Wednesday, November 8, at 1 PM, Room 213	UStudio	Let's Stand Strong Together: Bystander	You may witness situations where help is needed, and what a bystander does may make all the difference. If you witness a harmful situation, do you know what to do? This workshop is hosted by Kaity

and November 14, at 1 PM, Chestnut Street Space		Skills and Intervention Part I and Part II	Nordorff (BA) from the Lancaster YWCA. Lunch will be provided.
Wednesday, November 15, 2017 at 1 PM, Room 103B	UStudio	Trans* 101 Workshop	Join the PCA&D Alliance for a workshop talking about the broad spectrum of the Trans* community with brief explanations about the history of Trans* people and the umbrella of Trans* flags and genders, resources and ways you can help the local LBGTQ+ and Trans* community.
Tuesday, December 7, 2017, 12:30 -2:30 PM, Atrium; and again Tuesday, April 17, 2018, 12-30 – 2:30 PM, Atrium	UStudio	Pet Palooza	Attention animal lovers! Take a break from your final projects and snuggle up with dogs, cats and other cuddly animals during Pet Palooza. All animals and their owners present during this event are part of the Caring Hearts Pet Therapy group: https://www.facebook.com/caringheartspettherapy .
Wednesday, February, 14, 2018, 1 PM, Room 213	UStudio	The Art of Healthy Relationships	Communication, boundaries, media, love, lust, conflict and respect – what do all of these words have in common? They are all the words that can connect to relationships....but how they are defined and used can depend on how healthy that relationship is. Come and talk with Kaity Nordorff (BA) from the Lancaster YWCA as we talk about fostering healthy relationships.
Thursday, March 29, 2017, 7-9 PM, Atrium	UStudio	Rethink Addition: Hope for Treatment and Recovery	It's time to set the record straight. Join panelists for a discussion on what is happening to our local community regarding addiction, specifically heroin. This discussion will also provide information and resources that are available for you, for those you love, and our community. Following the panel, there will be a small art exhibition featuring works about addiction hope and recovery.

MONITORING & RECORDING OF CRIMINAL ACTIVITY BY PCA&D STUDENTS AT OFF-CAMPUS LOCATION OF STUDENT ORGANIZATIONS

Not applicable.

POSSESSION, USE AND SALE OF ALCOHOLIC BEVERAGE OR ILLEGAL DRUGS

See pages 1-4 in this document.

HATE CRIME REPORTING

For the years 2012, 2013, 2014 and 2015 no hate crimes were reported.

NOTICE OF AVAILABILITY OF THE ANNUAL SECURITY REPORT

Faculty, staff and students are directed to the Annual Security Report available on line or in hard-copy from the Dean of Student Services office. The online address is: www.pcad.edu/student-life/college-safety. PCA&D community members are required to electronically “sign-off” on having read and understood the *Handbook* annually through MyPCA&D, the College’s portal system.

Furthermore, presentations about Title IX and the contents of the Annual Security report are done during Faculty Days, as well as Fall Orientation for returning and new students

DRUG AND ALCOHOL ABUSE PROGRAMS

Pennsylvania College of Art & Design is in compliance with Section 1213 of the HEA [20 U.S.C. 1145g] which contains the “drug-free campuses” requirement added by section 22 of the Drug-Free Schools and Campuses Amendments of 1989 [Pub. L. 101-226]. Please refer to p. 6 of this document for details.

GRIEVANCES AGAINST THE COLLEGE

To file a formal complaint against Pennsylvania College of Art & Design, you may use the following links to the College’s accrediting agencies:

Pennsylvania Department of Higher Education:

www.education.pa.gov/Postsecondary-Adult/College%20and%20Career%20Education/Pages/Students-Complaints.aspx#.VYBPRVLS4ud

Middle States Commission on Higher Education:

www.msche.org

National Association of Schools of Art & Design:

www.nasad.arts-accredit.org/index.jsp?page=Avenues%20for%20Expressing%20Concern

ANNUAL FIRE SAFETY REPORT FOR STEINMAN LOFTS

The Higher Education Opportunity Act became law in August 2008 and requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards and all fire related on-campus statistics. It is the policy of Pennsylvania College of Art & Design to provide faculty, students, staff and visitors with the safest possible environment, free from potential

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fire hazards. The primary goal of the college's fire safety programs is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by (1) conducting periodic fire safety inspections of all campus buildings and (2) increasing the fire safety awareness of employees and students by conducting periodic training on basic fire safety and review procedures to follow in case of a fire. The Steinman Loft apartments are covered with fire alarm systems which are monitored 24 hours per day, seven days a week. Additionally, they are equipped with a sprinkler system. The following public disclosure report details all information required by this law.

