

**2020 ANNUAL SECURITY AND FIRE SAFETY REPORT**  
STATISTICS FOR 2017, 2018, AND 2019

CURTIS INSTITUTE OF MUSIC  
1726 LOCUST STREET  
PHILADELPHIA, PA 19103

## **2020 ANNUAL SECURITY AND FIRE SAFETY REPORT**

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

The vast majority of our students, faculty, staff, and visitors do not experience crime at Curtis. Despite our best efforts, though, crimes may occur. The information contained in this Annual Security and Fire Safety Report is provided as part of our commitment to campus safety and security, and in compliance with: federal law; The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act); the Pennsylvania Uniform Crime Reporting Act (UCR, formerly known as the College and University Security Information Act); and the amendments to the VAWA (Violence Against Women Act), the final regulations of which were effective July 1, 2015. If you have concerns, questions, or comments about federal or state law requirements or Curtis's compliance with these laws, please contact the senior vice president of administration at (215) 893-5252.

# TABLE OF CONTENTS

- Security Report** ..... 1
  
- SECURITY POLICIES AND PROCEDURES** ..... 1
  - Security Services ..... 1
  - Crime Reporting ..... 1
  - Security Awareness ..... 2
  - Timely Warnings ..... 2
  - Emergency Notification System ..... 2
  - Missing Student Notification Policy ..... 2
  - Facilities ..... 3
  
- CRIME AWARENESS AND PREVENTION PROGRAMS** ..... 4
  - General Programs ..... 4
  - New Student-Focused Programs ..... 4
  - Ongoing Prevention Programs ..... 5
  - Faculty- and Staff-Focused Programs ..... 6
  
- SEXUAL MISCONDUCT POLICIES AND PROCEDURES** ..... 7
  
- TITLE IX** ..... 7
  
- DRUG AND ALCOHOL POLICY** ..... 8
  
  
- Fire Safety Report** ..... 9
  
- POLICY ON PORTABLE ELECTRICAL APPLIANCES AND OPEN FLAMES** ..... 10
  
- FIRE- OR SMOKE-PRODUCING ARTICLES** ..... 10
  - Lamps: Special Safety Advisory ..... 10
  - Smoking Policy ..... 11
  
- LENFEST HALL PROCEDURES FOR EVACUATION IN THE CASE OF A FIRE** ..... 11
  - Be Prepared ..... 11
  - On Discovering a Fire ..... 11
  - When the Alarm Sounds ..... 11
  - After a Fire ..... 12
  
- EVACUATION/FIRE DRILLS** ..... 12

**Pennsylvania Uniform Crime Statistics..... 13**

**Clery Act Crime Statistics ..... 15**

**Appendices**

**CURTIS STUDENT CODE OF CONDUCT ..... i**

**DRUG AND ALCOHOL ABUSE PREVENTION POLICY..... vii**

**SEXUAL MISCONDUCT POLICY ..... x**

**STUDENT TECHNOLOGY POLICY..... xv**

**Glossary**

**CRIME PREVENTION AND AWARENESS PROGRAM DEFINITIONS..... xviii**

**CRIMINAL OFFENSE DEFINITIONS..... xviii**

**HATE CRIME DEFINITIONS..... xx**

**VIOLENCE AGAINST WOMEN ACT (VAWA) DEFINITIONS..... xx**

**CLERY CRIME REPORTING GEOGRAPHY DEFINITIONS .....xxi**

**Campus Map .....xxii**

# Security Report

Security at the Curtis Institute of Music is a responsibility of the office of the senior vice president of administration. The senior vice president of administration is responsible for insuring that all policies and procedures are followed.

## SECURITY POLICIES AND PROCEDURES

### SECURITY SERVICES

Curtis currently has contracted security staff 24 hours a day in the main building (1726 Locust St.), Lenfest Hall (1616 Locust St.), and during hours of operation at the Rock Resource Center (1720 Locust St.). All officers are provided through an outside contractor, Allied Universal. At all times during the regular school year, at least two security officers are on campus to oversee all security-related matters.

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

Allied Universal officers can contact their management and Curtis management at any time, 24 hours a day. If incidents arise that are beyond the capability of security staff, city police are expected to respond and to assist in the proper handling of an incident. Security officers are not authorized to carry or discharge weapons on campus and do not receive training for certification under Pennsylvania Act 120. Allied Universal staff receives in-service training in such areas as proper handling of incidents, investigation and reporting of incidents, fire safety procedures, CPR and defibrillator training, and client relations.

### CRIME REPORTING

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

- senior vice president of administration
- dean
- associate dean of student and academic affairs
- associate dean of student life and international student affairs
- chair of career studies
- director of residence life
- department of artistic programs and performance staff
- director of human resources
- manager of vocal studies and Curtis Opera Theatre
- receptionist
- senior director of facility operations
- Lenfest Hall resident assistants
- summer programs administrative staff

Allied Universal personnel respond to each reported incident by conducting an immediate investigation and by creating an incident report. At this time Curtis does not have a policy regarding voluntary confidential reporting of crimes. Each case is handled according to its severity and local police are contacted when warranted. If the reported incident represents a threat to other students or to employees, Curtis issues a timely warning. Crime and fire statistics are collected from campus security authorities and local police and are tallied for the Annual Security and Fire Safety Report by the senior director of facility operations.

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

### **SECURITY AWARENESS**

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

### **TIMELY WARNINGS**

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

### **EMERGENCY NOTIFICATION SYSTEM**

Curtis subscribes to One Call Now, an emergency mass-notification vendor, with the ability to deliver automated phone calls, texts, and e-mails within minutes to all members of the Curtis community. If necessary, senior staff will confirm that a significant emergency is occurring and will initiate a notification without delay. The One Call Now system is tested annually to ensure accurate phone, text, and e-mail information for members of the Curtis community. Details on and results from each test are kept on record with the associate dean of student and academic affairs.

### **MISSING STUDENT NOTIFICATION POLICY**

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

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

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

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

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

## **FACILITIES**

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

All students, faculty, and staff possess a Curtis photo ID, which must be presented upon request. This ID provides secure access to Lenfest Hall (1616 Locust St.), Rubenstein Centre (1620 Locust St.), and 1718 Locust St. via electronic card readers.

