



**ASPIRA  
CITY  
COLLEGE**

# Campus Safety & Security Guide 2024-2025

*CAMPUS CRIME PREVENTION & EMERGENCY RESPONSE PLANS*

*ALCOHOL & DRUG LAWS, POLICIES & PREVENTION*

*DISCRIMINATION, SEXUAL ASSAULT & HARASSMENT POLICIES*

*SEXUAL ASSAULT VICTIM BILL OF RIGHTS*

*WHAT TO DO IF YOU ARE A VICTIM OF A SEX CRIME*

*ASSAULT RISK REDUCTION MEASURES*

*SEXUAL ASSAULT VICTIM BILL OF RIGHTS*

*The information and policies in the Campus Safety & Security Guide are updated annually and published on the ASPIRA City College website at <https://www.aspiracitycollege.edu/consumer>*

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## Part I: Campus Safety and Security

### Chapter 1: Introduction

ASPIRA City College's *Campus Health, Safety, and Security Manual* includes essential information about how students and employees should respond during various potential emergencies. Campus personnel receive training on Emergency Response and how to respond to critical incidents on campus. Depending on the incident, other local, state, or federal authorities may also be involved. In the event of an incident, the campus authority completes an incident report.

The College's ability to successfully maintain a safe, secure work and learning environment depends on communicating and enforcing safety and security policies and practices to all students and staff. Prevention is everyone's responsibility. If you see something, say something.

ASPIRA complies with all applicable federal and state Occupational Health, Safety, and Hazard Communications regulations.

#### Definitions

**On-Campus:** Any building or property owned or controlled by ASPIRA City College within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes. **ASPIRA City College does not have residence halls.**

**Non-Campus:** By definition, a non-campus building, or property may be owned or controlled by ASPIRA Inc. of PA not used in direct support of ASPIRA City College's educational purposes. **ASPIRA City College does not have any non-campus buildings.**

**Public property:** Public properties are the thoroughfares, streets, and sidewalks immediately adjacent to and accessible from the campus.

## Chapter 2: Campus Crime Prevention and Safety Initiative

1. ASPIRA City College publishes and disseminates this document in its entirety, including safety and crime prevention guidelines for the benefit of faculty, staff, and students. These policies and procedures are available for review by the public under the Consumer Information tab at <https://www.aspiracitycollege.edu/consumerinfo>. Similarly, ASPIRA City College maintains incident, complaint, and crime logs and provides required reports to the U.S. Department of Education and makes these reports available to the public.
2. **Building access:** ASPIRA City College premises are at 4322 North 5th St in the Hunting Park neighborhood of North Philadelphia, Pennsylvania. The College occupies the restored three-story brick building with its parent organization, ASPIRA Inc. of PA. As a joint-occupancy premise, safety and security initiatives apply to the College and ASPIRA of PA. During regular business hours, ASPIRA City College is open to students, employees, contractors, guests, and invitees. The main entrance opens with buzzer-access controlled by Front Desk personnel. Visitors must report to the front desk, sign in, and are issued a guest pass. ASPIRA Inc. of PA or ASPIRA City College personnel escort visitors to and from their destinations. During non-business hours and holidays, access to the facilities is by authorized personnel only.
3. Students and faculty, and staff must wear their **identification cards**. ASPIRA policy prohibits loaning identification cards to anyone for faculty access.
4. **Security cameras** are strategically located throughout ASPIRA City College premises to monitor and record activity taking place.
5. **Reporting Unsafe Conditions and Threats to Security:** If personnel know of people, situations, or events that threaten personal safety or premise security, they must notify their direct supervision or administration. Students are encouraged to assume the same level of responsibility.
6. ASPIRA City College receives, and reviews **crime alerts received electronically** from the Philadelphia Police Department.
7. **Timely warnings | Disseminating Emergency Information:** In the event of an emergency or criminal incident, especially any that can potentially pose an immediate threat, ASPIRA City College administration issues a “timely warning” notifying ASPIRA students and by email, text, phone, and social network messaging.
8. **Campus law enforcement:** ASPIRA personnel have the authority to ask persons for identification and to determine whether individuals have legitimate business on the premises. ASPIRA City College does not employ police or safety and security officers. ASPIRA refers criminal activity to the local police who have jurisdiction on the campus. All crime victims and witnesses are strongly encouraged to report crimes to campus personnel and the appropriate police agency. Prompt reporting allows ASPIRA City College to provide timely warnings on-campus and timely disclosure of crime statistics.
9. **First Aid and Health-Safety Measures: ASPIRA City College keeps** First-Aid supplies (topical antiseptic, bandages, tape, disinfectants, etc.) at the front desk. Also, ASPIRA maintains universal

precautions (i.e., latex gloves and sodium hypochlorite) to clean up a blood spill caused by accidents to prevent the spread of blood-borne pathogens.

10. **Smoking Regulations:** Smoking is not allowed on ASPIRA premises.
11. **Fire Safety:** During on-campus orientation for new students and new employees, ASPIRA City College provides fire safety information, including exit routes, meeting points, fire alarm activation.
12. Administration, faculty, and staff annually review policies and practices, executing required practice sessions and all-campus drills.

## Chapter 3: Fire, Chemical, Biologic Events & Bomb Threats

Not all critical incidents are predictable; however, the EPA establishes the College's minimum emergency preparedness for the protection of all personnel and students in the event of an emergency. The plan is reviewed and updated by ASPIRA City College administrators and the ASPIRA Senior Designated Security Authority annually and following any incident to assess improvement opportunities. To foster active preparedness, ASPIRA City College conducts unannounced drills to evacuate the building and respond to threats, including those of an active shooter.

**R → A → C → E**

**REMOVE** Remove anyone from immediate danger

**ALARM** Know the location of the closest fire alarm and how to operate it.

**CONTAIN** Close the door to the room on fire

**EVACUATE** Use primary or secondary exit route

1. **Fire Exit Doors:** Fire exit doors must be kept closed, without being propped or tied open at any time, to prevent the spread of smoke and fire through the ASPIRA building.
2. **Fire Check:** Touch the door that leads from the classroom or office before opening it. If it is hot or smoke is seeping in, do not open it. If trapped or unable to reach an exit, keep the door closed and seal off any cracks. Use any available telephone to call the Fire Department, dial 9-1-1, and give the building's name and location. If the door is cool, open cautiously and proceed with evacuation.
3. **If caught in smoke or heat:** stay low where the air is better. Take short breaths through your nose until you reach the exit.
4. **Notification of Emergencies:** Faculty, students, staff, and visitors are notified of emergencies by the sounding of a fire alarm or by a verbal warning.

5. **Building Evacuation:** ASPIRA City College activates evacuation protocol when it unsafe to remain in a building. The *Evacuation Protocol* provides for the orderly movement of students, faculty, and staff along the prescribed routes from inside the building to a pre-planned designated area safely outside of the building. The following emergencies may trigger evacuation:
  - Fire
  - Explosion or Threat of Explosion
  - Bomb Threat
  - Chemical Accident
  - Active Shooter (given specific conditions)
3. **If evacuation is warranted, the Campus Security Authority will:**
  - a. Instruct students, faculty, staff, and visitors to exit the building by designated evacuation routes and reassemble in the assigned assembly area.
  - b. Determine that students, staff, and faculty are all accounted for when everyone reassembles at the designated assembly location and alert emergency authorities if anyone is not.
  - c. Remain with the ASPIRA City College community in the assembly area until given an all-clear from the emergency response authority.
  - d. Will notify the ASPIRA City College community when it is safe to return to the building and resume normal activities.
4. **Evacuation instructions for students, faculty, and staff:**
  - a. In the event of a fire, call 9-1-1 and pull the fire alarm.
  - b. Listen to and follow instructions from emergency personnel.
  - c. Stop all activities and leave immediately.
  - d. Take only critical personal belongings such as your keys, purse, wallet, and coats.
  - e. Do not go back for any reason.
  - f. If possible, close and lock the doors.
  - g. Proceed to the nearest safe exit
  - h. Move quickly to your designated assembly area.
  - i. Do not re-enter the building until a campus authority or fire department “all clear”
  - j. Ensure accurate accounting for all faculty, students, staff, and visitors.
5. **Evacuation routes:** During an emergency, evacuate using the nearest door or stairway open to you. Building evacuation maps are on walls in several locations on each floor of the building. Faculty and staff direct occupants in their area to evacuate and lead them to evacuation routes.

**NOTE: See Campus Evacuation Route Maps Page -12 to 23**
6. **Designated Assembly Locations for On-Campus Emergencies:** Upon exiting the building, all faculty, staff, students, and visitors MUST GO swiftly to the assembly area where we account for all people

to verify that no one is left behind and in danger. ASPIRA City College designates two assembly locations, a primary and secondary location, to use if the primary site is compromised.

**Primary Assembly Location:**

Indios Auto Center; 4300 North 5<sup>th</sup> Street, Phil PA 19140

*Walk south on 5<sup>th</sup>. The location is on the same side as ASPIRA at 5<sup>th</sup> and Bristol Streets*

**Secondary Assembly Location:**

Riehs Flower Shop; 4403 North 5<sup>th</sup> Street, Phil PA 19140

*Walk north on 5<sup>th</sup> toward Purdy Street. Congregate on the corner of 5<sup>th</sup> & Cayuga Streets.*

7. **Designated Assembly Locations for Off-Campus Event Emergencies:** If students and staff are attending a College sanctioned off-campus event, the event leader will identify an assembly location for the activity upon arrival.
  
8. **Special Considerations:** The EAP priorities assistance to hearing, visual, and ambulatory impaired individuals.
  - a. **Assist visually impaired individuals during an evacuation by:**
    - State the emergency.
    - Offer your arm.
    - Tell the person where you are going and steer away from obstacles.
    - When you reach safety, ask if further help is needed.
  
  - b. **Assisting hearing-impaired individuals during an evacuation by:**
    - Turn lights on/off to gain a person's attention
    - Indicate directions with gestures
    - Write a note with evacuation directions
  
  - c. **Assisting individuals using ambulatory assistive devices during an evacuation by:**
    - Assist and accompany to the evacuation site, if possible.
    - Use a sturdy chair (or one with wheels) to move the individual.
    - Help carry individuals to safety.
  
  - d. **Assisting non-ambulatory or wheelchair-bound individuals during an evacuation:** Those on the 1<sup>st</sup> Floor may be able to exit without help; however, needs, preferences, and abilities vary, so you cannot assume they can exist independent of assistance. Establish requirements for non-ambulatory students and staff in advance during orientation to ensure that an appropriate plan is in place ready for action. Moving non-ambulatory persons may require two or more able people.

