

2023 ANNUAL SECURITY AND FIRE SAFETY REPORT

STATISTICS FOR 2020, 2021, and 2022



CURTIS
INSTITUTE OF MUSIC

CURTIS INSTITUTE OF MUSIC
1726 LOCUST STREET
PHILADELPHIA, PA 19103

2023 Annual Security and Fire Safety Report

The safety, security, and well-being of our students, faculty, staff, and visitors at the Curtis Institute of Music are of paramount importance. Safety is a shared responsibility and the best protection against campus crime is an aware, informed, alert campus community with a commitment to reporting suspicious activities and using common sense when carrying out daily activities.

The vast majority of our students, faculty, staff, and visitors do not experience crime at Curtis. Despite our best efforts, though, crimes may occur. The information contained in this Annual Security and Fire Safety Report is provided as part of our commitment to campus safety and security, and in compliance with: federal law; The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act); the Pennsylvania Uniform Crime Reporting Act (UCR, formerly known as the College and University Security Information Act); the amendments to the VAWA (Violence Against Women Act), the final regulations of which were effective July 1, 2015, and the reauthorization of VAWA in 2022. If you have concerns, questions, or comments about federal or state law requirements or Curtis's compliance with these laws, please contact the vice president of people and culture at (215) 717-3174.

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Security Report

Security at the Curtis Institute of Music is a responsibility of the office of the director of campus safety. The director of campus safety, in conjunction with the vice president of people and culture, is responsible for ensuring that all policies and procedures are followed.

SECURITY POLICIES AND PROCEDURES

SECURITY SERVICES

In addition to the director of campus safety, Curtis employs a campus safety site supervisor and a campus safety supervisor to supervise and manage Curtis's contracted security staff. Contracted security personnel are present on campus during operating hours in the main building (1726 Locust St.) and 24 hours per day in Lenfest Hall (1616 Locust St.). All officers are provided through an outside contractor, Top of the Clock. At all times during the regular school year, at least two security officers are on campus to oversee all security-related matters.

Top of the Clock personnel follow and enforce the policies and procedures set by Curtis, as well as appropriate local, state, and federal laws. Top of the Clock officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Curtis. All serious incidents (commonly referred to as Part I crimes—including murder, rape, robbery, assault, burglary, auto theft, and arson) are reported to the City of Philadelphia's Police Department. Known and reported crimes against persons on campus are kept in the Daily Crime and Fire Log, available to view by request at the security desks in 1726 and 1616 Locust Street.

Top of the Clock officers can contact their management and Curtis management at any time, 24 hours a day. If incidents arise that are beyond the capability of Curtis's campus safety staff or contracted security personnel, city police are expected to respond and to assist in the proper handling of an incident. Security officers are not authorized to carry or discharge weapons on campus and do not receive training for certification under Pennsylvania Act 120. Top of the Clock staff receive in-service and on-the-job training in such areas as: proper handling of incidents; investigation and reporting of incidents; fire safety procedures; hands-on CPR, basic first aid, and defibrillator training; MOAB (management of aggressive behavior) training; and client relations.

CRIME REPORTING

Curtis encourages students, faculty, and staff to take an active and responsible role in both their own security and the security of others. Curtis encourages and expects prompt and accurate reporting of any suspicious behavior or any suspected criminal activity to a campus security authority. In addition to in-house campus safety staff and Top of the Clock security personnel, the following staff members or departments have been designated as Campus Security Authorities:

- senior vice president of administration
- provost
- dean
- vice president of people and culture and Title IX coordinator
- manager of student life and international student affairs
- senior associate dean of student affairs

- manager of residence life and off-campus housing
- performance staff
- senior director of administration and operations, vocal studies and Curtis Opera Theatre
- 1726 receptionist
- director of facility operations
- Lenfest Hall resident coordinators
- summer programs administrative staff

Curtis's campus safety staff and/or Top of the Clock personnel, as appropriate, respond to each reported incident by conducting an immediate investigation and by creating an incident report. Curtis does not have a policy regarding voluntary confidential reporting of crimes. Each case is handled according to its severity and local police are contacted when warranted. If the reported incident represents a threat to other students or to employees, Curtis issues a timely warning. Crime and fire statistics are collected from campus security authorities and local police and are tallied for the Annual Security and Fire Safety Report by the vice president of people and culture.

Curtis acknowledges that only sworn or commissioned law enforcement personnel may "unfound" a crime. If a previously-reported crime is determined to be unfounded, the change will be notated on the next annually-printed Annual Security and Fire Safety Report.

SECURITY AWARENESS

When an incident occurs that does not warrant a timely warning or emergency notification but creates a need for heightened safety awareness, a security alert e-mail is sent to the Curtis community via Curtis's e-mail system. The alerts include basic information about the incident, safety and security recommendations, and reminders to be aware of personal security and the security of others.

TIMELY WARNINGS

When the director of campus safety, vice president of people and culture, senior vice president of administration, provost, or dean become aware of criminal incidents as reported under the Clery Act that, in the judgment of senior staff, constitute an ongoing or continuing threat to the campus community, they will issue timely warnings. Senior staff will determine an appropriate communication method for each timely warning. Communication options include but are not limited to mass e-mails through preformed distribution lists, One Call Now system (see below), intercom system in Lenfest Hall and 1726 Locust Street, postings on bulletin boards, or alerts on digital signage. Senior staff or an appropriate designee will continue to monitor the situation that triggered the timely warning. Senior staff can decide to reissue or alter the timely warning using one or more of the above communication vehicles if or when conditions have changed. Students, faculty, and staff are encouraged to check email and the bulletin boards and digital signs regularly for information regarding such security matters. Members of the community who know of a crime or other serious incident should report that incident as soon as possible to a campus security authority so that a timely warning can be issued, if warranted. Senior staff may decide to delay a timely warning if, among other reasonable factors, it is determined that the timely warning would compromise efforts to assist a victim, contain the emergency, or respond to the emergency.

EMERGENCY NOTIFICATION SYSTEM

Curtis subscribes to One Call Now, an emergency mass-notification vendor, with the ability to deliver automated phone calls, texts, and e-mails within minutes to all members of the Curtis community. If

necessary, senior staff will confirm that a significant emergency is occurring and will initiate a notification without delay. The One Call Now system is tested at least once each academic semester to ensure accurate phone, text, and e-mail information for members of the Curtis community. Details on and results from each test are kept on record with the director of campus safety.

MISSING STUDENT NOTIFICATION POLICY

Any member of the Curtis community, including a parent or legal guardian, who believes that a Curtis student residing in on-campus housing is missing should notify a staff member in each of the following offices:

- Lenfest Hall campus security: (215) 875-4200 (24 hours a day, 7 days a week)
- Manager of residence life and off-campus housing: (215) 875-4256 (9 a.m.–5 p.m., Monday–Friday)

Curtis will investigate all missing-student reports received. In order to develop a thorough investigation plan, staff may utilize the following possible investigation steps, including but not limited to: use of phone, e-mail, text, and social media to attempt to reach the student; contacting known friends, roommates, faculty, campus employers, and others who may have had contact with the student in previous days; exploring and verifying any use of student ID card activities to enter buildings or make purchases on campus; and consulting with other campus authorities who may know the student or specific circumstances or events pertinent to the student and the possible disappearance. If this investigation determines that the student's whereabouts have been unknown for twenty-four (24) hours, that student is considered to be missing. Within 24 hours of that determination, Curtis will:

- notify the individual identified as the student's confidential missing person contact (if provided);
- notify the student's "emergency contact";
- notify a parent or guardian (if under 18 and not emancipated); and
- notify Philadelphia Police Department or other appropriate local police.

All students living in Lenfest Hall are strongly encouraged to provide the Curtis Institute of Music with a confidential missing person contact who Curtis will notify if the student is determined to be missing. This contact information may be the same or distinct from the "emergency contact." This information will be maintained in the Curtis Student Information System, accessible only to authorized campus officials, and will be disclosed to law enforcement authorities only when used in connection with responding to a report that the student is missing. If a student wishes to provide Curtis with this contact information in the event they are reported missing, they may contact the manager of residence life and off-campus housing.

FACILITIES

Curtis endeavors to maintain its facilities in a manner designed to promote optimum security and safety. All individuals seeking access to Curtis's facilities are screened by a campus safety employee, security officer, or building receptionist. The process of screening is aided by electronic access cards and an electronic video-camera system.

All students, faculty, and staff possess a Curtis photo ID, which must be presented upon request. This ID provides secure access to Lenfest Hall (1616 Locust St.), Rubenstein Centre (1620 Locust St.), Rock Resource Center (1720 Locust St.), and 1726 Locust Street (after before 9am and after 5pm) via electronic card readers.

Curtis permits guests during regular school hours. Each guest must sign in at the security desk at 1726 Locust St. or 1616 Locust St. (Lenfest Hall). Guests must be accompanied at all times by a student, faculty member, or staff member when they visit. Guests are not permitted to attend lessons, classes, or student practice without prior permission from authorized staff. Overnight guests of students living in on-campus housing are required to register at the Lenfest Hall security desk and leave a form of photo ID (e.g., driver's license, passport) at the security desk, which will be stored securely during their stay, and returned when the guest departs. The guest must be accompanied by the hosting student at all times when on campus.

Student lockers are available in Lenfest Hall for both instruments and personal belongings, including books and clothing.

Possession or use of any weapons on campus by any student or employee is strictly prohibited.

CRIME AWARENESS AND PREVENTION PROGRAMS

From time to time, Curtis conducts programs to inform students and employees about campus security procedures, practices, and responses, and about crime awareness and prevention in general. Information about these programs is communicated to students and employees in a timely fashion.

GENERAL PROGRAMS

In-service programs for students and for faculty and staff are scheduled during the school year; current and past programs have included Setting Personal Boundaries, Title IX Awareness and Sexual Assault/Harassment Prevention, Active Shooter, Active Bystander, Fire Safety, and Shelter in Place trainings. Student communications are regularly provided electronically and in print with resources and information on sexual assault prevention, drug and alcohol use and prevention, Title IX, the Violence Against Women Act (VAWA), the Clery Act, the Annual Security and Fire Safety Report, and more. Security awareness information is provided through the Safety and Security section of the Curtis portal and through Workplace Safety Committee communications. Flyers and informational literature on bystander intervention and resources in cases of interpersonal violence are available on campus, with contact information for key members of Curtis staff, resident coordinators, student council, licensed and board-certified psychologists, and the Penn Student Health Service, including the Penn Women's Center.

NEW STUDENT-FOCUSED PROGRAMS

Significant attention is given to educational programs during New Student Orientation that promote safety and focus on the prevention of dating violence, domestic violence, sexual assault, and stalking, as well as sex- and gender-based harassment. Given the unique set of experiences Curtis students encounter surrounding public performances, attention is also focused on asserting boundaries while in the public spotlight. Additionally, given the small size of the student body, group discussions often complement formal presentations to assist with student retention of information.

Curtis Title IX, sex- and gender-based misconduct, and bystander intervention orientation with the Title IX Coordinator

- Definitions of dating violence, domestic violence, sexual assault, and stalking
- Reporting options for sexual misconduct violations, including dating violence, domestic violence, sexual assault, and stalking
- Definition of consent
- Available confidential resources
- Student rights and victim support services, including accommodations for victims
- Understanding of the alcohol amnesty policy and how to help a friend in need
- Group discussion of why sexual misconduct prevention is important
- An awareness of how frequently sexual misconduct occurs on college campuses
- Recognize harmful situations
- Support options available to victims of sexual misconduct
- Bystander Intervention training including how to listen and help a friend and how to impact the culture within the campus community

Presentation and Discussion with the Senior Associate Dean of Student Affairs

- A discussion and understanding of common alcohol and drug cultures on college campuses
- Review of the Student Code of Conduct, complaint, and adjudication processes

- Review of the Curtis Student Alcohol Policy
- Legal issues surrounding alcohol and drugs
- Harm reduction strategies
- Emergency response

Sessions and Discussion with Board-Certified Psychologists

Under the guidance of a board-certified psychologist, students gather in private small groups based on age and gender for confidential discussions.

City and Community Safety with Director of Campus Safety, Security Personnel, Manager of Student Life and International Student Affairs, and Manager of Residence Life and Off-Campus Housing

- Safety resources on campus and in community
- Awareness of living in urban environment
- Recommended routine safety precautions

ONGOING PREVENTION PROGRAMS

Training of Student Leaders

Student leaders, including the assistant director of residence life, resident coordinators, and orientation leaders are strongly encouraged to attend and actively participate in all training programs for new students. Student leaders often lead discussions and provide practical examples from their personal experiences.

Wellness Activities

Wellness programs topics have covered honing life skills in personal boundaries and assertiveness, and in bystander intervention. Representatives from local professional organizations participate in an annual Wellness Day fair on campus.

Resources and Communication Strategies

All students receive links to digital literature available on the Curtis internal portal with names and numbers of mental health professionals, hotlines, and the Philadelphia Sexual Assault Resource Center. Curtis has a memorandum of understanding in place with WOAR/Philadelphia Center Against Sexual Violence to provide victim advocate services. Resource information is also contained in the Student Wellness Guide, distributed annually to all students. Literature is available in the fifth-floor student lounge in Lenfest Hall, at the Rock Resource Center, in the student lounge in 1726 Locust St., from the manager of student life and international student affairs, and from the senior associate dean of student affairs. In addition, students receive regular e-communications from the manager student life and international student affairs on VAWA-related topics, such as social media and avoiding unwanted attention.

All students are given the Code of Conduct each year at registration and the Code of Conduct is on the Curtis website. Resources and information on VAWA crimes are published in the Curtis Student Code of Conduct.

Student Input

The student council takes an active role in working with Curtis on improving its security policies and procedures. Students are encouraged to bring their questions, concerns, or suggestions either directly to the senior associate dean of student affairs, director of campus safety, the Title IX Coordinator, or to their student council representatives.

Resident Coordinators

Resident coordinators (RCs) receive training in CPR, first aid, Mental Health First Aid, AED, Narcan/overdose reversal awareness, residence life emergency and crisis management, and general security awareness, including their role as Campus Security Authorities. Training with the director of campus safety included safe de-escalation strategies and recognizing signs of crisis. Training is done at the start of each school year and again in January. RCs participate in an in-depth discussion with the manager of residence life and off-campus housing and the Title IX coordinator covering Curtis' complete Sexual Misconduct Policy (see Appendices) and bystander intervention. This includes defining consent, especially as it refers to Curtis' unique population of various age groups. The discussion also covers the many types of sexual misconduct outlined in the Sexual Misconduct Policy, including but not limited to VAWA definitions of sexual assault, domestic violence, dating violence, and stalking. Options for reporting a case of sexual misconduct and how to access resources such as counseling, and law enforcement reporting are reviewed, and RCs are given information on WOAR and their offerings. The RCs also participate in roundtable discussions with a licensed and board-certified psychologist promoting the RC role as student leader. Topics discussed include effective listening skills, making medical or psychological referrals, victim advocacy, confidential resources, and more. RCs are encouraged to attend the New Student-focused programs and participate as student leaders.

FACULTY- AND STAFF-FOCUSED PROGRAMS

Faculty and staff receive sexual assault awareness training and attend programs on VAWA-related topics, directed by the Title IX coordinator. Recent training on Title IX and VAWA-related topics has been accomplished through the Vector Solutions/SafeColleges.com online platform. Faculty members are also provided information in the Faculty Handbook.

Key staff members, including campus safety staff and staff members directly involved with performances and members of the Workplace Safety Committee, are trained in the use of a Curtis-owned defibrillator (AED), are certified in CPR, and receive basic first aid training. All Top of the Clock security officers posted at Curtis are required to have CPR/AED training, as well. Workplace Safety Committee meetings are held monthly year-round.

All employees are encouraged to bring questions, concerns, or suggestions directly to the senior vice president of administration, director of campus safety, or vice president of people and culture. Communication with members of the Workplace Safety Committee, the senior associate dean of student affairs, the manager of student life and international student affairs, and the manager of residence life and off-campus housing is also encouraged.

Curtis does not have a policy of automatically refusing to accept students with criminal records. Each such case is handled on an individual basis with full consideration given to all pertinent factors including, but not limited to, the security and safety of the entire campus community. Each employee's hire is subject to written consent for a background and criminal check. If the background and criminal check indicates prior or current criminal charges and/or convictions, Curtis reserves the right to deny employment.

Additionally, Curtis requires all employees, students, volunteers, and outside contractors who supervise or have direct contact with children to comply with Pennsylvania Act 153.

SEXUAL AND GENDER-BASED MISCONDUCT POLICIES AND PROCEDURES

Please refer to the Sexual and Gender-Based Harassment and Interpersonal Violence Policy in the Appendices for detailed definitions of what constitutes sexual harassment, sexual violence, sexual assault, and consent; descriptions of victim rights and support services; and the procedures when a sex- or gender-based conduct occurs. The policy also describes possible sanctions imposed and the range of possible protective measures that can be employed when sexual misconduct has occurred.

Curtis will change a victim's academic, working, transportation, and living arrangements after an alleged sex offense, if requested and if viable options are reasonably available. Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA). Curtis is required to provide a written explanation of the rights and options of individuals who report being victims of dating violence, domestic violence, sexual assault, or stalking. This notification is to include information on counseling and mental health, health services, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims at Curtis and in the community.

Curtis is required to provide a prompt, fair, and impartial disciplinary proceeding in cases of alleged dating violence, domestic violence, sexual assault, or stalking, with the assurance that officials will be appropriately trained and do not have a conflict of interest or bias for/against the accuser or accused, and that the accuser, the accused, and officials will be given timely and equal access to information to be used during disciplinary meetings and hearings. The accuser and accused are to have equal opportunities to have others present at proceedings, including an advisor of their choice, and are to be given simultaneous written notification of the results of proceedings and available appeal procedures, with assurance that proceedings will be completed in a reasonably prompt time frame.

TITLE IX

In compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, Curtis does not discriminate on the basis on race, color, religion, gender, gender identity, sexual orientation, national or ethnic origin, ancestry, age, disability, veteran status, and/or marital status in its employment process, in any phase of its admission or financial aid programs, or other aspects of its educational programs or activities. The vice president of human resources and Title IX coordinator is the individual designated by Curtis to coordinate its efforts to comply with Title IX. Questions about Title IX compliance can be addressed to the Title IX coordinator at titleix@curtis.edu.

DRUG AND ALCOHOL POLICY

Unlawful activities relating to drugs and alcohol—such as the unlawful use, possession, transfer, or sale of any controlled substance (i.e., drugs) and/or alcohol—by any student or employee is forbidden in any of the Curtis facilities or on Curtis owned or controlled property. Curtis will take appropriate actions to ensure the enforcement on its premises of Pennsylvania's underage drinking laws, as well as Pennsylvania and federal drug laws.

Employees are required to adhere to Curtis's drug-free workplace policy and the substance-abuse prevention policy. Those who violate these policies may be subject to disciplinary procedures or may be required to participate in drug or alcohol rehabilitation programs. Students or employees who have questions or concerns about alcohol or drugs are encouraged to use the medical and counseling resources provided by Curtis. These

services adhere to all applicable laws governing the confidentiality of patient information. Any further questions can be addressed by the office of the vice president of people and culture at (215) 717-3174.

Fire Safety Report

Lenfest Hall opened in the summer of 2011 at 1616 Locust St., doubling the size of the school's campus. In addition to increased teaching space and dining facilities, Curtis offers in Lenfest Hall on-campus housing for up to ninety students. With the opening of Lenfest Hall, federal law now requires the publication of an annual fire safety report.

Lenfest Hall fire drills are held each academic semester. A fire log has been maintained since the opening of staff offices in Lenfest Hall on June 20, 2011, and is combined with the crime log. The daily fire and crime log is maintained at the security desks in Lenfest Hall and 1726 Locust Street. Curtis is committed to rigorously testing fire safety policies and procedures to identify those needing improvement and will address them accordingly. The manager of residence life and off-campus housing is experienced in fire safety matters, and reviews policy and procedures with the resident coordinators in Lenfest Hall. Resident coordinators cover fire safety, evacuation, and drill procedures contained in the Residential Handbook in floor meetings with students every semester. Participation in fire drills is mandatory. Fire emergency evacuation instructions and a floor map are on the back of the front door in all residential suites, by the elevators, and inside every teaching studio, practice room, and office in the building.

Per federal law, the Curtis Institute of Music is required to annually disclose statistical data on all fires that occur in on-campus housing facilities.

Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing.

Lenfest Hall Security: (215) 875-4200

Director of Campus Safety: (215) 717-3198

Director of Facility Operations: (609) 221-7271

Manager of residence life and off-campus housing: (215) 875-4256

Student residences in Lenfest Hall have numerous fire safety systems:

- Completely automatic sprinkler system
- Fire alarm systems monitored by security staff 24/7
- Smoke detectors in each sleeping room, common areas, and corridors
- Fire extinguishers strategically placed throughout the building
- Dedicated fire extinguishers in the common area of all residential suites
- Fire command center
- Fire-rated egress corridors and stairwells
- Accommodations for residents with disabilities according to their needs
- Evacuation plans and placards throughout the building.

POLICY ON PORTABLE ELECTRICAL APPLIANCES AND OPEN FLAMES

Computers, stereos, televisions, radios, non-commercial hairdryers, and other similar appliances are permitted unless specifically prohibited by the residence staff. All appliances must have a manufacturer's label that shows the electrical ratings and listing by a nationally-recognized testing laboratory (e.g., ETL, UL, etc.). Curtis strongly recommends the use of a surge protector(s) for these appliances.

Coffeemakers and irons are permitted, as long as they are equipped with automatic shutoffs.

Occupants are asked to avoid overloading circuits by using too many appliances or electronics at once, and to avoid fire hazards created by overloading outlets or by using multiple power strips or extension cords to power electric items.

Space heaters may only be used when approved by Curtis facilities personnel.