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

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

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

## **CRIME AWARENESS AND PREVENTION PROGRAMS**

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

### **GENERAL PROGRAMS**

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

### **NEW STUDENT-FOCUSED PROGRAMS**

Significant attention is given to educational programs during New Student Orientation that promote safety and focus on the prevention of dating violence, domestic violence, sexual assault, and stalking. Given the unique set of experiences Curtis students encounter surrounding public performances, attention is also focused on asserting boundaries while in the public spotlight. Additionally, given the small size of the student body, group discussions often complement formal presentations to assist with student retention of information. Summaries from the multitude of new-student focused programs are highlighted below. Additional details are on file in the associate deans' offices.

#### **Curtis Code of Conduct Orientation with the Title IX Coordinator**

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

#### **Presentation and Discussion with the Associate Dean of Student and Academic Affairs**

- A discussion and understanding of common alcohol and drug cultures on college campuses
- Review of the Curtis Student Alcohol Policy
- Legal issues surrounding alcohol and drugs
- Harm reduction strategies



- Emergency response

### **Presentation and Discussion with Alumni**

- Maintain privacy while living in the public eye
- Recognize harmful situations
- Boundaries with the public before, during, and after performances
- Social media strategies

### **Breakout Session with Board-Certified Psychologists**

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

### **City and Community Safety with Associate Dean of Student Life and International Student Affairs**

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

## **ONGOING PREVENTION PROGRAMS**

### **Training of Student Leaders**

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

### **Wellness Activities**

Wellness programs topics have covered honing life skills in personal boundaries and assertiveness, and in bystander intervention. Representatives from local professional organizations staff informational tables at an annual Wellness Day health fair.

### **Resources and Communication Strategies**

All students receive printed and digital literature with names and numbers of mental health professionals, hotlines, and the Philadelphia Sexual Assault Resource Center. Resource information is also contained in the Student Wellness Guide, distributed annually to all students. Literature is available in the fifth-floor student lounge in Lenfest Hall, at the Rock Resource Center, in the student lounge in 1726 Locust St., from the associate dean of student life and international student affairs, and from the associate dean of student and academic affairs. In addition, students receive regular e-communications from the associate dean of student life and international student affairs on VAWA-related topics, such as social media and avoiding unwanted attention. The director of residence life distributes information via flyers and social media for residential students.

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

### **Student Input**

The student council takes an active role in working with Curtis on improving its security policies and procedures. Students are encouraged to bring their questions, concerns, or suggestions either directly to the

associate dean of student and academic affairs, senior director of facility operations, or to their student council representatives.

### **Resident Assistants**

Resident assistants (RAs) receive training in CPR, first aid, AED, and general security awareness, including their role as Campus Security Authorities, at the start of each school year. RAs participate in an in-depth discussion with the associate dean of student and academic affairs covering Curtis' complete Sexual Misconduct Policy (see Appendices). This includes defining consent, especially as it refers to Curtis' unique population of various age groups. The discussion also covers the many types of sexual misconduct outlined in the Sexual Misconduct Policy, including but not limited to VAWA definitions of sexual assault, domestic violence, dating violence, and stalking. Options for reporting a case of sexual misconduct and how to access resources such as counseling, STI testing, and law enforcement reporting are reviewed, and RAs are given information on the Philadelphia Sexual Assault Response Center and their offerings. The RAs also participate in roundtable discussions with four licensed and board-certified psychologists promoting the RA role as student leader. Topics discussed include effective listening skills, making medical or psychological referrals, victim advocacy, confidential resources, and more. RAs are encouraged to attend the New Student-focused programs and participate as student leaders.

### **FACULTY- AND STAFF-FOCUSED PROGRAMS**

Faculty and staff attend on-campus in-service programs on VAWA-related topics, presented by the Title IX Coordinator. Video recordings of in-service programs are posted on the Curtis intranet for faculty and staff to review as needed. New employees are also directed to these videos for training upon hiring.

Faculty members are provided information in the Faculty Handbook, as well as through a brochure entitled *Student Mental Health: What Faculty Needs to Know*. Faculty also receive online training in Title IX and VAWA-related topics through the SafeColleges.com online platform.

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

All employees are encouraged to bring questions, concerns, or suggestions directly to the senior vice president of administration. Communication with members of the Workplace Safety Committee and the senior director of facility operations is also encouraged.

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

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

## **SEXUAL MISCONDUCT POLICIES AND PROCEDURES**

Please refer to the Sexual Misconduct Policy section of the Curtis Student Code of Conduct in the Appendices for detailed definitions of what constitutes sexual harassment, sexual violence, sexual assault, and consent; descriptions of victim rights and support services; and the procedures when a sex offense occurs. The policy also describes possible sanctions imposed and the range of possible protective measures that can be employed when sexual misconduct has occurred.

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

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

## **TITLE IX**

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

## **DRUG AND ALCOHOL POLICY**

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

Employees are required to adhere to Curtis’s drug-free workplace policy and the substance-abuse prevention policy. Those who violate these policies may be subject to disciplinary procedures or may be required to participate in drug or alcohol rehabilitation programs. Students or employees who have questions or concerns about alcohol or drugs are encouraged to use the medical and counseling resources provided by Curtis. These services adhere to all applicable laws governing the confidentiality of patient information. Any further questions can be addressed by the office of the senior vice president of administration at (215) 893-5252.

## Fire Safety Report

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

Four Lenfest Hall fire drills were held in 2019: one daytime and one nighttime drill in each semester. A fire log has been maintained since the opening of staff offices in Lenfest Hall on June 20, 2011, and is combined with the crime log. The daily fire and crime log is available at the security desks in Lenfest Hall and 1726 Locust Street. Curtis is committed to rigorously testing fire safety policies and procedures to identify those needing improvement, and will address them accordingly. The director of residence life is experienced in fire safety matters, and reviews policy and procedures with the resident assistants in Lenfest Hall. Resident assistants cover fire safety, evacuation, and drill procedures contained in the Residential Handbook in floor meetings with students every semester. Participation in fire drills is mandatory. Fire emergency evacuation instructions and a floor map are on the back of the front door in all residential suites, by the elevators, and inside every teaching studio, practice room, and office in the building.

Per federal law, the Curtis Institute of Music is required to annually disclose statistical data on all fires that occur in on-campus housing facilities. Curtis reported two incidents in 2019 for which the fire department was dispatched: one incident in which smoke created by HVAC unit motor triggered alarm, and another incident in which smoke created by motor belt in basement triggered alarm. The fire department responded in both circumstances and found no fire; no property damage was sustained, and no injuries resulted from any of the incidents.

