

SouthHills

School of Business & Technology

Campus Safety & Security Policies 2019 Annual Crime Report

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CAMPUS SAFETY & SECURITY POLICIES 2019 ANNUAL CRIME REPORT

INTRODUCTION

Students enrolled at South Hills School of Business & Technology (South Hills) are members of the school community, as well as local and state communities. As citizens, students are responsible to their community, and are expected to conduct themselves in accordance with local, state and federal laws.

South Hills is dedicated to maintaining a healthy and safe community that promotes a shared set of values concerning the individual, respect for others, and the need for conditions that support a learning environment where students can work, grow and succeed. We promote and respect the physical and emotional wellness of our students, faculty and staff.

In our commitment to the well-being of our school community, we strive to educate our student population concerning drugs, alcohol, violent crimes and safety precautions.

ANNUAL SECURITY REPORT

South Hills is required to collect, report, and disseminate crime data to all students and employees and to the U.S. Department of Education annually. South Hills distributes the Annual Security Report to current and prospective students and employees by October 1 of each year. Students enrolled and employees hired after October 1 are notified of where to find the crime report at <http://www.southhills.edu/disclosures/>.

CAMPUS CRIME

South Hills has an obligation to make our students and faculty/staff members aware of our policies regarding campus crime.

Security

South Hills is located in three towns: State College (main campus) and Altoona (branch campus).

During the hours that the school is open, an on-site administrator is available to provide security. Outside doors are locked at the end of the school day and a commercial security system is activated.

South Hills School does not provide housing for its students; therefore, dormitory security is not required.

Off-Campus Crime

South Hills is a commuter school and does not provide housing. The school does not employ its own campus police, and there is no need to do so. The school, therefore, does not monitor and record through local police agencies criminal activities in which a student may be engaged in at an off campus location. Statistics are not available for liquor-law violations, drug-abuse violations, or weapons possession off campus.

On-Campus Law Enforcement

South Hills is a commuter school and does not provide housing. The school does not employ its own campus police, and there is no need to do so. Each Campus Director will initially handle minor crimes. If crimes such as criminal homicide, robbery, aggravated assault, burglary, motor vehicle theft, arson, arrests for disciplinary actions, or hate crimes occur, the appropriate state and/or local police agencies would be notified.

South Hills recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules by officials of the school. All persons on campus are subject to these laws and rules at

all times. While South Hills is on private property and Constitutional protections apply, law enforcement officers may enter the school to conduct business as needed.

Reporting a Crime

To report a crime, complete a *South Hills Crime Report* and submit it to the Campus Director. The *South Hills Crime Report* form is located in the business office at every campus. In the case of sexual offenses, the crime may be reported to the Title IX Coordinator or Academic Affairs Officer. These individuals would then see that the appropriate crime report was completed.

Crimes involving criminal homicide, robbery, aggravated assault, burglary, motor vehicle theft, arson, arrests for disciplinary actions, or hate crimes will be reported to the local and/or State police. The police may be contacted by dialing 911.

Voluntary Confidential Reporting

If a student is the victim of a crime and does not wish to pursue action within the school system or the criminal justice system, he/she may still want to consider making a confidential report. With his/her permission, the designated school official can file a report on the details of the incident without revealing his/her identify. The purpose of a confidential report is to comply with the individual's wishes to keep the matter confidential, while taking steps to ensure the future safety of him/her and others. With such information, the school 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 assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Timely Warnings

In the event that a situation arises, either on or off campus, that constitutes an ongoing or continued threat, a campus wide "timely warning" will be issued. The warning will be campus specific and issued through EZ Texting to students, faculty, and staff.

Anyone with information warranting a timely warning should report the circumstances to the Campus Director or on-site administrator.

Statistics

Crime and security statistics, by campus, are made available in September of each year to all enrolled students and to employees of the school. These reports will be kept for seven years. The full annual crime report will appear on our web site each September under disclosures.

CRIME PREVENTION & AWARENESS PROGRAMS

Definitions

Awareness Programs

Community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Bystander Intervention

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. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Ongoing Prevention and Awareness Campaigns

Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

Primary Prevention Programs

Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

Risk Reduction

Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Crime Prevention Programs—Topics

In the effort to promote crime prevention and safety awareness, South Hills provides education on the following topics:

- South Hills prohibits sexual assault, domestic abuse, dating violence, and stalking
- Definitions of sexual assault, domestic abuse, dating violence, and stalking
- Definition and understanding of “consent”, in reference to sexual activity
- Safe and positive options for bystander intervention
- Information on risk reduction
- South hills policies and procedures after a sex offense occurs
- Drug & Alcohol Abuse
- Personal Safety
- Pregnancy
- Transmission of Sexual Diseases
- Sexual Harassment

Primary Prevention

The primary crime prevention and awareness programs are to inform students and employees to be aware of their responsibility for their own security and the security of others. South Hills educates students and employees about crime prevention and awareness using the following delivery mode(s):

1. Students

- **First Year: Professional Development Class.** A sexual violence prevention program is presented in Professional Development classes at the start of fall and winter terms. Reporting procedures, alcohol and drug abuse, sexual assault, domestic violence, dating violence, stalking, consent, personal safety, pregnancy, and sexually transmitted diseases are presented via discussion, handouts, and video.
- **Second Year: Document Center Notification.** Students receive notification that refresher handouts are available in their student document center. These documents include the Annual Crime Report, policies and procedures, Students Bill of Rights, and other informational materials on types of abuse.

2. Employees

- **Annual Fall Kick Off and Fall In-Service:** A sexual violence prevention program is presented to all staff and faculty at the annual fall kickoff event and fall in-service by the Title IX Coordinator. The program includes: South Hills Reporting procedures, alcohol and drug abuse, sexual assault, domestic violence, dating violence, stalking, consent, personal safety, pregnancy, sexual harassment and sexually transmitted diseases. Topics are split up between the two events and are presented via discussion, handouts, and video.

Ongoing Prevention

1. Students

- **Prevention/Awareness Literature.** In addition, information on community programs and general information regarding crime prevention, drug and alcohol abuse and sexual assault prevention is available in the student commons area and restrooms, and available to all students.
- **Community.** Educational resources are offered throughout the community on a variety of subjects related to crime. A list of these programs is kept in the Academic Affairs Office and available to all students.
- **Annual Crime Report.** All South Hills students are notified annually in September via e-mail where to locate the South Hills Annual Crime Report. The Annual Crime Report can be viewed at <http://www.southhills.edu/disclosures/>.
- **Sexual Assault Awareness Month.** April is Sexual Assault Awareness Month. The students in the Criminal Justice program sponsor events during April to increase the awareness of sexual assault as a follow-up program to earlier training.
- **Denim Day Campaign.** Denim Day occurs annually on a Wednesday in April. Triggered by a ruling by the Italian Supreme Court, wearing jeans on Denim Day has become a symbol of protest against erroneous and destructive attitudes about sexual assault.