Certain items are prohibited in the residence hall for safety and security purposes. These include, but are not limited to, the following items: portable air conditioners; alcoholic beverages; alcoholic containers or paraphernalia (including any type of posters); blenders; burners of any type; candles or any live flame; electric frying pans; fireworks or explosives; flame-emitting articles; flammable liquids and other similar materials; grills (indoor or outdoor) of any kind, including electric, gas, or coal; guns or firearms of any type (including BB guns, pellet guns, starter pistols, and water guns) and ammunition; halogen lamps; heating coils; hookahs; hot flammable liquids; hotplates, camp stoves, and electric burners; illegal drugs; illegal knives; immersion heaters; incense; lava lamps; microwaves (other than those provided in the suites by Curtis); extra furniture (sofas, beds, etc.) unless approved by student services/facilities staff; ovens; potpourri burners; power tools (large); rice cookers (only permitted in the kitchen on the fifth floor of Lenfest Hall); smoothie makers; toasters (only permitted in the kitchen on the fifth floor of Lenfest Hall); water or gel beds; weapons of any type, including sling shots, knives, bows and arrows, or any other dangerous instruments; and weight-lifting equipment (large). Hoverboards or other motorized vehicles may not be operated, charged, or stored in the residence hall.

FIRE- OR SMOKE-PRODUCING ARTICLES

Bunsen burners, portable stoves, kerosene lamps, cut trees, incense and candles are prohibited in Lenfest Hall. Possession of woks, potpourri burning units or other fire-starting devices/substances is prohibited in the building, as is their use in residential suites or on the outdoor terrace space.

LAMPS: SPECIAL SAFETY ADVISORY

- The use of halogen lamps is strictly prohibited.
- Carefully read all safety instructions and warnings that accompany any lamp before use.
- Never use bulbs of a higher wattage or of a different style than is recommended by the manufacturer's instructions.
- Never remove or discard a bulb that is hot to the touch; don't try to operate a lamp that has damaged or missing parts.
- Do not place lamps near clothing, draperies or bedding, as incidental contact with the lamp bulb could ignite the material. Keep lamps away from windows, bunk beds, and closets.
- NEVER place materials such as towels, scarves, fabric, or clothing of any kind on top of lamps.
- Avoid placing lamps in locations where they may be knocked over.
- Always remember to turn off and unplug any lamp when changing bulbs or when leaving your room/apartment.
- Taking proper precautions and guarding against potential hazards posed by lamps will help ensure community safety.

SMOKING POLICY

Lenfest Hall is a smoke-free building. Smoking of any substance is prohibited in all residential buildings, the terrace, and outdoors within 20 feet of windows and doors. This policy encompasses the use of hookahs and other smoking paraphernalia, including e-cigarettes (electronic cigarettes), and vaporizers. Those who violate this policy may face disciplinary action, fines, and possible termination of their housing agreement.

LENFEST HALL PROCEDURES FOR EVACUATION IN THE CASE OF A FIRE

In case of fire, follow procedures below:

BE PREPARED

1. Know the locations of all exits from the building and how to access them.
2. Know the procedures posted on the inside of your front door and the elevator lobby.
3. Know the location of alarm-pull stations (usually near an exit) and fire extinguishers and know how to use them. Fire extinguishers are strategically placed throughout the building. There is a fire extinguisher in the closet in the common area of each suite.
4. Know where the safe staging areas are located once you evacuate the building.
5. Always keep fire doors closed to prevent infiltration of toxic gasses, fumes and smoke.
6. Maintain visibility through fire door windows: do not hang signs, posters or notices on windows.
7. Report vandalism of all fire equipment to a resident coordinator or other campus safety authority.

ON DISCOVERING A FIRE

1. Notify persons in the immediate vicinity. Awaken your suitemates if they are sleeping and inform them of the alarm.
2. Leave immediately. Close all doors and windows as you leave.
3. Sound the fire alarm. Call 911 once you are in a safe area.
4. Do not use elevators. The elevators will stop if the power fails, and you could be trapped inside. Always exit upper floors via the fire stairways.
5. Vacate the building and move to a safe staging area away from the building.
6. Contact Security at (215) 875-4200 to notify them about the fire and advise if you have called 911.

WHEN THE ALARM SOUNDS

1. Awaken suitemates, inform them of the alarm, and leave immediately.
2. Be prepared to take directions from building staff, and fire and police personnel.
3. Dress appropriately for the current weather. You may need to leave the building and wait in a remote location before being readmitted. Shoes and a coat are essential. Take a wet towel (optional) and your keys and Curtis ID card.
4. Vacate the building if the emergency requires.
5. Do not use elevators.

AFTER A FIRE

All fires, no matter how small, should be reported.

EVACUATION/FIRE DRILLS

In accordance with the Philadelphia Fire Prevention Code (Chapter 4, Section F-405) for High Rise Buildings, fire drills are conducted twice annually (once during the fall semester and once during the spring semester). Daytime drills are held for all Curtis buildings, and a nighttime drill is held for the residence hall,

Lenfest Hall. A general announcement about fire drills is made the week in which drills are held, and a reminder of drill procedures is sent prior to the fall semester drill. Participation in fire drills is mandatory.

Staff (and residence coordinators, in the case of the nighttime drills) monitor the drills, report on evacuation times, and share observations about emergency strobes, lights, alarms, or equipment that may require attention. Once the buildings are confirmed to be fully evacuated, and all alarms, strobes, annunciators, and related equipment have been restored to normal working conditions, an “all clear” is issued. A report with duties, times, and observations is completed for each drill.

Evacuation information for the residence hall is contained in the Office of Residence Life Residential Handbook and includes the following:

- If you hear the fire alarm and there has been no prior notification, you must assume that there is a real fire emergency.
- Evacuation drills are held to educate and prepare residents to follow safety procedures. Drills are required by the fire code and are scheduled to comply with this code. Drills are not scheduled to take place in the middle of the night.
- Fire emergency procedures pertinent to each residence are posted on the back of room doors. If you do not find a Fire Evacuation Procedures sticker on the back of your front door, please notify the senior director of facility operations. Participate in drills so you will know what to do.
- Fire code requires that residents leave their rooms during emergency drills.
- Stairwell exit doors are to be used only in such an emergency. These doors, marked FIRE EXIT ONLY, can activate an alarm when opened.
- Special procedures for fire and other emergencies applicable to your residence will be distributed as appropriate.
- Failure to evacuate when requested, or to follow other instructions by emergency personnel, may result in disciplinary action and criminal prosecution.

Pennsylvania Uniform Crime Statistics

2022 CALENDAR YEAR

The Pennsylvania College and University Security Information Act requires the release of crime statistics and This rate is based on the actual number of full-time-equivalent (FTE) students and employees, which is calculated according to a state-mandated formula. For the calendar year 2022, the student population was 151 and the faculty and staff population was 168, including full-time and part-time employees (89 FTE). The index in the table below is based on incidents per 100,000 FTEs.

CRIME RATES: FTE BASIS						
	2020		2021		2022	
Incident Type	Number	Rate*	Number	Rate*	Number	Rate*
Criminal Homicide	0	0	0	0	0	0
Forcible Rape	0	0	0	0	0	0
Robbery	0	0	3	1,293	0	0
Aggravated Assault	0	0	0	0	0	0
Simple Assault	0	0	0	0	1	319
Burglary	0	0	0	0	1	319
Theft	3	1,315	3	1,293	2	638
Motor Vehicle Theft	0	0	0	0	0	0
Attempted Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Forgery/Counterfeiting	0	0	0	0	0	0
Fraud	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0
Stolen Property (Buying, Receiving, and Possessing)	0	0	0	0	0	0
Vandalism	7	3,070	0	0	1	319
Weapons Offense	0	0	0	0	0	0
Prostitution & Commercialized Vice	0	0	0	0	0	0
Sex Offenses (other than Prostitution and Forcible Rape)	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Gambling	0	0	0	0	0	0
Offenses Against Family & Children	0	0	0	0	0	0
Driving Under the Influence (DUI)	0	0	0	0	0	0
Liquor Laws	0	0	0	0	0	0
Drunkenness (excl. Liquor Law Violations)	0	0	2	862	0	0
Disorderly Conduct	0	0	0	0	0	0
Vagrancy	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
All Other Offenses (except Traffic)	0	0	0	0	0	0
Total	10	4,385	8	3,448	5	1,595
Student Population (FTE)	145		151		151	
Faculty & Staff (FTE)	83		81		89	
Total	228		232		240	

*The crime rate is determined by dividing the total population (full-time and part-time) into 100,000 and multiplying the answer by the number of incidents occurring on campus during the reporting period.

Clery Act Crime Statistics

The Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act requires the release of statistics on certain criminal incidents, arrests, and disciplinary referrals occurring on campus to all students and employees. It also requires that those statistics be available to prospective students and employees upon request. The law requires statistics for an expanded area beyond the campus and it requires these statistics to be shown in specific geographic categories. The following statistics are provided in compliance with the specific time periods, crime classifications, geographic categories, and arrest data mandated by federal law. (See the Glossary in the Appendix for a list of crimes reported under the Jeanne Clery Act and their definitions.) Not all jurisdictions that were reached out to responded to our requests for data.

Please note that reported crimes may involve individuals not associated with Curtis Institute of Music.

JANUARY 1, 2022 THROUGH DECEMBER 31, 2022

	Campus	On-Campus Residential	Non-Campus	Public Property
Murder	0	0	0	0
Manslaughter	0	0	0	0
Sex Offenses				
Rape	0	0	0	0
Fondling	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	1	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Liquor Law Violations				
Arrests	0	0	0	0
Disciplinary Referrals	0	0	0	0
Drug-Related Violations				
Arrests	0	0	0	0
Disciplinary Referrals	0	0	0	0
Weapons Possessions				
Arrests	0	0	0	0
Disciplinary Referrals	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0

There were no hate crimes, as defined by applicable federal law, reported at the Curtis Institute of Music in 2022. For 2022 data, the following non-campus locations were considered:

- All Hallows Episcopal Church, 262 Bent Road, Wyncote, PA 19095
- Amphitheater; Seventeenth Church of Christ, Scientist, 55 E. Wacker Drive, Chicago, IL 60601
- Benjamin Franklin Hall, 427 Chestnut St, Philadelphia, PA 19106
- Bethel United Methodist Church Fellowship Hall, 129 W. 4th St, Lewes, DE 19958
- Boettcher Concert Hall, 1000 14th St, Denver, CO 80202
- Catalina Foothills High School Performing Arts Center, 4300 E Sunrise Dr, Tucson, AZ
- Cathedral of the Immaculate Conception, 259 East Onondaga Street, Syracuse, NY 13202
- Century II Concert Hall, 225 West Douglas Avenue, Wichita, KS 67202
- Church of the Good Shepherd, 1116 Lancaster Avenue, Bryn Mawr, PA 19010
- Church of the Redeemer, 230 Pennswood Road, Bryn Mawr, PA 19010
- Comstock Concert Hall, 105 E Brandeis Ave., Louisville, KY 40208
- Farley's House of Pianos, 6522 Seybold Road, Madison, WI 53719
- First Presbyterian Church of Philadelphia, 201 S. 21st Street, Philadelphia, PA 19103

- Great Harbor Yacht Club, 96 Washington Street, Nantucket, MA 02554
- Highfield Hall, P.O. Box 494, 56 Highfield Drive, Falmouth, MA 02541
- JCC Metro West, 760 Northfield Ave, West Orange, NJ 07052
- Kaufmann Concert Hall at 92nd Street Y, 1395 Lexington Ave, New York, NY
- Kimmel Cultural Campus, Perelman Theater, 300 S. Broad St., Philadelphia, PA 19102
- Kleinhans Music Hall, 3 Symphony Circle, Buffalo, NY 14201
- Library of Congress, Coolidge Auditorium 101 Independence Ave SE, Washington, DC 20540
- Mercer University, Neva Langley Fickling Hall, McCorkle Music Building,
1329 Adams Street, Macon, GA 31207
- Nantucket Atheneum, 1 India Street P.O. Box 808, Nantucket, MA 02554
- National Building Museum, 401 F St NW, Washington, D.C. 20001
- New World Center, 500 17th St, Miami Beach, FL 33139
- Norton Center at Centre College, 600 West Walnut, Danville, KY 40422
- Parker Concert Hall, 184 Brevard Music Center Drive, Brevard, NC 28712
- Private Home, 1065 King of Prussia Road, Radnor, PA 19087
- Private Home, 1 Old Harbor Rd, Nantucket, MA 02554
- Private Home, 3600 Bust Head Road, The Plains, VA 20198
- Private Home, 714 Morris Avenue, Bryn Mawr, PA 19010
- Private Home, 139 Booth Lane, Haverford, PA 19041
- Private Home, 113 Cherry Lane, Wynnewood, PA 19096
- Saint Mark's Church, 1625 Locust Street, Philadelphia, PA 19103
- Salida Steamplant Event Center, 220 W Sackett Ave., Salida, CO 81201
- Sandler Center for the Performing Arts Stage, 201 Market St, Virginia Beach, VA 23462
- Siasconset Casino, 10 New Street, Siasconset, MA 02564
- St. Thomas' Episcopal Church, Whitmarsh, 7020 Camp Hill Road, Fort Washington, PA 19034
- Clayton State University, Spivey Hall, 2000 Clayton State Blvd, Morrow, GA 30260
- The River Club, 447 E. 52nd St., New York, NY 10022
- The Trust Performing Arts Center, 37 N. Market St., Lancaster, PA 17603
- University of Georgia Performing Arts Center, Hugh Hodgson Concert Hall,
230 River Road, Athens, GA 30605
- Woodmere Art Museum, 9201 Germantown Avenue, Philadelphia, PA 19118

JANUARY 1, 2021 THROUGH DECEMBER 31, 2021

	Campus	On-Campus Residential	Non-Campus	Public Property
Murder	0	0	0	0
Manslaughter	0	0	0	0
Sex Offenses				
Rape	0	0	0	0
Fondling	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	3
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Liquor Law Violations				
Arrests	0	0	0	0
Disciplinary Referrals	0	2	0	0
Drug-Related Violations				
Arrests	0	0	0	0
Disciplinary Referrals	0	0	0	0
Weapons Possessions				
Arrests	0	0	0	0
Disciplinary Referrals	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0

There were no hate crimes, as defined by applicable federal law, reported at the Curtis Institute of Music in 2021. For 2021 data, the following non-campus locations were considered:

- Carver High School of Engineering and Science, 1600 W Norris Street, Philadelphia, PA 19121
- Cayuga Elementary School, 4344 N 5th Street, Philadelphia, PA 19140
- Church of the Holy Trinity, 1904 Walnut Street, Philadelphia, PA 19103
- Hunter Elementary School, 2400 N Howard Street, Philadelphia, PA 19133
- Immaculata University, 1145 King Road, Malvern, PA 19355
- Kimmel Center, 300 S. Broad Street, Philadelphia, PA 19102
- Lehigh University, 27 Memorial Dr W, Bethlehem, PA 18015
- Longwood Gardens, 1001 Longwood Road, Kennett Square, PA 19348
- Merriam Theater, 250 S. Broad Street, Philadelphia, PA 19102
- Philadelphia Museum of Art, 2600 Benjamin Franklin Parkway, Philadelphia, PA 19130
- Project HOME - Kate's Place, 1929 Sansom Street, Philadelphia, PA 19103
- Sunday Breakfast Rescue Mission, 302 N 13th Street, Philadelphia, PA 19107
- Carnegie Hall, Stern Auditorium/Perelman Stage, 881 7th Ave, New York, NY 10019

JANUARY 1, 2020 THROUGH DECEMBER 31, 2020

	Campus	On-Campus Residential	Non-Campus	Public Property
Murder	0	0	0	0
Manslaughter	0	0	0	0
Sex Offenses				
Rape	0	0	0	0
Fondling	2	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	3	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Liquor Law Violations				
Arrests	0	0	0	0
Disciplinary Referrals	0	0	0	0
Drug-Related Violations				
Arrests	0	0	0	0
Disciplinary Referrals	0	0	0	0
Weapons Possessions				
Arrests	0	0	0	0
Disciplinary Referrals	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0

There were no hate crimes, as defined by applicable federal law, reported at the Curtis Institute of Music in 2020. For 2020 data, the following non-campus locations were considered:

- Carver High School of Engineering and Science, 1600 W Norris Street, Philadelphia, PA 19121
- Cayuga Elementary School, 4344 N 5th Street, Philadelphia, PA 19140
- Church of the Holy Trinity, 1904 Walnut Street, Philadelphia, PA 19103
- Hunter Elementary School, 2400 N Howard Street, Philadelphia, PA 19133
- Immaculata University, 1145 King Road, Malvern, PA 19355
- Kimmel Center, 300 S. Broad Street, Philadelphia, PA 19102
- Lehigh University, 27 Memorial Dr W, Bethlehem, PA 18015
- Longwood Gardens, 1001 Longwood Road, Kennett Square, PA 19348
- Merriam Theater, 250 S. Broad Street, Philadelphia, PA 19102
- Philadelphia Museum of Art, 2600 Benjamin Franklin Parkway, Philadelphia, PA 19130
- Project HOME - Kate's Place, 1929 Sansom Street, Philadelphia, PA 19103
- Sunday Breakfast Rescue Mission, 302 N 13th Street, Philadelphia, PA 19107
- Society of the Four Arts, 100 Four Arts Plaza, Palm Beach, FL 33409
- Union League Club of Chicago, 65 W. Jackson Blvd, Chicago, IL 60604

- Roosevelt University, 430 S. Michigan Avenue, Chicago, IL 60605
- Chicago Cultural Center, 78 E> Washington St, Chicago, IL 60602
- Christ the Lord Lutheran Church 9205 E. Cave Creek Rd, Carefree, AZ 85377
- University of Georgia, Hugh Hodgson Concert Hall, 230 River Rd, Athens, GA 30605
- Virginia Tech, Moss Arts Center, Fife Theater, 190 Alumni Mall, Blacksburg, VA 24060
- Duke University, Baldwin Auditorium, 1336 Campus Drive, Durham, NC 27705
- Carnegie Hall, Stern Auditorium/Perelman Stage, 881 7th Ave, New York, NY 10019

Appendices

CURTIS STUDENT CODE OF CONDUCT

I. Preamble

The Curtis Institute of Music educates and trains exceptionally gifted young musicians to engage a local and global community through the highest level of artistry. One of the world's leading music schools, Curtis provides full-tuition scholarships to all of its students, ensuring that admissions are based solely on artistic promise. A Curtis education is uniquely tailored to the individual student, with personalized attention from a celebrated faculty and frequent performance opportunities.

Curtis is a community in which musical and intellectual growth, learning by doing, mutual tolerance, and respect for freedom of thought and expression are principles of great importance. In an environment that promotes the free interchange of ideas, cultural diversity, and space for artistic, intellectual, and social growth, Curtis students are encouraged to take advantage of the range of opportunities available to them, thereby deepening their own insights and expanding their educational experience beyond Curtis. The Curtis community consists of students, faculty, staff, and those otherwise affiliated with the school, all of whom are invited to participate actively in the greater Philadelphia, state, national, and international communities in which they reside.

By accepting membership into the Curtis community, a student accepts an obligation to promote its welfare by assuming the rights and responsibilities listed below. Each member of this community is responsible for their own actions and is expected to respect the rights of others.

Whenever, in this Code, a particular Curtis officer is identified by title, a designee may be substituted with the approval of the Dean.

II. Rights of Student Citizenship

Membership in the Curtis community affords every student certain rights that are essential to the school's educational mission and its character as a community:

- A. The right to have access to and participate in the academic and nonacademic opportunities afforded by Curtis, subject to applicable standards or requirements and as judged appropriate by Curtis in its academic judgment.
- B. The right to freedom of thought and expression.
- C. The right to be free from discrimination on the basis of race, color, gender, gender identity, sexual orientation, religion, national or ethnic origin, age, disability, or veteran status.

D. The right to a process in the determination of accountability for conduct that follows the procedures set forth in this Code, which Curtis has determined are fair and reasonable.

III. Responsibilities of Student Citizenship

Students are expected to exhibit responsible behavior regardless of time or place, both on and off campus. Failure to do so may result in disciplinary action. This policy specifically applies to all conduct occurring on Curtis' campus or Curtis sponsored activities, and to any conduct that occurs off-campus where that conduct affects the Curtis community. At Curtis, responsible behavior is a standard of conduct that reflects higher expectations than may be prevalent outside the Curtis community. Any student who violates this Code is subject to the disciplinary sanctions as set forth here.

Responsible behavior includes but is not limited to the following obligations.

A. Students shall:

1. Comply with all provisions of the Curtis "Academic Honesty Policy." (Page 23)
2. Comply with all Curtis policies, procedures, regulations and instructions.
3. Respect the health, safety and well-being of others. This prohibits acts or threats of physical abuse, verbal abuse, threats, bullying, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health, safety or well-being of any person. This also includes any violation of the Curtis [Sexual and Gender-Based Harassment and Interpersonal Violence Policy](#), and any such conduct is addressed through the procedures set forth in that policy.
4. Respect the rights of fellow students to participate in organizations and in relationships with other students without fear, threat, or any act of hazing. Hazing is any act which endangers the mental or physical health or safety of a student for the purpose of initiation and admission into, affiliation with, or as a condition of continued membership in any group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; it is a violation of this Code.
5. Comply and adhere to Curtis Student Technology Policy (page 18)
6. Be honest and truthful in dealings with Curtis about all matters, including one's own identity (e.g., name or Social Security number), and in the use of Curtis and other identification.

7. Cooperate fully and honestly in any student disciplinary matter or other Curtis proceeding.
8. Comply with all Curtis contracts, such as the Lenfest Hall Housing Agreement and other contracts.
9. Engage in responsible social conduct that reflects credit upon the Curtis community and to exemplify good citizenship in any community.
10. Comply with federal, state, and local laws, including complying with the directions of Curtis officials or law enforcement officers acting in performance of their duties.
11. Comply with state and local laws and regulations that prohibit the use, possession, or distribution of illegal drugs and alcoholic beverages to any person less than twenty-one (21) years of age.