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

Lenfest Hall Security: (215) 875-4200

Senior director of facility operations: (215) 717-3168

Maintenance chief: (609) 221-7271

Director of residence life: (215) 875-4256

Student residences in Lenfest Hall have numerous fire safety systems:

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

## **POLICY ON PORTABLE ELECTRICAL APPLIANCES AND OPEN FLAMES**

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

Coffeemakers and irons are permitted, as long as they are equipped with automatic shut-offs.

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

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

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

## **FIRE- OR SMOKE-PRODUCING ARTICLES**

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

### **LAMPS: SPECIAL SAFETY ADVISORY**

- The use of halogen lamps is strictly prohibited.
- Carefully read all safety instructions and warnings that accompany any lamp before use.
- Never use bulbs of a higher wattage or of a different style than is recommended by the manufacturer's instructions.
- Never remove or discard a bulb that is hot to the touch; don't try to operate a lamp that has damaged or missing parts.
- Do not place lamps near clothing, draperies or bedding, as incidental contact with the lamp bulb could ignite the material. Keep lamps away from windows, bunk beds, and closets.
- NEVER place materials such as towels or clothing on top of lamps.
- Avoid placing lamps in locations where they may be knocked over.

- Always remember to turn off or unplug any lamp when changing bulbs or when leaving your room/apartment.
- Taking proper precautions and guarding against potential hazards posed by lamps will help ensure community safety.

### **SMOKING POLICY**

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

### **LENFEST HALL PROCEDURES FOR EVACUATION IN THE CASE OF A FIRE**

In case of fire, follow procedures below:

#### **BE PREPARED**

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

#### **ON DISCOVERING A FIRE**

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

#### **WHEN THE ALARM SOUNDS**

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

## **AFTER A FIRE**

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

## **EVACUATION/FIRE DRILLS**

In accordance with the Philadelphia Fire Prevention Code (Chapter 4, Section F-405) for High Rise Buildings, fire drills are conducted twice annually (once during the fall semester and once during the spring semester). Daytime drills are held for all Curtis buildings, and a nighttime drill is held for the residence hall. A general announcement about fire drills is made the week in which drills are held, and a reminder of drill procedures is sent prior to the fall semester drill. Participation in fire drills is mandatory.

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

Evacuation information for the residence hall is contained in the Student Handbook and includes the following:

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



## **Pennsylvania Uniform Crime Statistics 2019 CALENDAR YEAR**

The Pennsylvania College and University Security Information Act requires the release of crime statistics and rates to students and employees, and requires that those statistics be available to all applicants and new employees upon request. In addition, Curtis reports its statistics annually to the Pennsylvania State Police. This rate is based on the actual number of full-time-equivalent (FTE) students and employees, which is calculated according to a state-mandated formula. For the calendar year 2019, the student population was 173 and the faculty and staff population was 186, including full-time and part-time employees (85 FTE). The index in the table below is based on incidents per 100,000 FTEs.

<b>CRIME RATES: FTE BASIS</b>						
	<b>2017</b>		<b>2018</b>		<b>2019</b>	
Incident Type	Number	Rate*	Number	Rate*	Number	Rate*
Criminal Homicide	0	0	0	0	0	0
Forcible Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Theft	4	1,581	9	3600	4	1550
Motor Vehicle Theft	0	0	0	0	0	0
Attempted Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Forgery/Counterfeiting	0	0	0	0	0	0
Fraud	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0
Stolen Property (Buying, Receiving, and Possessing)	0	0	0	0	0	0
Vandalism	3	1,186	3	1200	17	6589
Weapons Offense	0	0	0	0	0	0
Prostitution & Commercialized Vice	0	0	0	0	0	0
Sex Offenses (other than Prostitution and Forcible Rape)	0	0	0	0	2	775
Drug Abuse Violations	0	0	1	400	2	775
Gambling	0	0	0	0	0	0
Offenses Against Family & Children	0	0	0	0	0	0
Driving Under the Influence (DUI)	0	0	0	0	0	0
Liquor Laws	1	395	5	2000	7	2713
Drunkenness (exc. Liquor Law Violations)	0	0	0	0	0	0
Disorderly Conduct	0	0	0	0	0	0
Vagrancy	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0
Stalking	0	0	2	800	1	388
All Other Offenses (except Traffic)	0	0	1	400	0	0
<b>Total</b>	<b>8</b>	<b>3,162</b>	<b>21</b>	<b>8400</b>	<b>33</b>	<b>12790</b>
Student Population (FTE)	173		172		173	
Faculty & Staff (FTE)	80		78		85	
<b>Total</b>	<b>253</b>		<b>250</b>		<b>258</b>	

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

## **Clery Act Crime Statistics**

The Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act requires the release of statistics on certain criminal incidents, arrests, and disciplinary referrals occurring on campus to all students and employees. It also requires that those statistics be available to prospective students and employees upon request. The law requires statistics for an expanded area beyond the campus and it requires these statistics to be shown in specific geographic categories. The following statistics are provided in compliance with the specific time periods, crime classifications, geographic categories, and arrest data mandated by federal law. (See the Glossary in the Appendix for a list of crimes reported under the Jeanne Clery Act and their definitions.)

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

**JANUARY 1, 2019 THROUGH DECEMBER 31, 2019**

	Campus	On-Campus Residential	Non-Campus	Public Property
Murder	0	0	0	0
Manslaughter	0	0	0	0
Sex Offenses				
Rape	0	0	0	0
Fondling	2	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Liquor Law Violations				
Arrests	0	0	0	0
Disciplinary Referrals	7	7	0	0
Drug-Related Violations				
Arrests	0	0	0	0
Disciplinary Referrals	2	0	0	0
Weapons Possessions				
Arrests	0	0	0	0
Disciplinary Referrals	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	1	0	0	0

There were no hate crimes, as defined by applicable federal law, reported at the Curtis Institute of Music in 2018. For 2018 data, the following non-campus locations were considered:

