

2021

Campus Safety and Security Report

Indiana County Technology Center



441 Hamill Road
Indiana, PA 15701

Message from the Director

Greetings Students,

Welcome to Indiana County Technology Center Adult Education Programs.

One of our biggest commitments to our students is their safety. This is our 2021 Campus Safety and Security Report. We want you to have access to this information so you can familiarize yourself with the services we provide as well as the valuable resources available to you.

Remember, you are one of our biggest priorities and we want you to feel free to share any ideas you may have. You have an important role in helping us maintain a safe and secure campus.

Warm regards,

Mr. Michael J. McDermott

Mr. Michael J. McDermott
Administrative Director, ICTC

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Quick Reference Resources:

Emergency: 9-1-1 or 8-9-1-1 if inside the ICTC building

Non-Emergency, Indiana Police Department: 724-349-2121

Indiana State Police Department: 724-357-1960

Indiana Fire Department: 724-349-6681

Director of Indiana County Technology Center, Mr. Michael J. McDermott 724-349-6700 ext. 104

Adult Education Coordinator and Financial Aid, Mrs. Kayla Fuller 724-349-6700 ext. 141

Title IX Coordinator, Mr. Michael Worthington 724-349-6700 ext. 102

ICTC Adult Education Programs, Main Office: 724-349-6700 ext.131

ICTC Adult Education LPN Programs, Main Office: 724-349-6700 ext.217



Introduction

This Indiana County Technology Center 2021 Campus Safety and Security Report (CSSR) is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) and the State of Pennsylvania Campus Security Enhancement Act. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Act (VAWA), (collectively referred to as the “Clery Act”), requires colleges and universities to disclose certain timely and annual information about campus crime, and security and safety policies.

All members of the School community are encouraged to read the CSSR. We hope that you will use the information to help foster a safe environment for yourself and others. It is important to stress that safety is a shared responsibility. The School relies on every community member to contribute to safety and security on campus by reporting crime and suspicious activities in a timely manner, and by using common sense when going about daily activities.

This report includes statistics for the previous three years concerning reported crimes that occurred on campus; and on public property within or immediately adjacent to and accessible from school property. The report also includes institutional policies on ICTC’s security concerning alcohol and drug use, crime prevention and the reporting of crimes. The report also includes institutional policies concerning sexual assault and other matters. The statistics are gathered from reported crimes to the Adult Education Office and the State Police Department. The statistics are prepared by the Financial Aid Coordinator.

Each year, notification is sent to all enrolled students, faculty and staff. The notification provides information on how to access the Annual Security Report online. Copies of this report may also be obtained from the Adult Education Office upon request.

We encourage members of the Indiana community to use this report as a guide for safe practices on and off campus. The full text of this report is also available online at www.ictc.edu.

ICTC Security Department

Located in the main building, Security operates 7 hours a day, during school day hours of 7:00 a.m. – 2:30 p.m. The Adult Education office is open between the hours of 2:30 p.m. and 9:00 p.m. The extension for non-emergency calls is 143 before 2:30 p.m. and 131 after 2:30 p.m., when in the building. Please dial 911 for Emergency calls when on the ICTC campus.

Provisions for campus security including parking areas are:

- 1) 7-Hour Safety and Security Officer on duty
- 2) 7-Hour Safety and Security Officer foot and vehicle patrols
- 3) 24-Hour alarm/CCTV monitoring
- 4) Two-way radio communications
- 5) Communication system with the local police authority
- 6) Monitor all electronic lock systems on all doors

Upon the need for assistance, the Adult Education office may be contacted via telephone extension 131, an administrator will be contacted immediately to assist the student and/or conduct a complete investigation of the incident.

ICTC policy requires that each safety and security officer is well versed and trained in the Laws of Pennsylvania. All Security Officers hired (after July 1981) are certified as a municipal police officers under PA Act 120 or PA Act 235.

All criminal activities under the categories of: Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Thefts and Arson will be reported on an annual basis to the student population as a whole. If an incident in the above categories occurs, the students will be notified immediately. This alert is to reinforce utilization of safe practices to enhance personal safety.

Access to Campus Facilities

Doors into the ICTC are locked at all times. Visitors are required to use the buzzer to gain access to the building at all times. All visitors must obtain a visitor pass from the front office between the hours of 8:00am and 3:30pm. Students enrolled in Adult Education programs will be issued an ID Badge and key card to gain access during specified times for their program of study. Students should wear their ID badge at all times while on campus. Any student accessing the main campus building at a time outside their specified period should use the buzzer located inside the front door.

To monitor safety of the entrances and exits to the ICTC, a surveillance system is applied for 24-hour observation of the building.

Apprehension and Investigation

The ICTC Administration and ICTC Campus Security Authorities (outlined on page 8) work closely with the PA State Police and all criminal activities will be reported to them promptly. When a subject is apprehended, only enough force, which is necessary to make the apprehension, is permitted. The apprehended person is detained and the local police department is notified.

Students are to report all criminal activities to the Adult Education Office immediately. Each incident is fully documented and Administration conducts a follow-up investigation.

ICTC Geography

The School must disclose statistics for reported *Clergy Act* crimes that occur (1) on-campus, (2) on public property within or immediately adjacent to the campus, and (3) in or on non-campus buildings or property that ICTC owns or controls. Please see pages 13-14 for Crime Statistics.

On-campus

The School has determined the following as "On Campus" areas:

ICTC main campus buildings:

- Main Building
- Annex
- Barn

Parking:

- Main Parking Lot on the side of the building
- Administration/Guest Lot in front of the building

Public Property

The institution has identified the public property associated with each of these campus buildings, generally: sidewalk, street, sidewalk. Public property does not include anything beyond the second sidewalk. (If there isn't a second sidewalk, it doesn't include anything beyond the street.)

Non-campus Buildings or Property

The Clery Act definition of non-campus buildings or property is:

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

The School has determined the following non-campus buildings/property:

- Connellsville Satellite Campus
- Steel Center Satellite Campus

Campus Security Authorities (CSAs)

While the institution encourages all campus community members to promptly report all crimes and other emergencies directly to the Indiana County Technology Center at 724-349-6700 or to 911, we also recognize that some may prefer to report to other officials. The Clery Act recognizes certain school officials as Campus Security Authorities (CSAs). The Act defines these individuals as "an official of an institution who has significant responsibility for student and campus activities, including but not limited to student discipline and campus judicial proceedings. An official is defined as a person who has the authority and the duty to take action or respond to particular issues on behalf of the institution."

- ICTC Safety and Security Officer
- Administrative Director
- Building Principal
- School of Practical Nursing Coordinator
- Adult Education Coordinator
- Title IX Coordinator
- Faculty
- Emergency Department
- Clinical Site Contacts for non-campus locations

While the institution has identified several CSAs, we officially designate the following offices as places where campus community members should report crimes:

Official	Campus Address	Phone Number
Adult Education Coordinator	441 Hamill Road Indiana, PA 15701	724-349-6700, ext.141
Title IX Coordinator	441 Hamill Road Indiana, PA 15701	724-349-6700, ext.102
Administrative Director	441 Hamill Road Indiana, PA 15701	724-349-6700, ext.101

Pastoral and Professional Mental Health Counselors

According to the Clery Act, pastoral and professional mental health counselors who are appropriately credentialed and hired by ICTC to serve exclusively in a counseling role are not considered CSAs. As a matter of policy, the institution encourages pastoral and professional mental health counselors to notify those whom they are counseling of the voluntary confidential reporting options available to them.

Reporting Criminal Offences & Other Emergencies

In order to facilitate a comprehensive and accurate annual report and to aid in providing timely warnings notices to the community; all students, faculty, staff and guests of Indiana County Technology Center Adult Education Programs are encouraged to report emergencies, crimes, and suspicious persons in an accurate and timely manner. Please make the report to the ICTC Adult Education office at **724-349-6700 ext. 131** or to the appropriate local police department by calling **911**.

You may also report in person at the Adult Education office located in the main ICTC building. ICTC administration will conduct a thorough investigation of reported incidents when deemed appropriate. All felonies and misdemeanor offenses of the Pennsylvania Crimes Code will be reported to the appropriate local police agency. Summary offenses are reviewed by School officials and may be handled internally. Incident reports involving students are forwarded to the Director for review and potential action by the student conduct system.

The School monitors and records, through local police agencies, any criminal activities that students engage in at off-campus locations during recognized student organization functions.

Any additional information obtained via the investigation will also be forwarded to the ICTC Administrative Director and Adult Education Coordinator. If any crime shows evidence of being hate related, the incident will be categorized as such. A hate crime is defined as an incident where the victim is intentionally selected because of the victims' actual or perceived race, gender, religion, sexual orientation, national origin, gender identity, ethnicity or disability.

Title IX offenses are to be reported to the Title IX Coordinator. See ICTC's Title IX Policy on Page 14.