IMPROVEMENTS IN FIRE SAFETY

Lancaster News Papers (LNP) conducts annual inspections of all fire systems in Steinman Lofts.

FIRE SAFETY POLICIES

In order to improve fire safety at Pennsylvania College of Art & Design, the following policies are in effect:

- **Electrical Appliances:** Electrical outlets must not be overloaded. Students may use electrical devices in their apartments so long as the voltage demand does not exceed 115 volts, such as: radio, TV, CD, DVD, lamps, fans, and computers. Heating and cooking appliances with exposed elements (including hot plates and space heaters) may not be used because of potential fire hazards.
- **Halogen Lamps:** Due to safety hazards associated with halogen lamps, their use is prohibited in Steinman Lofts.
- **Portable Heaters:** Due to the safety hazards associated with space heaters, all portable heaters are prohibited.
- **Potential Fire Hazards:** Flammable materials are strictly prohibited in college housing. Candles are permitted in College housing for decorative purposes only, but may not be burned. Open flames of any kind, including incense, are not permitted.
 - No materials or items (including tapestries) may be placed over exit signs, fire doors, or any electrical/HVAC fixture.
 - Live Christmas trees are prohibited. Any decorations used must be made of flameproof or fire-resistant materials.
 - The College reserves the right to require students to alter, change or remove any items deemed unsafe and hazardous
- **Smoking:** Smoking is prohibited in all campus buildings including Steinman Lofts.

FIRE DETECTION/SUPPRESSION SYSTEMS

The Steinman Loft apartments have Fire Detection systems, fire suppression system, and Fire extinguishers within the buildings. The Fire Detection system will alarm when products of combustion are sensed or when one of the pull stations is activated. Pull stations are generally located close to the exits. All apartments are equipped with smoke detectors. Yearly inspections are conducted by LNP. Batteries needing replacement should be reported to LNP Maintenance. Additional components of the Fire Detection and Suppression Systems include:

- **Emergency Lighting:** Emergency lighting is installed in the Steinman Loft. They are intended to provide lighting during times of emergency and/or when there is a loss in

electrical power.

- **Exit Signs:** Exit signs are installed on the back of each apartment door to direct students to exits during times of emergency. It is important that they be illuminated at all times. If they are not illuminated, contact LNP Maintenance.
- **Fire Extinguishers:** Fire extinguishers are strategically located throughout all apartments. Students are encouraged to take the time to know where extinguishers are located, particularly those closest to their rooms. Extinguishers should be used on small fires only. If there is a large fire (working fire) leave the building immediately.
- **Smoke Detectors:** Each apartment has a smoke detector. It is important that the detectors remain in working order. If a problem is noted, it should be reported to LNP Maintenance.

FIRE LOG

Pennsylvania College of Art & Design maintains a fire log that records any fire that occurred in any on-campus student housing facility and includes information such as the nature, date, time and general location of each fire. Any entry to the log is required to be made within two (2) business days of the receipt of the information. The fire log for the most recent 60 day period remains open for public inspection during normal business hours.

HOW TO REPORT A FIRE

Students, faculty & staff reporting a fire should contact 911 for immediate Fire Service response.

FIRE EVACUATION PROCEDURES

In the event of fire, immediately move to the closest exit alerting others to exit the building. If the fire alarm system has not been activated, activate a pull station along the way. Proceed to the designated assembly point and remain until dismissed by the officer in charge. Under no circumstances should students reenter the building until they are told that it is safe. Students should call 911 and report the fire when they are out of harm's way to the Dean of Student Services, Director of Student Life & Housing and/or the Director of Facilities.