B. Students shall not do or attempt to do any of these things:

1. Engage in conduct toward other students that infringes upon the Rights of Student Citizenship.
2. Steal and/or damage, deface or misuse of property or facilities of Curtis or of other members of the Curtis community or other personal or public property.
3. Possess, duplicate, or use keys on any Curtis premises or otherwise obtain entry without proper authorization.
4. Possess or use dangerous articles (such as firearms, explosive materials, other weapons, dangerous chemicals, etc.) on Curtis property or at Curtis events.
5. Use, possess, manufacture or distribute alcoholic beverages on Curtis premises, except as expressly permitted by Curtis regulations.
6. Use or consume any alcohol or controlled substance while on campus or representing Curtis at outside performances, concerts or any other Curtis function. This prohibition applies to every student regardless of age, and includes periods before the performance, regardless of place, and during or after the performance while at the performance venue. Under no circumstances should a student appear at any performance or other Curtis functions while under the influence of alcohol or illegal drugs. For additional information, refer to the Drug and Alcohol Abuse Prevention Student Policy.
7. Possess, use, or distribute any controlled substance in violation of law. Refer to the Drug and Alcohol Abuse Prevention Student Policy.

8. Engage in the unauthorized entry into or transfer of any Curtis computer file or the file or computer of any member of the Curtis community; use another person's identification or password; use any computer or electronic device to interfere with the work of another member of the community and/or the normal operation of Curtis. Students are not permitted to use Curtis computers, email accounts, or labs for illegal purposes or for the transmission of material that is unlawful, harassing, libelous, invasive of another's privacy, abusive, threatening, harmful, vulgar, obscene, or otherwise objectionable, or that infringes or may infringe the intellectual property or other rights of a person or organization. This includes the use of electronic messaging, texting, Facebook, or any other social media outlet.
9. Distribute unauthorized copyrighted material, including peer-to-peer file sharing. Violation of this policy may subject the student to civil and criminal penalties, as well as Code of Conduct sanctions.
10. Disrupt or obstruct teaching, performance, or any disciplinary process, or other Curtis activity, including public service functions, whether on or off campus.

IV. Procedure for Complaint

Any member of the Curtis community may file a complaint against a student for a violation of the Student Code of Conduct by giving a written statement to the senior associate dean of student affairs or designee of student affairs. A complaint may also be initiated by Curtis through its administrators. Complaints should be filed as soon as possible after the action upon which the complaint is based. In cases of sexual misconduct, refer to the [Sexual and Gender-Based Harassment and Interpersonal Violence Policy](#) Complaint Procedure.

After the complaint is received, the student against whom the complaint has been made (sometimes referred to here as "Respondent") will be required to meet with the senior associate dean of student affairs [hereafter, "senior associate dean"]. The senior associate dean or designee will discuss the matter with the Respondent, present the Respondent with a statement of the substance of the complaint, and explain the procedure governing the consideration of a complaint. The Respondent may have an advisor, and if needed, an interpreter. The advisor is not an advocate, and may not be an attorney, but rather is a source of personal and moral support to the student and is to help ensure that the student understands the disciplinary process. Where appropriate the student making the complaint may also have an advisor.

After the initial meeting with the senior associate dean or designee, the Respondent then has the option to:

1. Admit the validity of the complaint and request a meeting with the senior associate dean or designee. The Dean and the senior associate dean or designee will determine the appropriate sanction to be imposed. The sanction may be appealed as outlined in section V. item E.
2. Deny the charges and request further proceedings. The senior associate dean or designee will then determine whether the case should be handled through the Minor Misconduct Procedure or referred to the Student Conduct Board. The Student Conduct Board hears all cases that may result in suspension or expulsion.

A. Minor Misconduct Procedures

For disciplinary violations where the resulting sanction would not be suspension or expulsion, the matter will generally be handled as a minor misconduct matter (although the senior associate dean or designee will always have the authority to refer the matter to the Student Conduct Board).

A minor misconduct process is typically conducted by the senior associate dean or designee and may include investigation and formal resolution, depending on the nature of the charges. The senior associate dean or designee will send the Respondent written notification of the allegations of misconduct and the aspects of the Student Code of Conduct that allegedly have been violated. In addition, the student will receive the date and time of a scheduled administrative review with the senior associate dean or designee to adjudicate the matter. During that initial meeting, the student will be given the opportunity to review all available information regarding the allegation(s) in question and an opportunity to respond to those allegations. If, during the course of the administrative review with the Respondent, the senior associate dean or designee determines the incident being discussed is more serious than was originally believed, the administrative review will be stopped immediately, and the incident will be referred to the Student Conduct Board.

After the administrative review and a review of the information available, including an opportunity for the respondent to respond, the senior associate dean or designee will make a determination as to whether it is more likely than not that the Respondent violated the Student Code of Conduct and, if so, issue sanctions or an educational response. Should the Respondent fail to attend the administrative review with the senior associate dean or designee, the student conduct administrator will consider the information available and render a decision regarding the respondent's responsibility and sanctions, if any.

The Minor Misconduct Process is subject to appeal pursuant to the appeal procedures discussed below.

B. Student Conduct Board (SCB)

Cases that may result in suspension or expulsion or that are otherwise referred by the senior associate dean or designee will be adjudicated by the Student Conduct Board (SCB). The Dean will serve as the Student Conduct Board Administrator. The Student Conduct Board will consist of the Dean acting as chair and two impartial parties selected by the Dean. The students involved will be informed of the membership of the SCB and will have the opportunity to state whether they feel any member cannot act impartially with regard to the complaint. In such cases, the Dean will evaluate the concerns raised by the student and make a final decision as to the makeup of the SCB.

1. Initiation of Charges and Investigation

The senior associate dean or designee will oversee an investigation into complaints of misconduct appropriate to the nature of the allegations. A Respondent who is alleged to have violated the policy will be issued an allegation letter and provided an opportunity to respond in the course of the investigation, the pre-adjudication procedures, and the SCB adjudication. The allegation letter may be updated or amended during the course of the investigation based on information that is revealed during the investigation. In all instances, the respondent will have the opportunity to respond to the allegations during the course of the investigation. At the conclusion of the investigation, the senior associate dean or designee will collect the relevant information to be used at the hearing, including any witness statements, and include such information in a report to be used at the hearing.

2. Formal Charge and Pre-adjudication Meeting

After the completion of any necessary investigation, the senior associate dean or designee will determine whether a hearing is warranted. If so, the senior associate dean or designee will send written notification to the Respondent setting forth all of the formal charges to be addressed at a hearing and a date for a hearing. This letter will generally be issued at least seven days before the date of the hearing. The senior associate dean or designee will also schedule a pre-adjudication meeting with the Respondent before the hearing, where the senior associate dean or designee will reiterate the process of the hearing and answer any questions the respondent may have about the process. The Respondent will have the opportunity to review the report to be used during the hearing before the commencement of the hearing, typically at least three days before the hearing. Where appropriate, and depending on the nature of the charges, the student

bringing the complaint may also have the opportunity for a pre-adjudication meeting and the opportunity to review some or all of the report, as appropriate.

During the course of the investigation, the parties will have the opportunity to identify witnesses. If any party wishes for witnesses to appear to offer live testimony at the hearing, they should identify those witnesses to the senior associate dean or designee at least three days before the hearing with an explanation as to why the student believes the witness is appropriate. Witnesses will only be called at the hearing if the SCB decides it is appropriate to call them.

3. Hearing Procedures

The SCB will provide for the administration and conduct of any hearing in a manner consistent with this Code to determine whether a student has violated the Code and whether sanctions are to be imposed. The specific procedure for a hearing will be determined by the SCB, taking into account the nature of the allegations and any other relevant information. Any such hearing will not be open to the public or members of the Curtis community. Due to the sensitive nature of this process, members of the SCB and all participants are expected to keep all proceedings strictly confidential. A record will be made of the hearing, typically through audio recording.

Typically, the hearing will consist of the Dean calling the hearing to order and explaining the process to be used during the hearing. The senior associate dean or designee will typically present a summary of the charges and may provide a brief overview of the report. Depending on the nature of the charges, the complaining student may also be given the opportunity to make a statement. If the complaining party makes a statement, the SCB will have the right to ask questions and the Respondent will have the opportunity to pose written questions directed at the Complainant which, if relevant and appropriate, will be asked by the SCB. The respondent will be given an opportunity to address the charges through an oral or written statement. The SCB will have the opportunity to ask questions of the Respondent and, if appropriate, the complainant may have the opportunity to pose written questions directed at the Respondent which, if relevant and appropriate, will be asked by the SCB. The SCB will then determine what witnesses to call and will have the opportunity to ask them questions. Typically, the Respondent will have the right to pose questions to witnesses through written questions which will be asked by the SCB if deemed relevant and appropriate. The SCB may offer the Parties the opportunity to provide closing statements.

4. Deliberation and Outcome

The SCB will then deliberate. The standard to be applied is whether the information presented at the hearing establishes that it is more likely than not that a policy violation occurred. The SCB will seek to arrive at a consensus; if it cannot, the outcome will be determined by vote. If the SCB determines that the student is responsible, it will deliberate on the appropriate sanction, taking into account all relevant information including the nature of the allegations and the Respondent's prior disciplinary history. The outcome of the SCB hearing will be provided to Respondent in written form. If legally permissible, the outcome will also be shared with the complaining partner.

5. A decision of the SCB is final unless written notice of intent to appeal is filed with the senior associate dean or designee within 48 hours of receiving the written outcome letter.

6. Appeal Procedure: The Respondent may file a written appeal within 7 days of having filed notice of intent to appeal with the senior associate dean or designee receiving the outcome letter. Dissatisfaction with the outcome of the proceeding is not a ground for appeal. Appeals will be limited to the grounds of new evidence that would affect the finding of the adjudication and that was unavailable at the time of the investigation; procedural error(s) that had a material impact on the outcome; and the sanctions imposed were grossly disproportionate to the violation committed. The appeal shall be in writing and clearly set forth the grounds that support the appeal.

The appeal will be decided by a designee in Senior Administration who has not had any direct role in the SCB's decision. The decision on appeal may affirm the original findings, amend the findings, and/or revise the sanctions, depending on the basis of the requested appeal. If a procedural error is identified, the matter may be sent back for additional review. The decision of the designee on the appeal is final.

V. Parallel Proceedings

Curtis disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both criminal law and the Student Code of Conduct. Proceedings under this Code may move forward without regard to whether criminal or other proceedings are pending. Sanctions will not be subject to change because of the outcome of any other external proceeding, whether criminal or civil.

VI. Sanctions

A. These sanctions (one or more) may be imposed upon any student found to have violated this Code:

1. Warning – written notice of violation, no further sanctions
2. Written reprimand with conditions
3. Loss of privileges
4. Monetary penalty and/or restitution
5. Deferred suspension – the student will be given restrictions on privileges and put on notice that any further violations while the student is on deferred suspension will result in more serious consequences, up to and including expulsion.
6. Suspension- separation of the student from Curtis. Conditions for readmission may be specified.
7. Expulsion – permanent separation from Curtis
8. Withholding of the degree or diploma
9. Other sanctions – for example: work assignments, essays, service, etc. This is not meant to limit the available sanctions, which will be determined on a case-by-case basis.
10. Revocation of admission and/or degree or diploma – admission and/or a conferred degree or diploma may be revoked for fraud, misrepresentation, or other violation of the Curtis Student Code, or other violation of Curtis standards in obtaining the degree, or other serious violations by a student prior to graduation.

B. The SCB will decide whether a determination and/or sanction will be made part of the student's permanent academic record. In those cases, in which the determination and/or sanction is made a part of the student's disciplinary record, the student may ask that the Dean expunge the record after 18 months, if there has been no other allegation of a Code violation. The Dean, whose decision on the request will be final, will take into account the student's entire record and the offense itself in deciding whether to grant the request to expunge the record. Even where a record is expunged, Curtis may be required to provide information about the disciplinary matter where legally permissible or required to do so.

VII. Interim Suspensions

The senior associate dean, designee, or Dean may impose an interim suspension when, in the sole discretion of that official, it is necessary to protect the health and safety of a student or of the community.

VIII. No Contact Orders

At any time during this process, the dean, and senior associate dean, or designee may determine that an Administrative Order to Refrain from Contact be issued. While violation of such an order is independent grounds for disciplinary action, its issuance carries no presumption of culpability for either party.

IX. Withdrawal

The Dean, in consultation with the senior associate dean or designee, may immediately withdraw a student if it is determined, by a preponderance of the evidence (that it is more likely than not) that the student is engaging in or likely to engage in behavior which poses a substantial danger of causing imminent harm to the student, to others or to substantial property rights, or which renders the student unable to engage in basic required activities necessary to obtain an education, or that substantially impedes the lawful activities of others.

Curtis reserves the right to exclude at any time students whose conduct it regards as unsatisfactory, or students who experience medical or behavioral needs requiring a level of support that cannot reasonably be provided while living in residence or participating in an academic program. In no case will a student's mental or physical condition itself be the basis for a withdrawal required by Curtis.

Such conduct includes, but is not limited to: a student engages in, or is at significant risk of engaging in, behavior that could result in physical harm to self or other(s); manifests an inability to attend to personal needs related to food, shelter, personal safety and general wellbeing, such that there is a reasonable possibility of serious physical harm; behaves in a manner that interferes substantially with the rightful daily activities of members of Curtis or surrounding community, with the educational and/or residential environment, or with the orderly operation of Curtis, including behavior that imposes an unreasonable burden on Curtis' human resources needed for continued management of such behavior; fails to pay term bill by the stated due date; fails to provide required immunization records by the stated deadline; and fails to register as required at the beginning of each term or fails to complete all course work and have all course grades recorded for the prior term.

Before placing any student with a documented disability on a mandatory leave of absence, Curtis will conduct an individualized assessment to determine if there are reasonable accommodations

that would permit the student to continue to participate in Curtis' campus community without taking a leave of absence.

A committee, comprising two administrators selected by Curtis, makes the decision to require withdrawal from Curtis. The Evaluation Committee will review the identified behavior and may consult with the any other appropriate official when making its decision. Decisions of the committee may be appealed to the Dean.

The provisions in this involuntary withdrawal policy does not take the place of disciplinary actions that are in response to violations of Curtis' policies and regulations, and they do not preclude the removal or dismissal of students from Curtis or campus housing as a result of violations of Curtis' policies and rules and regulations.

DRUG AND ALCOHOL ABUSE PREVENTION POLICY

Drug Free Campus

Curtis has adopted a Drug- and Alcohol-Abuse Prevention Policy in order to provide and maintain a campus free of the unlawful use of drugs and alcohol. Parts of that policy are based upon the Drug-Free Schools and Communities Act Amendments of 1989, the Drug-Free Workplace Act of 1988, and applicable regulations issued by the United States Department of Education. For purposes of this policy, drugs are defined as any substance which is defined, listed, or identified as a controlled substance under federal statutes and regulations. Further, drugs are defined as a controlled substance under federal statutes and regulations, including, but not limited to, marijuana, methamphetamines, cocaine, amphetamines, barbiturates, methadone, methaqualone, hallucinogens [including, but not limited to, PCP, LSD, and psilocybin (mushrooms)], narcotics or opiates (including, but not limited to, heroin, morphine, opium, Demerol, and Percodan), and Fentanyl. Curtis intends through this policy to promote a safe learning and work environment for its community and to discourage and prevent unlawful conduct and activities relating to drugs and alcohol. This policy and the procedures implementing it are applicable to all members of the Curtis community, including students and employees.

All members of the Curtis community are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, purchasing, transferring, selling, or using a controlled substance (sometimes called an illicit drug) and/or alcohol on Curtis property, or during participation in any activities sponsored by Curtis regardless of whether such activities take place on or off the property of Curtis, including student-sponsored social activities or professional meetings attended by employees that Curtis authorizes and/or use any Curtis resources. Also, all

members of the Curtis community are required to be at Curtis without having engaged in the current, illegal use of any controlled substance and free of the unlawful presence of any controlled substance in their body systems. All members of the community are prohibited from storing in a locker or desk, or other repository on Curtis property, any controlled substance that is not lawful for him or her to possess.

Consequences for Policy Violations

Any student or employee who is convicted for a violation of a criminal drug statute must notify the senior associate dean of student affairs, in writing, of such conviction within five (5) calendar days after such conviction. Any student or employee who violates Curtis policies or applicable law, or who does not give the required notice of conviction, will be subject to disciplinary sanctions, as determined by Curtis, in its discretion, up to and including dismissal from Curtis and/or referral for prosecution. Faculty, staff, and other non-students found to be in violation of this policy or applicable law may be subject to Curtis disciplinary procedures which may impose sanctions up to and including termination of employment and/or referral for prosecution. Curtis also supports enforcement, by applicable law enforcement agencies, of all local, state and federal laws.

Also, anyone who engages in conduct prohibited by this policy may be required to successfully complete a rehabilitation or treatment program, determined to be appropriate by Curtis, in its discretion, in order to be eligible to remain at Curtis. Curtis has the discretion whether or not to accept the determination made by the rehabilitation or treatment program that the student successfully completed such program. Reinstatement with Curtis, either during or upon successful completion of a rehabilitation or treatment program, is not guaranteed. The decision whether or not to reinstate at any time will be made solely by Curtis, in its discretion.

Federal, State, and Local Sanctions

All members of the Curtis community are reminded that existing federal, state, and local laws prohibit the unlawful manufacture, distribution, dispensing, possession, purchase, transfer, sale, or use of controlled substances (i.e., illicit drugs) and/or alcohol. An employee or student who violates Curtis' Drug and Alcohol Abuse Prevention Policy is subject both to Curtis' sanctions and to criminal sanctions provided by federal, state, and local law. Curtis may refer any violations of law to local, state, or federal law enforcement authorities for prosecution.

The following is a summary description of the legal sanctions under state and federal law for the unlawful possession or distribution of illicit drugs and alcohol.

1. Drugs

Both federal and state laws impose sanctions for the possession, use, and distribution of illegal drugs. The sanctions for any given offense depend on the type and quantity of the drug involved and whether the offense is possession, use, or distribution.

Under federal law, simple possession of a controlled substance carries a penalty of imprisonment for up to one (1) year, plus a minimum fine of \$1,000. If the controlled substance contains a cocaine base and the amount exceeds five (5) grams, the first-time offender will be imprisoned for not less than five (5) years and not more than twenty (20) years and fined. Also under federal law, any person 18 or more years old who distributes drugs to anyone under age 21 will be imprisoned or fined, or both, up to twice what is otherwise provided by law, with a minimum prison sentence of one (1) year. This same penalty applies to any person who distributes or possesses with intent to distribute drugs to anyone within 1,000 feet of a college campus.

Pennsylvania law imposes similarly strict sanctions on the unlawful use, possession, and distribution of drugs. In addition to imposing fines and imprisonment for violation of its drug laws, Pennsylvania will seize all of the violator's property that was used in committing the crime.

State penalties and sanctions for illegal possession, sale, or delivery of a controlled substance:

- a. The Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. § 780-101 et seq. sets up five schedules of controlled substances based on potential for abuse, dangerousness, and medical uses. The act prohibits, among other things, the manufacture, distribution, sale, or acquisition by misrepresentation or forgery of controlled substances except in accordance with the act, as well as the knowing possession of controlled substances unlawfully acquired. Penalties for first-time violators of the act range from thirty (30) days imprisonment, a \$500 fine, or both, for possession or distribution of a small amount of marijuana or hashish, but which was not for sale, to fifteen (15) years imprisonment, a \$250,000 fine, or both, for the manufacture or delivery of a schedule I or II narcotic. Fines and terms of imprisonment may be doubled under certain circumstances, including the distribution of a controlled substance to a person under 18 years of age or a conviction for a second or subsequent offense.
- b. 18 Pa. C.S. §§ 6314, 6317. A person over 18 years of age who is convicted for violating the Controlled Substance, Drug, Device and Cosmetic Act shall be sentenced to a minimum of at least one (1) year total confinement if the delivery or possession with intent to deliver of the controlled substance was to a minor. If the offense is committed within 1,000 feet of the real property on which is located a public, private, or parochial school or a college or university or within 250 feet of the real property on which is located a recreation center or playground or on a

school bus (“drug free school zones”), the person shall be sentenced to an additional minimum sentence of at least two (2) years total confinement. Such offenses not involving minors in drug-free school zones are subject to a mandatory minimum of two (2) years of total confinement.

- c. The Pharmacy Act of 1961, 63 P.S. § 390-8 prohibits, among other things, procuring or attempting to procure drugs by fraud, deceit, misrepresentation, or subterfuge or by forgery or alteration of a prescription. The first offense is a misdemeanor, with a maximum penalty of one (1) year of imprisonment, a \$5,000 fine, or both. For each subsequent offense, the maximum penalty is three (3) years of imprisonment, a \$15,000 fine, or both.
- d. The Vehicle Code, 75 Pa. C.S. § 3802 et seq. prohibits driving, operating, or being in actual physical control of the movement of a vehicle while under the influence of alcohol or a controlled substance, or both, if the driver is thereby rendered incapable of safely driving, operating, or being in actual physical control of the movement of the vehicle or if the alcohol concentration in the individual’s blood or breath exceeds the stated limits. Penalties for first-time violators of the act range from a mandatory term of six (6) months’ probation, a \$300 fine, or both, to a maximum of seventy-two (72) hours’ imprisonment, a \$5,000 fine, or both. Penalties for subsequent violations increase to a maximum of not less than one (1) year imprisonment, a \$10,000 fine, or both. In addition to the above penalties, the court has discretion to order any or all of the following: highway safety training, drug or alcohol treatment, community service, attendance at a victim-impact panel, use of an ignition interlock device, and/or suspension of operating privileges.
- e. Philadelphia Ordinance 10-2100 (Marijuana Possession, Title 10 - Regulation of Individual Conduct and Activity) identifies the penalties for possession and use of small amounts of marijuana. Small amount of marijuana means thirty grams or less of marijuana. The penalty for possession of a small amount of marijuana by an adult or minor under the age of 18 shall be a civil fine of \$25.00 for each violation. The penalty for smoking a small amount of marijuana by an adult or minor under the age of 18 shall be a civil fine of \$100.00 for each violation. The court may in its discretion suspend the fine imposed if the person found liable agrees to and does in fact perform such community service, as the court deems appropriate, up to nine hours.