Crime Log

A daily crime log is available for students, faculty, staff and visitors upon request. This electronic log is kept and maintained by the main office and adult education office, with multiple staff trained in recording and upkeep of the log.

All Clery Act crimes as well as other non-Clery Act crimes are detailed in the electronic log. Crimes are recorded by the date and time they are reported and categorized by the nature of the crime and where it occurred. The crime log is backed up on a regular basis by the main office and Adult Education office.

If students should want to view the crime log, please contact the Adult Education office at 724-349-6700, ext. 131.

Timely Warnings

ICTC will issue a timely warning when it receives a report of a crime that represents a serious or continuing threat to the safety of members of the campus community.

ICTC may also issue a warning to the community when other instances pose a safety concern.

Initiating Timely Warnings

First responders and essential personnel of ICTC are responsible for initiating timely warnings. Those responsible include, but are not limited to:

- Administrative Director
- Building Principal
- Safety and Security officer on duty
- Adult Education Coordinator

The School, in conjunction with various campus offices, will distribute timely warning announcements when there appears to be a threat to the safety and security of persons on campus for the following crimes:

- Aggravated assault
- Robbery
- Arson
- Sexual offenses
- Burglary
- Domestic violence, dating violence, and stalking
- Negligent manslaughter
- Violations of liquor law, drug law, or weapons possession law
- Motor vehicle theft
- Any other crime in which the victim was chosen on the basis of race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin.
- Murder/non-negligent manslaughter

Decisions concerning whether to issue a timely warning will be made on a case-by-case basis using the following criteria:

- Nature of the crime
- Continuing danger to the campus community
- Possible risk of compromising law enforcement efforts

If the threat is sudden and serious, a warning will be issued immediately and will be continually updated until the threat is contained or neutralized. If a threat is less immediate, the warning will be fully developed and distributed after that point in time.

Crimes that could constitute a continuing threat include, but are not limited to:

- Serial crimes that target certain campus populations such as sex crimes or race-based crimes in which the perpetrator has not been apprehended, and
- Ongoing criminal activity in which there is no apparent connection between perpetrator and victim.

Crimes that would not constitute a continuing threat include, but are not limited to:

- Crimes in which the perpetrator has been apprehended, thereby eliminating the threat, and
- Crimes in which an identified perpetrator targets specific individuals to the exclusion of others, such as domestic violence.

Emergency Notification

The ICTC is committed to ensuring the campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members. The ICTC will immediately notify the campus community upon confirmation of an emergency or dangerous situation. The ICTC uses the communication tool “School Messenger” to provide alerts. “School Messenger” is a notification service available to students, faculty and staff. School Messenger is an opt-in system that all students, faculty, and staff are encouraged to utilize. School Messenger can be used to send emergency messages within minutes of the occurrence of an incident. Emergency messages are received via phone call and/or text as set up by the student, faculty, and staff.

Notification Methods

The following methods may be used to notify the campus community of various emergencies that may affect the campus community:

- School Messenger
- Email
- Outdoor warning sirens
- Official ICTC website
- Local media
- Phone or Building Intercom System
- Targeted communication – posters, letters, group meetings, etc.

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System:

The ICTC and/or other Campus Security Authorities (CSAs) may become aware of a critical incident or other emergency that potentially affects the health and/or safety of the campus community. Generally, CSAs become aware of these situations when they are reported to Adult Education office or directly to a School employee. A CSA, in conjunction with ICTC Administration, evaluates whether or not a particular event requires an emergency notification and determines if such a notification would compromise the efforts to contain the emergency. A CSA and Administrator will also determine if a message should be sent to benefit the health, safety, and well-being of the campus community for situations that do not pose a significant emergency or dangerous situation.

Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, first responders will notify ICTC and School Administration to issue an emergency notification.

The ICTC will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of Administration, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification:

ICTC and/or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the emergency notification with determining what segment or segments of the campus community should receive the notification. Generally, ICTC community members in the immediate area of the dangerous situation (i.e., the building, adjacent buildings, or surrounding area) will receive the emergency notification first. School Administration will continually evaluate the situation and assess the need to notify additional segments of the campus population.

Determining the Contents of the Emergency Notification:

Speed and accuracy of the information are of utmost importance in issuing emergency notifications. The goal is to ensure people are aware of the situation and they know the steps to take to stay safe. School Administration along with first responders will determine how much information is appropriate to disseminate at different points in time.

Procedures Used to Notify the ICTC Community:

In the event of a situation that poses an immediate threat to members of the ICTC community, the ICTC has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an emergency. These methods of communication include the communication system School Messenger, which may include a phone call and/or text message. We may also use verbal announcements within buildings, public address systems, fire alarms, and posting to the ICTC's website.

Procedures for Disseminating Emergency Information to the Larger Community (i.e., individuals and organizations outside the campus community):

If the campus activates the emergency notification in response to a situation that poses an immediate threat to members of the ICTC community, the appropriate offices at ICTC will notify the larger community about the situation and steps the ICTC has taken to address the emergency. Primarily, the Administrative Director is responsible for maintaining communications with news outlets, distribution of press releases, and scheduling of press conferences.

Enrolling in School Messenger:

We encourage employees, students, and other interested parties of the ICTC community to enroll in School Messenger. All employees and students will be provided access information at the beginning of each school year. While this is an opt-in system, it is highly encouraged as it is an immediate means of notification.

Crime Statistics at On-Campus, Public Property and Non-Campus Locations

It is the policy of ICTC to maintain and report statistics for the three most recent calendar years, with the help of the local police agents and designated ICTC Security Authorities, in relation to criminal activities at on-campus locations as well as public property and non-campus locations frequented by the student population.

The specific crimes referred to as “Clery Crimes” are listed below.

Clery Crimes

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Criminal homicide <ol style="list-style-type: none"> a. Murder and non-negligent manslaughter b. Negligent manslaughter 2. Sexual assault <ol style="list-style-type: none"> a. Rape b. Fondling c. Incest a. Statutory rape 3. Dating violence or domestic violence 4. Stalking 5. Robbery 6. Aggravated assault 7. Burglary | <ol style="list-style-type: none"> 8. Motor vehicle theft 9. Arson 10. Arrests for liquor law violations, drug law violations and illegal weapons possession. 11. Referrals for disciplinary actions for liquor law violations, drug law violations and illegal weapons possession. 12. Hate crimes associated with any of the crimes listed in points 1 – 10, any crime involving bodily injury or associated with a larceny-theft, simple assault, intimidation or destruction/damage/vandalism of property. A hate crime is defined as an incident where the victim is intentionally selected because of the victims’ actual or perceived race, gender, religion, sexual orientation, national origin, gender identity, ethnicity or disability. |
|--|--|

***In the event of an occurrence, The ICTC will specify whether each of the crimes recorded occurred:**

- On Campus (OC)
- In or on a non-campus building or property (NC)
- On Public Property (P)

The statistical report states:

Reported Criminal Activities- Includes On Campus, Non-Campus & Public Property:

	2020	2019	2018
1. Murder/Non-negligent manslaughter	0	0	0
2. Negligent manslaughter	0	0	0
3. Forcible Sexual Offenses	0	0	0
4. Rape	0	0	0
5. Fondling	0	0	0
6. Non-forcible Sexual Offenses	0	0	0
7. Incest	0	0	0
8. Statutory Rape	0	0	0
9. Aggravated Assault	0	0	0
10. Burglary	0	0	0
11. Robbery	0	0	0
12. Motor Vehicle Theft	0	0	0
13. Arson	0	0	0

Reported Hate Crimes- Includes On Campus, Non-Campus & Public Property:

There were no reported Hate Crimes for 2018, 2019 or 2020
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Arrests and Referrals for Disciplinary Actions-Includes On Campus, Non-Campus & Public Property:

	2020	2019	2018
1. Liquor Law Violations	0	0	0
2. Drug Abuse Violations	0	5	0
3. Weapon Possession	0	0	0

The Violence Against Women Act

It is the policy of the ICTC to comply with the federal Violence Against Women Act amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, and the accompanying regulations, which became effective on July 1, 2015 (collectively referred to as VAWA).

VAWA imposes additional duties on universities and colleges to investigate and respond to reports of sexual assault, stalking, and dating or domestic violence, and to publish policies and procedures related to the way these reports are handled. Indiana County Technology Center has directed its Financial Aid Coordinator to coordinate the School's compliance with the Clery reporting related VAWA requirements.

Forcible or Non-forcible Sexual Assault

ICTC will provide information concerning the prevention of rape, acquaintance rape and other sexual offenses. Upon notification of a reported sexual assault, guidance will be provided to the individual in the preservation of evidence, reporting to local police agents and mental and physical health services available.

VAWA OFFENCES- Includes On Campus, Non-Campus and Public Property

	2020	2019	2018
1. Domestic Violence	0	0	0
2. Dating Violence	0	0	0
3. Stalking	0	0	0

Registered Sex Offenders

Information on registered sex offenders, who might be present or near campus, can be found by going on to the website www.pameganslaw.state.pa.us.