## Chapter 4: Emergency Response Plan | Active Shooter

### About Active Shooters and Active Shooter Situations

1. An active shooter is an individual or individuals engaged actively in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms, and there is no pattern or method to their selection of victims.
2. All active shooter situations are unpredictable and evolve quickly. Immediate 9-1-1 emergency calls to law enforcement are critical to stop the shooting and mitigate harm to victims.
3. Active shooter situations are often over within 10 to 15 minutes from their start; therefore, even with immediate 9-1-1 calls, individuals must be as prepared as possible, both mentally and physically, to deal with an active shooter situation before law enforcement arrives.

### Response Plan

1. **EVACUATE:** Evacuation decisions are made and communicated by an ASPIRA authority or law enforcement.

#### If evacuating:

- a. Have an escape route and plan in mind.
  - b. Evacuate regardless of whether others agree to follow.
  - c. Leave your belongings behind.
  - d. Help others escape, if possible.
  - e. Prevent individuals from entering an area where the active shooter may be.
  - f. Keep your hands visible.
  - g. Follow the instructions of any police officers.
  - h. Do not attempt to move wounded people.
  - i. Call 911 when you are safe.
2. **HIDEOUT:** If evacuation is not possible, find a place to hide where the active shooter is less likely to see you. If you are in an office or classroom, stay there, and secure the door. Do your best to prevent an active shooter from entering your hiding place by locking the door or blocking the doorway with heavy furniture. If evacuation isn't possible and students, faculty, and staff are in a hallway, they must get into a room and secure the door.

#### If possible:

- a. Be out of the active shooter's view
- b. Close and lock door
- c. Add more protection by hiding in a closet, large metal objects, such as cabinets

- d. Do not trap yourself or restrict your options for movement.

**If the Active Shooter Is Nearby:**

- a. Dial 9-1-1, if possible, to alert police to the active shooter's location and your location.
- b. If you cannot speak, leave the line open and allow the dispatcher to listen.
- c. Silence your cell phone and pager.
- d. Turn off radios, computers, television, or any other source that may draw the shooter's attention.
- e. Remain still and quiet.

3. **When You Cannot Evacuate or Hide Then Act Against the Shooter:** When a shooter is at close range, and you cannot hide or flee, your chance of survival is greater if you act against the shooter(s). Moving against the shooter is the last resort. Act against the shooter only when your life is in imminent danger, and there is no other option. Do not attempt to talk the shooter down or negotiate for your life. If you are facing an active shooter in close range, aim to disrupt, disarm and disable

- a. Yell and act as aggressively as possible against them.
- b. Throw heavy or sharp items at the shooter with as much force as possible and use weapons with the intent to cause physical harm, dislodge the gun (s), or both.
- c. Commit to your actions.

4. **Lockdown:** Lockdown goes into effect for threats from inside the building, outside the building, or both. The danger can be from an active shooter, individual threatening violence, or terrorist activity compromising safety and security. Criminal or terrorist activity may be in the College's vicinity; perpetrators may attempt to enter the building or be inside the building. With a lockdown order, no one is allowed in or out until there is an all-clear.

**a. ASPIRA faculty and Staff Procedures**

- Direct the students to a position out of the line-of-sight of doors and windows.
- Check outside of the classroom for nearby students and move them into the classrooms.
- Close and lock all doors and windows.
- Cover door window and close window blinds
- Turn off the lights and remain quiet
- Take attendance, and report by cell phone to the Campus Director or Security Designee. Report missing or additional students.

**b. Students procedures**

- If you are in a common area, proceed immediately to the nearest classroom or other pre-designated safe room.

- If you are outside of the building, move away from it and go to the designated evacuation site or another appropriate, safe location. When you are in a secure place, call or text the Campus Director, Security Authority, or your instructor.

5. **Shelter-In-Place:** A shelter in place directive is a command to immediately find a safe location indoors and staying there until given an “all clear” or told to evacuate. ASPIRA, Inc. of PA has developed a “Shelter-In-Place” plan in the event of an active shooter, tornado, chemical, or other hazards that prohibit students and staff from safely leaving the building. The safety and welfare of students and staff are the primary concern of this plan. The plan outlines the actions to take in response to a Shelter-In-Place command. The Shelter-In-Place plan is activated when directed to do so by the Philadelphia or Fire Department or other Federal, State, or local agencies.

### The Shelter-in-Place Internal Communication

- a. The front desk will contact all ASPIRA City College and ASPIRA of PA telephone extensions from the operator keypad simultaneously. Everyone with a phone on their office desk will be able to hear the command. An assigned Administrative Assistant will make the following announcement three times:

*“SHELTER-IN-PLACE”*

*(pause)*

*“SHELTER-IN-PLACE”*

*(pause)*

*“SHELTER-IN-PLACE”*

*(pause)*

*“DESIGNATED AREA – ASPIRA 1<sup>st</sup> Cafeteria” or other.*

- b. In the event the telephone system is not operating:
  - A plan designee will hand-deliver a notice with instructions to “SHELTER-IN-PLACE,” and identify the location. Instructors and staff escort students and visitors to the designated Shelter-in-Place location, the 1<sup>st</sup> floor cafeteria, or other designated areas.
  - Administrative Assistants will alert all first floor offices and classrooms; the Director will alert the 2-3 floor.

### Shelter in place External Communications

- a. A Shelter-in-Place voice recording will upload to the primary IVF phone system for ASPIRA City College and ASPIRA of PA.

The announcement will say:

“ASPIRA City College} {ASPIRA of PA} has been advised by local authorities that it should activate a shelter-in-place plan. ASPIRA’s personnel may attempt to contact listed

emergency contacts. Parents, family members, and friends must refrain from coming to the program site to pick up their children.

Please stay at the emergency number provided so we can contact you with further information. Additional information is available through the Emergency Management Agency at 311 or <https://www.phila.gov/departments/oem/about/contact-us/>."

- b. An announcement post on the ASPIRA City College Facebook page and ASPIRA of PA website.

### **Additional Shelter in Place Procedures for Faculty and Staff**

- a. Close and lock all exterior windows and doors immediately.
- b. Turn off all heating, ventilation, and air conditioning (HVAC) systems.
- c. Move students, faculty, staff, and visitors to designated interior safe rooms.
- d. Instructors must take attendance before leaving the classroom, then again, when in the designated interior safe room. Report to the Security Designee and report missing or additional students.
- e. Designated Security Authorities brings the ASPIRA City College grab-and-go bag, Automatic External Defibrillators (AEDs), and other equipment to the shelter-in-place location(s).
- f. The “**all clear**” directive is given only after receiving this command from the Philadelphia police or fire department or Local Emergency Planning Committee (LEPC).
- g. When the “**all clear**” is given, students may be sent home or resume regular program activities

### **Law Enforcement - What to Expect When They Arrive**

1. Law enforcement’s initial objective is to stop the active shooter as quickly as possible. Officers usually arrive in teams of four wearing regular patrol uniforms, external bulletproof vests, Kevlar helmets, and other tactical equipment. They carry rifles, shotguns, handguns, pepper spray, and tear gas. Generally, they proceed directly to the area from where shots came.
2. The first officers to arrive on the scene will not stop to help injured persons. They may shout commands and push individuals to the ground for their safety. Expect rescue teams, including emergency medical personnel and additional officers, to come after the initial officers. The rescue team will treat and remove any wounded persons. They may also call upon non-disabled individuals to assist in removing the injured from the premises.
3. Once at an assembly point, law enforcement generally holds individuals there until the situation is under control and all witnesses have been identified and questioned. No one leaves until law enforcement authorities have instructed you to do so.

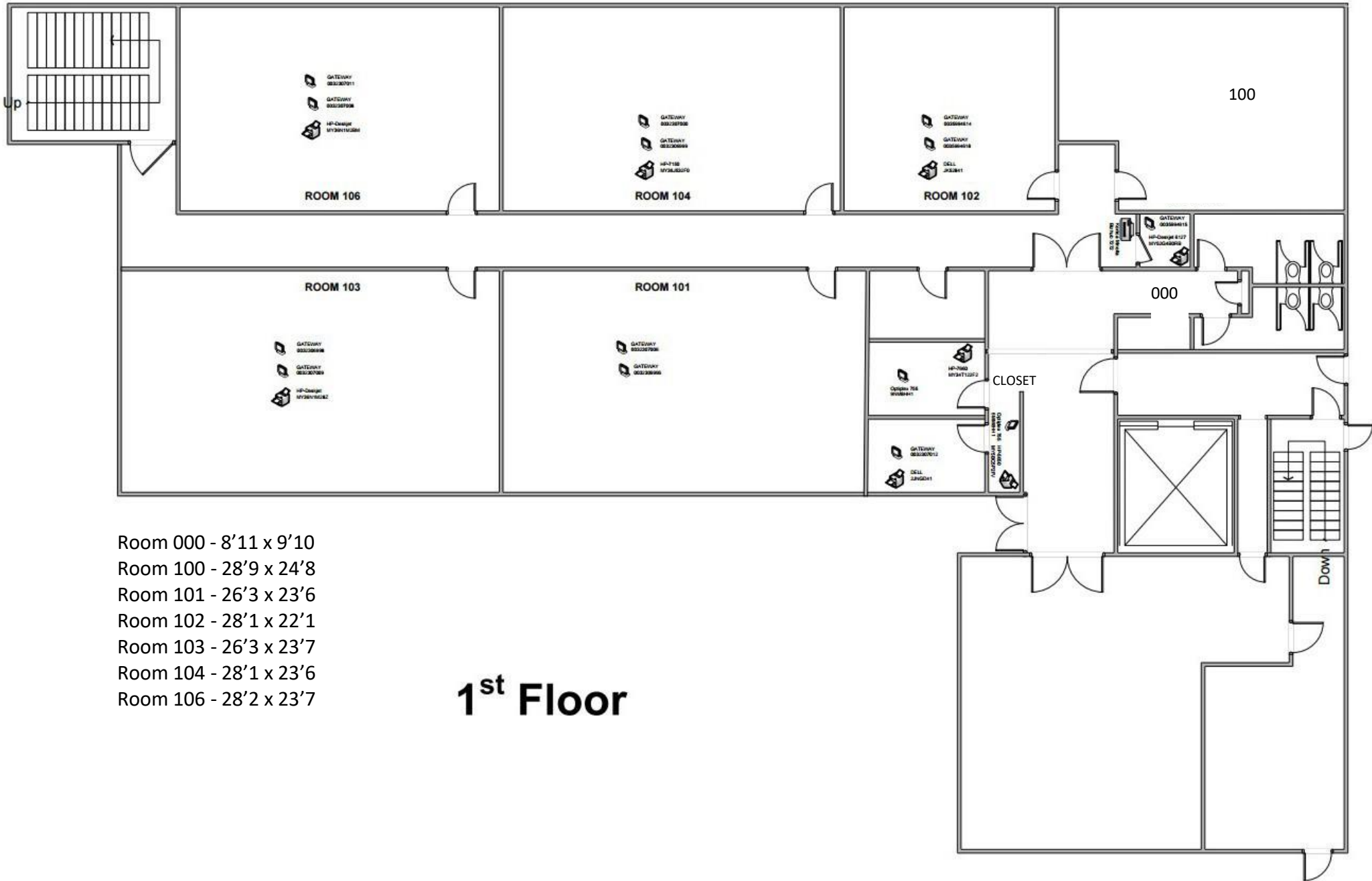
#### **4. When law enforcement arrives:**