- Remain calm
- Turn off equipment & appliances
- Check if your door is hot or has smoke around it. If so, use secondary fire escape.
- Close, but do not lock, doors and windows
- Proceed to the nearest exit. Use the stairs only, DO NOT use the elevators

FIRE DRILLS

At least one fire drill will be held annually. Designated assembly point for Steinman Lofts is across King Street. At the time of the drill each student will move to the closest exit and proceed to the assigned assembly point where a student accountability check will be conducted.

Remain at your assigned place outside the building until you are told you may return to your room. Failure to vacate during fire drills will result in judicial action.



PENNSYLVANIA ACT 73 STATISTICS

Crimes	2012/2013		2013/2014		2014/2015		2015/2016		2016/2017	
	Reported	Cleared								
Murder	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	-	-	-	-	-	-	-	-
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Assaults	0	0	0	0	0	0	0	0	0	0
Stolen Property	0	0	0	0	2	0	0	0	2	0
Vandalism	2	0	0	0	1	0	2	0	0	0
Weapons	0	0	0	0	0	0	0	0	1	1
Prostitution	0	0	0	0	0	0	0	0	0	0
Sex Offenses:										
Forcible	0	0	0	0	0	0	1	0	0	0
Non-forcible	0	0	0	0	0	0	0	0	1	1
Drug Abuse	2	0	0	0	0	0	0	0	0	0
Liquor Laws	0	0	0	0	0	0	0	0	0	0
Disorderly Conduct	0	0	0	0	1	0	0	0	0	0
Other:										
Assaults	0	0	0	0	0	0	0	0	0	0
Total:	4	0	0	0	4	0	3	0	4	2
Change from previous year	-33%		-400%		400%		-25%		25%	



FEDERAL TITLE II CRIME AWARENESS AND CAMPUS SECURITY ACT STATISTICS

Crimes	2013		2014		2015		2016		2017	
	Reported/Cleared	Reported/Cleared	Reported/Cleared	Reported/Cleared	Reported/Cleared	Reported/Cleared	Reported/Cleared	Reported/Cleared	Reported/Cleared	
Murder	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Weapons	0	0	0	0	0	0	0	0	1	1
Arson	0	0	0	0	0	0	0	0	0	0
Sex Offences:										
Forcible & Non-forcible	0	0	0	0	0	0	1	1	1	1
Drug Abuse	0	0	0	0	0	0	0	0	0	0
Liquor Laws	0	0	0	0	0	0	0	0	0	0
Assaults	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	1	1
Total:	0	0	0	0	0	0	1	1	3	3
Change from previous year	0%		0%		0%		100%		200%	
2017 Enrollment:	260		2017 Non-student Employees		100					

Pennsylvania College of Art & Design



STATISTICS & RELATED INFORMATION REGARDING FIRES ON-CAMPUS AND IN PCA&D ON-CAMPUS HOUSING FACILITIES: 2016-2017

STATISTICS & RELATED INFORMATION REGARDING FIRES ON-CAMPUS AND IN PCA&D ON-CAMPUS HOUSING FACILITIES: AY 2016-2017

FACILITIES	TOTAL FIRES IN EACH BUILDING	FIRE #	CAUSE OF FIRE	# OF INJURIES THAT REQUIRED TREATMENT AT A MEDICAL FACILITY	# OF DEATHS RELATED TO A FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE
202-204 N. Prince St., Lancaster, PA (Main Campus)	0	N/A	N/A	N/A	N/A	N/A
47 Chestnut St., Lancaster, PA (Art Garden)	0	N/A	N/A	N/A	N/A	N/A
30-32 W. King St., Lancaster, PA (Steinman Lofts)	1	1	Unreported - Fire in Press Room below 30 W. King	0	0	0
34-36 W. King St., Lancaster, PA (Steinman Lofts)	0	N/A	N/A	N/A	N/A	N/A
38-40 W. King St., Lancaster, PA (Steinman Lofts)	0	N/A	N/A	N/A	N/A	N/A