Federal penalties and sanctions for illegal possession or trafficking of a controlled substance:

- f. 21 U.S.C.S. § 844(a). For the first conviction: up to one (1) year of imprisonment and fine of at least \$1,000, or both. After one (1) prior drug conviction: at least fifteen (15) days' imprisonment, not to exceed two (2) years, and fine of at least \$2,500. After two (2) or more prior drug convictions: At least ninety (90) days' imprisonment, not to exceed three (3) years, and fine of at least \$5,000.

The special sentencing provisions for possession of flunitrazepam (the “date rape drug”) include imprisonment not to exceed three (3) years and fine of at least \$1,000.

The special sentencing provisions for possession of a mixture or substance that contains a cocaine base (i.e., crack) are: a mandatory minimum of at least five (5) years' imprisonment, not to exceed twenty (20) years, and fine of at least \$1,000, if: (i) this is a first (1st) conviction and the amount possessed exceeds five (5) grams; (ii) this is a second (2nd) conviction and the amount possessed exceeds three (3) grams; or (iii) this is a third (3rd) or subsequent conviction and the amount possessed exceeds one (1) gram.

In addition to the above penalties, the court has discretion, upon conviction, to order a fine in the amount of the reasonable costs of the investigation and prosecution of the offense.

- g. 21 U.S.C.S. §§ 853(a) and 881(a). This statute allows for the forfeiture of personal and real property used, or intended to be used, to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one (1) year of imprisonment (see special sentencing provisions above for cocaine-based drugs, such as crack).

Additionally, this allows for the forfeiture of money, controlled substances, drug paraphernalia, firearms, books and records, vehicles, boats, aircraft or any other conveyance used, or intended to be used, to transport or facilitate the transportation, sale, receipt, possession, or concealment of a controlled substance or any raw materials, products, or equipment of any kind which are used, or intended for use, in manufacturing, compounding, processing, delivering, importing, or exporting any controlled substance.

- h. 20 U.S.C.S. § 1091(r). A student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance for conduct that occurred during a period of enrollment for which the student was receiving any grant, loan, or work assistance under federal law, shall not be eligible to receive any grant, loan, or work assistance during the period beginning on the

date of such conviction and ending after the interval specified as follows. If convicted of an offense involving the possession of a controlled substance: first (1st) offense, the student is ineligible for one (1) year; second (2nd), offense, the student is ineligible for two (2) years; third (3rd) offense, the student is ineligible indefinitely. If convicted of an offense involving the sale of a controlled substance, the penalty for the first (1st) offense is an ineligibility period of two (2) years; the penalty for a second (2nd) offense is ineligibility for an indefinite period.

A student whose eligibility has been suspended under the above paragraph may resume eligibility before the end of the ineligibility period if (a) the student satisfactorily completes a drug rehabilitation program that (i) complies with such criteria as prescribed by regulations and (ii) includes two (2) unannounced drug tests; (b) the student successfully passes two (2) unannounced drug tests conducted by a drug rehabilitation program that complies with such criteria as prescribed by regulations; or (c) the conviction is reversed, set aside, or otherwise rendered not valid.

- i. 21 U.S.C.S. § 862. The following penalties are for possession of a controlled substance. Penalties are increased for trafficking. Denial of federal benefits, such as grants, contracts, loans, and professional and commercial licenses, up to one (1) year for the first (1st) offense and up to five (5) years for the second (2nd) and subsequent offenses
- j. 18 U.S.C.S. § 922(g). Under this statute, one who is an unlawful user of, or addicted to, controlled substances is ineligible to own or possess firearms or ammunition.
- k. Miscellaneous statutes. Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies.
- l. See the chart describing Federal Trafficking Penalties attached as [Appendix B](#) for additional information.

2. ALCOHOL

Under Pennsylvania state law, a person less than 21 years of age may not purchase, consume, possess, or transport alcohol. Any person convicted of violating this law will have her/his driver's license suspended for ninety (90) days. A second offense will result in a one-year suspension of driving privileges and a fine up to \$500. Additionally, any person who intentionally provides

alcohol to a person less than 21 years of age is guilty of a misdemeanor of the third degree, which carries a fine of at least \$1,000 for the first (1st) offense.

Pennsylvania state law allows a driver to be considered intoxicated and charged with driving under the influence (DUI) if she/he has symptoms of intoxication and a blood-alcohol content (BAC) greater than 0.08 percent. A BAC of 0.08 percent can be obtained by consuming a little less than one (1) drink per hour. A driver will be charged with DUI if her/his BAC exceeds 0.08 percent.

Additionally, Pennsylvania state law penalizes public drunkenness and defines it as: “A person is guilty of a summary offense if he/she appears in any public place manifestly under the influence of alcohol to the degree he/she may endanger himself/herself or other persons or property or annoy persons in his/her vicinity.” It is also a violation of Philadelphia Ordinance § 10-615 for anyone to appear in any public place manifestly under the influence of alcohol to the degree that they may endanger themselves or other persons or property or annoy persons in their vicinity. Philadelphia police will enforce these laws on and off campus.

State penalties and sanctions for illegal possession or other violations include:

The Pennsylvania Liquor Code, 47 P.S. § 1-101 et seq., controls the possession and sale of alcoholic beverages within the commonwealth. The code (in conjunction with portions of the Pennsylvania statutes pertaining to crimes and offenses involving minors, 18 Pa. C.S.A. § 6307 et seq.) provides as follows:

a. It is a summary offense for a person under the age of 21 to attempt to purchase, consume, possess, or knowingly and intentionally transport any liquor or malt or brewed beverages. The penalty for a first (1st) offense is suspension of driving privileges for ninety (90) days, a fine up to \$300, and imprisonment for up to ninety (90) days; for a second (2nd) offense, suspension of driving privileges for one (1) year, a fine up to \$500, and imprisonment for up to ninety (90) days; and for a subsequent offense, suspension of driving privileges for two (2) years, a fine up to \$500, and imprisonment for up to ninety (90) days. Multiple sentences involving suspension of driving privileges must be served consecutively.

b. It is a crime intentionally and knowingly to sell or intentionally and knowingly to furnish or to purchase with the intent to sell or furnish any liquor or malt or brewed beverages to any minor (under the age of 21). “Furnish” means to supply, give, or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged. The minimum fine for a first (1st) violation is \$1,000; \$2,500 for each subsequent violation; and imprisonment for up to one (1) year for any violation.

c. 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

liquor or malt or brewed beverages by using a false identification card. The penalty for a first (1st) offense is suspension of driving privileges for ninety (90) days, a fine up to \$300, and imprisonment for up to ninety (90) days; for a second (2nd) offense, suspension of driving privileges for one (1) year, a fine up to \$500, and imprisonment for up to one (1) year; and for a subsequent offense, suspension of driving privileges for two (2) years, a fine up to \$500, and imprisonment for up to one (1) year.

d. It is a crime intentionally, knowingly, or recklessly to manufacture, make, alter, sell, or attempt to sell an identification card falsely representing the identity, birth date, or age of another. The fine is up to \$2,500 for the first (1st) violation; up to \$5,000 for subsequent violations; and imprisonment for up to two (2) years for any violation.

e. It is a crime knowingly to misrepresent one's age to obtain liquor. Penalties are as stated in (c) above.

f. It is a crime for any person to appear in any public place manifestly under the influence of alcohol to the degree that she/he may endanger herself/ himself or other persons or property or annoy persons in her/his vicinity. The penalty is a fine up to \$300 and imprisonment for up to ninety (90) days.

g. It is a crime knowingly, willfully, and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. The penalty is a minimum fine of \$300 and imprisonment for up to one (1) year.

h. It is a crime to hire, request, or induce any minor to purchase liquor or malt or brewed beverages. The penalty is a minimum fine of \$300 and imprisonment for up to one (1) year.

i. Sales without a license or purchases from an unlicensed source of liquor or malt beverages are prohibited.

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

Health Risks of Alcohol and Other Drugs

In addition to Curtis disciplinary actions, criminal penalties, and workplace hazards, all members of the Curtis community are reminded that there are serious health risks associated with the unlawful use of controlled substances and the abuse of alcohol. All drugs, including alcohol, can cause marked changes in behavior and have side effects. Their influences can affect the safety and well-being of the users as well as those around them.

Alcohol is a central nervous system depressant that is absorbed into the blood stream and transmitted to all parts of the body. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that a driver will be involved in an accident. Low to moderate doses reduce physical coordination and mental alertness, while increasing the incidence of aggressive behavior. Moderate to high doses of alcohol drastically impair an individual's ability to function, sometimes rendering them unconscious. Long-term drinking of large quantities of alcohol can increase the risk of developing liver and heart disease, circulatory and stomach problems, various forms of cancer, and may cause irreversible brain damage.

Illicit drugs, including but not limited to stimulants, depressants, hallucinogens, narcotics, or inhalants, can interfere with important brain activities, including coordination, memory, and learning. They increase the risk of lung cancer, destroy liver cells, initiate severe weight loss, and may weaken the immune system. Users may also experience abdominal pain, nausea, vomiting, rapid heartbeat, and irregular breathing. Convulsions, coma, and death are also possible. Combining drugs can be fatal.

See [Appendix A](#) for more information. Please note that [Appendix A](#) does not contain a complete list of all substances that are regulated or illegal, or that have health risks.

Education and Prevention

Students sometimes think about changing their drinking habits for any number of reasons. Alcohol and drugs can affect music performance, academic progress, and can lead to serious legal or judicial consequences. If you are thinking about cutting back or quitting, for whatever reason, or you would like to help a friend who exhibits worrisome behavior, students are encouraged to know the facts and get educated. Suggestions and available resources to students and/or employees include:

1. **Curtis Counselors** - A confidential option for students who are experiencing negative consequences as a result of their alcohol and other drug use is to make an appointment with a Curtis counselor. Refer to the Wellness Resources: Student Guide to Health and Well-Being at Curtis for names and contact information for the counselors and a comprehensive list of Frequently Asked Questions.
2. **Penn Student Health Services** - Make an appointment. The clinical professionals at Penn are happy to help and can provide advice and good counsel. They can also provide you with helpful information about the consequences of excessive drinking and abundance of educational tools available through Penn's Alcohol and Other Drug Program Initiatives.

3. **Rock Resource Library** – Resources on student health and well-being are among the wellness holdings at the library. [The Musicians Health and Wellness Guide](#) is a continually updated page dedicated to the resources from the library in print and electronic form. Library staff members are happy to help and assist you.
4. **The Web and Curtis Portal**- Links for websites on alcohol and drug addiction, education, and prevention are available in the Student Services section of the Curtis Portal. Among them is College Drinking: Changing the Culture, created by the National Institute on Alcohol Abuse and Alcoholism (NIAAA) at www.collegedrinkingprevention.gov/

Students should refer to the Curtis Student Code of Conduct for information about the student disciplinary procedure or meet with a member of the student services staff.

Drug and Alcohol Amnesty

In cases of intoxication and/or alcohol poisoning, the primary concern is the health and safety of the student(s) involved. Students are strongly encouraged to call for medical assistance (dial 9-1-1) for themselves or for a friend/acquaintance who is dangerously intoxicated. No student seeking medical treatment for an alcohol or other drug-related overdose will be subject to Curtis Student Code of Conduct disciplinary procedures for the sole violation of using or possessing alcohol or drugs. This policy shall extend to another Curtis student seeking help for the intoxicated student.

No Smoking

In compliance with applicable laws, smoking inside Curtis (all buildings), all walkways or alleys or spaces between its buildings, Lenfest Hall terrace, fire stairs, and near emergency exits is strictly prohibited. Smoking also is strictly prohibited outdoors within twenty (20) feet of any entrance or exit of any Curtis buildings, out of consideration for the health of Curtis students, faculty, staff, and visitors. This includes the entrances to 1720 and 1726 Locust Street, Lenfest Hall, Rubenstein Centre, as well as the handicapped-accessible entrance to Field Concert Hall and all emergency exits.

Further, cigarette butts should be properly disposed of, rather than dropped outside the buildings as smokers enter. We encourage all smokers to consider becoming nonsmokers.

Any student who is violating this policy will be informed that smoking is prohibited by law in those areas (referred to as the no-smoking areas) and will be requested to immediately refrain from smoking or leave the no-smoking areas. Applicable law provides for reporting to appropriate authorities if a person does not comply with a request to immediately refrain from smoking or leave the no-smoking areas. Any student engaged in smoking in any building or facility of Curtis, or other no-smoking areas, will be subject to disciplinary action under the

Student Code of Conduct. The word “smoking” includes inhaling, exhaling, burning, or carrying any lighted cigarette, cigar, pipe, or other such device that contains tobacco or other smoke-producing products including “e-cigarettes”.

SEXUAL AND GENDER-BASED HARASSMENT AND INTERPERSONAL VIOLENCE POLICY

I. INTRODUCTION

The Curtis Institute of Music (Curtis) is committed to protecting the rights and dignity of all students, faculty, staff and community members, and seeks to maintain an environment that is free from all forms of unlawful harassment, discrimination, and retaliation, including sexual and gender-based harassment and violence. This policy prohibits all forms of sexual and gender-based harassment, sexual assault, sexual exploitation, stalking, dating violence, domestic violence, and retaliation (collectively referred to in this policy as Prohibited Conduct). These forms of Prohibited Conduct are harmful to the well-being of Curtis community members, the Curtis community, and Curtis's learning, living and working environments. Any person found responsible for violating this policy may be subject to disciplinary action, up to and including separation from Curtis for students and employees. Some forms of Prohibited Conduct may also violate state and federal laws, and criminal prosecution may occur independently of any disciplinary action imposed by Curtis.

This policy informs members of the Curtis community about the forms of Prohibited Conduct, resources and reporting options, and prompt and equitable resolution options. This policy encourages prompt reporting of Prohibited Conduct; identifies persons to whom Prohibited Conduct may be reported; prohibits retaliation against persons who bring reports under this Policy; assures privacy to the extent possible consistent with the need to address and resolve Prohibited Conduct appropriately and foster a safe learning, living and working environment; assures all members of the Curtis community that each report of Prohibited Conduct will receive a prompt, equitable, impartial and thorough investigation and/or resolution; and provides for appropriate disciplinary action. The policy reinforces Curtis's commitment to preventing and responding to sexual and gender-based harassment and violence and interpersonal violence in a manner consistent with applicable federal, state and local law. Consistent with the procedures set forth in this policy, Curtis will take steps to eliminate Prohibited Conduct, prevent its recurrence, and remedy any discriminatory effects for individuals or members of the Curtis community.

All members of the Curtis community are encouraged to take reasonable and prudent actions to prevent or stop an act of Prohibited Conduct. Taking action may include direct intervention when safe to do so, enlisting the assistance of friends, contacting law enforcement or seeking assistance from a person in authority. Retaliation against community members who make good faith reports of Prohibited Conduct or who participate in an investigation under this Policy is prohibited.

This policy shall not be interpreted to abridge academic freedom. Accordingly, in an academic setting, expression that is reasonably designed or reasonably intended to contribute to academic inquiry, education or debate on issues of public concern does not violate this policy.

This policy applies to all reports of Prohibited Conduct that are received by Curtis on or after the effective date of this policy, regardless of when the Prohibited Conduct occurred.

II. NOTICE OF NON-DISCRIMINATION

Curtis does not unlawfully discriminate against any person in any of its education programs and activities, including employment and admissions, on any basis prohibited by federal law, or other applicable law, including on the basis of sex or gender, and it does not tolerate discrimination or harassment on the basis of sex or gender. Curtis complies with Title IX of the Education Amendments of 1972 (Title IX), and its implementing regulations, 20 U.S.C. 1681 *et seq.*, which prohibit discrimination on the basis of sex in

Curtis's education programs and activities; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery), as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA), which governs the policy related to Curtis's response to sexual assault, dating violence, domestic violence and stalking; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits discrimination on the basis of sex; and other applicable law.

Curtis has designated a Title IX Coordinator to oversee the implementation of this policy and to ensure compliance with Title IX, relevant portions of Clery and Title VII, and to work with the Division of Safety and Security to facilitate compliance with Clery and other applicable laws. Curtis's Title IX Coordinator:

Kimberly Gould

Title IX Coordinator
Vice President, People & Culture
1620 Locust Street, 3rd Floor
Phone: (215)717-3174
Email: TitleIX@curtis.edu

Concerns about Curtis's application of Title IX and the Clery Act may be addressed to Curtis's Title IX Office; the United States Department of Education, Clery Act Compliance Division (at clery@ed.gov); the United States Department of Education, Office for Civil Rights (at OCR@ed.gov or 800-421-3481); and/or the Equal Employment Opportunity Commission (at info@eeoc.gov or 800-669-4000).

III. SCOPE AND JURISDICTION

This policy governs the conduct of trustees, faculty, staff, students, volunteers and other participants in Curtis's programs and activities. It also governs the conduct of third parties, including visitors to Curtis, vendors, alumni, independent contractors and others.

In this policy, the term **Complainant** refers to an individual who is reported to have experienced Prohibited Conduct. The term **Respondent** refers to an individual who has been accused of Prohibited Conduct. This policy applies to Prohibited Conduct that occurs within Curtis's education program or activity. The term "education program or activity" includes all of Curtis's operations, including locations, events, or circumstances over which Curtis exercised substantial control over both the Respondent and the context in which the conduct occurs; and any building owned or controlled by a student organization that is officially recognized by Curtis. Curtis's education program or activity includes employment and admissions, as well as on-campus, off-campus, or online conduct, including through the use of Curtis-owned or provided technology resources.¹ Examples include Curtis-sponsored, Curtis-funded or otherwise Curtis-supported study off campus, research, internship, mentorship, summer session, conferences, meetings, social events, or other affiliated programs or premises. This Policy also applies to Prohibited Conduct that occurs outside of the United States, including for example, Curtis-sponsored, Curtis-funded, or otherwise Curtis-supported study or travel abroad.

¹ Curtis's campus includes Lenfest Hall, 1616 Locust Street; Rubenstein Centre, 1620 Locust Street; 1718 Locust Street; Rock Resource Center, 1720 Locust Street; and Main Building, 1726 Locust Street.

Under certain circumstances, this Policy may also apply pertain to reports of Prohibited Conduct that occur outside of the education program or activity but have continuing adverse effects in the education program or activity, or that fall within the scope of conduct otherwise regulated by Curtis.

A. Title IX Jurisdiction

For some forms of Prohibited Conduct covered under this Policy, Curtis's jurisdiction is limited by Federal law. Specifically, The Title IX regulations apply to certain forms of sexual harassment that occur in an education program or activity in the United States (Title IX Sexual Harassment, defined below). Title IX Sexual Harassment includes Sexual Assault, Dating Violence, Domestic Violence, and Stalking. Where conduct occurs outside of the education program or activity, outside of the United States, or would not meet the definition of Title IX Sexual Harassment, Curtis is required to dismiss any allegations in a formal complaint under Title IX.

However, in keeping with Curtis's educational mission and commitment to foster a learning, living, and working environment free from discrimination, harassment, and retaliation, Curtis will move forward under the same resolution process for Sexual and Gender-based Harassment (which has a slightly different definition than Title IX Sexual Harassment), Sexual Assault, Dating Violence, Domestic Violence, Stalking, Sexual Exploitation, and other forms of Prohibited Conduct that occur outside of Title IX Jurisdiction (e.g., not in the United States, or as noted above, outside of the education program or activity).

B. Third Party Jurisdiction

Third Party Complainant: Any individual may make a report to Curtis of Prohibited Conduct and receive access to reasonably available supportive measures. A student, employee or other individual who is participating in, or attempting to participate in, Curtis's education program or activity may also file a formal complaint requesting an investigation under this Policy. In addition, the Title IX Coordinator may file a formal complaint on behalf of a third party.

Third Party Respondent: The Title IX Coordinator will review the circumstances of the reported conduct to determine whether Curtis has jurisdiction or disciplinary authority over the Respondent or the conduct. If the Respondent is not an employee or student, Curtis's ability to take disciplinary action will be limited and is determined by the context of the Prohibited Conduct and the nature of the relationship of the third-party Respondent to the College. In instances where Curtis does not have disciplinary authority over the Respondent or the conduct is unconnected to a Curtis program or activity, Curtis will take reasonably available steps to support a Complainant or other community members through supportive measures and provide assistance in identifying external reporting mechanisms.

C. Other Forms of Sex or Gender Discrimination

This policy addresses discrimination on the basis of sex or gender as it relates to Prohibited Conduct reportedly committed by a student, employee, third party or student organization. Discrimination on the basis of sex or gender not related to Prohibited Conduct, e.g., gender discrimination in terms of pay or promotion, as well as discrimination and harassment based on other federally protected classes, including race, color, religion, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, or any other basis prohibited by applicable law in any of its programs or activities are governed by the Equal Employment Opportunity Policy and Complaint Procedures contained in [Curtis's Employment Policies](#).

Faculty conduct is also governed by [The Faculty Handbook](#), and student conduct is also governed by the [Student Code of Conduct](#).

Where conduct involves the potential violation of both this policy and another Curtis policy, Curtis may choose to investigate other potential misconduct under the procedures set forth in this policy, provided that it does not unduly delay a prompt or equitable resolution of the report.

IV. THE ROLE OF THE TITLE IX COORDINATOR

The Title IX Coordinator oversees Curtis's centralized response to all reports of Prohibited Conduct to ensure consistent implementation of this policy and compliance with applicable federal, state and local law. The Title IX Coordinator and designated staff will:

- Oversee Curtis's response to reports of Prohibited Conduct, including coordinating the effective implementation of supportive measures following a report of Prohibited Conduct and remedies following a finding of responsibility for engaging in Prohibited Conduct.
- Communicate with all members of Curtis community regarding applicable law and policy and provide information about how individuals may access resources and reporting options.
- Maintain and implement applicable Curtis policies to ensure institutional compliance with applicable law.
- Ensure that all students and employees have access to education and training regarding Title IX, related provisions of the Clery Act and Prohibited Conduct.
- Respond to any report regarding conduct that may violate this policy. In this capacity, the Title IX Coordinator shall:
 - Promptly contact the Complainant to discuss the availability of supportive measures.
 - Inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint.
 - Explain to the Complainant the process for filing a formal complaint.
 - Consider the Complainant's wishes with respect to supportive measures. Oversee the prompt and equitable investigation and resolution of the report.
 - Through Informal Resolution or Formal Resolution, take appropriate action to eliminate the Prohibited Conduct, prevent its recurrence and remedy its effects.
- Maintain centralized records of all reports, investigations, and resolutions.