- a. Follow directions provided by the officer(s)
- b. Put down any items in your hands, including pocketbooks, bags jackets
- c. Raise hands above your head, palms facing forward, and fingers spread
- d. Always keep your hands visible
- e. Do not make any quick movement toward the officer(s)
- f. Do not attempt to grab onto, hold or touch the officer(s)
- g. Do not point, scream or yell
- h. Do not ask officers for help or directions
- i. If not given specific direction, then proceed in the direction from which officers are entering the premises
- j. Provide relevant information to the officer(s), including:
  - Location of the active shooter
  - Number of shooters, if more than one
  - Physical description of shooter/s
  - Number and type of weapons held by the shooter/s
  - The number of victims at the location

# Chapter 5: Campus Emergency Exits

4322 N 5<sup>th</sup> Street Philadelphia PA 19140

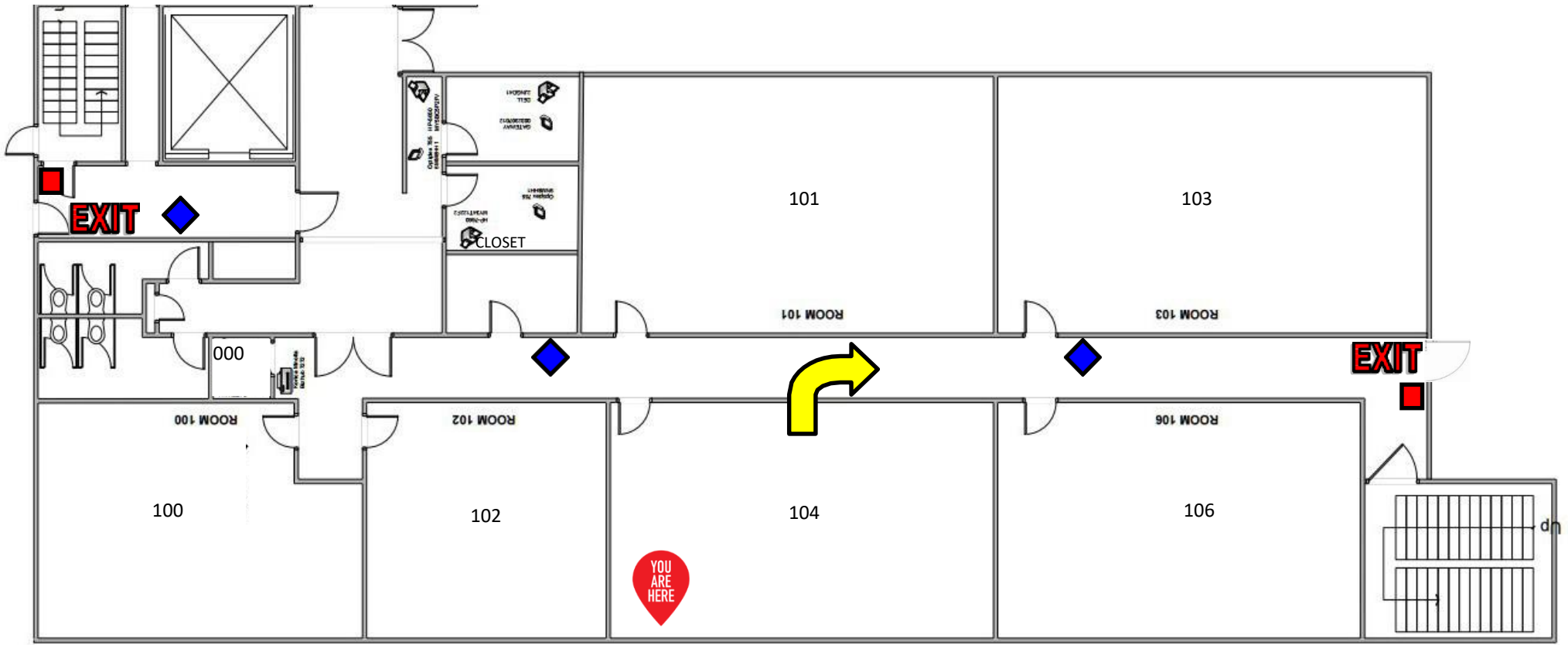




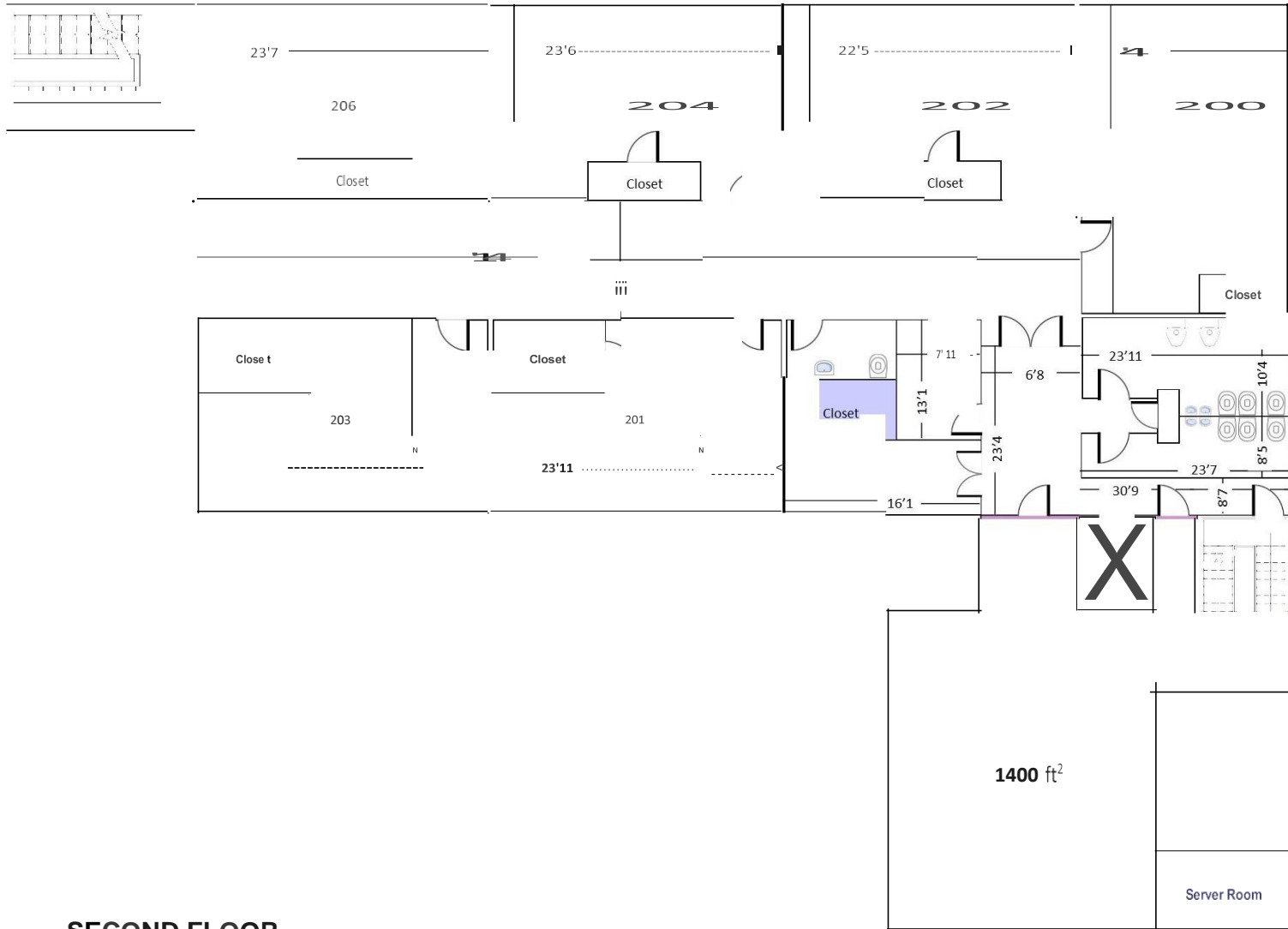
- Room 000 - 8'11 x 9'10
- Room 100 - 28'9 x 24'8
- Room 101 - 26'3 x 23'6
- Room 102 - 28'1 x 22'1
- Room 103 - 26'3 x 23'7
- Room 104 - 28'1 x 23'6
- Room 106 - 28'2 x 23'7

# 1<sup>st</sup> Floor





Exit		Pull Station		Extinguisher	
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**COMMON AREA**