2. Employees

- **Faculty/Staff In-Service.** Employees receive annual training on alcohol and drug abuse, sexual assault, domestic violence, dating violence, stalking, and consent.
- **Prevention/Awareness Literature.** In addition, information on community programs and general information regarding crime prevention, drug and alcohol abuse and sexual assault prevention is available in the student commons area and restrooms, and available to all employees.
- **Community.** Educational resources are offered throughout the community on a variety of subjects related to crime. A list of these programs is kept in the Academic Affairs Office and available to all employees.
- **Annual Crime Report.** All South Hills employees are notified annually in September via e-mail where to locate the South Hills Annual Crime Report. The Annual Crime Report can be viewed at <http://www.southhills.edu/disclosures/>.
- **Sexual Assault Awareness Month.** April is Sexual Assault Awareness Month. The students in the Criminal Justice program sponsor events during April to increase the awareness of sexual assault for both students and staff/faculty.
- **Denim Day Campaign.** Denim Day occurs annually on a Wednesday in April. Triggered by a ruling by the Italian Supreme Court, wearing jeans on Denim Day has become a symbol of protest against erroneous and destructive attitudes about sexual assault. Both students and faculty participate in the Denim Day Campaign.

Categories of Crimes

Crimes that must be reported and disclosed fall into the following categories:

1. Criminal Homicide
 - Murder and non-negligent manslaughter
 - Negligent manslaughter
2. Sex Offenses
 - Rape
 - Fondling
 - Incest
 - Statutory rape
3. Robbery
4. Aggravated Assault
5. Burglary
6. Motor Vehicle Theft
7. Arson
8. Arrests for disciplinary actions
 - Liquor law violations
 - Drug law violations
 - Illegal weapons possession
9. Hate Crimes
 - Larceny-theft
 - Simple assault
 - Intimidation
 - Destruction/damage/vandalism of property
10. Sexual Assault
11. Domestic Violence
12. Dating Violence
13. Stalking

Definitions of Crimes

The following definitions are from the FBI's Uniform Crime Reporting (UCR) Program:

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.

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.

Incest

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape

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.)

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 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.)

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.

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.

Drug Law Violations

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Weapons: Carrying, Possessing, Etc.

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

Larceny-Theft

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

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.

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.

Destruction/Damage/Vandalism of Property

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Domestic Violence

A felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Stalking

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

- Fear for the person's safety or the safety of others;
- Suffer substantial emotional distress.

For the purpose of this definition:

- *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, surveils, threatens, or communicates to or about a person, or interferes with a person's property
- *Reasonable Person*—a reasonable person under similar circumstances and with similar identities to the victim.
- *Substantial Emotional Distress*—significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Unfounded Crimes

South Hills is required to report to the number of crime reports that were "unfounded" and subsequently withheld from the crime statistics. A crime can only be excluded from the reported crime after a full investigation. Only sworn or commissioned law enforcement personnel can make a formal determination that a reported crime was false or baseless when made and that the crime report was therefore "unfounded."

TITLE IX COORDINATOR

Each South Hills campus has a Title IX Coordinator. The responsibilities of the Title IX Coordinator include, but may not be limited to, the duties listed below:

1. Ensure that sexual harassment and sexual violence prevention and training programs are offered to students and employees.
2. Inform students and employees of the South Hills Annual Security Report.
3. Provide educational materials to promote compliance with the Annual Crime Report.
4. Maintain familiarity with local reporting procedures.
5. Train employees responsible for reporting/responding to reports of sexual harassment and sexual violence.
6. Maintain records of reports of sexual harassment and sexual violence at their location and actions taken in response to reports, including records of investigation, voluntary resolutions, and disciplinary actions.
7. Identify and address any patterns or systemic problems that arise during the review of sexual harassment & sexual violence complaints.

The Title IX Coordinator of each campus is listed below:

Altoona, Campus Director: Holly Emerick	814-944-6134 3022	Ext.	hemerick@southhills.edu
State College, Director of Regulatory Affairs: Natalie Lombardo-Beaver- Lead Coordinator	814-234-7755, 2062	Ext.	nbeaver@southhills.edu

SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

Policy Statement on Sexual Misconduct

South Hills prohibits sexual assault, domestic violence, dating violence and stalking. Sex without consent is a violation of South Hills policy. This policy applies to all students, faculty, and staff. South Hills is committed to creating and maintaining an educational environment free from all forms of sex discrimination, including sexual misconduct. Any act involving sexual harassment, violence, coercion, or intimidation will not be tolerated.

It is the collective responsibility of all members of the South Hills community to foster a safe and secure campus environment. In an effort to promote this environment and prevent acts of sexual misconduct from occurring, South Hills engages in ongoing prevention and awareness education programs. All incoming students and employees are required to participate in these programs, and all members of the South Hills community are encouraged to participate throughout the year in ongoing campaigns and trainings focused on the prevention of sexual misconduct on campus.

Definitions

Domestic Violence

A felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

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Stalking

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

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- *Reasonable Person*—a reasonable person under similar circumstances and with similar identities to the victim.
- *Substantial Emotional Distress*—significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Consent

Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity or contact. Note that:

- Someone who is incapacitated cannot consent
- Past consent does not imply future consent
- Silence or an absence of resistance does not imply consent
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another
- Consent can be withdrawn at any time
- Coercion, force, or threat of either invalidates consent

Domestic Violence

Domestic violence is an ongoing pattern of behaviors in a relationship that is used to gain and/or maintain power and control over another. These behaviors are often described as: Emotional, Psychological, Sexual or Physical Abuse, including Sexual Harassment.

South Hills educates the student community about sexual assaults through mandatory Personal Development classes. The police department and the Woman's Resource Center offer sexual assault education and information programs to students and employees upon request.