The Title IX Coordinator maintains broad oversight responsibility but may delegate responsibilities under this policy to designated administrators or external professionals who will have appropriate training and/or experience. When used in this policy, the term Title IX Coordinator may include an appropriate designee.

The Title IX Coordinator is:

Kimberly Gould

Vice President, People & Culture

1620 Locust Street, 3rd floor

Phone: (215) 717-31

Email: TitleIX@curtis.edu

V. PROHIBITED CONDUCT

In determining whether reported conduct violates this policy, Curtis will consider the totality of the facts and circumstances involved in the incident, including the nature of the reported conduct and the context in which it occurred. Lack of familiarity with Curtis policy is not a defense to a violation of this policy. Unless specifically noted, intent is not a required element to establish a policy violation. Additionally, intoxication or impairment from alcohol, drugs or other substances is not a defense to a violation of this policy. Prohibited Conduct also includes attempts to commit Prohibited Conduct, even if the act is not completed.

Prohibited Conduct consists of two categories: those forms of conduct specifically prohibited by Title IX (Title IX Sexual Harassment) and other forms of sexual and gender-based harassment (Other Sexual Misconduct).

A. Title IX Sexual Harassment

Title IX Sexual Harassment: The Title IX regulations define Sexual Harassment as conduct on the basis of sex that satisfies one or more of the following:

1. A Curtis employee conditions the provision of an aid, benefit, or service in Curtis's education program or activity on an individual's participating in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Curtis's education program or activity;
3. Sexual Assault, Dating Violence, Domestic Violence, and Stalking, as defined below.

Sexual Assault: Sexual assault is having or attempting to have sexual contact with another individual without consent or where the individual cannot consent because of age or temporary or permanent mental incapacity (*see below for definition of consent and incapacitation*).² Sexual contact includes:

- Sexual intercourse (anal, oral, or vaginal), including penetration with a body part (*e.g.*, penis, finger, hand, or tongue) or an object, or requiring another to penetrate themselves with a body part or an

² The statutory definition of sexual assault referenced by the Title IX regulations also includes having or attempting to have sexual contact between persons who are related to each other within the degrees where marriage is prohibited by law.

- object, however slight; or
- Sexual touching of the private body parts, including, but not limited to, contact with the breasts, buttocks, groin, genitals, or other intimate part of an individual's body for the purpose of sexual gratification.

Dating Violence: includes any act of violence committed by a person:

1. who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and
2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. The length of the relationship;
 - b. The type of relationship; and
 - c. The frequency of interaction between the persons involved in the relationship.

Domestic Violence: includes any act of violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant under Pennsylvania state law, or by any other person against an adult or minor Complainant who is protected from that person's acts under Pennsylvania state law;

Stalking: Stalking occurs when a person engages in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear for their own safety or the safety of others or suffer substantial emotional distress.

Course of conduct means two or more instances including but not limited to unwelcome acts in which an individual 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. Substantial emotional distress means significant mental suffering or anguish.

Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.

B. Other Sexual Misconduct

Other forms of Sexual Misconduct include Sexual and Gender-Based Harassment and Sexual Exploitation.

Sexual and Gender-Based Harassment involve a broad range of conduct:

Sexual Harassment is any unwelcome sexual advance, request for sexual favors, and/or other verbal or physical conduct of a sexual nature when one of the conditions outlined in (1), (2) or (3), below, is present.

Gender-Based Harassment includes harassment based on gender, sexual orientation, gender identity or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical or otherwise, even if the acts do not involve contact of a sexual nature, when one of the conditions outlined in (1), (2) or (3), below, is present.

- (1) Submission to, or rejection of, such conduct is made implicitly or explicitly a term or condition of a person's instruction, academic standing, employment, or participation in any Curtis program, activity or benefit.
- (2) Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions.
- (3) Such conduct creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits or deprives an individual from participating in or benefiting from Curtis's educational, employment, and/or campus-residential experience when viewed through both a subjective and objective standard.

A hostile environment can be created by persistent or pervasive conduct or by a single or isolated incident, if sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. A single incident of sexual assault, for example, may be sufficiently severe to constitute a hostile environment.

Sexual and Gender-Based Harassment:

- May be blatant and intentional and involve an overt action, a threat or reprisal, or may be subtle and indirect, with a coercive aspect that is unstated.
- Does NOT have to include intent to harm, be directed at a specific target, or involve repeated incidents.
- May be committed by anyone, regardless of gender, age, position or authority. While there is often a power differential between two persons, perhaps due to differences in age, social, educational or employment relationships, harassment can occur in any context.
- May be committed by a stranger, an acquaintance, or someone with whom the complainant has an intimate or sexual relationship.
- May be committed by or against an individual or may be a result of the actions of an organization or group.
- May occur by or against an individual of any sex, gender identity, gender expression or sexual orientation.
- May occur in the classroom, in the workplace, in residential settings or in any other context.
- May be a one-time event or may be part of a pattern of behavior.
- May be committed in the presence of others or when the parties are alone.
- May affect the Complainant and/or third parties who witness or observe harassment.

Sexual and Gender-Based Harassment may include, for example:

- Sexual Assault, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking or any of the forms of Prohibited Conduct defined in this policy if they are committed on the basis of sex or gender.

- Offering or implying an employment-related reward (such as a promotion, raise, or different work assignment) or an education-related reward (such as a better grade, a letter of recommendation, favorable treatment in the classroom, assistance in obtaining employment, grants or fellowships, offer of performance opportunities, access to music festivals, recommendations or endorsements for work opportunities, or admission to any education program or activity) in exchange for sexual favors or submission to conduct of a sexual nature.
- Threatening or taking a negative employment action (such as termination, demotion, denial of an employee benefit or privilege, or change in working conditions) or negative educational action (such as giving an unfair grade, withholding a letter of recommendation, or withholding assistance with any educational activity or professional development opportunity) or intentionally making the individual's job or academic work more difficult because submission to conduct of a sexual nature is rejected.
- Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is not wanted, unwelcome physical contact of a sexual nature, or sexual gestures, noises, remarks, jokes, questions or comments about a person's sexuality that are so severe, persistent or pervasive that they would reasonably be perceived as creating a hostile or abusive work or educational environment.

Sexual Exploitation occurs when a person violates the sexual privacy of another or takes advantage of another person's sexuality without Consent. Sexual Exploitation may include:

- Surreptitiously observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved;
- Recording, photographing, transmitting, showing, viewing, streaming or distributing intimate or sexual images, audio recordings or sexual information without the knowledge and consent of all parties involved; or
- Exposing one's genitals or causing another to expose their own genitals in non-consensual circumstances.

C. Other Prohibited Conduct

This policy also prohibits Retaliation, Complicity, and Violation of Curtis Directive.

Retaliation includes intimidation, threat, coercion or discrimination against an individual for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the individual has made a report or formal complaint of Prohibited Conduct, testified, assisted, or participated or refused to participate in any manner in any investigation, proceeding or adjudication meeting under this policy.

Complicity is any deliberate act or failure to act that knowingly or intentionally aids, attempts or assists the commission of a specific act of Prohibited Conduct by another person.

Violation of Curtis Directive is the failure to abide by the terms of a supportive measure or comply with a requirement of this policy.

VI. CONSENT AND INCAPACITATION

Consent is an affirmative decision to engage in mutually agreed upon sexual activity and is given by clear words or actions. **Consent** cannot be obtained through force, where there is a reasonable belief of the threat of force, or by taking advantage of another person's Incapacitation.

In evaluating whether **Consent** has been freely sought and given, Curtis will consider the presence of any force, threat of force, or coercion; whether the Complainant had the capacity to give consent; and whether the communication (through words and/or actions) between the parties would be interpreted by a reasonable person (under similar circumstances and with similar identities) as a willingness to engage in a particular sexual act.

Important considerations regarding **Consent** include:

- Consent to one form of sexual activity does not imply or constitute consent to another form of sexual activity.
- Consent on a prior occasion does not constitute consent on a subsequent occasion.
- Consent to an act with one person does not constitute consent to an act with any other person.
- The existence of a prior or current relationship does not, in itself, constitute consent; even in the context of a relationship, there must be real time and mutual consent to sexual activity.
- Consent can be withdrawn or modified at any time, and sexual contact must cease immediately once Consent is withdrawn.
- Consent seeks to have a clearly articulated "yes" and cannot be inferred from the absence of a "no."
- Consent cannot be inferred from silence, passivity, or lack of verbal or physical resistance, and relying on nonverbal communication alone may result in a violation of this policy.
- Assent shall not constitute consent if it is given by a person who because of youth, disability, incapacitation, or other condition is unable to lawfully give consent.

In Pennsylvania, it is a crime to engage in sexual activity with a person who is less than 16 years of age, and the Respondent is four or more years older. Further, an individual under the age of 13 cannot consent to sexual activity under Pennsylvania law.

Incapacitation: Incapacitation is the inability, temporarily or permanently, to give Consent because the individual is mentally and/or physically impaired, either voluntarily or involuntarily, or the individual is unconscious, asleep, or otherwise unaware that the sexual activity is occurring. An individual who is incapacitated cannot consent to sexual activity. A person violates this policy if they engage in sexual activity with someone the individual knows, or reasonably should know, is incapacitated.

Incapacitation means that a person lacks the ability to make informed, rational judgments about whether or not to engage in sexual activity at the time of the sexual contact. This may be demonstrated if an individual is unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction.

A person is not incapacitated merely because they have consumed alcohol or other drugs. When alcohol or other drugs are involved, incapacitation is a state of impairment that is so severe that it interferes with a

person's capacity to make informed and knowing decisions. Because alcohol and other drugs impact each individual differently, determining whether an individual is incapacitated requires an individualized assessment. Curtis does not expect community members to be medical experts in assessing incapacitation. In evaluating whether a person has the capacity to consent, individuals should look for the common and obvious warning signs that show that a person may be incapacitated or approaching incapacitation. A person's level of intoxication is not always demonstrated by objective signs; however, some signs that a person may be incapacitated include clumsiness, difficulty walking, poor judgment, difficulty concentrating, slurred speech, vomiting, combativeness or emotional volatility.

An individual's level of intoxication may change over a period of time based on a variety of subjective factors, including the amount and type of substance intake, speed of intake, body mass and metabolism. It is especially important, therefore, that anyone engaging in sexual activity is aware of both their own and the other person's level of intoxication and capacity to give consent throughout the duration of the sexual contact.

It is important to remember that the use of alcohol or other drugs can lower inhibitions and create an atmosphere of confusion about whether Consent is effectively sought and freely given. If there is any doubt as to the level or extent of one's own or the other individual's intoxication or Incapacitation, the safest course of action is to forgo or cease any sexual activity. Even where there is insufficient evidence to establish Incapacitation, a Complainant's level of impairment may still be a relevant factor in establishing whether Consent was sought and freely given.

In evaluating Consent in cases of reported Incapacitation, Curtis asks two questions: (1) Did the Respondent know that the Complainant was incapacitated? and if not, (2) Would a sober, reasonable person in a similar set of circumstances as the Respondent have known that the Complainant was incapacitated? If the answer to either of these questions is "yes," there was no Consent; and the conduct is likely a violation of this policy.

The perspective of a reasonable person will be the basis for determining whether a Respondent knew or should have been aware of the extent and amount of the ingestion of alcohol and/or other drugs by the Complainant or of the extent to which the use of alcohol and/or other drugs impacted a Complainant's ability to give consent. For example, an individual who is in a blackout may appear to act normally and be giving consent but may not actually have conscious awareness, the ability to consent, or later recall the events in question. The extent to which a person in this state affirmatively gives mutually understandable words and/or clear, unambiguous actions indicating a willingness to engage in sexual activity and the other person is unaware – or reasonably could not have known – of the person's level of alcohol consumption and/or level of impairment must be evaluated in determining whether consent has been given.

A Respondent's voluntary intoxication is never an excuse for or a defense to Prohibited Conduct, and it does not diminish one's responsibility to determine that the other person has given Consent.

VII. UNDERSTANDING PRIVACY AND CONFIDENTIALITY

Issues of privacy and confidentiality play important roles in this policy and may affect individuals differently. While they are closely related, the concepts of privacy and confidentiality are distinct terms that are defined below.

Privacy refers to the discretion that will be exercised by Curtis, including the Title IX Office, in the course of any investigation or disciplinary processes under this policy. Information related to a report of Prohibited Conduct will be handled discreetly and shared with a limited circle of Curtis employees or designees who need to know in order to assist in the assessment, investigation and resolution of the report and related issues.

Curtis employees will receive training in how to safeguard private information. Curtis will make reasonable efforts to investigate and address reports of Prohibited Conduct under this policy, and information may be disclosed to participants in an investigation as necessary to facilitate the thoroughness and integrity of the investigation. In all such proceedings, Curtis will maintain the privacy of the parties to the extent reasonably possible. The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act (FERPA). Access to an employee's personnel records is also governed by Curtis policy and by applicable local laws.

Confidentiality refers to the statutory protections provided to individuals who disclose information in legally protected or privileged relationships, including professional mental health counselors, medical professionals, and ordained clergy (Confidential Resources). These Confidential Resources must maintain the confidentiality of communications disclosed within the scope of the provision of professional services. When an individual shares information with a Confidential Resource as a confidential communication in the course of a protected relationship, the Confidential Resource cannot disclose the information (including information about whether an individual has received services) to any third party without the individual's written permission or unless permitted or required consistent with ethical or legal obligations. Similarly, medical and counseling records cannot be released without the individual's written permission or unless permitted or required consistent with ethical or legal obligations.

VIII. REPORTING RESPONSIBILITY OF CURTIS EMPLOYEES AND AFFILIATED PERSONS

A. Responsible Employees and Persons³

All Curtis employees, as well as affiliated persons (trustees and outside contractors or vendors) are designated as Responsible Employees or Persons, meaning that they are required to promptly share all information about Prohibited Conduct with Curtis's Title IX Coordinator. Responsible Employees and Persons are required to promptly report any information they learn about suspected Prohibited Conduct or potential violations of this policy. They must report all known information, including the identities of the parties, the date, time and location and any details about the reported incident to the Title IX Coordinator.

The Title IX Coordinator may share reports with other Curtis employees to ensure a coordinated institutional response. Responsible Employees or Persons may provide support and assistance to a Complainant, witness or Respondent; but they cannot promise Confidentiality or withhold information about Prohibited Conduct. Failure by a Responsible Employee or Person to report suspected Prohibited Conduct in a timely manner may subject them to appropriate discipline, including removal from a position or termination of employment.

Responsible Employees or Persons are not required to report information disclosed at public awareness events (e.g., "Take Back the Night," candlelight vigils, protests, "survivor speak-outs" or other public forums in which students may disclose prohibited conduct (collectively, public awareness events)). Curtis may provide information about Title IX and available Curtis and community resources and support at public awareness

³ The Title IX regulations state that notice to Curtis only occurs when an official with the ability to institute corrective measures receives notice. Those individuals are the Title IX Coordinator, Deputy Title IX Coordinator, and the Manager of Residence Life and Off-Campus Housing. Curtis, however, continues to require and train all employees that reporting is expected, and will respond to all reports raised through Responsible Employees or Persons.

events. In addition, a Complainant may choose not to make a report in their own case, even if the Complainant would otherwise have reporting obligations as a Responsible Employee or Person.

B. Clery Act Reporting

Certain Curtis employees, including student employees, are also designated as Campus Security Authorities (CSAs). Pursuant to the Clery Act, Curtis includes statistics about certain offenses reported to CSAs in its annual security report and provides those statistics to the United States Department of Education in a manner that does not include any personally identifying information about individuals involved in an incident. The Clery Act also requires Curtis to issue timely warnings to the Curtis community about certain crimes that have been reported and may continue to pose a serious or continuing threat to campus safety. Consistent with the Clery Act, Curtis withholds the names and other personally identifying information of complainants when issuing timely warnings to the Curtis community.

C. Mandatory Reporting of Suspected Child Abuse

In addition to the above reporting responsibilities, all Curtis employees have an obligation to report suspected child abuse and neglect of a child to the Pennsylvania child abuse reporting hotline when:

1. The employee comes into contact with the child in the course of employment, occupation and practice of a profession or through a regularly scheduled program, activity or service;
2. The employee is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization, school, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child;
3. Any person makes a specific disclosure to the employee that an identifiable child is the victim of child abuse or neglect; or
4. An individual 14 years of age or older makes a specific disclosure to the employee that the individual has committed child abuse or neglect.

The duty to report is triggered by reasonable cause to suspect that a child under the age of 18 is a victim of child abuse or neglect. Reasonable cause may be based on the employee's own observations or knowledge, or on information shared with the employee by the child or any other individual. Reasonable cause to suspect is a very low threshold. It does not require proof, nor actual evidence, and the employee should not seek to investigate the information. Reasonable cause may exist regardless of whether the date of abuse, the specific nature of the act, or the identity of the perpetrator is known. When in doubt about whether to make a report, the employee should err on the side of reporting the conduct of concern.

An employee who has reasonable cause to suspect that a child is the victim of child abuse or neglect must take the following actions:

1. If the child is in immediate danger, call 911.
2. Immediately make a report of the suspected child abuse or neglect by:

- a. Calling Pennsylvania's ChildLine (a 24-hour toll free telephone reporting system operated by the Pennsylvania Department of Human Services) at 800-932-0313; or,
 - b. Filing a written report at www.compass.state.pa.us/cwis. The written report shall include: the names and addresses of the child, the child's parents and any other person responsible for the child's welfare; where the suspected abuse occurred; the age and sex of each subject of the report; the nature and extent of the suspected child abuse, including any evidence of prior abuse to the child or any sibling of the child; the name and relationship of each individual responsible for causing the suspected abuse and any evidence of prior abuse by each individual; family composition; the source of the report; the name, telephone number and e-mail of the person making the report; the actions taken by the person making the report; and, any other information required by Federal or state law or regulations.
3. Notify the Title IX Coordinator that the report was made to ChildLine, and seek guidance from the Title IX Coordinator, if appropriate or necessary.
4. Document all information received, including any observations by or disclosures made to the Mandated Reporter. The documentation should include factual observations, not statements of personal opinion or speculation. The documentation should also include the circumstances and timing of the ChildLine report, including the name and ID number of the ChildLine operator.

Under Pennsylvania law, a person who makes a good faith report of suspected child abuse or neglect (whether required to or not), cooperates or participates in an investigation, or testifies in any proceeding, has immunity from civil and criminal liability. Employees are also protected from employment discrimination for making a good faith report of suspected child abuse.

Under Pennsylvania law, a mandated reporter who willfully fails to report a case of suspected child abuse or neglect or to make a referral to the appropriate authorities commits an offense up to the level of a felony of the third degree. Employees who negligently, recklessly, or willfully fail to report suspected child abuse or neglect may also be subject to disciplinary action by Curtis, up to and including dismissal. Additionally, anyone impeding or obstructing an investigation into suspected child abuse or neglect or retaliating against anyone involved in the reporting or investigation of suspected child abuse or neglect may be in violation of Pennsylvania law or otherwise subject to disciplinary action by Curtis.

IX. CAMPUS AND COMMUNITY RESOURCES

A Complainant or witness has many options, including seeking counseling or assistance from a Confidential Resource, making a report under this policy, and/or making a report to law enforcement. Curtis encourages prompt reporting of Prohibited Conduct to the Title IX Coordinator and law enforcement. Curtis also recognizes that deciding among these options can be difficult and is an intensely personal decision. Complainants and witnesses are encouraged to seek assistance from a Confidential Resource and to explore all potential reporting and support options.

A. Emergency Resources and Law Enforcement

Emergency medical assistance and campus safety/law enforcement assistance are available 24/7. Individuals are encouraged to contact law enforcement and seek medical treatment as soon as possible following an incident that may pose a threat to safety or physical well-being or following a potential criminal offense.

Members of the Curtis community who believe their safety or the safety of others is threatened or who have experienced or witnessed Prohibited Conduct that may be criminal in nature should immediately call 911 to reach local law enforcement. The Lenfest Hall Security Desk can also be reached at (215) 875-4200.

B. Medical Treatment and Preservation of Evidence

Regardless of whether a report is filed with local law enforcement, individuals should preserve all evidence that could be relevant to any criminal charges that may be brought or that might be needed to obtain a protection order. Individuals who have been subjected to sexual assault are encouraged to obtain a physical examination by a Sexual Assault Nurse Examiner (SANE) at a local hospital emergency room or through the [Philadelphia Sexual Assault Response Center](#) (PSARC).

Before obtaining a SANE examination, individuals should avoid showering, washing, changing clothes, combing hair, drinking, eating or altering their physical appearance. Even if a SANE exam is not sought, all victims of violence should consider obtaining medical attention so that any issues relating to possible injury or disease from the incident may be addressed.

The [Philadelphia Sexual Assault Response Center](#) (PSARC) is a private, not-for-profit center whose mission is to provide expertise in the assessment and evaluation of sexual assault victims in Philadelphia. All services are provided in private, medical office setting located adjacent to the Special Victims Unit of the Philadelphia Police Department. This unique setting allows for private, confidential, victim-centered care. The center is staffed 24/7, by on-call, specially trained and experienced SANE nurses who provide forensic rape examinations and evidence collection to both females and males. The SANE staff are all highly-trained, compassionate nurses with years of experience in the care of sexually assaulted patients. Accompaniment services, if desired, are provided by Women Organized Against Rape, Philadelphia's rape crisis center.

Services provided at PSARC include forensic medical evaluation, injury documentation, forensic photography, pregnancy prevention, sexually transmitted infection prevention, HIV prevention, follow-up care, court testimony, and victim advocacy linkage.