Hallways - 897 ft<sup>2</sup>

Bathrooms - 443.5 ft<sup>2</sup>

Total - 1384 ft<sup>2</sup>

**CLASSROOMS**

Rm 200- 855 ft<sup>2</sup>

Rm 201 - 651 ft<sup>2</sup>

Rm 202 - 609 ft<sup>2</sup>

Rm 203 - 648 ft<sup>2</sup>

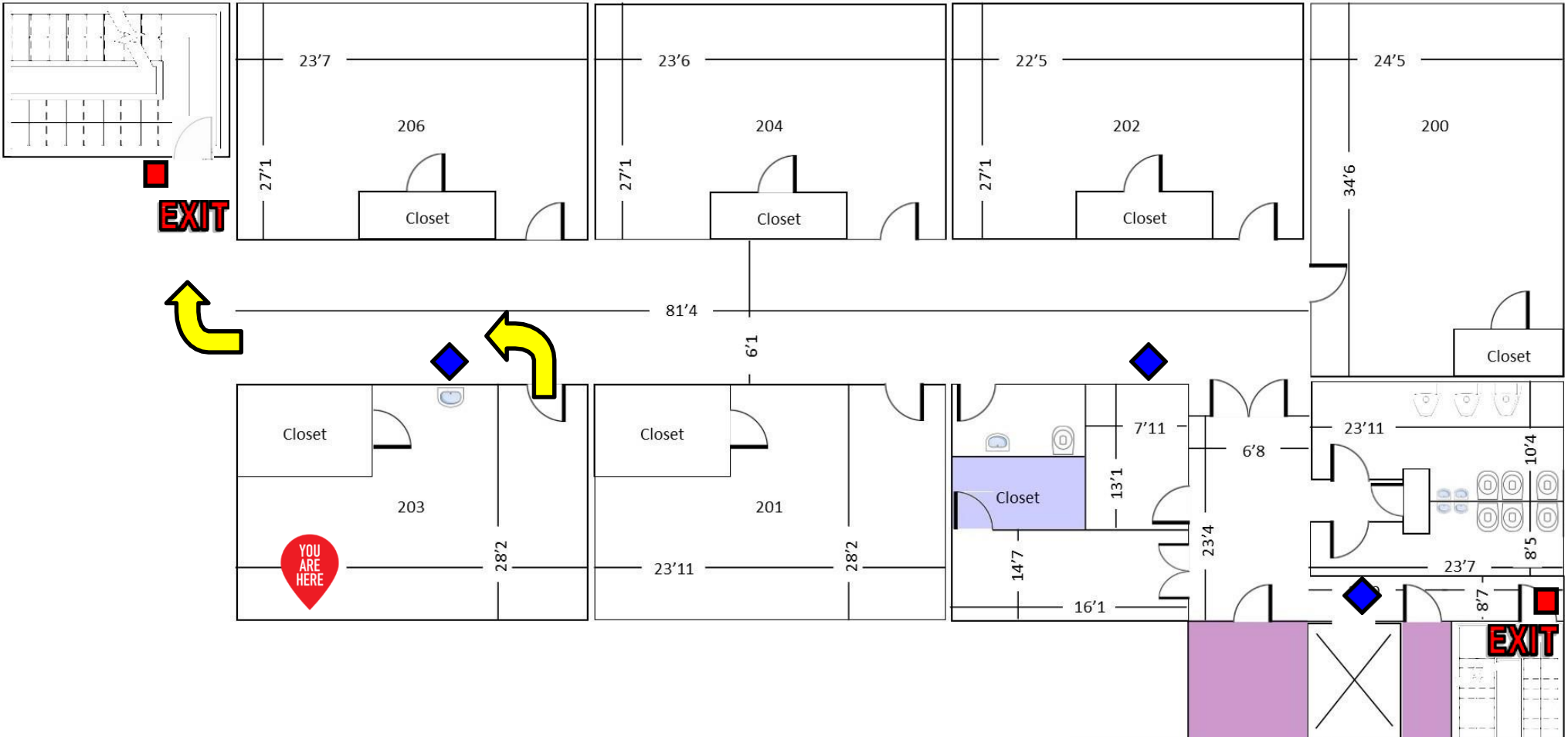
Rm 204- 639 ft<sup>2</sup>

Rm 206 - 642 ft<sup>2</sup>

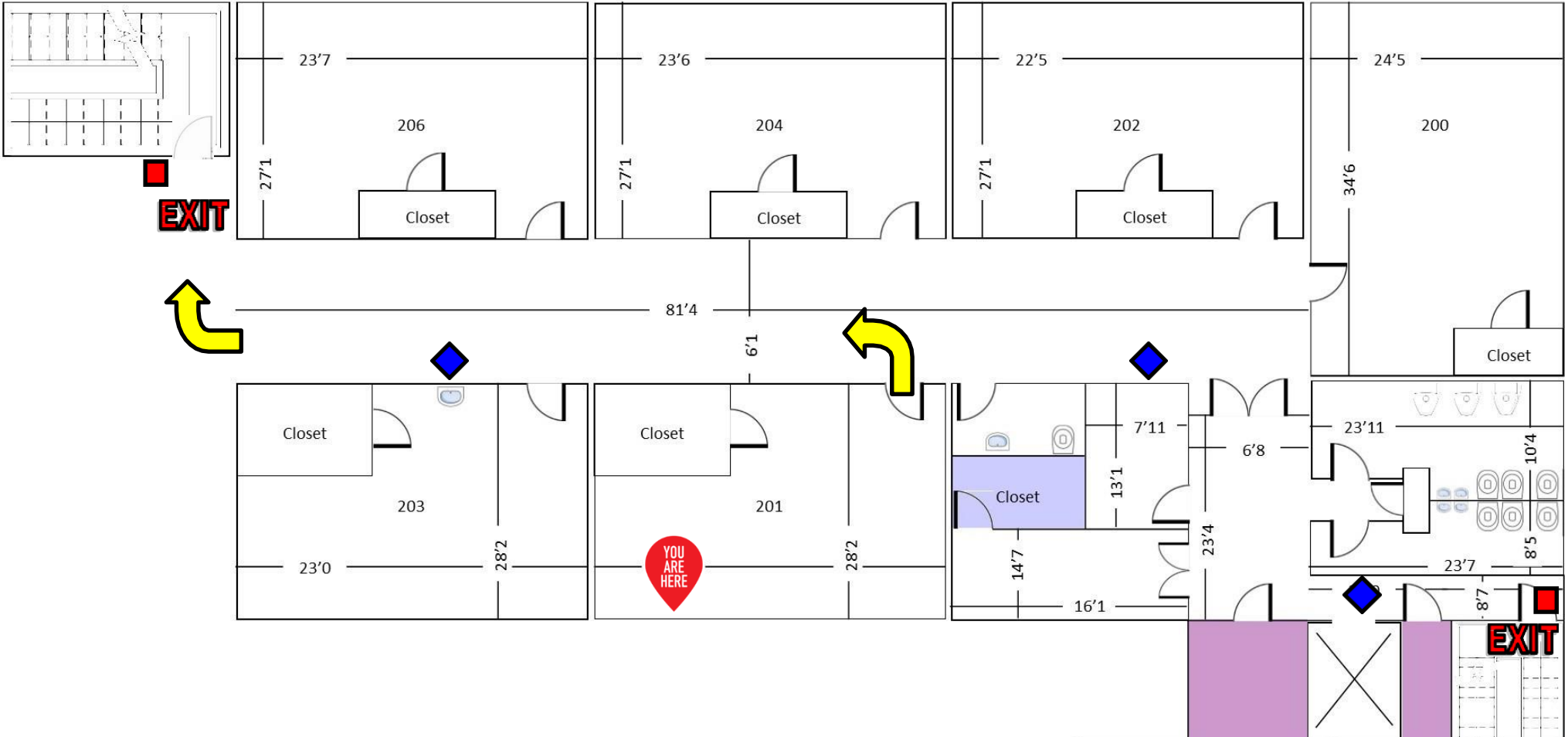
Total - 4044 ft<sup>2</sup>

**SECOND FLOOR  
PLAN**

Exit  Pull Station  Extinguisher 

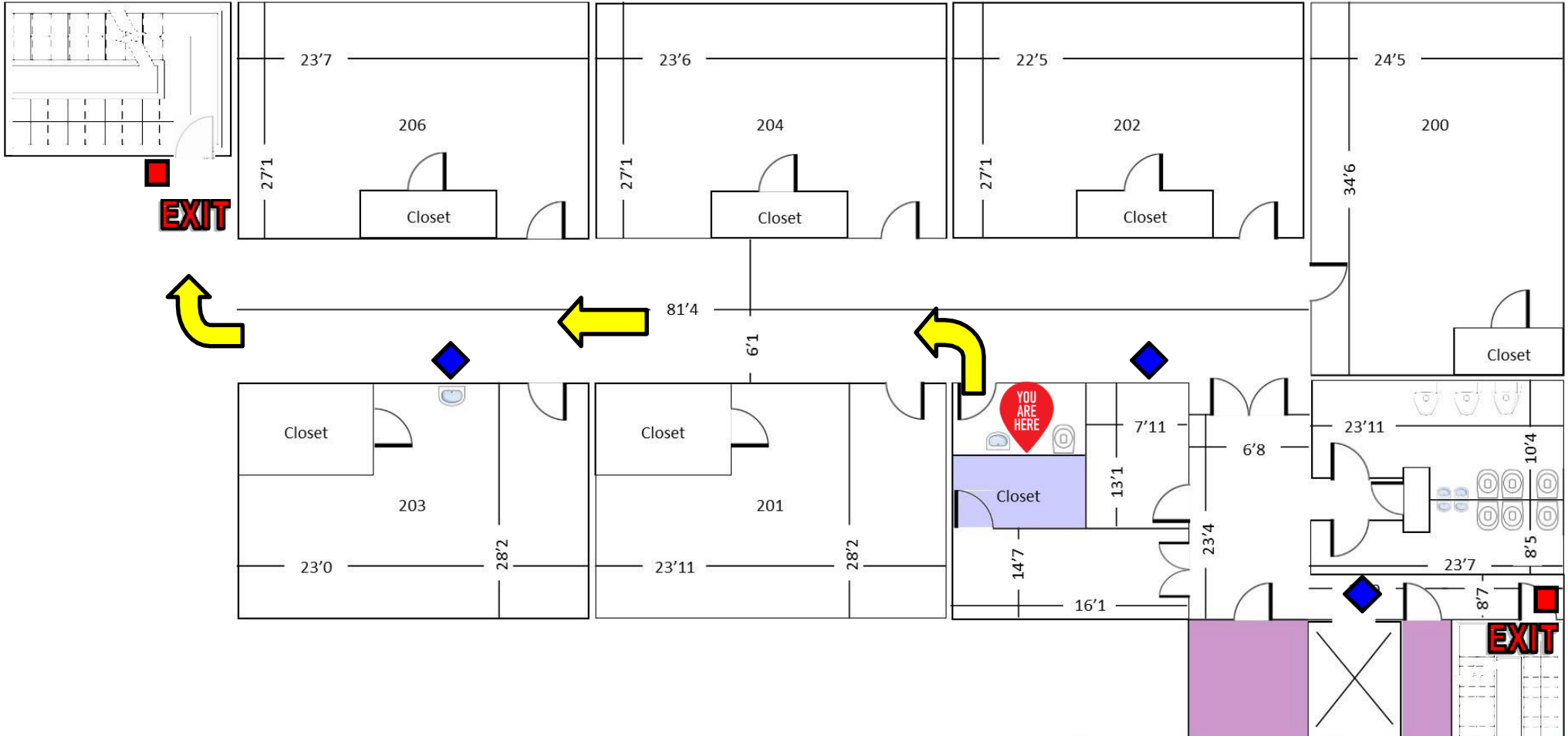


Exit  Pull Station  Extinguisher 

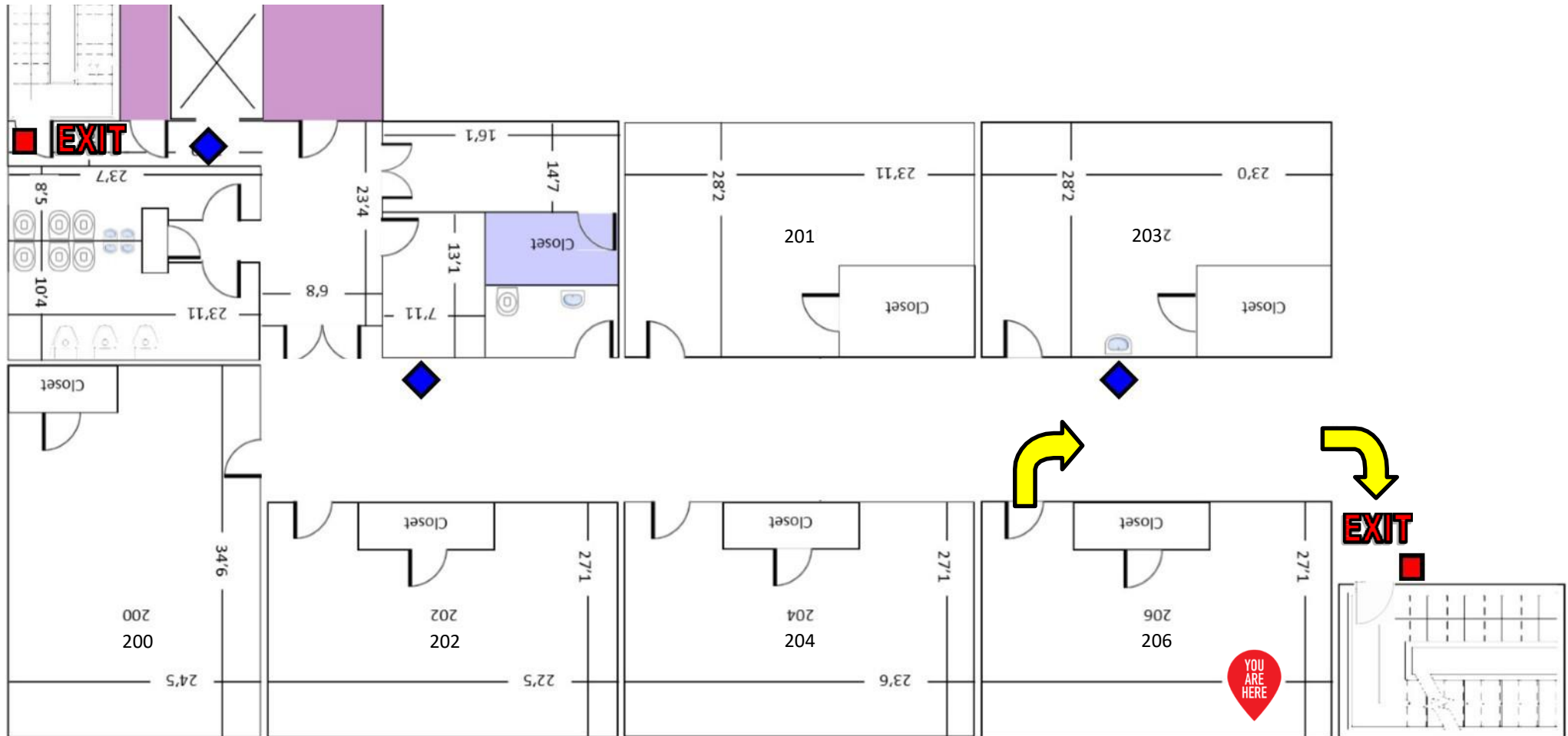


Exit  Pull Station  Extinguisher 

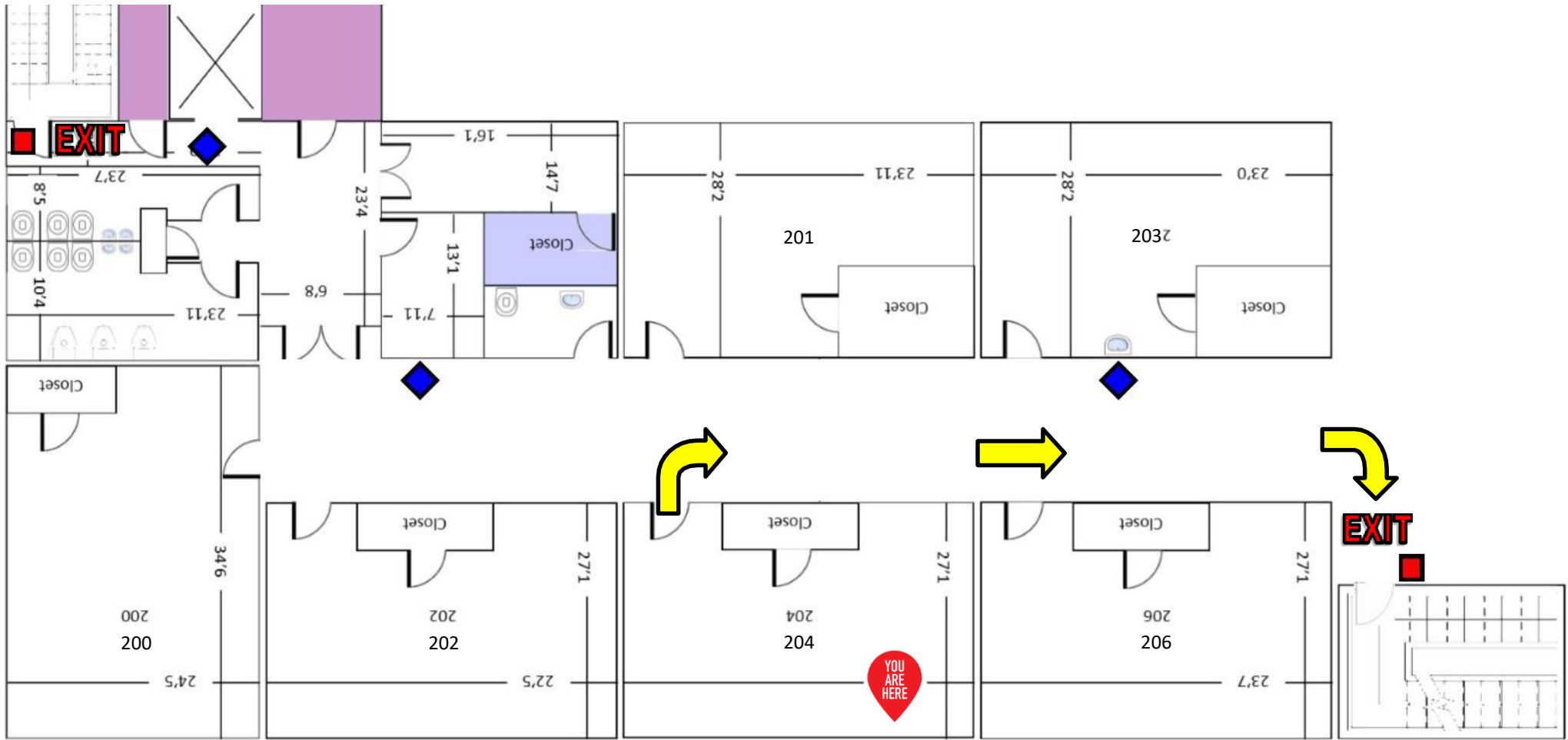
## RESTROOMS



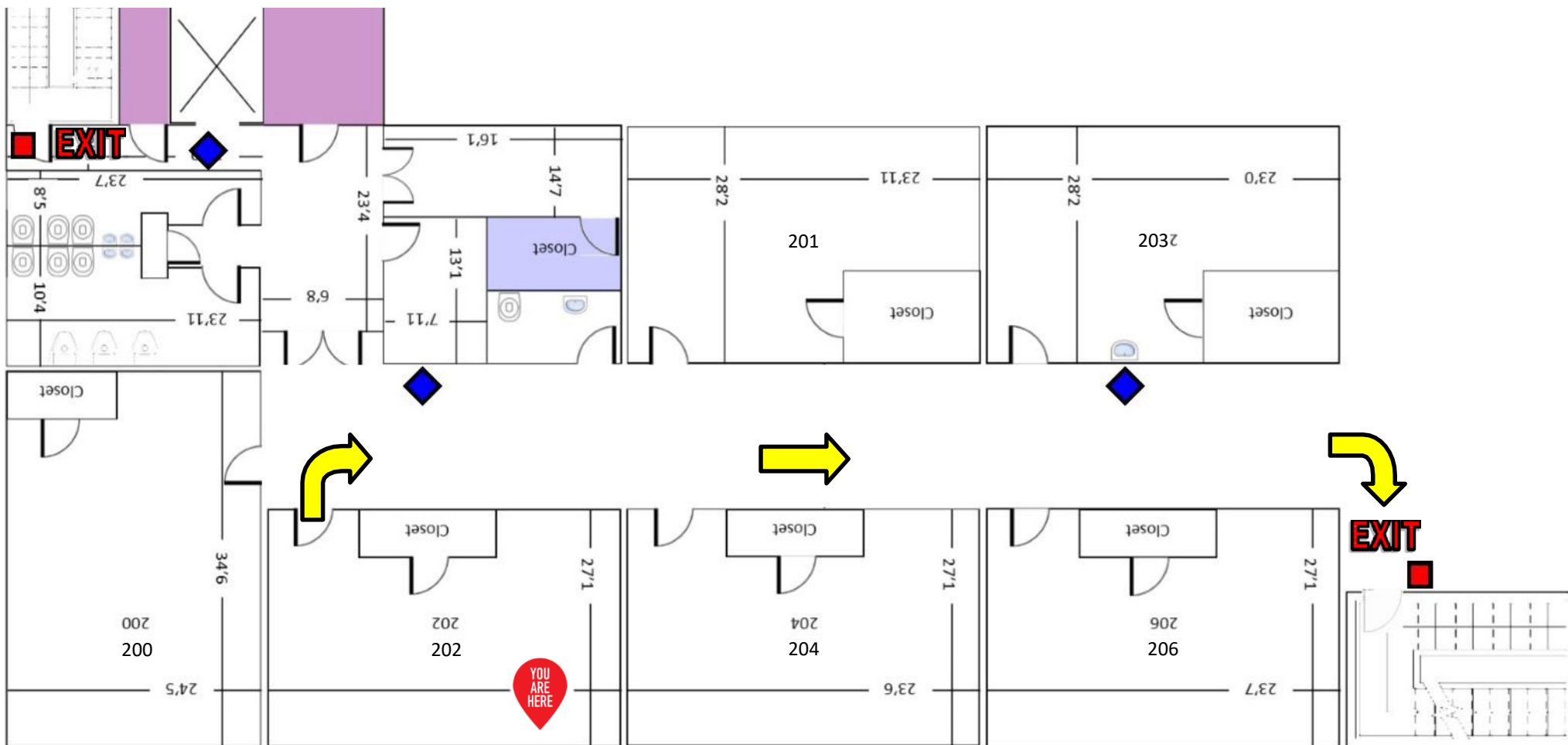
Exit  Pull Station  Extinguisher 



Exit  Pull Station  Extinguisher 



Exit  Pull Station  Extinguisher 



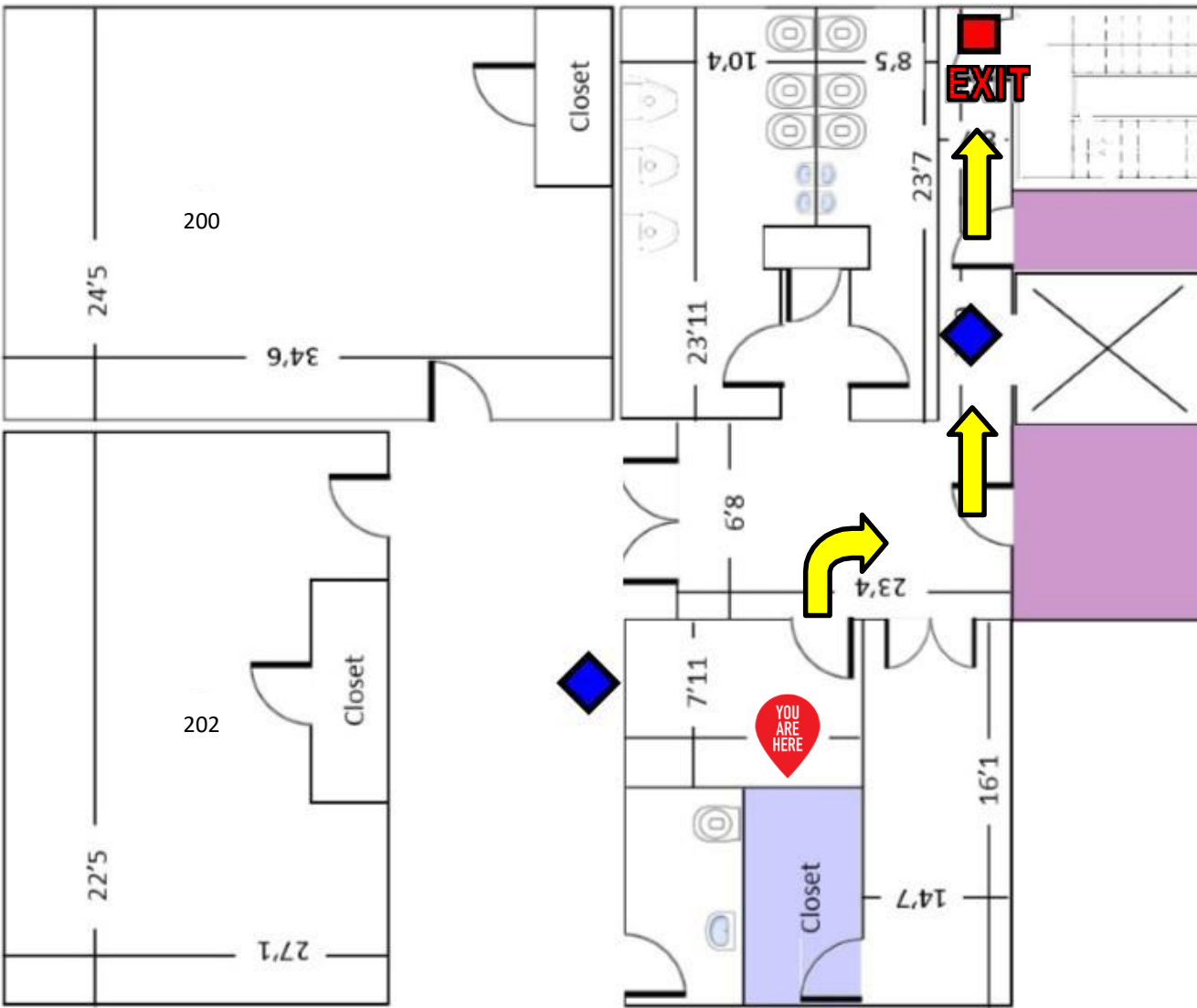
Exit

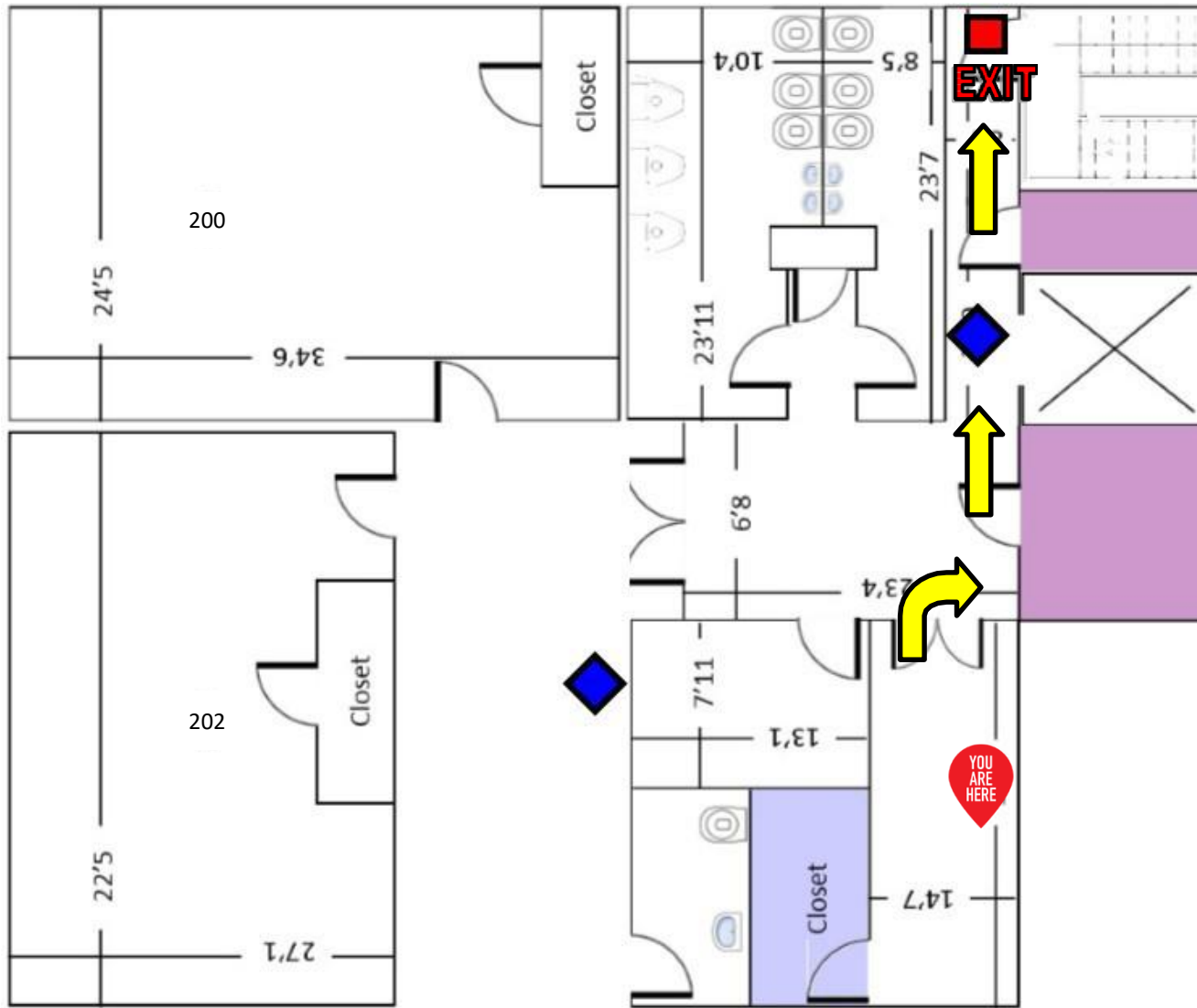


Pull Station



Extinguisher





**ROOM: LIBRARY**

Exit



Pull Station



Extinguisher