Title IX Policy: Non-Discrimination, Harassment, and Retaliation on the Basis of Sex

Indiana County Technology Center is committed to providing a workplace and educational environment that are free from discrimination, harassment, and retaliation and promotes personal integrity, civility, and mutual respect. Indiana County Technology Center considers sex discrimination in all its forms to be a serious offense. To ensure compliance with federal and state civil rights laws and regulations, Indiana County Technology Center has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of sex, and for allegations of retaliation. These procedures apply equally to both parties, whether the party is a student, faculty, staff member, or other individual participating or seeking to participate in an education program or activity.

Indiana County Technology Center values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved. ICTC is committed to fostering an environment free from sexual or gender-based harassment or misconduct. The ICTC is also committed to providing support to those who may have been impacted by incidents of sexual or gender-based harassment or misconduct and may provide various resources and support services to individuals who have experienced one of these incidents.

What is Title IX?

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

Title IX is a federal law that prohibits discrimination based on sex in educational programs or activities that receive federal financial assistance. All forms of sexual or gender-based harassment, including but not limited to, dating and domestic violence, stalking, and sexual assault are violations of Title IX. Title IX protects individuals of all genders and sexual orientations and applies to students, faculty, staff members, and other participants in educational programs and activities.

The U.S. Department of Education’s Title IX regulations recognize that sexual harassment, including sexual assault, is unlawful sex discrimination. The Final Rule requires a prompt response to reports of sexual harassment. The Final Rule improves the clarity and transparency of the requirements for how schools must respond to sexual harassment under Title IX so that every complainant receives appropriate support, respondents are treated as responsible only after receiving due process and fundamental fairness, and school officials serve impartially without bias for or against any party.

For the purpose of this policy, the following definitions apply:

- “Education program or activity” includes locations, events, or circumstances over which the institution exercised substantial control over the accused student and the context in which the harassment occurs, as well as any buildings owned or controlled by an officially recognized student organization.

- “Deliberate indifference” is defined as a response to sexual harassment that is clearly unreasonable in light of the known circumstances.
- “Actual knowledge” occurs only if a school official with the authority to institute corrective measures receives notice of sexual harassment.
- “Complainant” means an individual who is alleged to be the victim of conduct that could constitute harassment or discrimination on the basis of sex: or retaliation for engaging in a protected activity.
- “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination on the basis of sex; or retaliation for engaging in a protected activity.
- “Formal Complaint” is defined as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment.
- “Supportive Measures” is defined as individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment.

Title IX Definition of Sexual Harassment

The Title IX Definition of sexual harassment covers three categories of conduct:

- Quid pro quo sexual harassment by employees;
- Sexual assault, dating violence, domestic violence, and stalking, as defined by the Clery Act and VAMA;
- Any other “unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it denies a person access to the recipient’s education program or activity.”

Other policies that may apply to situations involving sexual harassment, non-discrimination, and retaliation that do not fall under the Title IX policy include:

- ICTC Unlawful Harassment Policy
- ICTC Adult Education Programs Code of Conduct

Title IX Contact Information

The Indiana County Technology Center encourages those who have experienced any form of sex discrimination to report the incident promptly and to seek all available assistance. The school takes complaints very seriously and will work with the complainant and respondent to ensure their safety and to remedy the situation.

The Building Principal serves as the Title IX Coordinator along with assistance from the Administrative Director, Adult Education Coordinator and School of Practical Nursing Coordinator. The Title IX Coordinator oversees implementation of the Title IX Policy on Non-Discrimination, Harassment, and Retaliation on the Basis of Sex. Other responsibilities include coordinating efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

The following person has been designated to handle inquiries regarding the Title IX Policy:

Mr. Michael Worthington, ICTC Principal

ICTC

441 Hamill Road

Indiana, PA 15701

Phone: 724-349-6700

E-mail: mworthington@ictc.edu

Resolution Process following notice and/or filing of formal complaint

ICTC will initiate at least one of three responses:

1. Offering supportive measures because the Complainant does not want to proceed formally; and/or
2. An informal resolution; and/or
3. A Formal Grievance Process including an investigation and a hearing.
 - If an informal resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for informal resolution and may seek to determine if the Respondent is also willing to engage in informal resolution.

Informal Resolution can include three different approaches:

- 1) When the parties agree to resolve the matter through an alternate resolution mechanism;
 - 2) When the Respondent accepts responsibility for violating policy, and desires to accept a sanction and end the resolution process; or
 - 3) When the Title IX Coordinator can resolve the matter informally by providing supportive measures to remedy the situation.
- If a Formal Grievance Process is preferred, the Title IX Coordinator determines if the alleged misconduct falls within the scope of Title IX. If it does, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address an incident, and/or a pattern of alleged misconduct, and/or a culture/climate issue, based on the nature of the complaint.

This process will include:

- 1) A notification of investigation and allegations to all parties.
- 2) Appointment of trained investigators.
- 3) Appointment of Decision Maker(s).
- 4) Interviewing of Complainant, Respondent and all relevant witnesses.
- 5) Creation of final investigative report.
- 6) Referral for hearing where applicable.
- 7) Live recorded hearing with cross-examination of all parties.
- 8) Appointment of Appeals Officer.
- 9) Appeal.

Education Requirements

1. ICTC students and employees will be educated regarding:

a. The Substance Abuse Policy, including:

- Danger of abusing drugs and alcohol in the work place
- Medical treatment available for persons who seek treatment and counseling
- Action that ICTC will take when students violate the Substance Abuse Policy

b. Crime Prevention, including:

- Suggestions to maintain personal safety
- Reporting of incidents

c. ICTC health and safety information

2. Education is provided through the post-secondary course catalog as well as in the Adult Education office, upon request. Faculty and staff receive education on this subject matter through subject specific in-service programs or workshops. This policy will be updated and reviewed annually.

ICTC Unlawful Harassment Policy- Employees

SCOPE: This policy applies to ICTC Employees

Authority

The Joint Operating Committee strives to provide a safe, positive working climate for its administrative, professional and support employees. Therefore, it shall be the policy of the Center to maintain an employment environment in which harassment in any form is not tolerated.

The Joint Operating Committee prohibits all forms of unlawful harassment of employees and third parties by all students and staff members, contracted individuals, vendors, volunteers, and third parties in the Center. The Joint Operating Committee encourages employees and third parties who have been harassed to promptly report such incidents to the designated administrators.[\[1\]\[2\]\[3\]\[8\]\[9\]](#)

The Joint Operating Committee directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the Center's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

Definitions

For purposes of this policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, religion or genetic information when such conduct when such conduct:[\[3\]\[8\]](#)

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance.
3. Otherwise adversely affects an individual's employment opportunities.

For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:[\[10\]](#)

1. Acceptance of such conduct is made, explicitly or implicitly, a term or condition of an individual's continued employment.
2. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual.
3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the employee's job performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that may constitute **sexual harassment** include but are not limited to: sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with an employee's ability to work or creates an intimidating, hostile or offensive working environment.

Delegation of Responsibility

In order to maintain a work environment that discourages and prohibits unlawful harassment, the Joint Operating Committee designates the principal as the Center's Compliance Officer.[6]

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each employee shall be responsible to maintain a working environment free from all forms of unlawful harassment.

The principal shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the employee or third party of the right to file a complaint and the complaint procedure.
2. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
3. Refer the complainant to the Administrative Director if the principal is the subject of the complaint.

Guidelines

Complaint Procedure – Employee/Third Party

Step 1 – Reporting

An employee or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the principal.

If the principal is the subject of a complaint, the employee or third party shall report the incident directly to the Administrative Director.

The complainant is encouraged to use the report form available from the principal, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the principal shall immediately notify the Administrative Director. The Administrative Director shall authorize the principal to investigate the complaint, unless the principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The principal shall prepare and submit a written report to Administrative Director within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition.

Step 4 – Action of Center

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the Center shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Joint Operating Committee staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with Joint Operating Committee policies and the Center's procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that an employee has knowingly made a false complaint under this policy, such employee shall be subject to disciplinary action, including termination.[7]

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Administrative Director within fifteen (15) days.
2. The Administrative Director shall review the investigation and the investigative report and may also conduct a reasonable investigation.

3. The Administrative Director shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the principal who conducted the initial investigation.

***Nothing in this policy is intended to restrict whatever rights you may have under Federal, State, or local laws.**

ICTC Unlawful Harassment Policy- Students

SCOPE: This policy applies to ICTC Students

Purpose

The Joint Operating Committee strives to provide a safe, positive learning climate for students in the Center. Therefore, it shall be the policy of the Center to maintain an educational environment in which harassment in any form is not tolerated.