PSARC
300 E. Hunting Park Avenue
Philadelphia, PA 19124
Phone: 215-800-1589
Emergency Phone: 215-425-1625 to reach the on-call SANE staff
Fax: 215-425-1419

[University of Pennsylvania Student Health Service](#) (UPSHS) can also provide evaluation and treatment related to sexual violence regardless of whether an individual makes a report or seeks additional resources. All services are confidential. Both male and female providers can perform examinations, discuss testing and treatment of sexually transmissible infections, provide emergency contraception if necessary and arrange for referrals and follow up. UPSHS, however, does not conduct SANE exams.

UPSHS
3535 Market Street, Suite 100
Philadelphia, PA 19104
Phone: 215-746-3535 (including nights and weekends)

C. Campus Resources

Members of the Curtis community may obtain information about resources relating to Prohibited Conduct from:

- Curtis Title IX Coordinator: (215)717-3160 or TitleIX@curtis.edu
- Manager of Student Life and International Student Affairs: (215) 717-3165 or richard.mcGovern@curtis.edu
- Manager of Residence Life and off-campus housing: (215)875-4256 or gianna.pannullo@curtis.edu

The Title IX Office will provide students, faculty and staff with written notice about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services, as well as options and available assistance for changing academic, living, transportation and working situations, if requested, if reasonably available and regardless of whether reports are made to local law enforcement. These supports are described in greater detail in the section on Supportive Measures.

D. Confidential Counseling Resources

Students may contact any member of the Counseling Team to obtain counseling services:

- Ellen L. Wright, Ph.D. - (215) 732-3720 or dr.ellenwright@gmail.com
- Jesse Jong-Shik Suh, Psy.D. - (215) 207-9373 or jessesuh@drjessesuh.com
- Robin B. Risler, Psy.D. - (610) 246-5459 or drrobinrisler@gmail.com
- Allan L. Goldberg, Ph.D. - (215) 592-4060 or DrGberg48@comcast.net
- Cheryll Rothery, Psy.D. - (215) 990-0159 or cheryllrothery@gmail.com

Employees may obtain counseling from Curtis's Employee Assistance Program, which can be accessed through Cigna's Life Assistance Program: phone (800) 538-3543 or email www.cignalap.com.

Counseling resources are also available through [WOAR](http://www.woar.org), a non-profit organization whose mission is to eliminate sexual violence through specialized treatment services, comprehensive prevention education programs, and advocacy for the rights of survivors of sexual assault. WOAR provides free services to anyone who has experienced sexual violence, including free individual and group counseling services, court advocacy, crisis counseling, and a 24-hour hotline to victims and survivors of sexual assault, among other preventative and educational services. To reach the WOAR hotline, call 215-985-3333.

X. REPORTING OPTIONS

Any individual may make a report of Prohibited Conduct under this Policy regardless of affiliation with Curtis and regardless of whether or not the person reporting is the person alleged to be the victim of conduct. Reports can be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. A report may be made at any time (including during non-business

hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

Curtis encourages all individuals to report Prohibited Conduct or a potential violation of this policy to the Title IX Coordinator and/or to local law enforcement. A Complainant has the right to report, or decline to report, potential criminal conduct to law enforcement. Upon request, Curtis will assist a Complainant in contacting law enforcement at any time. Under limited circumstances posing a threat to health or safety of any individual or to comply with applicable law, Curtis may independently notify law enforcement.

An individual may make a report to Curtis, to law enforcement, to neither or to both. Campus Title IX processes and law enforcement investigations operate independently of one another, although the Title IX Coordinator may coordinate information with law enforcement as part of the Initial Assessment. Anyone can make a report as follows:

- Make a report to the Title IX Coordinator in person, by telephone, by email or online at (215)717-3160 or TitleIX@curtis.edu.
- Call 911 to reach local law enforcement or contact the 9th Police District.
- Anonymously, through the online reporting form posted at www.lighthouse-services.com/Curtis or the reporting hotline at (833) 700-0026.

An individual may pursue some or all of these steps at the same time (e.g., one may simultaneously pursue a Title IX report and a criminal complaint). When initiating any of the above options, an individual does not need to know whether they wish to request any particular course of action nor how to label what happened. As part of a report to the Title IX Coordinator, an individual can also request Supportive Measures and resources.

A. Anonymous Reporting

Anyone can make an anonymous report using the online reporting form posted at www.lighthouse-services.com/Curtis or the reporting hotline at (833) 700-0026. Providing information may help Curtis maintain accurate records regarding the number of incidents involving students, employees, and third parties; determine if there is a pattern of conduct with regard to a particular location or Respondent; and alert the campus community to potential dangers when appropriate. Depending on the amount of information available in the anonymous report, however, Curtis' ability to respond with an investigation or disciplinary action may be limited. Responses to anonymous reports are governed by this policy and the [Lighthouse Services Procedures](#).

B. Timeframe for Reporting

Complainants and witnesses are encouraged to report Prohibited Conduct as soon as possible in order to maximize Curtis's ability to respond promptly and effectively. Curtis does not, however, limit the timeframe for reporting. Depending on the relationship of the Respondent to Curtis – for instance, an employee of an independent contractor - Curtis may not have the authority to impose disciplinary action. Where Curtis does not have direct disciplinary authority, Curtis will still seek to meet its Title IX obligations by evaluating the reported conduct, providing reasonably available supportive measures, assisting the Complainant in identifying external reporting options, and taking reasonably available steps to end the Prohibited Conduct, prevent its recurrence and address its effects.

C. Amnesty

Curtis encourages reporting and seeks to remove barriers to reporting by providing amnesty for Complainants and witnesses who report Prohibited Conduct for potential conduct violations occurring at or near the time of the incident. In general, Curtis will not pursue disciplinary action against a student who makes a good faith report to Curtis as a Complainant or witness to Prohibited Conduct for personal consumption of alcohol or other drugs (underage or illegal) which would otherwise be a violation of the Code of Student Conduct, provided the misconduct did not endanger the health or safety of others. Curtis may initiate an assessment or educational discussion or pursue other non-disciplinary options regarding alcohol or other drug use.

D. Requests for Anonymity

Once a report has been shared with the Title IX Coordinator, a Complainant may request that their identity not be shared with the Respondent (request for anonymity) and/or decline to file a formal complaint. Curtis will carefully balance this request in the context of Curtis's commitment to provide a safe and non-discriminatory environment for all Curtis community members. Curtis will take all reasonable efforts to investigate and respond to the report consistent with a Complainant's request, but in order to pursue disciplinary action against a Respondent, the Respondent must be provided with notice of the reported conduct. In some circumstances, the Title IX Coordinator may arrange for limited preliminary fact-finding by an investigator to gain a better understanding of the context of the report or take other appropriate steps, including consulting with law enforcement. For more information, see the section on **Balancing Complainant Autonomy with Curtis Responsibility to Investigate**.

XI. OVERVIEW OF RESOLUTION PROCESSES

Curtis is committed to providing a prompt, thorough, equitable, and impartial resolution of all formal complaints under this policy. Curtis uses two processes to resolve formal complaints of Prohibited Conduct under this policy:

- **Informal Resolution**, an informal framework that includes informal or restorative options for resolving reports that typically does not involve disciplinary action against a Respondent.
- **Formal Resolution**, formal procedures that involve an investigation, adjudication and, if appropriate, the imposition of sanctions.

In all Informal and Formal Resolution processes, Curtis will treat Complainants and Respondents equitably by offering supportive measures to a Complainant when Curtis has notice of potential Prohibited Conduct, and by following the resolution process before the imposition of any disciplinary sanction against a Respondent. Upon receipt of a report of Prohibited Conduct, the Title IX Coordinator will conduct an initial assessment of the available information and consider the Complainant's stated interests, as well as Curtis's compliance obligations, in determining how to proceed. A report of Prohibited Conduct, may be resolved through: provision of supportive measures only; pursuing the Formal Resolution process, which involves a prompt, equitable and impartial investigation, a live hearing in certain instances, and an appeal; or, pursuing an Informal Resolution process, which requires the voluntary and written consent of the Complainant and the Respondent. A Complainant is always entitled to reasonably available supportive measures, regardless of whether an Informal or Formal Resolution process is initiated.

The Title IX Coordinator will determine the appropriate resolution process after making an initial assessment of the reported information, consulting with the Complainant, considering campus safety, and evaluating Curtis's obligation to maintain an environment free from harassment and discrimination. Where a

Complainant requests a Formal Resolution and the available information raises the elements of Prohibited Conduct, the Title IX Coordinator will initiate an investigation.

A. Time Frame for Resolution

Curtis will seek to complete the appropriate resolution process as promptly as possible, consistent with the need to conduct sensitive and informed fact-gathering to ensure an equitable resolution. The policy designates reasonably prompt timeframes for the major stages of the investigation and resolution process, but Curtis may extend any timeframe in this policy for good cause. An extension may be required for good cause to ensure the integrity and thoroughness of the investigation; to comply with a request by law enforcement; in response to the unavailability of the parties or witnesses; or for other legitimate reasons, such as intervening breaks in Curtis calendar, finals periods, the complexity of the investigation, the volume of information, number of witnesses, length of the written record, and/or the severity and extent of the alleged misconduct

While requests for delays by the parties may be considered, Curtis will not unduly or unreasonably delay the prompt resolution of a report under this policy. Reasonable requests for delays by the parties may serve to extend the time period for resolution of the report. The Title IX Coordinator, in consultation with the investigator, has the authority to determine whether an extension is required or warranted by the circumstances. Curtis will notify the parties in writing of any temporary delay or extension of the timeframes for good cause, the reason for the extension and the length of the extension.

Although cooperation with law enforcement may require Curtis to suspend the fact-finding portion of a Title IX investigation temporarily, Curtis will promptly resume its Title IX investigation as soon as it is notified by the law enforcement agency that the agency has completed the evidence gathering process. Curtis will not, however, wait for the conclusion of a criminal proceeding to begin or conclude its own investigation and, if needed, will take immediate steps to provide appropriate supportive measures.

Timeframes for all phases of the formal resolution process will apply equally to both the Complainant and the Respondent.

B. Advisor of Choice

Throughout Informal or Formal Resolution, each party has the right to consult with an advisor of their choosing. The advisor may be any person, including an attorney. The parties may be accompanied by their respective advisor at any meeting or proceeding related to the resolution of a report under this policy. In particular, a party has the right to have an advisor present at any hearing, and the party's advisor may conduct questioning of the other party or witnesses during the hearing. If a party does not have an advisor, or both the party and advisor do not appear at the hearing, Curtis must provide an advisor, free of charge, to conduct questioning on the party's behalf at the hearing. With the exception of this limited role at the hearing, the advisor may provide support and advice to the parties at any meeting and/or proceeding but may not speak on behalf of the parties or otherwise participate in, or in any manner delay, disrupt or interfere with meetings and/or proceedings. The advisor is entitled to review all information gathered in the investigation that is directly related to the allegations (as part of evidence review), to access to the investigative report, and to cross-examine the other party and all witnesses during the live hearing. Curtis will not unduly delay the scheduling of meetings or proceedings based on an advisor's unavailability. An advisor may be asked to meet with a Curtis administrator in advance of any proceedings to understand the expectations of the role, privacy considerations and appropriate decorum.

C. Obligation to Provide Truthful Information

All Curtis community members are expected to provide truthful information in any proceeding under this policy. Submitting or providing false or misleading information in bad faith or with a view to personal gain or

intentional harm to another in connection with an incident of Prohibited Conduct is prohibited and subject to disciplinary sanctions, in accordance with the Student Code of Conduct and other applicable Curtis procedures. This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are not later substantiated.

XII. INITIAL ASSESSMENT

A. Response to Report of Prohibited Conduct

Anyone may make a report of Prohibited Conduct to the Title IX Coordinator. Upon receipt of a report of Prohibited Conduct, the Title IX Coordinator will conduct an Initial Assessment of the reported information and respond to any immediate health or safety concerns raised by the report. The Title IX Coordinator will also promptly contact the Complainant to discuss:

- the availability of supportive measures with or without the filing of a formal complaint;
- the process for filing a formal complaint; and
- ascertain and consider the Complainant's wishes with respect to supportive measures.

A Complainant may request supportive measures only, may file a formal complaint, or may request more time to consider their options. Alternatively, as described below, the Title IX Coordinator may determine that it is appropriate to file a formal complaint. After the filing of a formal complaint, the Complainant may decide to seek an Informal Resolution instead of a Formal Resolution process (investigation and hearing). A Complainant is always entitled to reasonably available supportive measures, regardless of whether a Formal or Informal Resolution process is initiated.

As part of the Initial Assessment, the Title IX Coordinator will determine, in consultation with other need to know Curtis officials as appropriate, whether the Policy applies to the report and whether the reported conduct falls within the jurisdiction and scope of the Policy.

B. Intake Meeting

The Initial Assessment typically includes an initial intake meeting (which may take place in person or via live technology), with the Complainant to understand the nature and circumstances of the report and to provide the Complainant with information about resources, including local law enforcement resources as applicable, procedural options, supportive measures, and an opportunity to discuss the Policy.

In addition to the intake meeting, Curtis will provide the Complainant with written information about resources, procedural options for Formal and Informal Resolution, reasonably available supportive measures and the process for requesting and obtaining them, the range of disciplinary sanctions available upon a finding of responsibility for violating the Policy, the prohibition against Retaliation, and how to report concerns of retaliation. The written information will also include information about campus and community resources and services, including counseling, health, mental health, victim advocacy, legal assistance, and other available services. This written information will also include a notification about the process for seeking disability-based accommodations, academic adjustments, and/or auxiliary aids under Section 504 of the Rehabilitation Act.

C. Overview of Initial Assessment

As part of the initial assessment, the Title IX Coordinator will typically:

- Promptly contact the Complainant to discuss the availability of supportive measures;
- *Consider the Complainant's wishes with respect to supportive measures;*
- *Assess the nature and circumstances of the report based on reasonably available information;*
- *Discuss the Complainant's expressed preference for manner of resolution (i.e., Formal Resolution in the form of an investigation and hearing or Informal Resolution) and any barriers to proceeding;*
- *Assess the nature and circumstances of the report, including whether it provides the names and/or any other information that identifies the Complainant, the Respondent, any witness and/or any other individual with knowledge of the reported incident;*
- Address immediate physical safety and emotional well-being;
- Notify the Complainant of their right to contact (or decline to contact) law enforcement or seek a civil protection order;
- Notify the Complainant of the right to seek medical treatment;
- Notify the Complainant of the importance of preservation of evidence;
- *Conduct an individualized analysis of safety and risk for the campus community to determine whether a student Respondent's presence in Curtis's education program or activity poses an immediate threat to the physical health or safety of any student, faculty, staff, or other individual such that it justifies emergency removal;*
- *Conduct an individualized analysis of safety and risk for the campus community to determine the need for administrative leave for an employee Respondent;*
- Refer the report to the Senior Director of Facility Operations to comply with Clery reporting obligations and assess the need for a timely warning under the Clery Act;
- Provide the Complainant with written information about on and off campus resources;
- Notify the Complainant about their option to report to law enforcement;
- Provide the Complainant with an explanation of the procedural options, including Formal Resolution and Informal Resolution;
- Notify the Complainant of the right to be accompanied at any meeting by an advisor of choice, that the advisor may accompany them to any meeting or proceeding under the policy and Complainant, and that if the matter proceeds under the Formal Resolution process and either party does not have an advisor, Curtis will provide a hearing advisor, without fee or charge, to conduct questioning on behalf of the party at the adjudication meeting;

- Assess the available information for any pattern of conduct by Respondent;
- Discuss the Complainant's expressed preference for manner of resolution and any barriers to proceeding (e.g., confidentiality concerns);
- Explain Curtis's policy prohibiting Retaliation and how to report acts of Retaliation; and
- Determine the age of the Complainant; and if the Complainant is a minor, make the appropriate report of suspected abuse consistent with state law.

D. Supportive Measures

Supportive measures are non-disciplinary, non-punitive, individualized support services that are offered as appropriate, as reasonably available, and without fee or charge to the Complainant when a report is received, whether or not a formal complaint is filed, and to Respondents after a formal complaint has been filed.

Supportive measures are designed to address the physical safety and emotional well-being of the parties (and the Curtis community, as appropriate), as well as to restore or preserve equal access to Curtis's education (including employment and other Curtis) programs and activities without unreasonably burdening the other party, or to deter any form of Prohibited Conduct.

Supportive measures may be temporary or permanent and may include, but not be limited to, the following:

- Facilitating access to counseling and medical services.
- Guidance in obtaining a sexual assault forensic examination.
- Assistance in arranging rescheduling of exams and assignments and extensions of deadlines.
- Academic support.
- Assistance in requesting long-term academic accommodations if the individual qualifies as an individual with a disability.
- Change in class schedule, including the ability to transfer course sections or withdraw from a course.
- Allow either a Complainant or a Respondent to drop a class in which both parties are enrolled in the same section.
- Voluntary changes in the Complainant's or Respondent's work schedule or job assignment.
- Change in campus housing.
- Escort and other safety planning steps.
- Mutual "no contact order," an administrative remedy designed to curtail contact and communications between two or more individuals.
- Voluntary leave of absence.

- Referral to resources to assist in obtaining a protective order.
- Referral to resources to assist with any financial aid, visa or immigration concerns.
- Any other remedial measure that does not unreasonably burden the other party can be used to achieve the goals of this policy.

The availability of supportive measures will be determined by the specific circumstances of each report and will be tailored to avoid unreasonably burdening the other party. Curtis will consider a number of factors in determining which measures to take, including the needs of the student or employee seeking supportive measures; the severity or pervasiveness of the alleged conduct; any continuing effects on the parties; whether the Complainant and the Respondent share the same residence hall, academic course(s), or job location(s); and whether court proceedings have been used to protect any parties (e.g., protective orders). Curtis will work in good faith to implement the requirements of judicially issued protective orders and similar orders, to the extent that doing so is within its authority.

The Title IX Coordinator is responsible for ensuring the effective implementation of supportive measures and coordinating Curtis's response. The Title IX Coordinator has the discretion to impose and/or modify any supportive measure based on all available information and is available to meet with a Complainant or Respondent to address any concerns about the provision of supportive measures. Curtis will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality does not impair the ability to provide the supportive measures.

All individuals are encouraged to report to the Title IX Coordinator any concerns about the failure of another to abide by a Curtis directive (e.g., No Contact Order). In the event of an immediate health or safety concern, individuals should contact 911 or the Lenfest Hall Security Desk at (215) 875-4200 (on campus) immediately. Curtis will enforce a previously implemented measure, which may include additional supportive measures and/or disciplinary penalties for failing to abide by a Curtis directive.

When the Title IX Coordinator decides to initiate an investigation, impose supportive measures, or take any other action that impacts a Respondent, the Title IX Coordinator will also ensure that Respondent is notified and receives written information on available resources and options, consistent with the list outlined above. The relationship of the Respondent to Curtis may impact the availability and appropriateness of supportive measures provided by Curtis, but Curtis may refer the third-party Respondent to community resources.

E. Emergency Removal

Certain circumstances may warrant removing a student Respondent from a Curtis program or activity on an emergency basis, typically in the form of a temporary suspension. Curtis may remove a student Respondent on an emergency basis from Curtis property or employment, education, research programs or activities, or other Curtis programs and activities. Before imposing an emergency removal, Curtis will undertake an individualized analysis of safety and risk for the campus community to determine whether the Respondent's presence in the Curtis program or activity poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Prohibited Conduct, and justifies removal of the Respondent from the Curtis program or activity.

The Title IX Coordinator will promptly provide the Complainant, where appropriate because the removal relates to them, and the Respondent with simultaneous written notice of the Emergency Removal, the effect of

the Emergency Removal, the rationale for the Emergency Removal, and an opportunity for the Respondent to challenge the Emergency Removal. During any challenge, the Respondent will remain off-campus and must comply with the notice of Emergency Removal. That notice will include a statement that any information the Respondent chooses to provide during the challenge may subsequently be used in implementing any aspect of this Policy, including the investigation and hearing.

The Respondent will have 72 hours from the notice of Emergency Removal to submit a written challenge to the safety and risk analysis that forms the rationale for the Emergency Removal to the Title IX Coordinator. The Title IX Coordinator will assign the matter to be reviewed by the Dean to evaluate the information in support of the individualized safety and risk analysis and any information provided by the Respondent and the Complainant, as applicable. The Dean or designee will submit a final decision in writing to the Respondent and the Complainant within three (3) business days, with a copy to the Title IX Coordinator.

F. Administrative Leave

Curtis may place a non-student staff or faculty Respondent on administrative leave, with or without pay, at any time.

XIII. Formal Complaint

The Formal Resolution process (investigation, hearing and appeal process) is initiated by the filing of a formal complaint. A formal complaint is a written document submitted to the Title IX Coordinator by the Complainant alleging that a Respondent engaged in Prohibited Conduct and requesting an investigation. The formal complaint may be submitted to the Title IX Coordinator in person, by mail, or by electronic mail, using the formal complaint form. The Complainant may also contact the Title IX Coordinator directly for assistance in making a formal complaint. At the time of filing the formal complaint, the Complainant must be participating in or attempting to participate in Curtis's education program or activity. Where a Complainant files a formal complaint and requests an investigation, and the reported conduct falls within the scope and jurisdiction of the policy, the Title IX Coordinator must pursue an investigation.

A. Dismissal of Formal Complaint

The Title IX Coordinator will determine whether the conduct alleged in the formal complaint falls within the scope of the policy and the definitions of Prohibited Conduct. The Title IX regulations require Curtis to dismiss some or all of the allegations in the formal complaint related to Title IX Sexual Harassment if: 1) the conduct alleged, even if substantiated, would not constitute Title IX Sexual Harassment as defined in the Title IX regulations; 2) the conduct did not occur within Curtis's education program or activity; or, 3) the conduct did not occur against a person in the United States. This means that Curtis may be required by law to dismiss some or all of the allegations in the formal complaint under Title IX and provide the parties notice of the dismissal and the opportunity to appeal that dismissal.