# Part II: Alcohol & Drug Awareness, Laws, Policies & Prevention Program

## Chapter 1: Introduction

The Drug-Free Schools and Communities Act Amendments of 1989, enacted by Congress as **Public Law 101-226**, require all post-secondary educational institutions to adopt and implement a program designed to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees or be ineligible to receive federal funds or any other form of federal financial assistance.

ASPIRA City College provides its Health, Safety, and Security Manual to all its students and employees. The manual is available electronically at [www.aspiracitycollege.edu/consumerinformation](http://www.aspiracitycollege.edu/consumerinformation). Every applicant to the College receives our Health, Safety, and Security manual during the application process to download, save, and print consistent with federal law. A print version is available upon request at the ASPIRA City College Campus.

The use of illegal drugs, controlled substances, and misuse of prescription drugs have enormous social, academic, psychological, physical, financial, and legal consequences – AND CAN BE EXTREMELY DANGEROUS.

- Across the country, 1,825 college students between the ages of 18 and 24 die from alcohol-related unintentional injuries, including motor-vehicle crashes each year.
- Annually, six hundred ninety-six thousand students between the ages of 18 and 24 experienced an assault by another student who has been drinking.
- 25% of college students do not drink. When asked how many of their peers don't drink, students estimated the number to be just five percent.
- Nearly 100,000 college students report an alcohol-related sexual assault or rape each year.

ASPIRA City College wants these incidences reduced – dramatically. We don't want you to fall victim to illicit drug and alcohol use. Although the Health, Safety, and Security Manual we provide you is in no way comprehensive, it aims to increase your awareness and help you make healthful choices.