Types of Abuse Behaviors

Emotional Abuse

Emotional abuse includes hurting another person's feelings by saying cruel, unfair comments or by name calling. Such abuse may involve:

- Cursing, swearing and/or screaming
- Repeated harassment, interrogation or degradation
- Attacks on self-esteem and/or insults to the person
- Controlling or limiting a person's behavior
- Threats made to intimidate another
- Extreme jealousy

Psychological Abuse

Psychological abuse is any threat to do bodily harm to a partner, child, a family member or one's self. Psychological abuse involves not only hurt and anger, but also intimidation and fear. The purpose of such abuse is to make one emotionally insecure about self-worth, and to cause one to feel helpless and/or not able to escape further physical, sexual, emotional or psychological abuse.

Sexual Harassment

Sexual harassment is any unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature.

Sexual Abuse/Rape

Sexual abuse is any non-consenting sexual act or behavior. "Rape or sexual assault is the violent crime least often reported to law enforcement." (Rennison, 2001) Victims are often too scared, disoriented or shocked to say no or fight back. This does not mean they have consented to sexual activity. **Silence is not consent.**

Forced sexual activity can include:

- Forcing one to perform any sexual act that he/she does not wish to do
- Physically attacking sexual parts of one's body
- Unwanted sexual touching
- Making demeaning remarks about how one is dressed
- Getting a person drunk or high in order to have sex

Physical Abuse

Physical abuse is any forceful or violent physical behavior. Examples include:

- Slapping
- Choking, biting
- Punching, shoving
- Restraining by force
- Using or threatening to use a weapon of any kind

Risk Reduction Tips

Receiver of Sexual Behavior

With absolutely no intent to blame the victim, and with recognition that only those who commit sexual violence are responsible for their actions, these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act:

- If you have limits, make them known as early as possible.
- Tell the sexual aggressor "**NO**" clearly and firmly.
- Try to remove yourself from the physical presence of the sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Be aware of rape drugs.
 - ⇒ Don't leave your drink unattended.
 - ⇒ Only drink from un-opened containers or drinks you have watched being made and poured.
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged.
 - ⇒ Find your friends and ask them to leave with you as soon as possible.
 - ⇒ If you suspect that you have been drugged, go to the hospital and ask to be tested.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake—respect them when they do.

⇒ When going out for the night, try to arrive and leave with a group of people you trust.

Initiator of Sexual Behavior

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk of being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- **Don't make assumptions** about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are *any* questions or ambiguity, then you **DO NOT** have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

What to Do If You Have Been a Victim of Sexual Assault, Domestic Violence, Dating Violence, or Stalking

What to Do after an Assault

If you are a victim of sexual assault, it is important that you:

1. **Get to a place of safety**—this is your first priority!
 - Call someone for emotional and/or physical protection.
2. **Obtain any necessary medical treatment** at a hospital immediately after the incident took place.
 - Medical staff will check for injuries that may have occurred.
 - In Pennsylvania, evidence may be collected even if the victim chooses not to report it to law enforcement.
 - If the victim does not want evidence collected, medical staff providers can still treat injuries and address the concerns of pregnancy and/or sexually transmitted diseases.
 - Be advised that if the individual goes to a hospital, staff will most likely report the assault to police, but it is up to the victim to decide if he/she wants to speak with police.
3. **Report the incident in a timely manner**—time is a critical factor for evidence collection and preservation.
 - Police will assign a "victim's advocate" to the case to assist the victim in a sensitive manner.
4. **Preservation of evidence**—valuable evidence of the sexual assault may remain on the victim's body or clothing. Try to preserve evidence. Preserving evidence may assist in proving that the alleged criminal offense occurred **or** which may be helpful in obtaining a protection order.
 - It is important to not bathe, douche, smoke, eat, drink, or change clothing.
 - Do not clean the bed/linen/area where the assault occurred if it has happened within the past 96 hours.

Victims' Options for Reporting a Sexual Assault

The decision of whether or not to report an abuse is not always easy. But individuals who have been abused are encouraged to seek immediate help from trained professionals and/or police who will assist them through this difficult time. Following are the choices in reporting a sexual assault:

1. **Anonymously Contact South Hills.** Contact the Title IX Coordinator or Academic Affairs Office to talk about the situation and find out information about options. Simply say that you prefer not to give your name—you may disclose as much or as little as you want to.

Altoona, Campus Director: Holly Emerick	814-944-6134 Ext. 3022	hemerick@southhills.edu
State College, Academic Affairs Officer: Rachel Yoder	814-234-7755, Ext. 2056	ryoder@southhills.edu

2. **Notify South Hills.** File a complaint to the Campus Director, Academic Affairs Office, Title IX Coordinator, or the Director of Education. South Hills will investigate and review the complaint.

Altoona, Campus Director/Director of Education: Holly Emerick	814-944-6134 Ext. 3022	hemerick@southhills.edu
State College, Director: Mark Maggs	814-234-7755, Ext. 2018	mmaggs@southhills.edu
State College, Academic Affairs Officer: Rachel Yoder	814-234-7755, Ext. 2056	ryoder@southhills.edu
State College, Director of Education: Susan Vidmar	814-234-7755, Ext. 2030	dschaitlin@southhills.edu
State College/Altoona: Title IX Coordinator, Natalie Lombardo-Beaver	814-234-7755, Ext 2062	nbeaver@southhills.edu

3. **South Hills' Assistance.** South Hills will provide assistance if the victim chooses to notify the police.
4. **Notify Local/State Police.** File a complaint with law enforcement.
5. **Decline to Notify Law Enforcement.** The victim has the right to decline to notify the authorities.

Resources Available for Support

After an allegation that an act of sexual violence has occurred, including any act of dating violence, domestic violence, sexual assault, or stalking, South Hills offers the victim a range of protective measures.

1. Confidential Resources

- RAINN (Rape/Abuse/Incest National Network) **1-800-656-HOPE (4673)**
- Blair County—Family Services **814-944-3585** or **1-800-500-2849**
- Centre County—Centre Safe **1-877-234-5050**
- Clearfield/Jefferson Counties—Community Action Crossroads Project **1-800-598-3998**

2. Campus Resources

Altoona, Campus Director/Director of Education: Holly Emerick	814-944-6134 Ext. 3022	hemerick@southhills.edu
State College, Director: Mark Maggs	814-234-7755, Ext. 2018	mmaggs@southhills.edu
State College, Academic Affairs Officer: Rachel Yoder	814-234-7755, Ext. 2056	ryoder@southhills.edu
State College, Director of Education: Susan Vidmar	814-234-7755, Ext. 2030	dschaitlin@southhills.edu
State College/Altoona: Title IX Coordinator, Natalie Lombardo-Beaver	814-234-7755, Ext 2062	nbeaver@southhills.edu

3. Community Resources

- Blair County—Family Services **814-944-3585** or **1-800-500-2849**
- Centre County—Centre Safe **1-877-234-5050**
- Clearfield/Jefferson Counties—Community Action Crossroads Project **1-800-598-3998**

Note: A comprehensive list of community resources are listed under “Assistance Hotlines by County”.