Where the allegations in the formal complaint include Other Sexual Misconduct, the conduct occurred outside of the United States, or the conduct is not within the education program or activity (but still within the scope of conduct regulated by Curtis), the Formal Resolution process will still apply and the remaining allegations will proceed to the Formal Resolution process set forth below.

In addition, the Title IX Coordinator may dismiss a formal complaint, at any stage of the process, in any of the following three circumstances: (1) the Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; (2) the Respondent is no longer enrolled or employed by Curtis; (3) or specific circumstances, including a Complainant's decision not to respond to outreach by the Title IX Coordinator, prevent Curtis from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

The decision about whether to dismiss a formal complaint, in whole or in part, may be made at any time in the process and will be communicated to all parties in writing. Either party may appeal the decision to dismiss the formal complaint to the Appellate Authority.

Dismissal of the formal complaint will be communicated to the parties simultaneously and in writing. Either party may challenge the dismissal of a formal complaint by notifying the Title IX Coordinator in writing of the challenge within five (5) business days of the dismissal of the formal complaint. The other party will be notified of the challenge. Challenges to dismissals will be reviewed by the Appellate Authority within five (5) business days.

B. Title IX Coordinator Discretion to File Formal Complaint

- The Title IX Coordinator also has the discretion to file a formal complaint. In evaluating the appropriate manner of resolution, including whether the Title IX Coordinator will file a formal complaint in the absence of a formal complaint by the Complainant, the Title IX Coordinator will consider the following factors:
- The totality of the known circumstances;
- The nature and scope of the alleged conduct, including whether the reported behavior involves the use of a weapon;
- The respective ages and roles of the Complainant and Respondent;
- The risk posed to any individual or to the campus community by not proceeding, including the risk of additional violence;
- Whether there have been other reports of other prohibited conduct or other misconduct by the Respondent;
- Whether the report reveals a pattern of misconduct related to Prohibited Conduct (e.g., illicit use of drugs or alcohol) at a given location or by a particular group;
- The Complainant's interest in Curtis not pursuing an investigation or disciplinary action and the impact of such actions on the Complainant;
- Whether Curtis possesses other means to obtain relevant evidence;
- Fairness considerations for both the Complainant and the Respondent;

- Curtis's obligation to provide a safe and non-discriminatory environment; and
- Any other available and relevant information.

The Title IX Coordinator will consider what steps may be possible or appropriate when a Respondent is unknown or the Complainant requests anonymity and what other measures or remedies might be considered to address any effects of the reported behavior on the campus community. The Title IX Coordinator will make a determination regarding the appropriate manner of resolution under the policy. Curtis will seek resolution consistent with the Complainant's request, if it is reasonably possible to do so, based upon the facts and circumstances, while also protecting the health and safety of the parties and Curtis community.

Where the Title IX Coordinator determines that a Complainant's request(s) can be honored, Curtis may nevertheless take other appropriate steps to address the reported conduct, prevent its recurrence and remedy its effects on the Complainant and Curtis community. Those steps may include offering appropriate supportive measures to the Complainant, providing targeted training and prevention programs, and/or providing or imposing other remedies.

The Title IX Coordinator may also re-open a report under this policy if any new or additional information becomes available, and/or if the Complainant later decides that they would like a Formal Resolution to occur.

In those instances when the Title IX Coordinator files a formal complaint, the Title IX Coordinator will notify the Complainant that Curtis intends to initiate an investigation. The Complainant is not required to participate in the investigation or in any of the actions taken by Curtis.

Curtis' ability to investigate and respond fully to a report may be limited if the Complainant requests anonymity or declines to participate in an investigation. Curtis will, however, pursue other steps to limit the effects of the reported conduct and prevent its recurrence. In all cases, the final decision on whether, how, and to what extent Curtis will conduct an investigation of a report of Prohibited Conduct will be made in a manner consistent with this policy.

XIII. INFORMAL RESOLUTION

Following receipt of a formal complaint, Curtis may resolve reports through Informal Resolution, as appropriate based on the circumstances. Informal Resolution is available only once a formal complaint has been filed, prior to a determination of responsibility, and if the Complainant and Respondent voluntarily consent to the process in writing. It is important to note that, under the Title IX regulations and this policy, Informal Resolution is not available in cases in which an employee (faculty or staff) is alleged to have sexually harassed a student. In all cases, the Title IX Coordinator will have discretion to determine whether or not Informal Resolution, or any particular form of Informal Resolution, is appropriate to the circumstances.

Informal Resolution may involve agreement to pursue individual or community remedies, including targeted or broad-based educational programming or training; supported direct conversation or interaction with the Respondent; mediation; indirect action by the Title IX Coordinator or other appropriate Curtis officials; and other forms of resolution that can be tailored to the needs of the parties. With the voluntary consent of the parties, Informal Resolution may be used to impose agreed-upon disciplinary sanctions. Any person who facilitates an Informal Resolution will be trained and free from conflicts of interest or bias for or against either party.

If the parties are interested in pursuing Informal Resolution, the Title IX Coordinator will send written notices to the parties describing:

1. the allegations at issue;
2. the requirements of the Informal Resolution process;
3. the circumstances under which the parties are precluded from resuming a formal complaint arising from the same allegations;
4. the right to end the Informal Resolution process at any time prior to resolution and resume the Formal Complaint process; and
5. the consequences resulting from participating in the Informal Resolution, including that the records and communications created or maintained as part of the Informal Resolution process may be viewed by parties, or later used or considered in the Formal Resolution process, including in the investigation or at a hearing if determined to be relevant information.

All parties will be required to return signed copies of the written notices agreeing to the Informal Resolution process.

With any form of Informal Resolution, each party has the right to choose and consult with an advisor. The advisor may be any person, including an attorney. The parties may be accompanied by their respective advisors at any meeting or proceeding held as part of Informal Resolution. While the advisors may provide support and advice to the parties at any meeting and/or proceeding, they may not speak on behalf of the parties or otherwise participate in, or in any manner disrupt, such meetings and/or proceedings.

Any form of Informal Resolution and any combination of interventions and remedies may be utilized. If an agreement acceptable to Curtis, the Complainant, and the Respondent is reached through Informal Resolution, the terms of the agreement are implemented, and the matter is resolved and closed. The Title IX Coordinator or designee will monitor the implementation of the agreement as appropriate. If an agreement between the parties and subject to the Title IX Coordinator's approval is not reached or if a Respondent fails to comply with the terms of the Informal Resolution, the formal complaint may be referred for investigation or an investigation may resume under the Formal Resolution process. Once any terms of the Informal Resolution are fully completed and the matter is closed, the parties will be precluded from filing another formal complaint arising from the same set of facts or circumstances.

Prior to reaching a resolution, any party can withdraw from the Informal Resolution process, and Curtis will resume the formal complaint process. Curtis's goal is to complete an Informal Resolution within thirty (30) days of the parties' written agreement to participate in the process. If Curtis anticipates the process will take longer, written notification will be provided to the parties with an explanation regarding the delay.

The Title IX Coordinator will maintain records of all reports and conduct referred for Informal Resolution, which will typically be complete within twenty (20) business days of the initial report.

XIV. FORMAL RESOLUTION: INVESTIGATION

This Formal Resolution process is followed after the filing of a formal complaint by the Complainant or Title IX Coordinator.

Curtis will conduct a prompt and equitable investigation to gather information relevant to the determination of whether there is sufficient information, by a preponderance of the evidence, to determine that a policy violation occurred. The investigation will be impartial and will be conducted by trained individuals who have no actual bias or conflict of interest.

During the investigation and disciplinary proceedings, both the Complainant and Respondent have equitable opportunities, including the opportunity to receive a written notice of investigation; to participate in the investigation; to review and present information and evidence; to be accompanied by an advisor of their choice to any meeting; to timely and equal access to information that will be used in any meeting or disciplinary proceedings; to timely written notice of meetings at which their presence will be requested or required, including the date, time, location, participants, and purpose of the meeting, with sufficient time to prepare ; to simultaneous written notice of the outcome, sanction and rationale; and to appeal the outcome.

The Investigator, not the parties, is responsible for gathering relevant evidence. During an investigation, the Investigator will seek to meet separately with the Complainant, Respondent and relevant witnesses. The Complainant and Respondent will be asked to identify witnesses and provide other relevant information, such as documents, communications and other evidence, if available. The parties are encouraged to provide all relevant information as promptly as possible to facilitate prompt resolution and are encouraged to preserve relevant evidence. In the event that a party declines to voluntarily provide material information, the ability to conduct a prompt, thorough and equitable investigation may be affected.

The Respondent will be presumed not responsible for any alleged policy violation unless and until a determination is made that there is sufficient evidence, by a preponderance of the evidence, to find that the Respondent violated this policy.

A. Designation of Investigator

When the decision is made to initiate an investigation, Curtis will designate an Investigator to conduct a prompt, thorough, fair and impartial investigation. The Investigator may be a Curtis employee and/or an experienced external investigator. Any Investigator used by Curtis must receive annual training on issues related to sexual and gender-based harassment, sexual assault, dating violence, domestic violence and stalking; the scope of Curtis's education program and activity (to include employment and other Curtis programs and activities); and on how to conduct an investigation that is fair and impartial. The Investigator will be impartial and free from conflict of interest or actual bias for or against the Complainant or Respondent.

B. Notice of Investigation

The Title IX Coordinator will notify the Complainant and the Respondent, in writing, of the following information: (1) the names of the Complainant and the Respondent; (2) the date, time (if known), location, and a brief summary of the nature of the reported conduct; (3) the reported policy violation(s); (4) the name of the Investigator; (5) how to challenge participation by the Investigator on the basis of a conflict of interest or bias; (6) information about the parties' participation in the process; (6) a statement that the Respondent is presumed not responsible for the alleged conduct unless and until there is a determination of responsibility by a preponderance of the evidence; (7) the prohibition against Retaliation; (8) the importance of preserving any potentially relevant evidence in any format; (9) that the parties are entitled to an advisor of their choice throughout the process, and if the party does not have an advisor at the hearing, Curtis will provide an advisor, free of charge, to conduct questioning on the party's behalf; (10) the prohibition against providing false information during the process; and (11) a copy or link to this policy. If the investigation reveals the existence of additional or different potential violations of this policy, the Investigator will issue a supplemental notice of investigation.

C. Investigative Considerations

1. Consolidation of Investigation

The Title IX Coordinator may consolidate formal complaints against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party (*i.e.*, cross-complaint), where the allegations of Prohibited Conduct arise out of the same or substantially similar facts or circumstances. All parties will receive simultaneous, timely notification of any consolidation. During the course of the investigation, the investigation may reveal the existence of additional or different potential policy violations, which may also be consolidated following notification to the parties of the amended notice of investigation.

2. Witnesses

Witnesses are individuals who may have information relevant to the incident, including individuals who may have observed the acts in question, may be able to provide contextual information, or may have other information related to the incident, the disclosure, the parties or related matters. Witnesses may also be offered to provide subject matter expert information. Where witnesses are interviewed as part of the investigation, the name of the witness and the information gathered in the interviews will be included in the written investigative report, which the parties will have the opportunity to review at the conclusion of the investigation.

3. Other Forms of Evidence

The Investigator will also gather other relevant information or evidence, including documents, photographs, communications between the parties, medical records (subject to the consent of the applicable person), and other electronic records as appropriate.

The Investigator may also consider information publicly available from online sources that comes to the attention of Investigator. Curtis does not actively monitor online sources, however, and as with all potentially relevant information, the Complainant, Respondent or witness should bring online information to the attention of the Investigator if they believe it is relevant.

The Investigator may also consider communications involving or relating to one or both parties that either party brings to the attention of the Investigator or that is provided by the parties in response to a request by the Investigator. The Investigator may also seek review of information available on Curtis devices or servers, consistent with Curtis's technology policies.

The Investigator may visit relevant sites or locations and record observations through written, photographic or other means. In some cases, the Investigator may consult with relevant experts when deemed appropriate and necessary by Curtis. Curtis will not consider polygraph results.

In general, a person's medical and counseling records are privileged records confidential and not accessible to the Investigator unless the person voluntarily waives the privilege in a written consent, to share those records with the Investigator. In those instances, the relevant information from the records must be shared with the other party.

4. Relevance

Relevant evidence is any evidence that makes a material fact in the investigation more or less likely. Relevant evidence, both inculpatory and exculpatory, will be included in the Investigative report and considered by the Disciplinary Authority in the determination on responsibility made following a live hearing. The Investigator will review all information identified or provided by the parties and will determine the relevance and probative value of the information developed or received during the investigation and include all relevant information in the Investigative report.

5. Prior or Subsequent Conduct

To the extent such information is relevant or available, prior or subsequent conduct may be considered in determining knowledge, motive, intent, state of mind, preparation, absence of mistake, lack of accident, identity, pattern or another material fact. Evidence of prior or subsequent conduct, regardless of whether there has been a prior finding of a policy violation, may be deemed relevant and probative to both the determination of responsibility and/or sanction for the conduct under investigation.

The Investigator, in consultation with the Title IX Coordinator, will assess whether proof of the other misconduct makes a material fact in the investigation more or less likely and whether use of this information would cause undue prejudice. With respect to pattern evidence, the determination of relevance will be based on an assessment of whether the previous or subsequent conduct was substantially similar to the conduct under investigation or indicates a pattern of similar conduct.

Where a sufficient informational foundation exists for the inclusion of prior or subsequent conduct, the Investigator will provide notice to both parties of the scope of any inclusion of prior or subsequent conduct in the investigative report. The parties will have a full and fair opportunity to respond to the information included in the investigative report.

6. Prior Sexual History

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are: 1) offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant; or, 2) the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove Consent. As set forth in the Consent definition above, however, previous relationships or prior consent cannot imply consent to future sexual acts.

The Investigator, in consultation with the Title IX Coordinator, will assess whether information related to prior sexual history makes a material fact in the investigation more or less likely. Where a sufficient informational foundation exists for the inclusion of prior sexual history, the Investigator will provide notice to both parties of the scope of any inclusion of such information in the investigative report. The parties will have a full and fair opportunity to respond to the information included in the investigative report.

7. Participation of the Parties

Curtis expects all members of Curtis community to cooperate fully with the investigation and disciplinary procedures but will not retaliate against a student or employee for declining to participate. It is understood that there may be circumstances in which a Complainant or Respondent wish to limit their participation, and Curtis will respect the choice of the Complainant or Respondent as to how to engage in proceedings under this policy. Curtis may, however, move forward with an investigation and disciplinary action without the participation of a party or parties.

Curtis will not draw any adverse inference solely from a Complainant's or Respondent's decision not to participate in the investigation or any form of resolution under this policy; however, the Complainant or Respondent should be aware that declining to participate in the investigation may impact the timing and outcome of the case.

8. Effect of Withdrawal

At any time, Curtis may place an administrative hold on a student Respondent's transcript, make a transcript notation, or defer or withhold the award of the student Respondent's degree. Although a student Respondent may withdraw from Curtis while the investigation is pending, this withdrawal may be considered permanent and the Respondent's transcript may note that there was a withdrawal while under investigation for sexual

violence, when required or permitted by law. Even if a student Respondent withdraws from Curtis, the Title IX Coordinator may proceed with further action as necessary to eliminate, prevent or address any impacts of the reported conduct.

9. Safeguarding Privacy

Individuals involved in investigations or disciplinary proceedings under this policy are encouraged to exercise discretion in sharing information in order to safeguard the integrity of the process and to avoid the appearance of retaliation. While discretion regarding the process is important, Complainants and Respondents are not restricted from discussing the allegations under investigation to gather and present relevant evidence or seek support, but the parties should be advised that doing so in a way that constitutes Harassment or Retaliation may subject them to additional policy violations. All parties, however, are encouraged to maintain the privacy of Family Educational Rights and Privacy Act (FERPA)-protected and/or sensitive information gathered or learned in the process.

10. Coordination with Law Enforcement

If there is a concurrent criminal investigation, Curtis will seek to work in a collaborative manner in order to respect the integrity of external investigations and Curtis investigations. This may include contacting the law enforcement agency that is conducting any investigation to inform that agency that a Curtis investigation is also in progress, attempting to ascertain the status of the criminal investigation, and seeking to determine the extent to which any evidence collected by law enforcement may be available to Curtis in its investigation.

11. Timing of Investigation

The Investigator will provide periodic updates to the parties about the status of the investigation, with a goal to complete the fact-gathering portion of the investigation within approximately 30 to 60 calendar days.

D. Evidence Review

At the conclusion of the fact-gathering, the Investigator will make information gathered in the investigation available for review by the parties and their advisors. The parties will have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the Curtis does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. The investigator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least ten (10) calendar days to submit a written response, which may be comments, proposed questions for the investigator(s) to ask the other party, identification of additional witnesses or sources of evidence, which the investigator will consider prior to completion of the investigative report.

The Investigator will determine the appropriateness of additional investigative steps and the relevance of additional information. If either party provides a written response or makes a request for additional investigation, the written response and any additional information gathered by the Investigator will be shared with the other party and incorporated as appropriate in the investigative report. Any information gathered through additional investigation steps will be shared with both parties, and, as appropriate, each will have the opportunity for further response.

E. Review of Investigative Report

The Investigator will prepare an investigative report that fairly summarizes the relevant evidence, including inculpatory and exculpatory evidence. The Investigator has the discretion to determine the relevance of the information included in the investigative report.

The investigation report will include a recommendation by the Investigator whether the conduct alleged in the formal complaint falls within the scope of the Policy and the definitions of Prohibited Conduct. In particular, the Investigator will make a recommendation whether the conduct alleged, if substantiated, would constitute Title IX Sexual Harassment. This is not a determination of responsibility, nor does it involve a determination about the credibility of the information gathered; those decisions are reserved for the Disciplinary Authority. Rather, this evaluation accepts all facts as presented by the Complainant as true in order to determine the potential Policy violations that will be the subject of the hearing.

The investigative report and accompanying documents will be made available to the Complainant and the Respondent to review. The Complainant and Respondent will have ten (10) calendar days to submit a written response to the investigative report. The written response will be considered by the Disciplinary Authority and can address any issue from the evidence review or investigative report, including the Investigator's assessment of relevance or recommendation as to jurisdiction. This is the final opportunity to submit substantive information prior to the hearing.

F. Title IX Coordinator Review of Title IX Jurisdiction

The Title IX Coordinator will review the Investigator's recommendation as to whether the conduct alleged in the formal complaint falls within the scope of the Policy. Where the conduct, if true, would not constitute Title IX Sexual Harassment, Curtis may be required by law to dismiss some or all of the allegations in the formal complaint under Title IX and provide the parties notice of the dismissal and the opportunity to appeal that dismissal, as described above.

In some instances, the investigator, in consultation with the Title IX Coordinator will determine that the allegations, even if accepted as true, would not rise to the level of Title IX Sexual Harassment, but nonetheless require remediation. The Title IX Coordinator, in partnership and consultation with relevant stakeholders, may address unprofessional, disrespectful, and/or offensive conduct that: 1) does not rise to the level of creating a hostile environment (or a violation of this Policy, or 2) is of a generic nature not clearly based on a Protected Characteristic; and/or 3) runs counter to Curtis's mission and values. Addressing such behaviors will not typically result in the imposition of disciplinary sanctions under the Policy, but may be addressed through restorative remedial actions, such as coaching, education, and/or effective conflict resolution or other alternative resolution mechanisms. However, Curtis reserves the right to take any action it deems, in its sole discretion, to be appropriate in response to such behaviors.

G. Acceptance of Responsibility

A Respondent may choose to accept responsibility for their conduct at any point during the investigation or thereafter. In the event that the Respondent admits responsibility for committing an act or acts of Prohibited Conduct, the Title IX Coordinator will determine whether further investigation is warranted. The Disciplinary Authority will issue a finding of responsibility and determine an appropriate sanction(s) pursuant to the sanctioning process below.

XV. FORMAL RESOLUTION: HEARING

Following the issuance of the investigative report, the Title IX Coordinator will appoint a Disciplinary Authority to conduct a live hearing. For student Respondents, the Disciplinary Authority may be an external adjudicator or a single Curtis administrator.

The role of the Disciplinary Authority is to provide all parties with an equitable opportunity to be heard and to reach a full and fair determination as to responsibility and imposition of any sanction, should there be a finding of responsibility. The Disciplinary Authority must be trained in how to serve as an informed and impartial Disciplinary Authority; this training will include training content provided to investigators, as well training on any technology to be used at a hearing and on issues of relevance of questions and evidence. The Disciplinary Authority may reach credibility determinations but may not base credibility determinations on a person's status as a Complainant, Respondent or witness.

The Disciplinary Authority must be free of conflict of interest or bias for or against either party. The Complainant and Respondent will be provided the name of the Disciplinary Authority in advance and have the opportunity to raise a challenge for bias or conflict of interest to the Title IX Coordinator prior to the hearing. The Title IX Coordinator shall render a determination in writing on any such challenge, which determination shall be final.

A. Notice and Timing of Hearing

The Complainant and Respondent will be notified in writing of the date, time, and location of the hearing, the designation of Disciplinary Authority, how to challenge participation by the Disciplinary Authority for bias or conflict of interest, the right to have an advisor present at the hearing and conduct questioning on the party's behalf; that Curtis will provide an advisor, without fee or charge, to conduct questioning on behalf of the party at the hearing if the party does not have an advisor present for the hearing; how to request that witnesses be present at the hearing; and, information about the hearing format. The hearing will be promptly scheduled upon issuance of the Final Investigative report.

The Complainant or Respondent may request a postponement for good cause. A request for a postponement for good cause must be made in writing, include supporting rationale, at least two (2) business days before the scheduled hearing.

B. Standard of Review

The Disciplinary Authority is responsible for objectively evaluating the relevant inculpatory and exculpatory evidence and making a determination whether there is sufficient evidence, by a preponderance of the evidence, to establish that the Respondent violated this policy.

A finding of responsibility by a preponderance of the evidence means that it is more likely than not, based on all of the evidence and reasonable inferences from the evidence, that the Respondent violated the policy. If the evidence weighs so evenly that the Disciplinary Authority is unable to say there is a preponderance on either side, the Disciplinary Authority must determine that there is insufficient evidence to conclude that a violation of the policy occurred.