## Chapter 2: Drug and Alcohol Use | Health Risks

Although many college students engage in risk-taking behaviors with drug and alcohol use, few understand the risk. The adverse health and behavioral effects associated with alcohol and illicit drug use are extensive. Alcohol and drug use may cause blackouts, poisoning, overdose, and death; physical and psychological dependence; damage to vital organs such as the brain, heart, and liver; inability to

learn and remember information; and psychological issues including depression, psychosis, and acute anxiety.

Alcohol and drug use harms judgment and coordination. Use is associated with acquaintance assault and rape; DUI/DWI arrests; hazing; falls, drowning, and other injuries; contracting sexually transmitted diseases; and unwanted or unplanned sexual experiences and pregnancy. Drugs and alcohol negatively impact academic performance, emotional well-being, adjustment to college life, and capacity to see education through graduation. Similarly, it negatively impacts employee attendance and work performance.

## **ALCOHOL USE AND ABUSE**

Alcohol abuse is a progressive disorder in which physical dependency can develop. Even low doses of alcohol impair brain function, judgment, alertness, coordination, and reflexes. Very high doses cause suppression of respiration and death, while chronic abuse can result in dementia, sexual impotence, cirrhosis of the liver, and heart disease. Without medical supervision, sudden withdrawal from alcohol dependency can produce severe anxiety, tremors, hallucinations, and life-threatening convulsions.

## **ALCOHOL NEGATIVELY AFFECTS HEALTH AND BEHAVIOR**

- Hangovers
- Academic and work-related problems; increased tardiness, absenteeism, decreased productivity, and work quality.
- Increasingly argumentative behavior
- Engaging in unwanted or unprotected sexual activity
- Unexplained change in weight
- Getting injured/assaulted / sexually assaulted
- Damaging property or having your property damaged
- Requiring treatment for alcohol poisoning
- Trouble on campus or with police
- Being insulted or humiliated
- Study, work, and sleep disruption
- Developing tolerance, dependence, or addiction
- Death from alcohol poisoning or alcohol-related injury
- And more

## **ALCOHOL IS ADDICTIVE**

Regular alcohol use can lead to dependence and addiction, even in college-age students. People with a family history of substance abuse are four to ten times more likely than the general population to develop substance abuse and addiction in their lifetime. People who begin drinking before age 15 are five times more likely to develop substance abuse issues in their lifetime, as well.

### **Common warning signs of dependence are:**

- More frequent use
- Increased tolerance evidenced by needing more and more to achieve the same effect

- Continuing to drink despite negative consequences
- Making new friends who drink a lot
- Steering clear of friends who don't drink or drink a lot.
- Drinking earlier and earlier in the day
- Drinking alone

Alcohol presents short and long-term issues and health effects. It impairs the formation of new memories and learning, especially in the developing brain--and as college-aged students, your brains are still developing. It is a central nervous system depressant, and the effects one experiences depend on how much and often you drink. Consequences range from loss of inhibition with as little as one drink to being "stumbling drunk" or acute alcohol poisoning, including loss of consciousness and impairment breathing.

### **ALCOHOL DISCRIMINATES**

Women are affected by alcohol to a greater degree than men. They become more impaired than men when drinking the same amount of alcohol due to their higher percentage of body fat--alcohol is water-soluble, so there is a greater concentration of alcohol in a woman's bloodstream after drinking. Because women tend to be smaller than men, alcohol is less diluted upon reaching the brain than in larger individuals. Women also become intoxicated more easily 1-3 days before their menstrual periods. Finally, women absorb more alcohol into their bloodstreams because they lack the enzyme alcohol dehydrogenase in their stomach, which in men breaks down some alcohol before it is absorbed.

### **KNOW WHAT THESE DRINKS AND DRUGS DO AND DON'T USE THEM**

#### **ALCOHOL ENERGY DRINKS**

Energy drinks with alcohol and fortified malt beverages have a higher alcohol content when compared to beer (9% to 12% vs. 5%). New products have been marketed, such as alcopops, supersized malt beverage cans, and alcohol energy drinks containing guarana and ginseng. Mixing alcohol with energy drinks such as Red Bull is dangerous. Studies show that people who consume these beverages have a higher BAC and a higher rate of injury and other negative consequences than people who drink alcoholic beverages without stimulants. The bottom line is that these drinks are not safe and often lead to higher rates and intoxication levels. The sweet taste covers the taste of alcohol, giving the false impression one can drink more without the intoxicating effects. BE CAREFUL. BETTER YET, DON'T DRINK THEM.

#### **MARIJUANA**

Marijuana affects users differently depending on several variables, including the social setting, prior experience, genetic vulnerability, mental health, concurrent use of other drugs, prescription drugs, and whether it is inhaled or ingested. The concentration of THC in marijuana varies greatly, ranging from 1% to 9%. THC is a fat-soluble substance that remains in the lungs, liver, reproductive organs, and brain tissue for up to 3 weeks. Smoking or ingesting marijuana can relax a person, elevate mood, and induce

drowsiness. Other side effects include heightened sensory awareness, euphoria, altered perceptions, and feeling hungry, “the munchies.”

Symptoms of marijuana use often use dry mouth, dry eyes, increased heart rate, bloodshot eyes, and puffy eyelids. It can impair memory, the ability to learn and creates judgment and problem-solving challenges. Users can experience anxiety attacks, paranoia, impaired coordination, and become dependent, with tolerance developing rapidly. Physical and psychological withdrawal symptoms from marijuana include irritability, restlessness, insomnia, nausea, and intense dreams. The warning signs for chemical dependence on marijuana are like that of alcohol dependence.

### **SYNTHETIC MARIJUANA, BATH SALTS, K2, SPICE, LAZY CAKES, HERBAL INCENSE**

These psychoactive herbal and chemical products mimic the effects of marijuana or other drugs. These products do not have manufacturing oversight; therefore, their composition is unregulated. Side effects can include heart palpitations, high blood pressure, hallucinations, seizures, and breathing problems. In addition to the variable composition, the compounds are harsh on the lungs if smoked, and the interaction with prescription and over-the-counter drugs can be unpredictable and dangerous. These drugs produce a “high” generally lasting no more than 30 minutes and mix badly with alcohol.

### **HALLUCINOGENS**

This category of drugs includes PCP or “angel dust,” ecstasy, and other amphetamine variants alter brain function. Users can experience panic, confusion, paranoia, anxiety, and memory problems lasting six months after use. Depression, anxiety, and violent behavior can also occur. Large doses can produce convulsions, comas, and heart and lung failure

### **COCAINE**

Cocaine prompts dopamine release, a neurotransmitter responsible for pleasure and movement, and inhibits its reabsorption, overstimulating the brain. Users report feelings of euphoria, hyper-stimulation, confidence, and alertness. Cocaine’s pleasurable effects begin to wear off quickly, leading to withdrawal symptoms including irritability, anxiety, restlessness, physical pain, insomnia, depression, paranoia, or aggression. Cocaine is extremely addictive and is considered one of the most potent reinforcing drugs. Cocaine raises blood pressure, heart rate, and respiration, increasing the risk of respiratory arrest, stroke, seizures, heart attacks, and death.

### **STIMULANTS**

Amphetamines and are stimulants and include drugs known as ecstasy and “meth,” as well as prescription drugs such as Adderall and Ritalin. The drugs produce elevated heart and respiratory rates, increased blood pressure, insomnia, and appetite loss. Sweating, headaches, blurred vision, dizziness, and anxiety may also result from use. Users taking high doses can experience rapid or irregular heartbeat, tremors, loss of motor skills, and even physical collapse. Long-term use at higher levels can result in psychosis, including hallucinations, delusions, and paranoia. Prescription stimulant drugs, dubbed “academic steroids,” are used by some college students wanting to enhance their academic performance. These drugs treat ADD/ADHD and should only be used as prescribed with ongoing medical

supervision and NOT RECREATIONALLY. It is against federal law to use these medications without an authorized prescription from a physician. Students sharing or selling their prescription drugs are breaking the law and can face severe penalties.

## **DEPRESSANTS**

Barbiturates and benzodiazepines are a group of prescribed depressant drugs. Barbiturates include Phenobarbital, Seconal and Amytal; benzodiazepines include Ativan, Dalmane, Librium, Xanax, Valium, Halcion and Restoril. These prescription drugs relieve anxiety and induce sleep. Physical and psychological dependence can occur if used for more extended periods or higher doses than prescribed. Like stimulants, these drugs should only be used as prescribed with ongoing medical supervision and NOT RECREATIONALLY, when the combination of depressants and alcohol can lead to coma and death. It is against federal law to use these medications without an authorized prescription from a physician. Students sharing or selling their prescription drugs are breaking the law and can face severe penalties.

## **NARCOTICS**

As a class of drugs, narcotics include heroin, methadone, morphine, codeine, OxyContin, Vicodin, Fentanyl, and opium. After the initial euphoria, narcotics cause drowsiness, nausea, and vomiting. It is extremely easy to overdose on these narcotics, and as a family of drugs, they are the most frequent cause of drug-associated death.



## Chapter 3: Legal Consequences for Conviction of Possession and Distribution of Controlled Substances

In addition to disciplinary sanctions imposed by the ASPIRA City College, all students, faculty, and staff should be aware that federal, state, and some local laws treat illegal use, possession, sale, distribution, or manufacture of drugs or alcohol as serious crimes.

- It's a crime to sell drugs
- It's a crime to possess drugs
- It's a crime to hold someone else's drugs
- It's a crime to have drugs in your car, backpack, pocket, purse, locker
- It's a crime to have drugs in your house or apartment even if the drugs are not yours.