4. Health Care Resources (for Immediate Medical Attention)

- 911
- State College Campus: Mount Nittany Medical Center **1-814-231-7000**
- Altoona Campus: UPMC Altoona **1-800-946-1902**

Written Explanation of Victim’s Rights

South Hills will provide the victim of sexual assault, domestic violence, dating violence, or stalking a written explanation of his or her rights and options. Accommodations and protective measures are provided if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement. Rights and options include the following:

- Counseling
- Health
- Mental Health
- Victim Advocacy
- Legal Assistance
- Visa and Immigration Assistance
- Student Financial Aid
- Academic Situations
- Working Situations
- Accommodations
- Protective Measures
- Explanation of Procedures for Disciplinary Action
- Fair Process
- Confidentiality, Discretion and Dignity

Confidentiality

South Hills is committed to maintaining the privacy of all individuals involved in a report of sexual misconduct. Personal identifiable information about the victim and alleged offender will be treated as confidential and only shared with persons with a **specific** need to know who are investigating or adjudicating the complaint. Any accommodations or protective measures provided to the victim will remain confidential. When completing publicly available recordkeeping, the Title IX Coordinator will **not** include personally identifying information about the victim.

When weighing a victim’s request for confidentiality or that no investigation/discipline be pursued, South Hills will weigh the request against the School’s obligation to provide a safe environment for all students. South Hills will consider the following factors:

- Whether there have been other sexual violence complaints about the same accused individual
- Whether the accused has a history of arrests or records from a prior school indicating a history of violence
- Whether the accused threatened further sexual violence or other violence against the victim or others
- Whether the sexual violence was committed by multiple perpetrators
- Whether the violence was perpetrated with a weapon

If none of these factors is present, South Hills will likely respect the victim's request for confidentiality.

How to File a Complaint at South Hills

To file a complaint involving sexual violence, contact the Campus Director, Academic Affairs Office, Title IX Coordinator, or the Director of Education.

Altoona, Campus Director/Director of Education: Holly Emerick	814-944-6134 Ext. 3022	hemerick@southhills.edu
State College, Director: Mark Maggs	814-234-7755, Ext. 2018	mmaggs@southhills.edu
State College, Academic Affairs Officer: Rachel Yoder	814-234-7755, Ext. 2056	ryoder@southhills.edu
State College, Director of Education: Susan Vidmar	814-234-7755, Ext. 2030	dschaitlin@southhills.edu
State College/Altoona: Title IX Coordinator, Natalie Lombardo-Beaver	814-234-7755, Ext 2062	nbeaver@southhills.edu

Complaint Review Process—Timeframe

South Hills will provide a prompt, fair, and impartial investigation and resolution of all sexual assault, domestic violence, dating violence, and stalking. Absent extenuating circumstances, investigation, review and resolution is expected to take place within fourteen (14) days from the receipt of the complaint.

Results of the complaint, either from a formal hearing or waiver of a hearing is expected to be issued within fourteen (14) days of receipt of the complaint.

Disciplinary Action—Procedure

Reports or complaints alleging discrimination, harassment, sexual assault, domestic violence, dating violence, or stalking will be addressed by the Title IX Coordinator. The information will be reviewed and the level of investigation and accommodation assessed. At any time, when the victim expresses interest in exploring options with the Title IX Coordinator, the process will begin with talking with the victim.

Definitions

Proceeding

All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. *Proceeding* does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

Result

Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA). The result must also include the rationale for the result and the sanctions.

Initial Discussion

Possible outcomes of this initial discussion include the following:

1. The incident is documented, but no further action is determined to be necessary.
 - ⇒ Appropriate accommodations to the victim will still be applied.
2. The victim requests that South Hills proceed with an initial investigation to include contact with the alleged offender.
 - ⇒ Appropriate accommodations to the victim will be applied.
 - ⇒ The victim will be informed he/she can request formal action at any time in the future.
 - ⇒ A timeline for the next steps will be reviewed and additional meetings will be scheduled if necessary.
3. The victim requests that South Hills proceed with a formal review process.
 - ⇒ Appropriate accommodations to the victim will still be applied.
 - ⇒ Additional information necessary to proceed with the formal process will be obtained.
 - ⇒ A timeline for the next steps will be reviewed and additional meetings will be scheduled if necessary.

Formal Review Process

Prompt, Fair, Impartial Investigation

When cases involving sexual assault, domestic violence, dating violence, or stalking are reported and a formal review process is initiated, South Hills will provide prompt, fair, and impartial investigation and resolution.

Annually Trained Investigators

The investigation will be managed by the Title IX Coordinator who has been trained annually on issues related to sexual assault, domestic violence, dating violence, stalking, and victimization, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. All South Hills officials involved in the disciplinary procedure will not have a conflict of interest or bias for or against the accuser or accused.

When the formal investigation process is initiated, the Title IX Coordinator will attempt to interview all parties who have substantive information to share about the allegations and will attempt to gather all available documentation. An investigative packet containing the information received and collected will be compiled.

If, after factual investigation, the alleged offender accepts responsibility, South Hills will impose sanction(s) ranging from a written reprimand to expulsion from South Hills, depending on the severity of the offense.

If the alleged offender denies responsibility for the charges, the matter will be forwarded to a hearing. Each party will be allowed to submit a statement of facts prior to the hearing that will be added to the hearing packet.

Suspension

South Hills reserves the right to suspend the alleged offender from school during the formal review process based on the severity of the incident. The alleged offender will be notified of the hearing date, time, procedures, right to an advisor, and opportunity to present witnesses.

Standard of Evidence/Burden of Proof

The burden of proof in all cases is “the preponderance of the evidence”—whether it is “more likely than not”—that the sexual assault, domestic violence, dating violence, sex discrimination, or stalking occurred. If the evidence presented meets this standard, then the alleged offender must be found responsible.

Hearing Procedure

The South Hills Conduct Board will preside at the hearing. The Conduct Board will comprise of South Hills officials who do not have a conflict of interest or bias for or against the accuser or the accused. The Conduct Board is represented by the following:

- State College Campus—Director, Director of Education, and Academic Affairs Officer
- Altoona Campus—Director, Director of Education, Director of Regulatory Affairs

The Title IX Coordinator will provide a summary of the investigation and information gathered during the formal review process to the South Hills Conduct Board. Both parties (the accuser and the accused) may present witnesses at the hearing. Both parties may question all witnesses.