C. Hearing Format

The hearing will be live and require the participants to simultaneously see and hear each other. A hearing may be conducted with all parties physically present in the same geographic location. Alternatively at the discretion of the Title IX Coordinator, any or all parties, witnesses, or other participants may appear at the hearing virtually, with technology enabling participants simultaneously to see and hear each other. Either party may request that the parties are located in separate rooms or locations for the hearing with technology enabling the Disciplinary Authority and parties to simultaneously see and hear the party or witness answering questions.

Such a request should be submitted to the Title IX Coordinator at least three (3) business days prior to the hearing. Nothing in this section requires the parties to appear in-person before the Disciplinary Authority and the hearing may proceed with all parties participating virtually as appropriate and necessary.

The hearing is an opportunity for the parties to address the Disciplinary Authority in person about issues relevant to the determination of responsibility. The parties may address any information in the evidence review or in the investigation report, subject only to a determination of relevance by the Disciplinary Authority. All of the evidence available at the evidence review (directly related to the allegations) must be available to the parties and their advisors for use at the hearing. Each party has the opportunity to be heard, to identify salient information for the Disciplinary Authority's consideration, to respond to any questions of the Disciplinary Authority and the other party's advisor, and to ask witnesses questions of the other party or witnesses through their advisor. The parties are not permitted to directly question one another.

Only relevant questions may be asked of a party or witness. Before a Complainant, Respondent, or witness responds to a question, the Disciplinary Authority will first determine whether the question is relevant and briefly explain any decision to exclude a question as not relevant. The Disciplinary may ask the party's advisor to articulate the relevance of the question, but objections and argument by the advisors are not permitted.

The Disciplinary Authority has the discretion to determine the format of the hearing. A typical hearing may include brief opening remarks by the Complainant and Respondent, with follow-up questions posed by the Disciplinary Authority and the other party's advisor, information presented by the Investigator, with questions by the Disciplinary Authority and the parties' advisors, information from witnesses, with questions by the Disciplinary Authority and the parties' advisors, and brief concluding remarks by the Complainant and Respondent.

D. Participation of the Parties in the Hearing

Because the most accurate and fair review of the facts can best be accomplished when all parties are present, both parties are strongly encouraged to attend and participate. If the Complainant or Respondent chooses not to attend a hearing, the determination of responsibility will be reviewed as scheduled on the basis of the information available. In addition, Curtis must provide an advisor, free of charge, to conduct questioning on the party's behalf, even when the party and advisor of choice decline to attend the hearing. Statements made by a party or witness who does not participate in the hearing and submit to questioning by the other party's advisor will not be considered by the Disciplinary Authority. Neither party is required to participate in the hearing and the Disciplinary Authority may not draw any inference from the decision of a party or witness to not participate in the hearing.

E. Determination of Sanction

Where a finding of responsibility is made by the Disciplinary Authority, the Disciplinary Authority will determine the appropriate sanction according to the framework outlined in the section on Sanction below.

XVI. FORMAL RESOLUTION: SANCTIONS

Curtis's sanctioning process is designed to identify and implement a tailored and individual response intended to eliminate Prohibited Conduct, prevent its recurrence and remedy its effects, while supporting Curtis's educational mission, legal obligations and commitment to compliance with Title IX, Clery and related authority. Sanctions or interventions may also serve to promote safety and/or deter other individuals from

similar future behavior. Other remedies may include corrective action that is intended to be non-punitive, such as targeted or broad-based educational programming or training.

The Disciplinary Authority may consult with appropriate Curtis administrators and related professionals. For example, for student Respondents, the Disciplinary Authority may consult with administrators involved in administering the Student Code of Conduct. For staff or faculty respondents, the Disciplinary Authority may consult with the Respondent's direct supervisor. In all instances, the Disciplinary Authority may consult with the Title IX Coordinator to ensure that the sanction and/or remedies satisfy Curtis's obligation to eliminate the Prohibited Conduct, prevent its recurrence and address its effects.

A. Impact or Mitigation Statements

In the time frame directed by the Title IX Coordinator, the Complainant and Respondent may submit a written impact or mitigation statement for consideration by the Disciplinary Authority. The decision whether to provide an impact or mitigation statement is completely voluntary. An impact statement is written information from the Complainant regarding how the Prohibited Conduct has affected them. A mitigation statement is written information from the Respondent regarding any potential mitigating factors. Each party will receive a copy of the impact or mitigation statement provided by the other.

B. Determination of Sanction

In determining the appropriate sanction(s) and/or remedies, the Disciplinary Authority will consider a number of factors, including:

- The nature of the conduct at issue;
- The impact of the conduct on the Complainant;
- The impact or implications of the conduct on Curtis community;
- Prior misconduct by the Respondent, including the Respondent's relevant prior discipline history, both at Curtis or elsewhere, and any criminal convictions, if such information is available and known;
- Any expression of remorse or acceptance of responsibility by a Respondent;
- Maintenance of a safe and respectful environment conducive to learning;
- Protection of Curtis community;
- The necessity of any specific action in order to eliminate the Prohibited Conduct, prevent its recurrence and remedy its effects on the Complainant or other Curtis community members; and,
- Any other mitigating, aggravating or compelling circumstances in order to reach a just and appropriate resolution in each case.

The Disciplinary Authority may also consider restorative outcomes that, taking into account the safety of Curtis community as a whole, allow a Respondent to develop insight about their responsibility for the behavior, learn about the impact of the behavior on the Complainant and the community, and identify how to prevent or change the behavior. Sanctions may be issued individually, or a combination of sanctions may be imposed.

Sanctions will typically be imposed immediately, although the Disciplinary Authority has the discretion to stay imposition of some or all sanctions pending an Appeal.

C. Sanctions for Student Respondents

Sanctions for student Respondents include, but are not limited to: warning – written notice of violation, no further sanctions; written reprimand with conditions; loss of privileges; monetary penalty and/or restitution; suspension – separation of the student from Curtis; expulsion – permanent separation from Curtis; withholding of the degree or diploma; other sanctions – for example: work assignments, essays, service, etc.; revocation of admission and/or degree or diploma.

Student-employees who are reported to have engaged in Prohibited Conduct in their employment capacity may be subject to sanctions both in connection with their employment and in connection with their student status, as appropriate under applicable processes. If a student is employed through a financial aid package, such as work study, any modification to the employment will not result in a decrease in student aid funds.

D. Sanctions for Staff and Faculty Respondents

Sanctions for Staff and Faculty Respondents include, but are not limited to, oral or written warning, reprimand, censure, disciplinary probation, suspension, termination of employment, dismissal, training, guidance, adjustment of supervisory or evaluative responsibilities, and measures to protect health and safety.

E. Written Notice of Outcome

Within ten (10) business days following the conclusion of the deliberations, the Disciplinary Authority will prepare a written decision, including the finding of responsibility or non-responsibility, and rationale. The Disciplinary Authority provide the written notice of outcome to the Title IX Coordinator who will simultaneously issue it to the parties. The notice of outcome will include:

1. *Identification of the allegations potentially constituting Prohibited Conduct;*
2. *A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;*
3. *Findings of fact supporting the determination;*
4. *Conclusions regarding the application of the Policy to the facts;*
5. *A statement of, and rationale for, the finding as to each alleged policy violation, including a determination regarding responsibility; and*
6. *Any disciplinary sanctions issued to the Respondent and remedies for the Complainant are imposed.*

The Complainant and Respondent will receive simultaneous written notification of the outcome, including both the sanction and the rationale. The Notice of Outcome will include information about the Appeal procedures.

F. Remedies

The Title IX Coordinator will review the written notice of outcome to determine whether additional remedies for the Complainant are necessary to restore and preserve equal access to Curtis's education program and activity. Examples of such remedies may include the provision of counseling, academic services, escort services, and/or training for members of the Curtis community, as well as making modifications to class scheduling and/or housing assignments.

XVII. APPEAL

The Complainant or Respondent may appeal the outcome by submitting a written appeal within five business days of the date of the Notice of Outcome. The appeal will be conducted in an impartial manner and equivalent procedural rights will be provided to both parties throughout the process.

The appeal review will be a person designated by the Title IX Coordinator (or Deputy Title IX Coordinator) who has not had prior involvement in the matter. The Appellate Authority may be an external professional. The Appellate Authority will receive training regarding Curtis policies and procedures and other relevant issues.

Any individual serving as an Appellate Authority must be free from actual bias or conflict of interest. Either party may raise a challenge to the Appellate Authority on the basis of actual bias or conflict of interest. This challenge must be raised, in writing, to the Title IX Coordinator within 2 business days of receipt of notice of acceptance of the appeal.

A Complainant or Respondent may appeal on one or more of the following grounds:

1. *Procedural irregularity that affected the outcome of the matter and/or sanction;*
2. New evidence, not reasonably available at the time of the adjudication meeting regarding responsibility or dismissal of the formal complaint, that could affect the outcome of the matter;⁴
3. The Title IX Coordinator, investigator(s), or Disciplinary Authority had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

The appeal shall consist of a plain, concise and complete written statement outlining the basis for appeal and all relevant information to substantiate the claim. Dissatisfaction with the outcome is not sufficient grounds for appeal. The appeal will be narrowly tailored to the stated appeal grounds.

Each party will be given the opportunity to review and respond in writing to the other party's appeal. Any response by a party to the other party's appeal must be submitted within three business days. All appeal documents from each party will be considered together in one review process.

The Appellate Authority will review the matter based on the issues identified in the appeal(s) materials. The Appellate Authority has the authority to determine the appropriateness of evidence, including whether certain evidence should be considered, and the strength and weight that evidence will be given. The Appellate Authority will consider the final investigative report, any written submissions by the parties, and any impact or mitigation statements. The Appellate Authority may request additional information as necessary.

Appeals are not intended to be a reevaluation of the facts gathered, nor may the Appellate Authority substitute their judgment for that of the Investigator or Disciplinary Authority merely because they disagree with the outcome. The finding and sanction are presumed to have been decided reasonably and appropriately, and the Appellate Authority should give deference to the underlying outcome unless there is clear error based on the stated appeal grounds.

⁴ The time frame for filing an appeal based on newly discovered information may be extended at the discretion of the Title IX Coordinator where the evidence could not reasonably have been discovered within the time frame and a compelling justification exists for its consideration.

The Appellate Authority may conclude that there is no error and therefore determine that the outcome be affirmed. In the alternative, the Appellate Authority may identify error based on one of the stated appeals grounds. If so, the Appellate Authority may affirm the finding or sanction, modify the sanction, or refer the matter back to the Title IX Coordinator, Investigator or Disciplinary Authority with instructions or recommendations for additional actions.

The Appellate Authority will strive to complete the appeal review within 10 business days of receipt of all documents. Both parties will be provided with simultaneous written notice of the outcome of the appeal. The determination by the Appellate Authority is final.

XVIII. Records

The Office of the Title IX Coordinator will create, and maintain the following records for a period of seven years: records of any actions, including any supportive measures, taken in response to a report or formal complaint; records of investigations, including any determination regarding responsibility and any audio or audiovisual recording or transcript created, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant; any appeal and the result therefrom; any Informal Resolution and the result therefrom. These records will be maintained in accordance with the privacy protections set forth in Title IX, the Clery Act, FERPA, and state law regarding the privacy of personnel records.

XIX. Prevention and Awareness Programs

Curtis is committed to the prevention of Prohibited Conduct through regular and ongoing education and awareness programs. Incoming students and new employees receive primary prevention and awareness programming and returning students and current employees receive ongoing training and related programs.

XX. Review of Policy

The policy reflects Curtis's good faith efforts to implement the legal requirements under the Title IX regulations issued in May 2020, to synthesize those regulations with other Federal law, including the Clery Act, and with state law applicable to students and employees. Curtis reserves the right to modify this policy as necessary to comply with Federal or state law, and such modifications may be made before or during an ongoing resolution process.

Given the rapidly evolving nature of the legal requirements applicable to Prohibited Conduct, and the desire to provide accessible, effective, and legally compliant policies and procedures, Curtis will review this policy on at least an annual basis. The review will take into consideration evolving legal requirements, evaluate the supports and resources available to the parties, and assess the effectiveness of the resolution process. The review will include the opportunity for individuals affected by the policy to provide feedback and will incorporate review of reports, resolutions, and climate considerations.

STUDENT TECHNOLOGY POLICY

This policy defines the boundaries of “acceptable use” of limited Curtis electronic resources, including computers, networks, e-mail services and electronic information sources. Every student is responsible for using the Curtis Institute of Music (Curtis) electronic mail and Information Technology (IT) systems properly and in accordance with this policy.

General items to keep in mind:

- The e-mail and IT systems are the property of Curtis. They have been provided by Curtis for use in your educational life at Curtis.
- The Internet can be a valuable source of information and research. Use of the Internet must be tempered with common sense and good judgment. Use of the Internet via Curtis’s computer system constitutes consent by the user to all of the terms and conditions of this policy.
- Electronic devices are often compromised because of the lack of strong passwords. Be sure to create passwords that would be difficult for someone else to guess and do not share them with anyone. Always remember to log out when leaving a website on which you have used a password.
- Electronic devices are valuable tools that are expensive to replace. Please use your good judgment and do not leave your devices unattended. You may wish to purchase insurance coverage for your valuables.

Copyrighted Material

Downloading and/or sharing copyrighted videos, songs, and other material is stealing. As an artist in training, you should be extra sensitive to the intellectual property rights of others. The e-mail and IT systems of Curtis must not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials. Students may not illegally copy material protected under copyright law or make that material available to others for copying. Students are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material they wish to download or copy. Curtis has installed software designed to block illegal file-sharing, but this software cannot guarantee compliance with the law. Students, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information. The unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject the student to civil, criminal, and institutional liabilities. Illegal peer-to-peer file sharing and/or unauthorized distribution of copyrighted materials using the Curtis information technology system may result in disciplinary action up to and including dismissal from Curtis, as described in the Student Code of Conduct.

All performances sponsored by Curtis either on campus or at other venues are the sole property of Curtis. Please review the terms of Curtis’s [License and Release](#). Students may view these performances for educational purposes only.

No Expectation of Privacy

The computers and computer accounts given to students are to assist them in their education. Students should not have an expectation of privacy in anything they create, store, send, or receive on the Curtis computer network. The computer network consists of Curtis-owned computer workstations, laptops, mobile devices, the wireless network and the infrastructure to support all of the above, as well as all network traffic.

Remember, you are accountable for what you and your computer and/or mobile devices do on the network, whether it is intentional or not.

Disclaimer of Liability for Use of Internet

The Internet is a worldwide network of computers that contains billions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. It can be difficult to avoid contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail and electronic messages containing offensive content. Users accessing the Internet do so at their own risk.

Blocking of Inappropriate Content

Because we are governed by Federal Trade Commission (FTC) regulations, Curtis has software that is designed to prevent its system from being subject to unauthorized activity. Inappropriate sites may be blocked from access by Curtis. In the event you encounter inappropriate material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to our internal blocking software. If you are trying to download material you feel is safe but is being blocked, please contact the InfoTech@curtis.edu for assistance.

Accessing the Internet

To ensure security and to avoid the spread of viruses, students accessing the Internet through a computer attached to Curtis's network must do so through an approved Internet firewall. Accessing the Internet directly from separate Internet connections not maintained by Curtis, e.g., non-Curtis WIFI is strictly prohibited unless the computer you are using is not connected to the Curtis network. Students are not permitted to setup their own wireless networks anywhere at Curtis.

Duty to Not Waste Computer Resources

Students must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet in our labs or public access areas (for example, the Student Lounges, Rock Resource Center, Lenfest Hall computer lab, etc.), playing games when other students need to use the computer for schoolwork, engaging in online chat groups that monopolize the computer, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video, and picture files can require significant storage space and/or bandwidth, files of this or any other sort should not be downloaded unless they are related to your education.

All e-mail and electronic messages are stored on a central backup system in the normal course of data management.

Your email account has a limited amount of storage space. Users should routinely delete outdated or otherwise unnecessary e-mail and computer files. Electronic housekeeping will keep the system running smoothly and effectively, as well as minimize maintenance.

Students are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Electronic messages are sometimes misdirected or forwarded and may be viewed by

persons other than the intended recipient. Remember the golden rule of computing: Would you want your e-mail message, text, or Facebook comment to appear on the front page of the New York Times?

Prohibited Activities

The following activities are not permitted:

- Engaging in the unauthorized entry into or transfer of any Curtis computer file or the file or computer of any member of the Curtis community.
- Using or attempting to use another person's identification or password or computer account.
- Misrepresentation (including forgery) of the identity of the sender or source of an electronic communication.
- The interception or attempted interception of communications by parties not explicitly intended to receive them.
- Making Curtis computer facilities or resources available to individuals not affiliated with Curtis without approval by an authorized Curtis official.
- Alteration of the content of a message originating from another person or computer with intent to deceive.
- Use of any computer or electronic device to interfere with the work of another member of the community and/or the normal operation of Curtis.
- Use of Curtis computers, e-mail accounts, or labs for illegal purposes or for the transmission of material that is unlawful, harassing, libelous, invasive of another's privacy, abusive, threatening, harmful, vulgar, obscene, or otherwise objectionable, or that infringes or may infringe upon the intellectual property or other rights of a person or organization. This applies to the use of electronic messaging, texting, Facebook or any other social media outlet.
- Cyber-bullying.
- Engaging in harassment (sexual or other) through e-mail, social media or other IT systems. No e-mail or other electronic message should be created or sent if it contains intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability, or any other classification protected by law.
- Intentionally compromising the privacy or security of electronic information, including changing the configuration of the computers established by Curtis and its IT consultants, including altering a computer to a non-English language format.
- Soliciting for religious or political causes, commercial enterprises, pyramid schemes, outside organizations, or other non-educational or non-professional-related purposes.

Violation of any of these regulations may result in your loss of computing privileges and/or disciplinary action under the Lenfest Hall Housing Agreement or the Student Code of Conduct.

Virus Detection

Files obtained from sources outside Curtis, including storage devices brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage Curtis's computer network. Students should never download files from the Internet, open e-mail and attachments from outsiders, or use storage devices from non-Curtis sources. If you suspect that a virus has been introduced into the Curtis's network, notify InfoTech@curtis.edu immediately.

Glossary

CRIME PREVENTION AND AWARENESS PROGRAM DEFINITIONS

Awareness programs: Initiatives, strategies and/or programs that increase knowledge and impart information to promote safety and help prevent violence. Ongoing prevention and awareness campaigns are those programs and strategies presented on a continuing basis that increase the understanding of issues and reinforce skills that raise awareness of safety and help in order to prevent the incidence of violent acts, including but not limited to dating violence, domestic violence, sexual assault, sexual harassment and stalking.

Bystander intervention: Help provided to a person in need by an individual or individuals, in an effort to prevent incidents of violence, such as bullying, sexual harassment, sexual assault, and intimate partner violence. Effective intervention includes recognizing situations where violence may occur; overcoming physical, mental, emotional, and cultural barriers to intervention; and identifying and employing safe, positive and effective strategies.

Consent: An affirmative decision to engage in mutually agreed upon sexual activity and is given by clear words or actions. Consent may not be inferred from silence, passivity, or lack of resistance alone. Furthermore, consent to one form of sexual activity does not imply consent to other forms of sexual activity and the existence of a current or previous dating, marital, or sexual relationship is not sufficient to constitute consent to additional sexual activity. Assent shall not constitute consent if it is given by a person who, because of youth, disability, intoxication or other condition, is unable to lawfully give his or her consent.

Risk Reduction: Efforts to decrease the incidence of violent acts, encourage bystander action, promote personal safety, empower victims, and foster healthy and positive attitudes towards all members of the community.

CRIMINAL OFFENSE DEFINITIONS

Crimes are classified according to the Federal Bureau of Investigation's Uniform Crime Reporting Handbook (UCR). The types of criminal offenses to be reported are defined below.

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

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

Burglary: The unlawful entry of a structure (defined as having four walls, a roof, and a door) to commit a felony or a theft.

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

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

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

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.

Manslaughter by Negligence (Criminal Homicide): the killing of another person through gross negligence.

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

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

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

Rape: 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.

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.

Sexual Assault with an Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.

Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Statutory rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Weapon Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

HATE CRIME DEFINITIONS

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. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity and/or national origin.

The law requires the release of statistics by category of prejudice concerning the occurrence of hate crimes in the crime classifications listed in the above categories (excluding domestic violence, dating violence, stalking, liquor offenses and drug offenses) and larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property, or a crime involving bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, disability, national origin and gender identity of the victim.

The definitions of additional hate crimes categories are as follows:

Larceny Theft: The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

Simple Assault: 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.

VIOLENCE AGAINST WOMEN ACT (VAWA) DEFINITIONS

The Violence Against Women Act (VAWA) amendments to the Clery Act require reporting data regarding incidents of dating violence, domestic violence, sexual assault, and stalking.

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 is dating violence. The existence of such a relationship shall be determined based on a consideration of the length of the relationship; the type of relationship and the frequency of interaction between the persons involved in the relationship.

Domestic Violence: A pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Sexual Assault: Any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Falling under the definition of sexual assault are sexual activities as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling and attempted rape.

Stalking: A pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

CLERY CRIME REPORTING GEOGRAPHY DEFINITIONS

The law requires statistics for an expanded area beyond the campus and it requires these statistics to be shown in specific geographic categories. The following statistics are provided in compliance with the specific time periods, crime classifications, geographic categories and arrest data mandated by federal law.

Campus: Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution and is owned by the institution but controlled by another person, is used by students, and supports the institutional purposes, such as a food or other retail vendor.

Non-Campus Building or Property: Any building or property owned or controlled by a student organization recognized by the institution; and any building or property, other than a branch campus, owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonable contiguous geographic area of the institution.

On-Campus Residential: A sub-category of Campus showing the number of on-campus incidents that occur "in dormitories or other residential facilities for students on campus.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, which is within the campus or immediately adjacent to and accessible from the campus. In many cases, this property consists of a public sidewalk that borders the campus, the public street along the sidewalk, and the public sidewalk on the other side of the street.

Campus Map