- Broad Street Ministry, 315 South Broad Street, Philadelphia, PA 19107
- Carver High School of Engineering and Science, 1600 W Norris Street, Philadelphia, PA 19121
- Cayuga Elementary School, 4344 N 5<sup>th</sup> Street, Philadelphia, PA 19140
- Church of the Holy Trinity, 1904 Walnut Street, Philadelphia, PA 19103
- Cosmopolitan Club, 1616 Latimer Street, Philadelphia, PA 19103
- Cramp Elementary School, 3449 N Mascher Street, Philadelphia, PA 19140
- Stirling Guest Hotel, 1120 Centre Avenue, Reading, PA 19601
- Girard College 2101 S College Avenue Philadelphia, PA 19121
- Hunter Elementary School, 2400 N Howard Street, Philadelphia, PA 19133
- Immaculata University, 1145 King Road, Malvern, PA 19355
- Jefferson Hospital, 111 S 11<sup>th</sup> Street, Philadelphia, PA 19107
- Kimmel Center, 300 S. Broad Street, Philadelphia, PA 19102
- Longwood Gardens, 1001 Longwood Road, Kennett Square, PA 19348
- Miller Theater, Columbia University, 2960 Broadway-at116th Street, New York, NY 10029
- Philadelphia Museum of Art, 2600 Benjamin Franklin Parkway, Philadelphia, PA 19130

- Project HOME - Kate's Place, 1929 Sansom Street, Philadelphia, PA 19103
- Saint Mark's Church, 1625 Locust Street, Philadelphia, PA 19103
- SCI Phoenix, 1200 Mokyctic Road, Collegeville, PA 19426
- South Philadelphia High School, 2101 S Broad Street, Philadelphia, PA 19148
- St. Francis de Sales School, 917 S 47<sup>th</sup> Street, Philadelphia, PA 19143
- Sunday Breakfast Rescue Mission, 302 N 13<sup>th</sup> Street, Philadelphia, PA 19107
- Woodmere Art Museum, 9201 Germantown Avenue, Philadelphia, PA. 19118

**JANUARY 1, 2018 THROUGH DECEMBER 31, 2018**

	Campus	On-Campus Residential	Non-Campus	Public Property
Murder	0	0	0	0
Manslaughter	0	0	0	0
Sex Offenses				
Rape	0	0	0	0
Fondling	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Liquor Law Violations				
Arrests	0	0	0	0
Disciplinary Referrals	5	5	0	0
Drug-Related Violations				
Arrests	0	0	0	0
Disciplinary Referrals	1	1	0	0
Weapons Possessions				
Arrests	0	0	0	0
Disciplinary Referrals	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	2	2	0	0

There were no hate crimes, as defined by applicable federal law, reported at the Curtis Institute of Music in 2018. For 2018 data, the following non-campus locations were considered:

- Atria Retirement Community, 150 N 20th Street, Philadelphia, PA 19103
- Broad Street Ministry, 315 South Broad Street, Philadelphia, PA 19107
- Church of the Holy Trinity, 1904 Walnut Street, Philadelphia, PA 19103
- Girard College 2101 S College Avenue Philadelphia, PA 19121
- Honickman Learning Center, 1936 Judson Street, Philadelphia, PA 19130
- Kate's Place, 1929 Sansom Street, Philadelphia, PA 19103
- Kimmel Center, 300 S. Broad Street, Philadelphia, PA 19102
- Longwood Gardens, 1001 Longwood Road, Kennett Square, PA 19348
- Pennswood Village, 1382 Newton Bypass, Newton, PA 18940
- Philadelphia Museum of Art, 2600 Benjamin Franklin Parkway, Philadelphia, PA 19130
- Prince Theater, 1412 Chestnut Street, Philadelphia, PA 19102
- SCI Graterford, Graterford Road, Graterford, PA 19426
- St. Mark's Church, 1625 Locust Street, Philadelphia, PA 19103
- Village of Arts and Humanities, 2544 Germantown Avenue, Philadelphia, PA. 19133
- William Cramp Elementary, 3449 N Mascher Street, Philadelphia, PA 19140

**JANUARY 1, 2017 THROUGH DECEMBER 31, 2017**

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

There were no hate crimes, as defined by applicable federal law, reported at the Curtis Institute of Music in 2017. For 2017 data, the following non-campus locations were considered:

- Broad Street Ministry, 315 South Broad Street, Philadelphia, PA 19107
- Church of the Holy Trinity, 1904 Walnut Street, Philadelphia, PA 19103
- Isabella Stewart Gardner Museum, 25 Evans Way, Boston, MA 02115
- Kate's Place, 1929 Sansom Street, Philadelphia, PA 19103
- Kimmel Center, 300 S. Broad Street, Philadelphia, PA 19102
- Longwood Gardens, 1001 Longwood Road, Kennett Square, PA 19348
- Miller Theater at Columbia University, 2960 Broadway, New York, NY 10027
- Mondavi Center for the Performing Arts, 1 Shields Drive, Davis, CA 95616
- Old City Coffee, 211 Church Street, Philadelphia, PA 19106
- Philadelphia Museum of Art, 2600 Benjamin Franklin Parkway, Philadelphia, PA 19130
- Prince Theater, 1412 Chestnut Street, Philadelphia, PA 19102
- St. Mark's Church, 1625 Locust Street, Philadelphia, PA 19103
- Stirling Guest Hotel, 1120 Centre Avenue, Reading, PA 19601
- Village of Arts and Humanities, 2544 Germantown Avenue, Philadelphia, PA. 19133





# Appendices

## CURTIS STUDENT CODE OF CONDUCT

September, 2018

### I. PREAMBLE

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

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

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

All students are on probation during their entire period of enrollment and may be officially withdrawn at any time for failure to maintain the required standard of work or the inability to engage in the basic required activities necessary to obtain an education.

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

### II. RIGHTS OF STUDENT CITIZENSHIP

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

- A. the right to have access to and participate in the academic and nonacademic opportunities afforded by Curtis, subject to applicable standards or requirements;
- B. the right to freedom of thought and expression;
- C. the right to be free from discrimination on the basis of race, color, gender, gender identity, sexual orientation, religion, national or ethnic origin, age, disability, or veteran status; and
- D. the right to the fair process in the determination of accountability for conduct, as set forth in this Code.

### III. RESPONSIBILITIES OF STUDENT CITIZENSHIP

Students are expected to exhibit responsible behavior regardless of time or place, both on and off campus. Failure to do so may result in disciplinary action. At Curtis, responsible behavior is a standard of conduct that reflects higher expectations than may be prevalent outside the Curtis community. Any student who violates this Code is subject to the disciplinary sanctions as set forth here. Responsible behavior includes but is not limited to the following obligations.