Authority

The Joint Operating Committee prohibits all forms of unlawful harassment of students and third parties by all students and staff members, contracted individuals, vendors, volunteers, and third parties in the Center. The Joint Operating Committee encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.[\[1\]](#)[\[5\]](#)[\[6\]](#)

The Joint Operating Committee directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the Center's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

Definitions

For purposes of this policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:[\[5\]](#)

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:[\[7\]](#)

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.

2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Delegation of Responsibility

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Joint Operating Committee designates the principal as the Center's Compliance Officer.[4]

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and Center employees and to ensure an atmosphere free from all forms of unlawful harassment.

The principal shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Administrative Director if the principal is the subject of the complaint.

Guidelines

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the principal or a Center employee.

An employee of the Center who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the principal.

If the principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Administrative Director.

The complainant or reporting employee is encouraged to use the report form available from the principal, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the principal shall immediately notify the Administrative Director. The Administrative Director shall authorize the principal to investigate the complaint, unless the principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The principal shall prepare and submit a written report to the Director within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition.

Step 4 – Center Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the Center shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Joint Operating Committee staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with the Code of Student Conduct, Joint Operating Committee policies and the Center's procedures, applicable collective bargaining agreements, and state and federal laws and may include educational activities and/or counseling services.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Administrative Director within fifteen (15) days.

2. The Administrative Director shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Administrative Director shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the principal who conducted the initial investigation.
4. The Administrative Director may confirm, refuse or modify any finding or corrective action as part of the appeal procedure.

***Nothing in this policy is intended to restrict whatever rights you may have under Federal, State, or local laws**

Notice of Non-Discrimination, Equal Opportunity and Diversity Initiatives

Indiana County Technology Center affirms its commitment to nondiscrimination, equal opportunity and the pursuit of diversity. ICTC does not discriminate on the basis of sex or gender or in a protected class which includes the following: race, ethnicity, religion, color, national origin, sex, age (40 years and over), ancestry, individuals with disabilities, veteran status, sexual orientation, height, weight, genetic information, marital status, gender identity, caregiver status or familial status, in the administration of any of its educational programs, activities or with respect to employment or admissions to the Indiana County Technology Center Adult Education programs and activities operated by recipients of Federal financial assistance.

Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol, age or disability.

This policy is in accordance with local, state and federal laws, including Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination Act of 1975. Inquiries regarding these regulations, policies or complaints of discrimination should be referred to the Adult Education Office 724-349-6700 ext.131.

Inquiries or complaints regarding Title IX and the Title IX regulations should refer to the Title IX Coordinator, Michael Worthington, ICTC Principal, at 724-349-6700 or mworthington@ictc.edu and/or the Administrative Director of the ICTC.

RISK EDUCATION AND PERSONAL PROTECTION

The best defense against assault of any kind is to avoid situations where you are vulnerable. Here are a few suggestions:

- Choose settings for social activities very carefully. The proximity of other people heightens your safety, but does not guarantee it.
- Do not walk alone at night. Travel with friends. Keep to familiar, well-traveled and well-lighted areas.
- Do not hitchhike. By doing so you forfeit the ability to change direction and control of your movement.
- Tell someone where you are going and when you expect to return.

- Have your key in hand and ready to unlock your door. This also applies to your vehicle as well.
- Always keep your home and vehicle door locked.
- Examine your own desires and feeling about sex, and set sexual limits.
- Be assertive and communicate your limits clearly.
- Alcohol and drugs can compromise your ability to make responsible decisions and are often related to date rape situations. This applies to both potential victims and potential assailants.

Source: http://www.rpi.edu/dept/public_safety/safety/assault.html

BELOW ARE TIPS THAT CAN ASSIST YOU WHEN YOU ARE BEING PRESSURED

- Do not feel you must do something that you do not want to do.
- Have a signal that you can communicate with a family member or friend if you feel you are in an uncomfortable situation.
- Create distance from the situation and immediately report the situation to School administration.
- Make up an excuse to remove yourself from an uncomfortable situation.
- Remember that being coerced and made to feel uncomfortable is not your fault.

Source: <https://www.rainn.org/get-information/sexual-assault-prevention/avoiding-pressure>

WHAT TO DO IF YOU ARE A VICTIM OF SEXUAL VIOLENCE

- Find a safe environment away from the attacker, have a friend stay with you, and understand you are a victim with rights and have done nothing wrong.
- Individuals are encouraged to report the assault to police by calling 911 and/or notify ICTC administration.
- Save any evidence of the assault – do not change your clothes, use the restroom, comb your hair, bathe, brush your teeth, eat, smoke, clean up the crime scene, or move anything the attacker may have touched. Also, it is beneficial to retain any text messages, emails, or voicemails pertaining to the assault.
- Seek immediate medical attention and ask the hospital to conduct a sexual assault kit exam to preserve forensic evidence. Identify any risks of sexually transmitted infections or diseases (STIs or STDs) and pregnancy. Request a urine sample be taken, if you suspect you were drugged. Examples of STDs include, but are not limited to, Chlamydia, Gonorrhea, Hepatitis, Herpes, HIV/AIDS, HPV, PID, and Syphilis.
- Write down what you recall about the assault and the attacker.
- Remember, what happened is not your fault.
- Allow yourself time to recover from sexual violence.
- Seek professional counseling for assistance.

Source: <https://www.rainn.org/get-information/sexual-assault-recovery/tips-for-after-an-attack>

Tips for Intervening in Risky Situations

Step in and intervene asking friends from both sides to assist either as individuals or a group.

Use a distraction to redirect the focus (“Hey, I need to talk to you”).

Remember to always:

- Approach everyone as a friend.
- Do not be antagonistic.

- Avoid using violence.
- Be honest and direct whenever possible.
- Recruit help if necessary.
- Keep yourself safe.

If things get out of hand or become too serious, contact the police.

COUNSELING RESOURCES

National Sexual Assault Hotline

1220 L. Street NW, Suite 505
Washington, DC 20005
1.800.656.HOPE

Indiana County

Victim Services
825 Philadelphia St.
Indiana, PA 15701
724.465.3800

Alice Paul House
P.O. Box 417
Indiana, PA 15701
724.349.4444

Fayette County

Victim Services
6 Oliver Road, Suite 108
Oliver Square Plaza
Uniontown, PA 15401
724.437.1470

Community Resources of Fayette County
724.437.3737

Allegheny County

Center for Victims
5916 Penn Avenue
Pittsburgh, PA 15206
412.482.3240

Women's Center and Shelter of Greater Pittsburgh
P.O. Box 9024
Pittsburgh, PA 15224
412.687.8017

SCHOOL RESOURCES

Contact one or more of the following:

Title IX Coordinator

- Mr. Michael Worthington, ICTC Principal, Title IX Coordinator

Title IX Deputy Coordinators

- Mr. Michael McDermott, Administrative Director, Indiana County Technology Center
- Mrs. Kayla Fuller, Adult Education Coordinator, Indiana County Technology Center
- Mrs. Diana Rupert, Practical Nursing Coordinator, Indiana County Technology Center

Safety and Security Officers

- Mr. Brian Carpenter
- Mr. Steven Colo
- Mr. John Fisanich

Police – 911

ICTC Drug & Alcohol Free Workplace

Policies may be found by visiting ictc.edu then clicking on the **Joint Operating Committee** (at the bottom of the page) then click policies, refer to policy 227 for students and 351 for employees.

Education

Education will be provided on:

1. The Drug & Alcohol Free Workplace Policy.
2. The dangers of abusing drugs and alcohol in the workplace.
3. The medical treatment and other resources available for persons who seek treatment and counseling.
4. The nature and benefits of drug and alcohol testing, including post-offer, pre-placement testing and for cause/reasonable suspicion.
5. The action that ICTC will take when employees, volunteers, students, or contract personnel violate this policy.

Education on the Drug & Alcohol Free Workplace Policy will be provided at initial orientation by ICTC; and annually thereafter at required education to employees and students. The substance of this policy will be included in the employee handbook and orientation manual. In addition to general employee and student education, supervisor training will occur at student orientation and annually.

This will include information on this policy, the effects of substance abuse in the workplace, how to observe and document reasonable suspicion, how to make reasonable suspicion determinations, and how to refer an individual suspected of having substance abuse problems for evaluation and treatment.

Nothing in these policies is intended to restrict whatever rights you may have under Federal, State or local laws.

Drug Free School

STUDENTS AND FACULTY OF THE ICTC ADULT EDUCATION PROGRAMS:

In compliance with Federal Regulations set forth by Drug Free Work Place Act of 1989, and the Drug Free Schools and Communities Amendment Public Law 101-226 and subsequent amendments: which requires all institutions of higher learning to adopt and implement a program that prohibits, prevents, and educates pertaining to the illegal possession, distribution, or use of illicit drugs and alcohol by students and faculty. This document is prepared to disseminate information about drug and alcohol abuse, its prevention, and the consequences related to use and abuse of such substances.