Timely Notice of Meetings

Both parties will be given timely notice of meetings and hearing at which the accuser or the accused or both may be present.

Advisor

Both parties may be assisted by an “advisor”. “Advisor” is defined as any person who provides the accuser or the accused support, guidance, or advice. The advisor may:

1. Accompany the accuser and accused in the disciplinary hearing
2. Advise the accuser and accused in the preparation and presentation of information

The advisor may **not** make a presentation or represent the accused or accuser. Both parties must ask and respond to questions on their own behalf.

Evidence

Evidence to be presented by the accuser and the accused during the hearing on the charges must be shared with the opposing party at least (2) business days in advance of the scheduled hearing. The South Hills Conduct Board hearing the case may exclude any evidence that has not been shared **or** adjourn the hearing to afford all parties the opportunity to review evidence to be presented at the hearing.

The South Hills Conduct Board residing at the hearing will make the final decision relating to the admissibility of all evidence.

Notification

Within three (3) days after the end of the hearing, the South Hills Conduct Board will notify the complainant and respondent simultaneously, in writing, of the final outcome of the process.

Sanctions

Not all forms of sexual misconduct are equally serious offenses. South Hills reserves the right to impose different sanctions, ranging from written warning to expulsion, depending on the severity of the offense. South Hills will consider the concerns and rights of both the accuser and the accused of sexual misconduct.

- **Stalking**
 - ⇒ **Student.** Any student found responsible for violating the policy on stalking will likely receive a sanction ranging from written warning to expulsion, depending on the severity of the incident. Previous Code of Conduct violations will be taken into account.
 - ⇒ **Employee.** Any faculty/staff member responsible for violating the policy of stalking will be dismissed as an employee until a determination is reached. If the individual is found guilty, that faculty/staff member will be fired.
- **Sexual Assault, Domestic Violence, or Dating Violence**

- ⇒ **Student.** Any student found responsible for violating the policy on sexual assault, domestic violence, or dating violence will be expelled.
- ⇒ **Employee.** Any faculty/staff found responsible for violating the policy on sexual assault, domestic violence, or dating violence will be fired for due cause.

Protective Measures

Following the final determination of the South Hills Conduct Board regarding sexual assault, domestic violence, dating violence, or stalking, South Hills may impose the following protective measures for the victim:

- Administrative Directive for No Contact
 - ⇒ The offender is mandated to have no contact with the victim, to include: verbal, written, text, or e-mail.
- Change in course assignment/schedule
 - ⇒ If it is possible, the course/schedule of the offender will be changed first.
- Withdraw from class or retake a class without penalty

Appeal Process

South Hills does not have an appeal process to the final decision from the South Hills Conduct Board. The Conduct Board decision is final. Both the accuser and the accused would have been present during the hearing, and both parties would have heard the argument and evidence. Both parties will have simultaneously received the Conduct Board's final decision and understand that the final ruling was made on the preponderance of the evidence.

Should the accuser or the accused desire to further pursue the alleged offense, South Hills recommends that he/she report the alleged offense to local law enforcement, if he/she did not do so previously.

Retaliation

No member of the South Hills community may retaliate, intimidate, threaten, coerce, or otherwise discriminate against a person who files a Title IX complaint, serves as a witness, or assists/participates in a Title IX proceeding in any manner. Participants who experience retaliation should report the incident to the South Hills Director of Regulatory Affairs.

Sex Offender Registration

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, South Hills School is required to advise the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student.

A listing of registered sex offenders in your area can be found online at pameghanslaw.state.pa.us.

Bystander Intervention

How to Help as a Bystander

South Hills expects all members of our School's community to take reasonable to prevent or stop an act of sexual misconduct. Bystanders can help in several different ways, including direct invention, seeking assistance from an authority figure, or calling State or local law enforcement.

If You See an Act of Sexual Misconduct

It is important to understand that **no** individual has the right to be violent, regardless of whether people are in a relationship. Recognizing when acts of sexual misconduct are occurring is the first step to intervening. If you make the decision to intervene, do so safely—violence does not stop violence, and, if you cannot stop the act with your words, call law enforcement.

If a Victim Confides in You

It is important to let the victim tell their story. Listen respectfully, and help them explain and identify what has happened to them. Do not contradict them or play “devil’s advocate” even if parts of the story don’t immediately make sense. Help the victim identify others in their network who they can confide in. Ask the victim what they need to feel safe, encourage them to seek medical attention and counseling, and encourage them to report the act if they feel comfortable doing so. ***The first people that a victim talks to can have a significant impact on the person and their ability to report and get through an ordeal.*** Be a supportive, kind, understanding and nonjudgmental person and you can be a positive force for this victim in seeking the help they require to move forward.

DRUG/ALCOHOL ABUSE PREVENTION PROGRAM

Introduction

South Hills has an obligation to do whatever we can to make sure our students are aware of the dangers of drug and alcohol abuse. We not only have an obligation to our students, but also an obligation to the employers who hire our graduates. We have made a commitment to help students receive the best education possible for their chosen career. Employers of our graduates trust us to provide the best employees in the field with top-notch skills. We cannot fully educate students or provide employers with good employees if our students are using drugs or alcohol.

In accordance with the Drug-Free School and Communities Act amendments of 1989, Public Law 101-226, South Hills is hereby declared a drug- and alcohol-free school and workplace. In conformance with the law, South Hills will make a good faith effort to maintain a drug- and alcohol-free school and workplace through implementation of the following policy. South Hills has established and maintains a drug- and alcohol-free awareness program.

Policy Statement on Drugs & Alcohol

Students are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to South Hills, including grounds, parking areas, anywhere within the building, or while participating in school-related activities.

Drug & Alcohol Programs

The school provides a program related to drug use and abuse, including dissemination of information materials, educational programs, and counseling services each year.

Disciplinary Procedures

Students found to be using drugs or alcohol during school hours will be required to meet with the Director and/or Campus Director. The student will be counseled and, if necessary, referred for additional professional counseling.