#### A. Students shall:

1. Comply with all provisions of the Curtis Academic Honesty Policy.
2. Comply with all Curtis policies, procedures, and regulations.
3. Respect the health and safety of others. This prohibits acts or threats of physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any person. This also includes any violation of the Curtis Sexual Misconduct Policy.
4. Respect the rights of fellow students to participate in organizations and in relationships with other students without fear, threat, or any act of hazing. Hazing is any act which endangers the mental or physical health or safety of a student for the purpose of initiation and admission into, affiliation with, or as a condition of continued membership in any group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; it is a violation of this Code.
5. Comply and adhere to Curtis Student Technology Policy.
6. Be honest and truthful in dealings with Curtis about one's own identity (e.g., name or Social Security number), and in the use of Curtis and other identification.
7. Cooperate fully and honestly in any student disciplinary matter.
8. Comply with all Curtis contracts, such as the Lenfest Hall Housing Agreement and other contracts.
9. Engage in responsible social conduct that reflects credit upon the Curtis community and to exemplify good citizenship in any community.
10. Comply with federal, state, and local laws, including complying with the directions of Curtis officials or law enforcement officers acting in performance of their duties.
11. Comply with state and local laws and regulations that prohibit the use, possession, or distribution of alcoholic beverages to any person less than twenty-one (21) years of age.

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

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

any performance or other Curtis functions while under the influence of alcohol or illegal drugs. For additional information, refer to the Drug and Alcohol Abuse Prevention Policy.

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

#### **IV. PROCEDURE FOR COMPLAINT**

This procedure is intended to protect the rights of the student making the complaint and the student against whom the complaint is made. It ensures that the latter student is given the opportunity to respond to the complaint and is accorded due process under this procedure. To protect the integrity of this process, it is important that it remain strictly confidential, and that all parties refrain from discussing it with any individual or entity outside the designated procedure.

Any member of the Curtis community may file a complaint against a student for a violation of the Student Code of Conduct by giving a written statement to the associate dean of student and academic affairs. This should be filed as soon as possible and preferably within three days of the action upon which the complaint is based. In cases of sexual misconduct, refer to the Sexual Misconduct Complaint Procedure.

After the complaint is received, the student against whom the complaint has been made will be required to meet with the associate dean of student and academic affairs [hereafter, "associate dean"]. The associate dean will discuss the matter with the student, present the student with a statement of the substance of the complaint, and explain the procedure governing the consideration of a complaint. When appropriate, the student making the complaint and the student against whom the complaint is made will be provided with an advisor, and if needed, an interpreter. The advisor is not an advocate, but rather a source of personal and moral support to the student and is to help ensure that the student understands the disciplinary process. The student then has the option to:

1. Admit the validity of the complaint and request a meeting with the dean. The dean and associate dean will determine the appropriate sanction to be imposed. The sanction may be appealed as outlined in Section V, Item E.
2. Request a hearing before the Student Conduct Board.

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

#### **V. STUDENT CONDUCT BOARD (SCB)**

- A. The dean will serve as the Student Conduct Administrator.
- B. The Student Conduct Board (SCB) will consist of the dean acting as chair, a faculty member and a staff member selected by the dean. The students involved will be informed of the membership of the SCB and will have the opportunity to state whether they feel any member cannot act impartially with regard to the complaint. In such cases, the dean will evaluate the concerns raised by the student, and make a final decision as to the makeup of the SCB.

The SCB will provide for the administration and conduct of any hearing in a manner consistent with this Code to determine whether a student has violated the Code and whether sanctions are to be imposed. The nature of any such hearing - including whether it will be by live or written testimony, who will be permitted to appear and participate, and the nature of the evidence it will consider - will be determined by the SCB, taking into account the nature of the allegations and any other relevant information. Any such hearing will not be open to the public or members of the Curtis community. Due to the sensitive nature of this process, members of the SCB and all participants are expected to keep all proceedings strictly confidential.

- C. The outcome of the SCB hearing will be presented to both parties in written form privately, and simultaneously.
- D. A decision by the SCB is final unless a written appeal is filed with the associate dean within 48 hours of the decision.
- E. Appeal Procedure: The appeal will be decided by the president or a designee who has not had any direct role in the SCB's decision. The president will determine what is required and allowed in connection with the appeal, including whether to permit live or written submissions, on a case by case basis. The president will have the power to modify [and either increase or decrease any sanction], remand, affirm, or reverse any determination of the SCB. The decision of the president is final.

#### **VI. PARALLEL PROCEEDINGS**

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

## **VII. SANCTIONS**

- A. These sanctions (one or more) may be imposed upon any student found to have violated this Code:
1. Warning—written notice of violation, no further sanctions
  2. Written reprimand with conditions
  3. Loss of privileges
  4. Monetary penalty and/or restitution
  5. Suspension- separation of the student from Curtis. Conditions for readmission may be specified
  6. Expulsion—permanent separation from Curtis
  7. Withholding of the degree or diploma
  8. Other sanctions—for example: work assignments, essays, service, etc. This is not meant to limit the available sanctions, which will be determined on a case-by-case basis.
  9. Revocation of admission and/or degree or diploma – admission and/or a conferred degree or diploma may be revoked for fraud, misrepresentation, or other violation of the Curtis Student Code, or other violation of Curtis standards in obtaining the degree, or other serious violations by a student prior to graduation.
- B. The SCB will decide whether a determination and/or sanction will be made part of the student's permanent academic record. In those cases in which the determination and/or sanction is made a part of the student's disciplinary record, the student may ask that the dean expunge the record after 18 months, if there has been no other allegation of a Code violation. The dean, whose decision on the request will be final, will take into account the student's entire record and the offense itself in deciding whether to grant the request to expunge the record.

## **VIII. INTERIM SUSPENSIONS**

If a student is behaving in a manner which is threatening to him- or herself or others, or which significantly interferes with the student's education or the rights of others, the associate dean of student and academic affairs or the dean may initiate these procedures.

Interim suspension may be imposed by the dean when necessary to protect the health and safety of a student or of the community, or to allow time for a behavioral mental health assessment or evaluation, including an assessment of whether the student's mental health permits the student's participation in this process.