The Drug and Alcohol Free Workplace Policy established by ICTC requires all students and faculty to be physically and mentally fit, free of impaired behavior that adversely affects safety and performance. ICTC prohibits the unlawful manufacturing, possession, use, dispensation, or distribution of any illicit drugs and/or alcohol on its property by employees, students, volunteers, and contracted personnel. Anyone found to be in violation of these standings as set forth by the Substance Abuse Policy and Drug and Alcohol Free Workplace Policy will be subject to disciplinary action, including suspension or termination. A referral may be made for counseling or rehabilitation. Such action is independent of prosecution by local, state, and / or federal authorities.

In conjunction with the policies set forth ICTC, will inform students and faculty about the dangers involved with the use of illicit drugs and abuse of alcohol, the availability of student/faculty counseling and rehabilitation services/assistance programs and the penalties that may be imposed for the violation of laws and policies set forth. Students will also be provided information on preventing drug and alcohol abuse.

Dangers Associated with the Use of Illicit Drugs and Alcohol

Dependence on drugs and alcohol is a serious public health problem. Dependency is prevalent in all regions of the country and transcends all ethnic and socio-economical groups. Most individuals who abuse a substance deny their dependency, resulting in conflict and family difficulties. Serious consequences to dependency include mental health illness including paranoid and depression, as well as physical illness including damage to the brain, central nervous system, heart, liver, and kidneys.

All drugs – even over-the-counter and legal prescriptions – have possible side effects that can cause impairments for some people. However, these drugs are regulated and risks are written on the packaging. With illegal drugs, there are no guidelines, and you can never be sure of their strength or purity. Most, if not all, illegal drugs are mixed with impurities. You may not always get what you think you're getting!

Too much alcohol, too fast, can kill you. It is always okay not to drink. If you do choose to drink, make healthy choices. A human brain continues major development through age twenty-five. Drinking during this critical developmental period – especially drinking to the point of getting drunk – may impair brain function for the rest of the person's life.

Memory, motor skills, and coordination can be affected. Alcohol consumption causes a number of marked changes in behavior. Repeated use of alcohol can lead to dependence.

All drugs and alcohol will affect how you act and will impair your judgment. The result is an undesirable, uncontrollable outcome of potentially permanent damage and possibly death. Provided is a chart describing drugs of abuse and effects.

Also available is a DEA Resource Guide, Drugs of Abuse, 2017 edition found at:

<https://www.dea.gov/documents/2017/06/15/drugs-abuse>

Preventing Drug and Alcohol Abuse

Preventing drug and alcohol abuse is a difficult task. A personal resolve to never begin using drugs is effective for some individuals, while “Just Say No” or simply being fearful of addiction and the associated problems are enough for others. Many factors are associated with an individual’s risk for drug abuse; protective factors can reduce this risk.

Drug and alcohol abuse is preventable when protective factors are integrated into an individual’s life. Being involved in extracurricular activities such as exercise, shopping, playing sports or music, or volunteering in community service organizations can provide a healthy direction for an individual’s attention. Education is an effective defense to understanding the health risks. Personal effects as well as legal consequences can curtail temptation.

The key to success is a matter of understanding your strengths and weakness. An individual who possesses a strong self-esteem, who had parental involvement with clean, consistent enforcement of limitations have a strong balance of risk and protective factors.

To increase your self-esteem and assist you in remaining drug and alcohol free, surround yourself with positive, like-minded friends, find activities that you enjoy and help you relax, discover a new interest, develop your talents, and learn positive coping mechanisms.

Potential Legal Sanctions

Dependency on illicit drugs and alcohol can lead to a life of complication, misfortune, and regrets. The illegal use or trafficking of such substances and their abuse has an effect on the individual as well as society.

Legal sanctions under local, state, and federal law for unlawful possession, use or distribution of illicit drugs and alcohol include: The Commonwealth of Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act #64 of April 14, 1972; Monetary fines ranging up to \$250,000 and/or imprisonment up to 50 years for violation of its provisions. Under PA Criminal Code Section 6307-6308; and 21 US codes 811, 844, 853, 881, 922; it is an offense if anyone “attempts to Purchase, Purchases, Consumes, Possesses, or Transports Illegal Substances.” Punished by provisions of the law. These sanctions are specific to the substances and amount, as well as the offense.

Signs and Symptoms of Drug Abuse

The following “red flag” symptoms may indicate a drug problem:

School Performance	Social Interaction	Behavioral Changes	Physical Changes
Change in academic performance	Unusual change in peer group	Violent or bizarre behavior	Red, puffy or glassy eyes
Increased absences	Feelings of loneliness, isolation, withdrawal	Depression, anxiety or paranoia	Runny nose, persistent, hacking cough
Disciplinary problems	Legal difficulties (DUI, underage drinking, etc.)	Lack of motivation	Nausea or vomiting
Dropping of Co-curricular activities	Disregard for family	Memory loss	Nosebleeds
	Unusual change in personal grooming habits	Inappropriate laughter	Tremors
		Collecting drug paraphernalia	Insomnia

DRUGS OF ABUSE/Uses and Effects
U.S. Department of Justice, Drug Enforcement Administration

Drugs/ CSA Schedule	Trade or other Name	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Method	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Narcotics										
Heroin Substance I	Diamorphine, Horse, Smack, Black tar, Chiva, Negra (black tar)	None in U.S., Analgesic, Antitussive	High	High	Yes	3-4	Injected, snorted, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating
Morphine Substance II	MS-Contin, Roxanol, Oramorph SR, MSIR	Analgesic	High	High	Yes	3-12	Oral, injected			
Hydrocodone Substance II Procedure III, V	Hydrocodone w/Acetaminophen, Vicodin, Vicoprofen, Tussionex, Lortab	Analgesic, Antitussive	High	High	Yes	3-6	Oral			
Hydro- morphine Substance II	Dilaudid	Analgesic	High	High	Yes	3-4	Oral, injected			
Oxycodone Substance II	Roxicet, Oxycodone W/Acetaminophen, OxyContin, Endocet, Percocet, Percodan	Analgesic	High	High	Yes	3-12	Oral			
Codeine Substance II, Products III, V	Acetaminophen, Guaifenesin or Promethazine w/Codeine, Fiorinal, Fioricet, or Tylenol w/Codeine	Analgesic, Antitussive	Moderate	Moderate	Yes	3-4	Oral, injected			
Other Narcotics Substance II, III, IV	Fentanyl, Demeril, Methadone, Darvon, Stadol, Talwin, Paregoric, Buprenex	Analgesic, Antidiarrheal, Antitussive	High-Low	High-Low	Yes	Variable	Oral, injected, snorted, smoked			
Depressants										
gamma Hydroxybutyric Acid Substance I, Product III	GHB, Liquid Ecstasy, Liquid X, Sodium Oxybate, Xyrem®	None in U.S., Anesthetic	Moderate	Moderate		3-6	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol, impaired memory of events, interacts with alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Benzodiazepines Substance IV	Valium, Xanax, Halcion, Ativan, Restoril, Rohypnol (Roofies, R-2,), Klonopin	Antianxiety, Sedative, Anti- convulsant, Hypnotic, Muscle Relaxant	Moderate	Moderate	Yes	1-8	Oral, injected			
Other Depressants Substance I,II,III IV	Ambien, Sonata, Meprobamate, Chloral Hydrate, Barbituates, Methaqualone (Quaalude)	Antianxiety, Sedative, Hypnotic	Moderate	Moderate	Yes	2-6	Oral			

DRUGS OF ABUSE/Uses and Effects
U.S. Department of Justice, Drug Enforcement Administration

Drugs/ CSA Schedule	Trade or other Name	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Method	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Stimulants										
Cocaine Substance II	Coke, Flake, Snow, Crack, Coca Blanca, Perico, Nieve, Soda	Local Anesthetic	Possible	High	Yes	1-2	Snorted, smoked, injected	Increased alertness, excitation euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increased body temperature, hallucinations, convulsions, possible death	apathy, long periods of sleep, irritability, depression, disorientation
Amphetamine/M eth- amphetamine Substance II	Crank, Ice, Cristal, Krystal Meth, Speed, Adderall, Dexedrine, Desoxyn	Attention deficit/hyperac tivity disorder, narcolepsy, weight control	Possible	High	Yes	2-4	Oral, injected, smoked			
Methylphenidate Substance II	Ritalin (Illy's), Concerta, Focalin, Metadate	Attention deficit/ hyperactivity disorder	Possible	High	Yes	2-4	Oral, injected, snorted, smoked			
Other Stimulants Substance III,IV	Adipex P, Ionamin, Prelu-2, Didrex, Provigil	Vaso- constriction	Possible	Moderate	Yes	2-4	Oral			
Hallucinogens										
MDMA and Analog Substance I	(Ecstasy, XTC, Adam,) MDA (Love Drug) MDEA(Eve), MBDB	None	None	Moderate	Yes	4-6	Oral, snorted, smoked	Heightened senses, teeth grinding and dehydration	Increased body temperature, electrolyte imbalance ,cardiac arrest	Muscle aches, drowsiness, depression, acne
LSD Substance I	Acid, Microdot, Sunshine, Boomers	None	None	Unknown	Yes	8-12	Oral	Illusions and hallucinations, altered perception of time and distance	(LSD) Longer, more intense "trip" episodes	None
Phencyclidine and Analog Substance I, II, III	PCP, Angel Dust, Hog, Loveboat, Ketamine (Special K) PCE, PCPy, TCP	Anesthetic (Ketamine)	Possible	High	Yes	1-12	Smoked, oral, injected, snorted		Unable to direct movement, feel pain, or remember	Drug seeking behavior *Not regulated
Other Hallucinogens Substance I	Psilocybe mushrooms, Mescaline, Peyote Cactus, Ayahausca, DMT, Dextro- methorphan*(DXM)	None	None	None	Possible	4-8	Oral			