Sanctions

As a condition of enrollment, students must abide by the terms of the policy or South Hills will take one or more of the following actions within 30 days with respect to any student who violates this policy by:

- Written warning
- Reporting the violation to law enforcement officials

- Requiring each student to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency
- Expulsion

Pennsylvania Drug & Alcohol Law

In accordance with Pennsylvania law:

- The legal drinking age in Pennsylvania is 21; persons under the age of 21 may not consume, purchase or possess alcohol.
- It is unlawful to sell or furnish alcoholic beverages to persons under the age of 21.
- It is unlawful for persons under the age of 21 to misrepresent one's age for the purposes of purchasing alcoholic beverages.
- It is illegal to possess, consume, or sell illicit drugs including marijuana, narcotics, hallucinogens, amphetamines, and barbiturates.

South Hills is willing to assist Individuals who have questions about how drug or alcohol use can affect the mind, body or career or individuals who need information to stop using drugs or alcohol. Information and resources are available from our Drug Abuse Prevention Coordinator, Barbara Harer. Ms. Harer is located at South Hills' State College Campus.

Health Risks

Considerable health risks are associated with the abuse of controlled substances. Substance abuse dramatically impairs employee and student performance, contributes to absenteeism and presents safety risks for not only the abusing employee or student but also to others within the college community. The following are general descriptions of some of the health risks associated with substance abuse from the National Institute of Drug Abuse website at <http://www.drugabuse.gov>:

Alcohol

Loss of concentration and judgment; slowed reflexes; disorientation leading to higher risk of accidents and problem behavior; risk of liver and heart damage, malnutrition, cancer and other illnesses; can be highly addictive to some persons.

Amphetamines

Can cause rushed, careless behavior and pushing beyond your physical capacity leading to exhaustion; tolerance increases rapidly; causes physical and psychological dependence; withdrawal can result in depression and suicide; continued high doses can cause heart problems, infections, malnutrition and death.

Cannabis

Can cause permanent damage to lungs, reproductive organs and brain function; slows reflexes; increases forgetfulness; alters judgment of space and distance.

Cocaine

Causes damage to respiratory and immune systems; induces malnutrition, seizures and loss of brain function. Some forms (such as "crack") are highly addictive.

Hallucinogens (PCP, LSD, Ecstasy)

Cause extreme distortions of what's seen and heard; induces sudden changes in behavior, loss of concentration and memory; increases risk of birth defects in user's children; overdose can cause psychosis, convulsions, coma and death. Frequent use can cause permanent loss of mental function.

Inhalants (Nitrous Oxide, Amyl Nitrite, Butyl Nitrite, Chlorohydrocarbons, Hydrocarbons)

Cause nausea, dizziness, fatigue, slurred speech, hallucinations or delusions; may lead to rapid and irregular heart rhythms, heart failure and death; long-term use may result in loss of feeling, hearing and vision; can result in permanent damage to the brain, heart, lungs, liver and kidneys.

Narcotics (Heroin, Morphine, Opium, Codeine)

Highly addictive; tolerance increases rapidly; cause physical and psychological dependence; overdose can cause coma, convulsions, respiratory arrest and death; leads to malnutrition, infection and hepatitis. Sharing needles is a leading cause of the spread of HIV and hepatitis.

Sedatives

Tolerance increases rapidly; produces physical and psychological dependence; cause reduced reaction time and confusion; overdoses can cause coma, respiratory arrest, convulsions and death; withdrawal can be dangerous; in combination with other controlled substances can quickly cause coma and death.

Signs of Substance Abuse

Signs of substance abuse include:

- Sudden change in behavior
- Mood swings—irritable and grumpy and then suddenly happy and bright
- Withdrawal from family members
- Careless about personal grooming
- Loss of interest in hobbies, sports, and other favorite activities
- Changed sleeping pattern—up at night and sleeps during the day
- Red or glassy eyes
- Stuffy or runny nose

Drug & Alcohol Program Review

South Hills Drug and Alcohol Abuse Coordinator provides resources and education regarding drug and alcohol abuse.

Drug and Alcohol Abuse Coordinator:

State College: Barbara Harer, Director of Student Affairs & Community Outreach
Altoona: Todd Estright, Assistant to the Director

South Hills reviews its Drug/Alcohol Abuse Prevention Program biennially. The purpose of the review is to:

- Determine the effectiveness and implement changes to the program if needed
- Ensure that the disciplinary sanctions described in the program are consistently enforced

The Drug Abuse Prevention Coordinator, Director of Regulatory Affairs, and Campus Director meet on or about September 1, biennially to discuss documented instances where the Drug/Alcohol Abuse Prevention Program has been violated. A biennial review of South Hill's Drug/Alcohol Abuse Prevention Program was conducted to assess the current program and make recommendations for improvement, if needed.

There has been no report of drug or alcohol violations during the past three years. Therefore, no assessment can be made to determine if the program and sanctions at South Hills are effective. However, we cannot assume that no incidents are a direct correlation to our Drug/Alcohol Abuse Prevention Program, so we will continue our efforts in creating awareness in our fight against drug and alcohol abuse.

Assistance Services by County	
Blair County	
Blair County Drug and Alcohol Program 3001 Fairway Drive Altoona, PA 16602 814-381-0921	Substance abuse assistance, mental health and welfare issues
Centre County	
Centre Co. Mental Health, Intellectual Disability, Early Intervention, Drug & Alcohol 3500 E. College Ave State College, PA 16801	Drug and alcohol counseling, emergency care, mobile unit available to assist mental health intervention
Clearfield/Jefferson Counties	
Clearfield-Jefferson Drug and Alcohol Commission 135 Midway Drive Suite A DuBois, PA 15801 814-371-9002 1-800-892-9002	Drug and alcohol counseling, prevention, mental health
Huntingdon County	
Main Stream Counseling 900 Washington Street Huntingdon, PA 16652 814-643-1114 8:00 a.m.-5:00 p.m.	Crisis intervention and substance abuse
Mifflin & Juniata Counties	
Juniata Valley Tri-County Drug and Alcohol Abuse Commission 31 South Dorcas Street Suite D Lewistown, PA 17044 Phone: (717) 242-1446 Web: www.tricountydrugandalcohol.com	Services available include outpatient counseling, partial hospitalization, halfway house, case management services, and more.
Cambria County	
Cambria County Drug and Alcohol Program Central Park Complex 110 Franklin Street Suite 200 Johnstown, PA 814-536-5388 Weekdays 814-535-8531 Weekends/Evenings	Treatment options and support.

HATE CRIMES

For the purpose of the Violence Against Women Act of 2014 (VAWA) requirements, a hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. VAWA identifies hate crimes as a bias, preformed negative opinion/attitude toward a group of persons based on their:

Categories/Definitions of Hate Crimes

Race

Persons who have common physical characteristics genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind.

Gender

Person is male or female.