## **IX. WITHDRAWAL**

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

## **X. MEDICAL/PSYCHOLOGICAL SITUATIONS**

- A. **Referral for Evaluation**—The associate dean may require a professional medical or mental health evaluation of a student when appropriate. The evaluation, conducted at Curtis expense, must be swiftly completed. A student who fails or refuses to cooperate in such an evaluation may be suspended and/or referred for Code of Conduct action.
- B. **Involuntary Medical and/or Psychological Withdrawal Procedures**—If a medical evaluation or administrative assessment supports the need for withdrawal, a conference will be held with the dean, the associate dean and, if necessary, the consulting health professional. The student will be informed of the time, date and place, and will be given an opportunity to independently review the medical and/or psychiatric evaluation prior to the conference. The student shall notify the associate dean in advance of any witness or information the student expects to present at the conference. The student may present information for or against involuntary withdrawal. The conference will be conversational and non-adversarial; however the dean will exercise active control over the proceeding, including deciding who may present information. Formal rules of evidence will not apply. Anyone who disrupts the conference may be excluded. The student may be assisted in the conference by a family member, licensed health professional, and/or advisor appointed by the associate dean.

A prompt written decision will be rendered. If the student is withdrawn, the notification will include information on withdrawal and readmission.

## DRUG AND ALCOHOL ABUSE PREVENTION POLICY

### DRUG-FREE CAMPUS

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

Curtis intends through this policy to promote a safe learning and work environment for its community and to discourage and prevent unlawful conduct and activities relating to drugs and alcohol. This policy and the procedures implementing it are applicable to all members of the Curtis community and applicants for employment with Curtis.

All members of the Curtis community are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, purchasing, transferring, selling, or using a controlled substance (sometimes called an illicit drug) and/or alcohol on Curtis property or during participation in any activities of Curtis regardless of whether such activities take place on or off the property of Curtis. Also, all members of the Curtis community are required to be at Curtis without having engaged in the current, illegal use of any controlled substance and free of the unlawful presence of any controlled substance in their body systems. All members of the community are prohibited from storing in a locker or desk, or other repository on Curtis property, any controlled substance that is not lawful for him or her to possess. Anyone who is convicted for a violation of a criminal drug statute must notify the associate dean of student and academic affairs, in writing, of such conviction within five (5) calendar days after such conviction. Anyone who engages in conduct that is prohibited by this policy or who does not give the required notice of conviction will be subject to disciplinary sanctions, as determined by Curtis, in its discretion, up to and including dismissal from Curtis. Also, anyone who engages in conduct prohibited by this policy may be required to successfully complete a rehabilitation or treatment program, determined to be appropriate by Curtis, in its discretion, in order to be eligible to remain at Curtis. Curtis has the discretion whether or not to accept the determination made by the rehabilitation or treatment program that the student successfully completed such program. Reinstatement with Curtis, either during or upon successful completion of a rehabilitation or 10 treatment program, is not guaranteed. The decision whether or not to reinstate at any time will be made solely by Curtis, in its discretion.

All members of the community are prohibited from storing in a locker or desk, or other repository on Curtis property, any controlled substance that is not lawful for him or her to possess. Anyone who is convicted for a violation of a criminal drug statute occurring in the workplace must notify the senior vice president of administration, in writing, of such conviction within five (5) calendar days after such conviction. Anyone who engages in conduct that is prohibited by this policy or do not give the required notice of conviction will be subject to disciplinary sanctions, as determined by Curtis, in its discretion, up to and including discharge

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

All members of the Curtis community are reminded that the unlawful manufacture, distribution, dispensing, possession, purchase, transfer, sale, or use of controlled substances (i.e., illicit drugs) and/or alcohol is against the law. Curtis may refer any violations of law to local, state, or federal law enforcement authorities for prosecution.

### **EDUCATION AND PREVENTION**

All members of the Curtis community are reminded that there are serious health risks associated with the unlawful use of controlled substances and the abuse of alcohol.

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

1. **Curtis Counselors**—A confidential option for students who are experiencing negative consequences as a result of their alcohol and other drug use is to make an appointment with a Curtis counselor. Refer to the Wellness Resources: Student Guide to Health and Well-Being at Curtis for names and contact information for the counselors and a comprehensive list of Frequently Asked Questions.
2. **Penn Student Health Services**—Make an appointment. The clinical professionals at Penn are happy to help, and can provide advice and good counsel. They can also provide you helpful information about the consequences of excessive drinking and abundance of educational tools available through Penn's Alcohol and Other Drug Program Initiatives.
3. **Student Health 101** – Past issues are available on-line 24/7. Information on drugs and alcohol addiction, prevention, and treatment can be accessed on each issue's archive pages.
4. **Rock Resource Center**—Articles on student health and well-being are among the wellness holdings at the library. The Musicians Health and Wellness Guide is a continually updated page dedicated to the resources from the Library in print and electronic form. Library staff members are happy to help and assist you.
5. **The Internet and Curtis Intranet**—Links for many websites on alcohol and drug addiction, education, and prevention are available in the Student Services section of the Curtis intranet. Among them is College Drinking: Changing the Culture, created by the National Institute on Alcohol Abuse and Alcoholism (NIAAA) at [www.collegedrinkingprevention.gov](http://www.collegedrinkingprevention.gov).

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



## **DRUG AND ALCOHOL AMNESTY**

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

## **NO SMOKING**

In compliance with applicable laws, smoking inside Curtis (all buildings), the bridges between its buildings, Lenfest Hall terrace, fire stairs, and near emergency exits is strictly prohibited. Smoking also is strictly prohibited outdoors within twenty (20) feet of any entrance or exit of any Curtis buildings, out of consideration for the health of Curtis students, faculty, staff, and visitors. This includes the entrances to 1718, 1720, and 1726 Locust Street, Lenfest Hall, Rubenstein Centre, as well as the handicapped-accessible entrance to Field Concert Hall and all emergency exits.

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

Any student who is violating this policy will be informed that smoking is prohibited by law in those areas (referred to as the no-smoking areas) and will be requested to immediately refrain from smoking or leave the no-smoking areas. Applicable law provides for reporting to appropriate authorities if a person does not comply with a request to immediately refrain from smoking or leave the no-smoking areas. Any student engaged in smoking in any building or facility of Curtis, or other no-smoking areas, will be subject to disciplinary action under the Student Code of Conduct. The word “smoking” includes inhaling, exhaling, burning, or carrying any lighted cigarette, cigar, pipe, or other such device that contains tobacco or other smoke-producing products, including “e-cigarettes”.

## SEXUAL MISCONDUCT POLICY

### SEXUAL HARASSMENT

The Curtis Institute of Music is committed to protecting the rights and dignity of all students, and seeks to maintain an environment that is free from all forms of unlawful harassment and discrimination.