DRUGS OF ABUSE/Uses and Effects
U.S. Department of Justice, Drug Enforcement Administration

Drugs/ CSA Schedule	Trade or Other Name	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Method	Possible Effects	Effects of Overdose	Withdrawal Syndrome	
Cannabis											
Marijuana Substance I	Pot, Grass, Sinsemilla, Blunts, Mota, Yerba, Grifa	None	Unknown	Moderate	Yes	2-4	Smoked, Oral	Euphoria, relaxed inhibition, increased appetite, disorientation	Fatigue, paranoia, possible psychosis	Occasional reports of insomnia, hyperactivity, decreased appetite	
Tetrahydro- cannabinol Substance I Product III	THC, Marinol	Antinauseant, Appetite stimulant	Yes	Moderate	Yes	2-4	Smoked, Oral				
Hashish and Hashish oil Substance I	Hash, Hash oil	None	Unknown	Moderate	Yes	2-4	Smoked, Oral				
Anabolic Steroids											
Testosterone Substance III	Depo Testosterone, Sustanon, Sten, Cyp		Hypogonadism	Unknown	Unknown	Unknown	14-28 days	Injected	Virilizaiton, edema, testicular atrophy, gynecomastia, acne, aggressive behavior	Unknown	Possible depression
Other Anabolic Steroids Substance III	Parabolan, Winstrol, Equipose, Anadrol, Dianabol, Primabolin-Depo, D-Ball		Anemia, Breast cancer	Unknown	Yes	Unknown	Variable	Oral, injected			
Inhalants											
Amyl and Butyl Nitrite	Pearls, Poppers, Rush, Locker Room		Angina (Amyl)	Unknown	Unknown	No	1	Inhaled	Flushing, hypotension, headache	Methemoglobin -emia	Agitation
Nitrous Oxide	Laughing gas, balloons, Whippets		Anesthetic	Unknown	Low	No	0.5	Inhaled	impaired memory, slurred speech, drunken behavior, slow onset vitamin deficiency, organ damage	Vomiting, respiratory depression, loss of consciousness, possible death	Trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, convulsions
Other Inhalants	Adhesives, spray paint, hair spray, dry cleaning fluid, spot remover, lighter fluid		None	Unknown	High	No	1.5-2	Inhaled			
Alcohol	Beer, wine, liquor		None	High	High	Yes	1-3	Oral			

*Chart reproduced from Drugs of Abuse, 2005ed. US Department of Justice, Drug Enforcement Administration

Reviewed 3/2021

Drugs of Abuse, A DEA Resource Guide, 2020 Edition may be found at

<https://www.getsmartaboutdrugs.gov/sites/getsmartaboutdrugs.com/files/publications/Drugs%20of%20Abuse%202020-Web%20Version-508%20compliant.pdf>

Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500-4999 gms mixture	<p>First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.</p> <p>Second Offense: Not less than 10 yrs., and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.</p>	5 kgs or more mixture	<p>First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.</p> <p>Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p> <p>2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p>
Cocaine Base (Schedule II)	28-279 gms mixture		280 gms or more mixture	
Fentanyl (Schedule II)	40-399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10-99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100-999 gms mixture		1 kg or more mixture.	
LSD (Schedule I)	1-9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5-49 gms pure or 50-499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10-99 gms pure or 100-999 gms mixture		100 gm or more pure or 1 kg or more mixture	
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<p>First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>		
Flunitrazepan (Schedule IV)	1 gram			
Other Schedule III drugs	Any amount	<p>First Offense: Not more than 10 yrs. If death or serious injury, not more than 15 yrs. Fine not more than \$500,00 if an individual, \$2.5 million if not an individual.</p> <p>Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>		
All other Schedule IV drugs	Any amount	<p>First Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual</p>		
Flunitrazepan (Schedule IV)	Other than 1 gm or more			
All Schedule V drugs	Any amount	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>		

DRUG	QUANTITY	1 ST OFFENSE	2 ND OFFENSE*
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 years, or more than life. If death or serious bodily injury, not less than 20 years, or more than life Fine not more than \$10 million if an individual, \$50 million if other than an individual	Not less than 20 years, or more than life If death or serious bodily injury, life imprisonment Fine not more than \$20 million if an individual, \$75 million if other than an individual
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 years, or more than 40 years If death or serious bodily injury, not less than 20 years, or more than life Fine not more than \$5 million if an individual, \$25 million if other than an individual	Not less than 10 years, or more than life If death or serious bodily injury, life imprisonment Fine not more than \$20 million if an individual, \$75 million if other than an individual
Marijuana (Schedule I)	More than 10 kg hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not more than 20 years If death or serious bodily injury, not less than 20 years, or more than life Fine \$1 million if an individual, \$5 million if other than an individual	Not more than 30 years If death or serious bodily injury, life imprisonment Fine \$2 million if an individual, \$10 million if other than an individual
Marijuana (Schedule I)	Less than 50 kg marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	Not more than 5 years Fine not more than \$250,000, \$1 million other than individual	Not more than 10 years Fine \$500,000 if an individual, \$2 million if other than individual
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$20 million if an individual, and \$75 million if other than an individual

**Charts reproduced from Drugs of Abuse, 2020 Edition.

State Alcohol and other Drug Violations and Penalties

Offense	Penalty	Fine	Jail/Prison
Alcohol Sanctions			
Misrepresentation of age to secure liquor or malt or brewed beverages	First Offense	up to \$300	30 days jail
	Second Offense	up to \$4,500	
	Misdemeanor	Operator's license suspended	
Purchase, consumption, possession, or transportation of liquor or malt or brewed beverages	First Offense	up to \$300	30 days jail
	Second Offense	up to \$500	
		Operator's license suspended	
Representing that minor is of age	Misdemeanor	NLT* \$300	
Inducement of minors to buy liquor or malt or brewed beverages	Misdemeanor	NLT* \$300	
Selling or furnishing liquor or malt or brewed beverages to minors	First Violation	NLT* \$1000	
	Misdemeanor		
	Subsequent Violation	\$2,500 for each	
Manufacture or sale of false identification cards	First Violation	NLT* 1,000	
	Misdemeanor		
	Subsequent Violation	NLT* 2,500 for each	
Carrying a false ID card	First Violation	up to \$300	30 days jail
	Summary Offense		
	Subsequent Violation	up to \$500	
	Misdemeanor	Operator's license suspended	
Restrictions on alcoholic beverages			
The driver of any vehicle may not consume any alcoholic beverage or illegal drug	Summary Offense	up to \$300	up to 30 days
		Operator's license suspended	
	Operators license suspensions:		
	First Offense		90 days
	Second Offense		1 year
	Third and Subsequent Offenses		2 years
Driving under the influence of alcohol or	Misdemeanor	NLT* \$300	NLT* 48 hours

controlled substance	Second		NLT* 30 days
	Third		NLT* 90 days
	Fourth		NLT* 1 year
Homicide by vehicle while driving under the influence	Felony	Fine	NLT* 3 years
		Revocation of operating privileges	
<p>Other violations include bringing alcoholic beverages into the state without paying Pennsylvania taxes and selling or offering for sale alcoholic beverages without a liquor license. Violations of these laws can result in fines, imprisonment, and confiscation of vehicles.</p> <p style="text-align: center;">*NLT means not less than</p>			
Illicit Drug Sanctions			
Possession of controlled or counterfeit substance	Misdemeanor	up to \$5,000	up to 1 year
Purchase of controlled substance	Misdemeanor	up to \$5,000	up to 3 years
Manufacture, delivery, or possession by an unauthorized person			
Narcotic drugs	Felony	up to \$250'000	up to 15 years
Methamphetamine-cocoa leaves, marijuana (in excess of 1,000 pounds)	Felony	up to \$100,00	up to 10 years
Opiates-hallucinogenic substances, marijuana	Felony	up to \$15,000	up to 5years
Barbiturates	Felony	up to \$10,000	up to 3 years
Codeine, morphine, atropine	Misdemeanor	up to \$5,000	up to 1 year
Possession of a small amount of marijuana for personal use (30 grams marijuana or 8 grams hashish)	Misdemeanor	up to \$500	up to 30 days
Use or delivery of drug paraphernalia	Misdemeanor	up to \$25	up to 1 year
Possession or distribution of "look alike drugs" having depressing or stimulating effect	Felony	up to \$10,000	up to 5 years
Manufacture, sale, or delivery, holding, offering for sale, or possession of any controlled substance that is altered or misbranded	Misdemeanor	up to \$5,000	up to 5 years
Trafficking drugs to minors within 1,000 feet of a school, college	At least 1 year confinement, 2 years imprisonment		

Drug and Alcohol Counseling/Assistance Programs for Students, Staff and Faculty

- Have you ever used drugs or alcohol? Before school? To release anger? By yourself? To alleviate stress? To establish friendship?
- Have you lied to family or friends about drug or alcohol use?
- Have your grades at school dropped?
- Have you “blacked out” as a result of drinking or drug use?
- Has your life been taken over by alcohol or substance use?