Gender Identity

Persons whose gender identity and biological sex are not congruent.

Religion

Persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

Sexual Orientation

Persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

Ethnicity

Persons who share a common and distinctive culture, religion, language, etc.

National Origin

Persons based on their birthplace, ancestry, culture, or accent.

Disability

Person based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

SEX DISCRIMINATION & HARASSMENT

Sex Discrimination & Harassment Policy

South Hills intends to provide a work and school environment that is pleasant, safe, comfortable, and free from intimidation, hostility, other offenses which may interfere with work or school performance. Harassment of any sort—verbal, physical, visual—will not be tolerated.

Definition

Sex discrimination and harassment is conduct that discriminates, interferes with an individual's academic performance, work performance, or creates an intimidating, hostile or offensive environment in which to learn or work on the basis of an individual's gender.

Forms of Harassment

Sexual harassment is a form of discrimination—it is **illegal**. No student or employee, either in the academic environment or workplace, should be subject to unwelcome verbal or physical conduct that is sexual in nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior of a sexual nature that is not welcome, that is personally offensive, and that interferes with performance. It is expected that students, faculty and staff will treat one another with respect.

1. Sexual Harassment

- Sexual Harassment may take many forms—subtle and indirect, or blatant and overt.
- It includes, but is not limited to, the following:
 - ⇒ It may occur between individuals of the opposite gender or of the same gender.
 - ⇒ It may occur between two students or between an instructor and a student.
 - ⇒ It may be aimed at coercing an individual to participate in an unwanted sexual relationship or it may have the effect of causing an individual to change behavior or work/academic performance.
 - ⇒ It may consist of repeated actions or may even arise from a single incident if sufficiently severe.

⇒ It may also rise to the level of a criminal offense, such as battery or sexual violence.

2. Harassment

- Harassment is not necessarily sexual in nature. It may be, but is not limited to:
 - ⇒ Words
 - ⇒ Signs
 - ⇒ Jokes
 - ⇒ Pranks
 - ⇒ Intimidation
 - ⇒ Physical Contact
 - ⇒ Violence

Context of Harassment

Determining what constitutes sexual harassment under this policy is dependent upon the specific facts and the context in which the conduct occurs. Some conduct may be inappropriate, unprofessional, and/or subject to disciplinary action, but would not fall under the definition of sexual harassment. Examples of unwelcome conduct of a sexual/gender related nature that may constitute sexual harassment include, but are not limited to:

- Sexually explicit or gender related statements, comments, questions, jokes, innuendoes, anecdotes, or gestures
- Other than customary handshakes, uninvited touching, patting, hugging, or purposeful brushing against a person's body or other inappropriate touching of an individual's body
- Remarks of a sexual nature about a person's clothing or body
- Use of electronic mail or computer dissemination of sexually oriented, sex-based communications
- Sexual advances, whether or not they involve physical touching
- Displaying sexually suggestive objects, pictures, magazines, cartoons, or screen savers
- Inquiries, remarks, or discussions about an individual's sexual experiences or activities

Reporting Procedure

Any incidents of harassment must be immediately reported to the Campus Director or Title IX Coordinator. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved.

Altoona, Campus Director: Holly Emerick	814-944-6134 Ext. 3022	hemerick@southhills.edu
State College, Director: Mark Maggs	814-234-7755, Ext. 2018	mmaggs@southhills.edu
Title IX Coordinator: Natalie Lombardo- Beaver	814-234-7755, Ext 2062	nbeaver@southhills.edu

Sanctions

South Hills will also take any additional action necessary to appropriately remedy the situation.

- ⇒ **Student.** Any student found responsible for violating the policy on harassment will likely receive a sanction ranging from written warning to expulsion, depending on the severity of the incident. Previous Code of Conduct violations will be taken into account.
- ⇒ **Employee.** Any faculty/staff member responsible for violating the policy of harassment will receive a sanction ranging from written warning to fired, depending on the severity of the incident.

Retaliation

No adverse employment action will be taken for any employee making a good-faith report of alleged harassment. No adverse action will be taken for any student making a good-faith report of alleged harassment.

Liability

South Hills accepts no liability for harassment of one employee by another employee or one student by another student. The individual who makes unwelcome advances, threatens, or in any way harasses another employee or student is personally liable for such actions and their consequences. South Hills will not provide legal, financial, or any other assistance to an individual accused of harassment if a legal complaint is filed.

MISSING STUDENT NOTIFICATION

South Hills does not provide student housing at any of its locations.

ASSISTANCE HOTLINES LISTED BY COUNTY

RAINN Rape/Abuse/Incest National Network		Free Confidential Help
24 Hour Crisis Help-Line		800-656-HOPE (4673)
Blair County		
Family Services 2022 Broad Ave Altoona, PA 16602 24 Hour Crisis Hotline 1-800-500-2849	Comprehensive victim services, sexual assault intervention, domestic violence program & shelter; free and confidential helpline	
Blair County Drug & Alcohol Program 3001 Fairway Drive Altoona, PA 16602 814-381-0921	Substance abuse assistance, mental health and welfare issues	
Centre County		
Call 211 Referral Hotline		
Centre Safe 140 W Nittany Avenue State College, PA 16801 24-HR Hotline: 877-234-5050 814-234-5050	Sexual and domestic assault, counseling and legal support, PFA assistance, emergency shelter	
Centre Co Mental Health, Intellectual Disability, Early Intervention, Drug & Alcohol 3500 East College Avenue State College, PA 16801 814-355-6782 (M-F, 8:30 AM-5 PM) 800-643-5432 Help Line (24-hour)	Drug and alcohol counseling, emergency care, mobile unit available to assist, mental health intervention	
Community Help Center 410 South Fraser Street State College, PA 16801 24-HR Hotline: 800-494-2500 814-237-5855	Counseling and referrals for physical and sexual abuse, drug and alcohol problems, other social service needs	
Veteran's Counseling Outpatient 3048 Enterprise Drive State College, PA 16801	Post-traumatic stress disorder, substance abuse, mental health issues, grief, adjustment disorders.	