Sexual harassment includes unwelcome sexual advances, stalking, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual, or (3) such conduct has the purpose or effect of unlawfully interfering with an individual's work or academic performance or unlawfully creating an intimidating, hostile, or offensive working or academic environment.

The following types of actions may constitute sexual harassment, whether the harasser is a co-worker, supervisor, student or faculty member:

- demand for sexual favors accompanied by implied threats about the person's employment status, or implied promises of preferential treatment;
- persistent, unwelcome flirtation, requests for dates, or advances or propositions of a sexual nature;
- unwanted touching such as patting, pinching, hugging, or repeated brushing against an individual's body;
- repeated degrading or insulting comments that demean an individual's sexuality or sex;
- unwarranted displays of sexually suggestive objects or pictures;
- stalking, repeated and unwanted attention, harassment, or contact directed at someone that would cause a reasonable person to be alarmed or be in fear of harm or injury, including physical, psychological or emotional harm. This includes cyber-stalking on the internet or on cell phones.

### SEXUAL VIOLENCE AND ASSAULT

The Curtis Institute of Music will not tolerate sexual violence in any form, including sexual assault, domestic violence, dating violence, and rape. Sexual violence includes a range of behaviors in which an act of a sexual nature is taken against another person without her or his consent or when he or she is unable to consent. Important definitions appear below.

**Sexual Assault** (including but not limited to rape) is defined as having committed any of the following acts:

- Any physical sexual contact that involves the use or threat of force or violence or any other form of coercion or intimidation;
- Any physical sexual contact with a person who is unable to consent due to incapacity or impairment, mental or physical. "Incapacity" or "impairment" includes but is not limited to being under the influence of alcohol or drugs or being too young to consent.

**Rape** is defined as sexual assault involving an act of penetration and includes acquaintance rape (assailant and victim know each other).

**Non-forcible Sex Acts** include unlawful sex acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent as defined by Pennsylvania law. In Pennsylvania, the age of consent is 16. If the minor is under the age of 18, the adult can be charged with corruption of a minor.

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

\*Note to All Students: Remember, Curtis has no age requirement. Many younger students under the age of 18 are part of the Curtis community. It is the responsibility of all students to be mindful of the laws of Pennsylvania and act accordingly.

In determining whether the alleged conduct violates this policy, consideration will be given to the totality of circumstances, including the nature of the sexual conduct and the context in which the alleged incident occurred.

**Sexual violence** includes, but is not limited to: (a.) the unwanted touching or attempted touching of a person’s breast/chest, buttocks, inner thighs, or genitalia; or (b.) forced penetration of another person’s oral, anal, or genital opening with a body part or any object. These acts can be referred to as sexual violence, and in some cases, rape. The terms “acquaintance rape” and “date rape” are often used to describe an act of sexual violence that is committed by someone the victim knows or is acquainted with.

Sexual violence occurs when a sexual act is committed by: (1) physical force, violence, or threats; (2) coercion or intimidation (3) ignoring objections of another person; (4) causing another’s intoxication or impairment through the use of alcohol or drugs; or (5) taking advantage of another person’s incapacitation, unconsciousness, state of intimidation, helplessness, or other inability to consent; (6) violating statutory rape laws. An individual’s perceived consent to sexual activity may be invalidated because of circumstances or the behavior of the other. Examples of such situations include, but are not limited to: incompetence; impairment from alcohol /or other drugs; fear; unconsciousness; intimidation; coercion; confinement; isolation; or mental or physical impairment.

This policy is in accordance with the Pennsylvania state law which states sexual offenses are illegal and punishable by law. These offenses include: rape; statutory sexual assault; sexual assault; involuntary deviate sexual intercourse; institutional sexual assault; aggravated indecent assault; indecent assault; and indecent exposure.

## **STUDENT RIGHTS AND VICTIM SUPPORT SERVICES**

### Rights of Complainants and Respondents

Persons who make a complaint and those who are responding to complaints have the following rights:

- The option to notify law enforcement;
- The option to have another member of the Curtis community present during interviews that are part of a Curtis-initiated investigation;
- To be notified of counseling and support services available; and
- To be notified of options to change academic, working, transportation and living arrangements.

There are a number of resources available to Curtis students who wish to report a crime or to seek support following a sexual assault. Student victims of a sexual assault are encouraged to notify local law enforcement authorities in a timely manner. All victims have the right to directly contact the Philadelphia Police department by calling 9-1-1, and the right not to file a report

Victims may contact the associate dean of student and academic affairs, the associate dean of student life and international student affairs, or the director of residence life for assistance notifying the appropriate authorities and receiving victim support services.

If a victim elects to go through the criminal justice system and/or to receive medical treatment, Curtis personnel can accompany the victim to the Emergency Room where they will receive a forensic rape examination. To pursue criminal options, it is important to preserve evidence, and victims are advised not to eat, drink, bathe or change their clothes directly after the incident. However, doing any of the above does not mean an exam cannot be performed. While it is highly recommended that victims receive an exam as soon as possible within the 72 hours after an assault occurs, there is no time limit after which an exam cannot be performed.

University of Pennsylvania Student Health Service (UPSHS) can provide evaluation and treatment to victims of sexual violence regardless of whether they make a report or seek additional resources. All services are confidential. Both male and female providers can perform examinations, discuss testing and treatment of sexually transmissible infections, provide emergency contraception if necessary and arrange for referrals and follow up. UPSHS does not perform forensic rape examinations. A forensic examination cannot be performed once a non-forensic examination has been conducted.

Therefore, any victim who plans to press charges, or who wants to retain the ability to press charges in the future, should be advised to pursue a forensic investigation. UPSHS can and does provide follow-up treatment to victims after the forensic rape examination is completed.

Curtis's mental health team is available to provide follow-up emotional and psychological counseling upon request.

## **SEXUAL MISCONDUCT COMPLAINT PROCEDURE**

The Curtis Institute of Music regards any violation of the Sexual Misconduct Policy by a student, whether physical or verbal, as a violation of the Student Code of Conduct. Any such violation is strictly prohibited. Accordingly, those inflicting such behavior on others are subject to the full range of internal disciplinary actions, including separation from Curtis.