If you have answered “yes” to any of these questions, be aware that you may have a drug or alcohol problem. If you or someone you know needs help with drug and/or alcohol abuse, you are encouraged to contact the director or student health nurse for referral assistance. All such matters are handled confidentially.

The following link has a list of agencies for mental health counseling, domestic violence, and other services.

<http://www.humanservices-countyofindiana.org/directions.php>

Also refer to: www.pa211sw.org

DRUG AND ALCOHOL TREATMENT LOCAL RESOURCE GUIDE

The following list of local resources is a help guide for our students to obtain the drug and alcohol services that best meets his or her needs.

Outpatient Drug and Alcohol Treatment:

Independent Family Services	Johnstown, PA	814-262-0007
Personal Solutions Inc.	Bedford, PA	814-623-5009
POWER (specific for women)	Pittsburgh, PA	412-243-8755
Skills	Portage, PA	814-713-8289
The Open Door	Indiana, PA	724-465-2605
Twin Lakes.....	Johnstown/Ebensburg, PA.....	814-535-8830

Local County Drug and Alcohol Programs (patients with no insurance should contact the office where they reside)

Cambria County D/A Program	Johnstown, PA	814-536-5388
Somerset County D/A Program.....	Somerset, PA	814-445-1530
Blair County D/A Program.....	Hollidaysburg, PA	814-381-0921
Westmoreland County D/A Program	Monessen, PA.....	724-243-2220
Armstrong/Indiana County D/A Program.	Shelocta, PA	724-463-7860
Allegheny County D/A Program	Pittsburgh, PA	412-350-3857

Clearfield Jefferson D/A ProgramFalls Creek, PA 814-371-9002

Inpatient/Residential Detoxification and Rehabilitation Services:

ARC Manor	Kittanning, PA	724-548-7607
Bowling Green Brandywine	Kennet Square, PA	844-247-6807
Eagleville	Eagleville, PA	800-255-2019
Twin Lakes	Somerset, PA	814-443-3639
Pyramid HealthCare	Altoona, PA	888-694-9996
White Deer Run	Allenwood, PA	800-255-2335
Firetree, LTD	Multiple locations	570-601-0877
Cove Forge	Williamsburg, PA	800-873-2131
Greenbrier Treatment Center	Washington, PA	800-637-4673
Gateway Rehabilitation Center	Aliquippa, PA	800-472-1177
St. Joseph Institute	Port Matilda, PA	814 692-4954
Roxbury Treatment Center	Shippensburg, PA	717-530-2206
Butler Hospital (hospital based)	Butler, PA	724-284-4357 814-459-4775
Gaudenzia	Erie, PA	570-875-4700
Gaudenzia Fountain Springs	Ashland, PA	
<i>(specific for women & children)</i>		717-561-0400
Gaudenzia Chambers Hill	Harrisburg, PA	
<i>(specific for adolescents)</i>		
Gaiser Center	Butler, PA	724-287-8205
SpiritLife	Penn Run, PA	724-465-2165
Stepping Stones	Meadville, PA	814-333-5810
GeisingerMarworth Treatment Center	Waverly, PA	800-442-7722
Turning Point	Franklin, PA	814-437-1750
Peniel	Johnstown, PA	814-536-2111

If you have no ability to pay for Inpatient Drug/Alcohol Treatment, contact:

Salvation Army Rehabilitation (<i>for men</i>)	Altoona, PA	814-946-3645
Salvation Army Rehabilitation (<i>for women</i>)	Harrisburg, PA	717-541-0203
Salvation Army Rehabilitation (<i>for women</i>)	Philadelphia, PA	215-483-3340

Additional Resources as needed:

Alcoholic Anonymous (AA)	814-533-5907 <u>OR</u> 814-443-3639
Narcotics Anonymous (NA)	814-533-5907 <u>OR</u> 1-800-662-HELP(4357)
Indiana County Crisis	1-877-333-2470
Fayette County Crisis	1-724-430-1200
Allegheny County Crisis	1-888-796-8226
National Suicide Prevention Lifeline	1-800-273-8255
Overdose Survivor Helpline	814-269-4700
Veteran’s Crisis Line	1-800-273-8255
SAMHSA National Helpline	1-800-662-HELP (4357)

www.samhsa.gov Substance Abuse and Mental Health Services Administration - website that can help locate services for substance abuse and mental health

Methadone Treatment

This list is to be used as a resource for outpatient medication assisted treatment for opioid addiction. Because Methadone has a high potential for abuse, it is only available through licensed opioid treatment programs. The following facilities offer methadone treatment in our region:

Alliance Medical Services 1425 Scalp Avenue #175 Johnstown, PA 15904 814-269-4700	Pinnacle Treatment Services of Aliquippa 400 Woodland Road Aliquippa, PA 15206 724-857-9640
Alliance Medical Services/Ensign I 729 Ensign Ave Pittsburgh, PA 15266 412-488-6360	Progressive Medical Services 2900 Smallman St Pittsburgh, PA 15201 412-391-6384
Alliance Medical Services/Ensign II 739 Ensign Ave Pittsburgh, PA 15226 412-488-6360	RHJ 1005 Old State Route 119 Hunker, PA 15639 724-696-9600

Addiction Specialists Inc. 1023 Pittsburgh St. Suite 101 PO Box H Uniontown, PA 15401 724-437-2776	RHJ 2994 River Road Vandergrift, PA 15690 724-696-9600
Discovery House 214 Airport Road Clearfield, PA 16830 814-944-7000	State College Medical 3091 Enterprise Dr, Suite 150 State College, PA 16801 814-235-6988
Discovery House 3438 Route 764 Duncansville, PA 16635 888-366-7929	Summit Medical Services 3121 Smallman St Pittsburgh, PA 15201 412-255-8717
TADISO, Inc. 1425 Beaver Ave Pittsburgh, PA 15233 412-322-8415	Med Tech Rehabilitation, LLC 1037 Compass Circle Greensburg, PA 15601 724-834-1144

Suboxone Treatment

This list is to be used as a resource for outpatient medication assisted treatment for opioid addiction. Because Suboxone has a potential for abuse, it must be prescribed by a certified physician. The following facilities offer Suboxone treatment in our region:

Family Medical Center 1086 Franklin Street Johnstown, Pa 15905 814-534-9106 <i>(Conemaugh Health System has a financial relationship with this provider)</i>	Suboxone Services of Cambria County 1419 Scalp Ave Johnstown, Pa 15904 814-241-3649
SKS Assoc Inc 2001 Bedford St Johnstown, Pa 814-266-1106	MedMark 1984 Rte 22 Blairsville, PA 15717 724-459-4884
The Open Door 665 Philadelphia St. Suite 202 Indiana, PA 15707 724-465-2605	ARS Downtown Johnstown & Greensburg offices 724-591-5236
Dr. Joseph Sabo 503 Railroad Ave #4 Patton, PA 16668 814-674-6050	Dr. Widuch-Mert Grey Family Medical Windber, PA 814-254-4207
Dr. Paul Roemer 211 Beaver Drive Dubois, PA 15801 814-375-9383	Crossroads Treatment Centers Various locations 1-866-866-9277

Updated 3/2021

Possession, Use and Sale of Alcoholic Beverages and Illicit Drugs

It is the policy of ICTC that employees and students be physically and mentally fit. The effects of substance abuse, i.e. physical and psychological dependence and impaired behavior, can adversely affect personal safety and performance, as

well as become a threat to patient safety. Therefore, ICTC will comply with the requirements of the Drug Free Workplace Act of 1988 and Drug Free Schools and Committee Act Amendment of 1988 (Public Law, 101-226, Section 1213).

ICTC therefore prohibits the unlawful manufacturing, possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as a part of its activities.