814-867-5415 877-626-2500 Suicide Crisis Line: Counseling 800-273-8255	Suicide Counseling
Clearfield/Jefferson Counties	
Community Action Crossroads Project 105 Grace Way Punxsutawney, PA 15767 800-598-3998 814-938-3302	Domestic violence program, emergency shelter, advocacy support group
Huntingdon County	
Huntingdon House 401 Seventh Street Huntingdon, PA 16652 24-HR Hotline: 814-643-1190 814-643-2801	Domestic violence and sexual assault, legal advocacy (PFA), emergency shelter, counseling and support services
Main Stream Counseling 900 Washington Street Huntingdon, PA 16652 814-643-1114 8:00 a.m.-5:00 p.m.	Crisis intervention and substance abuse
Mifflin & Juniata Counties	
The Abuse Network 31 South Dorcus Street Lewistown, PA 17044 24-HR Hotline: 717-242-2444 717-447-1885	Sexual assault, domestic violence, victim services, medical advocacy, support groups & education
Clear Concepts of Lewistown 24 North Main Street Lewistown, PA 17044 717-242-3070	Substance abuse counseling, substance abuse treatment
Tri-County Crisis 24-HR Help Line: 717-242-2444	All areas of mental health issues. Support and crisis intervention. County MHMR Office.

DRUG & ALCOHOL—POTENTIAL LEGAL SANCTIONS

Legal sanctions under local, state and federal law for unlawful use or distribution of illicit drugs and alcohol include:

FEDERAL TRAFFICKING PENALTIES

Federal Trafficking Penalties for

Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/ Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	
Substance/Quantity			Penalty	
Any Amount Of Other Schedule I & II Substances			First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.	
Any Drug Product Containing Gamma Hydroxybutyric Acid				
Flunitrazepam (Schedule IV) 1 Gram			Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.	
Any Amount Of Other Schedule III Drugs			First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious bodily injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.	
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)			First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.	
Any Amount Of All Schedule V Drugs			First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.	
Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances				
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants		First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual. Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.		
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants		First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.		

	Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.
Hashish More than 10 kilograms	Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)	First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual. Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
1 to 49 marijuana plants	
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

<http://www.justthinktwice.com/>
<http://www.getsmartaboutdrugs.com/>
http://www.deadiversion.usdoj.gov/drug_disposal/takeback/index.html

PENNSYLVANIA DRUG PENALTIES

- Possession of 30 grams or less of marijuana: misdemeanor and up to 30 days in jail and a fine of \$500. Possible 6 months loss of license and driving privileges. (A-31)
- Possession of drug paraphernalia, or selling/distributing marijuana: 6-12 months in jail and/or a fine of up to \$2500 (A-32)
- Simple possession of any drug: 6-12 months in jail on first offense. \$5000 fine
18-36 months in jail after first offense. \$25,000 fine (A-16)
- Possession with intent to Deliver: 35 PS – SS780-113 (a) (30)
 - ⇒ Marijuana: Depending on amt. 30 to 60 months. \$100,000 fine
 - ⇒ Ecstasy: Depending on amt. 30-180 months. \$250,000 fine
 - ⇒ Cocaine, PCP, Meth: 60-120 months. \$100,000 fine.
 - ⇒ Heroin: 90-180 months. \$250,000

Penalties may be doubled or tripled if you are also charged with distributing controlled substances in a school zone, or distributing to a minor/person under 21 years of age.

ALTOONA

Criminal Offenses – On Campus

Criminal Offense	2016	2017	2018
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0

Sex Offenses			
• Rape	0	0	0
• Fondling	0	0	0
• Incest	0	0	0
• Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft (not including theft from a motor vehicle)	0	0	0
Arson	0	0	0
VAWA Crimes			
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

Criminal Offenses – Public Property

Criminal Offense	2016	2017	2018
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses			
• Rape	0	0	0
• Fondling	0	0	0
• Incest	0	0	0
• Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft (not including theft from a motor vehicle)	0	0	0
Arson	0	0	0
VAWA Crimes			
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

Arrests – On Campus

Crime	2016	2017	2018
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Arrests – Public Property

Crime	2016	2017	2018
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions – On Campus

Crime	2016	2017	2018
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions – Public Property

Crime	2016	2017	2018
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

On-campus property—refers to leased space comprising the building and its parking space or the leased floors, hallways, stairways/elevator (if applicable), and parking lot.

Public property—encompasses all public property including thoroughfares, streets, sidewalks, and parking facilities (i.e. public parking), that are within the campus or immediately adjacent and accessible from the campus.

Note: All data reported is for the South Hills location. Data was not available from the local and/or state law enforcement agencies that meet the Clery geography.

The number of “unfounded” crime reports = 0

STATE COLLEGE

Criminal Offenses – On Campus

Criminal Offense	2016	2017	2018
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0

Sex Offenses			
• Rape	0	0	0
• Fondling	0	0	0
• Incest	0	0	0
• Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft (not including theft from a motor vehicle)	0	0	0
Arson	0	0	0
VAWA Crimes			
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

Criminal Offenses – Public Property

Criminal Offense	2016	2017	2018
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses			
• Rape	0	0	0
• Fondling	0	0	0
• Incest	0	0	0
• Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft (not including theft from a motor vehicle)	0	0	0
Arson	0	0	0
VAWA Crimes			
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

Arrests – On Campus

Crime	2016	2017	2018
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Arrests – Public Property

Crime	2016	2017	2018
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions – On Campus

Crime	2016	2017	2018
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions – Public Property

Crime	2016	2017	2018
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

On campus property—refers to leased space comprising the building and its parking space or the leased floors, hallways, stairways/elevator (if applicable), and parking lot.

Public property—encompasses all public property including thoroughfares, streets, sidewalks, and parking facilities (i.e. public parking), that are within the campus or immediately adjacent and accessible from the campus.

Note: All data reported is for the South Hills location. Data was not available from the local and/or state law enforcement agencies that meet the Clery geography.

The number of “unfounded” crime reports = 0

HATE CRIME REPORTING

Annual Report

Based on the Violence Against Women Act of 2014 geographic requirements, there were no hate crimes reported for the years 2016, 2017, and 2018 at the State College or Altoona locations.

All Locations—Occurrences of Hate Crimes

Category of Bias for crimes reported in 2017											
Criminal Offense	2016 Total	2017 Total	2018 Total	Race	Religion	Gender	Gender Identity	Sexual Orientation	Ethnicity	National Origin	Disability
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses											
• Rape	0	0	0	0	0	0	0	0	0	0	0
• Fondling	0	0	0	0	0	0	0	0	0	0	0
• Incest	0	0	0	0	0	0	0	0	0	0	0
• Statutory rape	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft (not including theft from a motor vehicle)	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0

FIRE SAFETY REPORT

A fire safety report is required by the Violence Against Women Act of 2014 for all institutions that provide student housing.

South Hills School of Business & Technology does not provide student housing at any of its locations.