A student who believes that he or she has been subjected to harassment or sex offense by another student, by an employee, or by a contractor or vendor of Curtis (or if they become aware of such harassment by another student), should make their complaint known to the associate dean of student and academic affairs, associate dean of student life and international student affairs, or the director of residence life. If it is not possible to make such a report or if the student is not comfortable making his or her complaint to those staff members, he or she should make the report to the dean or to the president (or his or her designee). The student will be asked to file a written complaint for the record.

All complaints will remain as confidential as possible, consistent with the conduct of an effective investigation. However, Curtis may need to disclose certain information to carry out its investigation or to implement corrective actions that are deemed necessary. Should the investigation reveal that unlawful harassment has occurred, Curtis will promptly take steps to prevent recurrence and will take whatever corrective action is deemed necessary, including discipline or discharge of any individual whom Curtis finds has engaged in such conduct.

All students and employees are required to cooperate with all Curtis investigations. No retaliatory action will be taken against any student or employee who in good faith complains of harassment and/or participates in the investigation of a complaint of harassment. Any retaliation against a student or employee who makes a complaint in good faith under this policy, including, but not limited to, intimidation, coercion, threats, or discrimination, will result in disciplinary action against the retaliator, up to and including termination of the retaliator's enrollment or employment relationship with Curtis. Conversely, a report made in bad faith will subject the reporting individual to corrective action, up to and including suspension or separation of the offending party from the Curtis Institute of Music.

If the complaint is filed against another student, Curtis will follow the judicial process described in the Student Code of Conduct (section IV - Procedure for Complaint). The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused will be informed simultaneously and in writing of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. Sanctions are also delineated in the Student Code of Conduct (section VII).

These complaints are processed in accordance with Title IX of the Higher Education Amendments of 1972, in compliance with "Dear Colleague" letter of April 4, 2011. A copy of this guidance is available from the associate dean of student and academic affairs. Of particular importance, this letter mandates that we "use a preponderance of the evidence standard (i.e., it is more likely than not that sexual harassment or violence occurred)". Questions about Title IX compliance can be addressed to Nicholas Lewis, Title IX coordinator, at [TitleIX@curtis.edu](mailto:TitleIX@curtis.edu).

If the complaint is made against a faculty or staff member, the complaint will be handled by the human resources department. If the complaint is against a vendor or other third-party service provider, the dean and the president (or his or her designee) will determine the appropriate course of action.

Curtis will change a victim's academic and living arrangements after an alleged sex offense if requested and viable options are reasonably available.

### **EDUCATIONAL PROGRAMS**

Information and resources are available for victims and the Curtis community to better understand the options in proceeding with a sexual assault or harassment complaint.

We also provide web-based information and timely updates through e-mail and social media and on the Curtis web site. Students can also meet with medical staff at the University of Pennsylvania's Student Health Service for more information free of charge, as well as our mental health team.

Literature is available in Lenfest Hall, Rock Resource Center, and 1726 Locust Street main building. International students are encouraged to meet with the associate dean of student life and international student affairs since there are a wide range of cultural norms in the United States that may be different from your home country.

### **SEX OFFENDER REGISTRATION INFORMATION**

The Commonwealth of Pennsylvania provides an updated list of registered sex offenders and can be found on the Pennsylvania State Police Megan's Law website at [www.pameganslaw.state.pa.us](http://www.pameganslaw.state.pa.us).

### **FACULTY AND STAFF**

Staff and faculty are bound by the policies contained in the staff and faculty handbooks. New faculty and staff hires are subject to a background and criminal check. If prior or current criminal charges and/or convictions are indicated, Curtis reserves the right to deny employment. Curtis policy prohibits faculty and staff members from engaging in sexual or romantic relationships with students.

Curtis complies with all applicable laws prohibiting discrimination or harassment based on race, color, religion, sex, sexual orientation, national origin, ancestry, age, disability, veteran status, marital status, gender identity, or any other characteristic protected by federal, state, or local laws.

## STUDENT TECHNOLOGY POLICY

This policy defines the boundaries of “acceptable use” of limited Curtis electronic resources, including computers, networks, e-mail services and electronic information sources. Every student is responsible for using the Curtis Institute of Music (Curtis) electronic mail and information technology (IT) systems properly and in accordance with this policy. A few general items to keep in mind:

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

### **COPYRIGHTED MATERIAL**

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

All performances sponsored by Curtis either on campus or at other venues are the sole property of Curtis. Students may view these performances for educational purposes only. Students may not use these performances for any other purpose, including posting on social media sites, without the prior written consent of Curtis.

### **NO EXPECTATION OF PRIVACY**

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

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

#### **DISCLAIMER OF LIABILITY FOR USE OF INTERNET**

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

#### **BLOCKING OF INAPPROPRIATE CONTENT**

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

#### **ACCESSING THE INTERNET**

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

#### **DUTY TO NOT WASTE COMPUTER RESOURCES**

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

All e-mail and electronic messages are stored on a central backup system in the normal course of data management. Your e-mail account has a limited amount of storage space. Users should routinely delete outdated or otherwise unnecessary e-mail and computer files. Electronic housekeeping will keep the system running smoothly and effectively, as well as minimize maintenance.

Students are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Electronic messages are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Remember the golden rule of computing: Would you want your e-mail message, text, or Facebook comment to appear on the front page of the *New York Times*?



## **PROHIBITED ACTIVITIES**

The following activities are not permitted:

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

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

## **VIRUS DETECTION**

Files obtained from sources outside Curtis, including storage devices brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage Curtis's computer network. Students should never download files from the Internet, open e-mail and attachments from outsiders, or use storage devices from non-Curtis sources without first scanning the material with virus-checking software. If you suspect that a virus has been introduced into the Curtis's network, notify the associate dean of student and academic affairs immediately.

# Glossary

## CRIME PREVENTION AND AWARENESS PROGRAM DEFINITIONS

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

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

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

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

## CRIMINAL OFFENSE DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

**Rape:** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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

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

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

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

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

## HATE CRIME DEFINITIONS

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity and/or national origin.

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

The definitions of additional hate crimes categories are as follows:

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

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## VIOLENCE AGAINST WOMEN ACT (VAWA) DEFINITIONS

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

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim is dating violence. The existence of such a relationship shall be determined based on a consideration of the length of the relationship; the type of relationship and the frequency of interaction between the persons involved in the relationship.

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

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

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

#### **CLERY CRIME REPORTING GEOGRAPHY DEFINITIONS**

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

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

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

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

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