This policy serves notice to those involved in such activities that ICTC reserves the right to refer those involved for prosecution under the Controlled Substance, Drug, Device and Cosmetic Act, (PA Act #64), or any comparative legislation. Legal sanctions may include probation, fines or imprisonment.

Possession of Firearms Policy

Individuals performing in a student role are not permitted to carry a firearm, weapon, or explosive device of any type.

Violation of this policy could result in disciplinary action and/or dismissal from the program.

Fire/Bomb/Terrorist/Tornado and other Weather Warnings

FIRE/EMERGENCY DRILLS

Monthly fire drills or safety drills will be conducted by school officials. As soon as the fire signal is heard, all persons are to leave the building quickly and quietly and proceed to their designated safe area at the lower end of the parking lot. Each instructor will show his/her students which exit to use prior to the first fire drill of the school year. Once outside the building, each class will remain together while the instructors take roll. Students and instructors will remain together as separate program areas until the all clear signal has been sounded. It is important for everyone to remain in their designated areas so that the driveway is clear at all times. (See fire drill map) Students who are away from their program areas when the fire signal sounds are to report to their designated program assembly area after they have exited the building so that their instructors can verify their presence. At the "all clear" signal given by the Administration, instructors and students will enter the building in an orderly fashion through the door on the parking lot side of the building. In cases of actual fire or other emergencies, the ICTC has the discretion to change designated assembly points to provide for the safety of all students.

BOMB THREAT

Any student who is found to have issued a threat, directly or indirectly, to commit a violent crime by communicating that a bomb has been placed or will be placed in a particular location with the intent to terrorize another person, cause evacuation of a building or other place of assembly including transportation, or otherwise cause serious public inconvenience shall be subject to disciplinary action. (See Disciplinary Code) The civil and criminal sanctions for bomb threats made by students are not dependent upon the requirement that the ICTC or any of its personnel be placed in actual danger. The threat itself is enough to subject the student to civil and criminal penalties whether or not the threat is real and/or creates a real danger. Referral to Civil Authorities for charges under the Pennsylvania Criminal Code and the Federal Code shall be made when deemed necessary by the ICTC authorities.

TERRORIST THREATS

A student shall at no time threaten to commit any crime of violence with the purpose to terrorize another or to cause evacuation of a building, place of assembly, or facility of transportation, or otherwise cause serious public inconvenience or a reckless disregard of the risk caused by such terror or inconvenience:

- a. on school premises during and immediately before or after school hours.
- b. on school premises at any time when the school is being used by a school sponsored group, non-curricular related student group, and/or a private non-school person(s) group.
- c. off school premises at any school activity, function, or event.
- d. off school premises involving violations or possible violations of the Pennsylvania Criminal Code, and/or when such conduct or conditions may directly and/or immediately result in adverse effects on the educational process, when there is a reasonable need to preserve overall school discipline, when there is a reasonable need to preserve respect for instructors and other school employees, and/or when there is reasonableness in the effect, including danger to the health, safety, welfare, and morals of students within the system.

Referral to civil authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

TORNADO/WEATHER WARNINGS OR WATCHES

Students will receive instruction about specific procedures that are to be followed during a tornado “watch” or “warning.” from their instructor. Several practice drills will be held during the year. General directions will be to have students move to a “safer” area, assume a crouch position, and face an inside wall (avoid northwest facing walls) which is free from large, glass surfaces.

Drills

The School will test emergency response and evacuation procedures annually. Drills may be announced or unannounced. Students will follow instructions from faculty as to direction of evacuation based on location in the building. Students are not able to return to building until instructed to do so by School Officials. Fire instructions are in each classroom and near fire extinguishers.

Emergency personnel as well as Safety Committee members conduct a bi-annual walk-through of the ICTC building to familiarize of all entry and exit points as well as to ensure all necessary fire response systems are in working condition.

Fire Instructions

Know the proper exit routes and the location and operation of fire extinguishers and fire alarm boxes in the building.

- Participate in fire drills.
- Be familiar with the proper steps to follow in case of fire.
- In case of smoke, smoke smell or fire:
- Rescue persons in immediate, life-threatening danger.
- Go to the nearest fire alarm box and pull lever down.
- Dial **8-9-1-1** on school telephone. Identify yourself, location and nature of the emergency.
- If you are in the Building, follow these steps:
- Upon hearing the fire alarm, close doors and windows (do not turn out the lights) and leave the building via the nearest exit. Students are to follow the faculty’s directions for proper exiting.
- Exit quickly, but do not run.
- Remain outside until permitted to return by a school official.

- Assume that all fire alarms indicate genuine emergencies.

Extinguishing fires

- The decision to attempt to extinguish a fire must be based on the facts at the time of the fire. The decision should be made quickly.
- Do not attempt to extinguish a fire until after you are sure that all persons are safe from immediate danger, an alarm has been sounded and 911 has been dialed.
- If the fire is too large to put out with a portable fire extinguisher, attempt **ONLY** to contain the fire by shutting doors and leave the building.

Various methods of extinguishing fires are:

- Smothering - use blanket, sheet, etc., to smother fire. This is useful in extinguishing wastebasket fires.
- Dry Chemical ABC Fire Extinguisher - extinguishes all types of fires.
- Carbon Dioxide (CO₂) BC Fire Extinguisher - best to extinguish electrical fires.
- All extinguishers must be properly activated to be used. Pull pin or press electrical release lever; hold nozzle firmly; squeeze handle; sweep back and forth slowly, aiming at base of flames. See printed instructions on the extinguisher.

Fire instructions are posted in each classroom.

Lockdown Procedures

Signal – Announcement via intercom or a phone call.

LOCK DOWN – A school-wide emergency exists precipitated by either the threat or act of violence by an individual or individuals.

STEPS OF ACTION:

1. All doors must be locked immediately.
2. Turn lights off.
3. Students should be kept away from windows and doors.
4. Keep students calm and quiet.
5. **No Cell Phone Usage by students or faculty during a Lock Down or Drill!**
6. Listen to announcements for further instructions.

Specific guidelines will be provided should it be necessary to evacuate the school.

- For any evacuation, the State Police will be notified and faculty road guards may be posted at critical crossing areas on school grounds.
- In a non-evacuation situation, all exit doors will be kept locked.

ICTC Campus Safety Policy

Purpose

The Joint Operating Committee shall establish campus security requirements to protect the facilities, students, staff and visitors.

Authority

The Joint Operating Committee shall require all students, staff, and visitors to adhere to the rules and regulations promulgated by the administration to maintain and ensure a safe educational and work environment.

Delegation of Responsibility

The Administrative Director or designee shall develop procedures for campus security.

The Administrative Director or designee shall determine who is entitled to building keys and who may have after hours access to school facilities.

Guidelines

Access to the school building and grounds shall be granted to the following individuals:

1. Administrative Director.
2. Superintendent of Record.
3. Joint Operating Committee Secretary.
4. Principal.
5. Maintenance Supervisor.
6. Head custodian.
7. Business Manager.

Keys

Possession of keys by personnel shall be in accordance with the following guidelines:

1. A log of key assignments shall be maintained in the office of the Administrative Director or designee.
2. Duplicate keys shall be maintained in a safe or a secured box.
3. Individuals assigned keys may not duplicate or lend them.
4. Loss of a key must be reported immediately to the Administrative Director or designee.

5. Overnight key loans may be made by request to the Administrative Director or designee.
6. Use of keys for unauthorized purposes will result in surrender of keys.
7. A set of master and/or duplicate keys shall be kept in the custody of the Administrative Director or designee.

At the close of each school day, teachers will place their keys in their mailboxes. Teachers will return all keys to the main office at the end of each school year.

Crime Awareness and Campus Security

All criminal actions or other emergencies occurring on campus should be reported to the main office. The Center will respond to all reports of criminal actions or other emergencies by promptly reporting such actions or emergencies to law enforcement officials or the appropriate emergency response agency.

Access to the campus shall be restricted to students who are currently enrolled and other authorized individuals. All visitors are required to report to the main office where they must sign in, receive permission to be in the building, and wear a visitor's badge.[1]

Individuals or groups using the facilities at the Center must complete the required form prior to any scheduled event.[2]

The custodial/maintenance staff are responsible for opening and closing the building. A member of the custodial/maintenance staff shall be present whenever the building is being used.

Annually, at the start of each academic year, students and staff shall be oriented to campus security procedures and practices.

Security System/Cameras

For the safety and security of the building and its population, the Center may utilize several cameras to monitor and videotape the daily activities that occur both inside and outside the building during the school year. Students will appear on these cameras for administrative, safety, and security reasons only, and the images and pictures projected by the cameras will be for internal use only. In cases where breaches of safety and security do occur, the administration may refer these images and pictures to the proper authorities. Cameras in no way guarantee a safe school zone, but shall be used primarily to gather evidence of school violations and/or crime with the hope that their presence might reduce danger and make the school safer.