- Imprisonment
- Fines of up to \$250,000
- Community service.
- Inability to get hired in many career fields.
- Loss of employment
- Suspension, revocation, or denial of driver's, boating, pilot, and commercial licenses.
- Mandatory community service
- Mandatory drug alcohol treatment counseling
- Property seizure of car, motorcycle, boat, aircraft, or any other conveyance used to transport or conceal a controlled substance
- Ineligibility or loss of social security, retirement, welfare, health, disability, and veteran's benefits.
- Evictions from public housing premises.
- Ineligibility to purchase or possess firearms
- Ineligibility or loss of Federal Student Aid for up to one year on the first offense and five years on the second and subsequent offenses.
- Ineligibility or loss of federal contracts

## Chapter 4: Federal Drug Laws and Conviction Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 grams mixture	<b>First Offense:</b> Not less than five years, and not more than 40 years. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual  <b>Second Offense:</b> Not less than ten years, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual	5 kgs or more mixture	<b>First Offense:</b> Not less than ten years, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.  <b>Second Offense:</b> Not less than 20 years, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.  <b>Two or More Prior Offenses:</b> Life imprisonment
Cocaine Base (Schedule II)	5–49-gram mixture		50 grams or more mixture	
Fentanyl (Schedule II)	40 - 399 gram mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99-gram mixture		100 grams or more mixture	
Heroin (Schedule I)	100 - 999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5 - 49 grams pure or 50 - 499 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10 - 99 grams pure or 100 - 999 grams mixture	100 gm or more pure or 1 kg or more mixture		
<b>PENALTIES</b>				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<b>First Offense:</b> Not more than 20 years. If death or serious injury, not less than 20 years, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.		
Flunitrazepam (Schedule IV)	1 gram or more	<b>Second Offense:</b> Not more than 30 years. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual		
Other Schedule III drugs	Any amount	<b>First Offense:</b> Not more than five years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
Flunitrazepam (Schedule IV)	30 to 999 milligrams	<b>Second Offense:</b> Not more than ten years. Fine not more than \$500,000 if an individual, \$2 million if not an individual		
All other Schedule IV drugs	Any amount	<b>First Offense:</b> Not more than three years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
Flunitrazepam (Schedule IV)	Less than 30 milligrams	<b>Second Offense:</b> Not more than six years. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
All Schedule V drugs	Any amount	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  <b>Second Offense:</b> Not more than two years. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

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DRUG	QUANTITY	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE
Marijuana	1,000 kilogram or more mixture; or 1,000 or more plants.	<ul style="list-style-type: none"> <li>Not less than ten years, not more than life.</li> <li>If death or serious injury, not less than 20 years, not more than life.</li> <li>Fine not more than \$4 million if an individual, \$10 million if other than an individual.</li> </ul>	<ul style="list-style-type: none"> <li>Not less than 20 years, not more than life.</li> <li>If death or serious injury, mandatory life.</li> <li>Fine not more than \$8 million if an individual, \$20 million if other than an individual.</li> </ul>
Marijuana	100 Kilogram to 999 Kilogram mixture or 100 to 999 plants.	<ul style="list-style-type: none"> <li>Not less than five years, not more than 40 years.</li> <li>If death or serious injury, not less than 20 years, not more than life.</li> <li>Fine not more than \$2 million if an individual, \$5 million if other than an individual.</li> </ul>	<ul style="list-style-type: none"> <li>Not less than ten years, not more than life.</li> <li>If death or serious injury, it's a mandatory life sentence.</li> <li>Fine not more than \$4 million if an individual, \$10 million if other than an individual.</li> </ul>
Marijuana	More than 10 Kilograms hashish; 50 to 99 Kilogram mixture  More than 1 Kilogram of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> <li>Not more than 20 years.</li> <li>If death or serious injury, not less than 20 years, not more than life.</li> <li>Fine \$1 million if an individual, \$5 million if other than an individual.</li> </ul>	<ul style="list-style-type: none"> <li>Not more than 30 years.</li> <li>If death or serious injury, mandatory life.</li> <li>Fine \$2 million if an individual, \$10 million if other than an individual.</li> </ul>
Marijuana	1 to 49 plants; less than 50 Kilogram mixture.	<ul style="list-style-type: none"> <li>Not more than five years.</li> <li>Fine, not more than \$250,000, \$1 million other than an individual.</li> </ul>	<ul style="list-style-type: none"> <li>Not more than ten years.</li> <li>Fine \$500,000 if an individual, \$2 million if other than an individual.</li> </ul>
Hashish	10 Kilogram or less.		
Hashish Oil	1 Kilogram or less.		

## Chapter 5: Pennsylvania Drug and Alcohol Conviction Penalties

Penalties for Commonwealth of Pennsylvania DUI Offenses		
Offense Number	General Impairment	Penalty
No prior DUI offenses	Undetermined BAC, .08 to .099% BAC	<ul style="list-style-type: none"> <li>Ungraded misdemeanor</li> <li>Up to 6 months of probation</li> <li>\$300 fine</li> <li>Alcohol highway safety school</li> <li>Treatment when ordered</li> </ul>
One prior DUI offense		<ul style="list-style-type: none"> <li>Ungraded misdemeanor</li> <li>12 months' license suspension</li> <li>Five days to 6 months' jail time</li> <li>\$300 to \$2,500 fine</li> <li>Alcohol highway safety school</li> <li>Treatment when ordered</li> <li>1-year ignition interlock</li> </ul>
Two or more prior DUI offenses		<ul style="list-style-type: none"> <li>2nd-degree misdemeanor</li> <li>12 months' license suspension</li> <li>Ten days to 2 years' prison</li> <li>\$500 to \$5,000 fine</li> <li>treatment when ordered</li> <li>1-year ignition interlock</li> </ul>

*Continues*

Offense Number	General Impairment	Penalty
No prior DUI offenses	BAC .10 to .159% BAC	<ul style="list-style-type: none"> <li>• Ungraded misdemeanor</li> <li>• 12 months' license suspension</li> <li>• 48 hours to 6 months' prison</li> <li>• \$500 to \$5,000 fine</li> <li>• Alcohol highway safety school</li> <li>• Treatment when ordered</li> </ul>
One prior DUI offense		<ul style="list-style-type: none"> <li>• Ungraded misdemeanor</li> <li>• 12 months' suspension</li> <li>• 30 days to 6 months' prison</li> <li>• \$750 to \$5,000 fine</li> <li>• Alcohol highway safety school</li> <li>• Treatment when ordered</li> <li>• One year ignition interlock</li> </ul>
Two or more prior DUI offenses		<ul style="list-style-type: none"> <li>• 1st-degree misdemeanor</li> <li>• 18 months' license suspension</li> <li>• 90 days to 5 years' prison</li> <li>• \$1,500 to \$10,000 fine</li> <li>• treatment when ordered</li> <li>• 1-year ignition interlock</li> </ul>
Three or more prior DUI offenses		<ul style="list-style-type: none"> <li>• 1st-degree misdemeanor</li> <li>• 18 months' license suspension</li> <li>• 1 to 5 years' prison</li> <li>• \$1,500 to \$10,000 fine</li> <li>• treatment when ordered</li> <li>• 1-year ignition interlock</li> </ul>
No prior DUI offenses	BAC.16% and higher or Controlled Substance	<ul style="list-style-type: none"> <li>• Ungraded misdemeanor</li> <li>• 12 months' license suspension</li> <li>• 72 hours to 6 months' prison</li> <li>• \$1,000 to \$5,000 fine</li> <li>• Alcohol highway safety school</li> <li>• Treatment when ordered</li> </ul>
One prior DUI offense		<ul style="list-style-type: none"> <li>• 1st-degree misdemeanor</li> <li>• 18 months' license suspension</li> <li>• 90 days to 5 years' prison</li> <li>• \$1,500 to \$10,00 fine</li> <li>• Alcohol highway safety school</li> <li>• Treatment when ordered</li> <li>• 1-year ignition interlock</li> </ul>
Two or more prior DUI offenses		<ul style="list-style-type: none"> <li>• 1st-degree misdemeanor</li> <li>• 18 months' license suspension</li> <li>• 1 to 5 years' prison</li> <li>• \$2,500 to \$10,000</li> <li>• Treatment when ordered</li> <li>• 1-year ignition interlock</li> </ul>
<i>Continues</i>		

## Penalties for Commonwealth of Pennsylvania for Possession of Controlled Substances

DRUG	QUANTITY	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE
Marijuana (Schedule I)	Less than 30 grams	<ul style="list-style-type: none"> <li>• First offenders with no previous convictions may be given probation and not jail time</li> <li>• Misdemeanor Conviction</li> <li>• One year or less probation</li> </ul>	<ul style="list-style-type: none"> <li>• \$500.00 in fines and/or 30 days of jail time</li> <li>• Misdemeanor Conviction</li> </ul>
Marijuana (Schedule I)	More than 30 grams	<ul style="list-style-type: none"> <li>• \$5,000 fine and up to 1 year in jail</li> <li>• Less likely to be given probation</li> <li>• Automatic six months loss of license</li> </ul>	<ul style="list-style-type: none"> <li>• 10, 000 fine and, up to 2 years in jail</li> </ul>
THC, Hashish (Schedule I)	Less than 8 grams	<ul style="list-style-type: none"> <li>• First offenders with no previous convictions may be given probation and not jail time</li> <li>• Misdemeanor Conviction</li> </ul>	<ul style="list-style-type: none"> <li>• 30 days' maximum imprisonment</li> <li>• \$500.00 fine either instead of jail time or in addition to imprisonment</li> <li>• Misdemeanor Conviction</li> </ul>
THC, Hashish (Schedule I)	More 8 grams	<ul style="list-style-type: none"> <li>• First offenders with no previous convictions may be given probation and not jail time</li> <li>• Misdemeanor Conviction</li> </ul>	<ul style="list-style-type: none"> <li>• 1-year maximum imprisonment or maximum \$5000 fine</li> <li>• Misdemeanor</li> </ul>
Marijuana	Possession with the intent to deliver or sell less than 1000 pounds	<ul style="list-style-type: none"> <li>• Five years in prison</li> <li>• \$10,000 fine</li> <li>• Felony charge</li> </ul>	<ul style="list-style-type: none"> <li>• Ten years in prison</li> <li>• \$20,000 fine</li> <li>• Felony charge</li> </ul>
Marijuana	More than 1,000 pounds in possession with intent to sell	<ul style="list-style-type: none"> <li>• 15 years in prison</li> <li>• \$100,000 fine</li> <li>• Felony charge</li> </ul>	<ul style="list-style-type: none"> <li>• 30 years in prison</li> <li>• \$200,000 fine</li> <li>• Felony charge</li> </ul>
Marijuana	Selling within 250 feet of a playground or 1000 feet of a school or to a minor under the age of 21	Two to four years in prison, even for first-time offenders and even if the person buying the drugs was not a minor.	
Cocaine, Meth, PCP, or isomers	Possession with intent to deliver certain types of drugs in Pennsylvania	It is a felony charge. It carries a \$250,000 fine and up to 25 years in jail. In some cases, the penalties are even more significant if the defendant made more than \$250,00 in profits for illegal drug activity.	
Drug Paraphernalia	Possession of drug paraphernalia	Maximum \$2,500 fine with a maximum jail time of 1 year, usually in addition to a drug possession charge.	
Heroin	Up to one year in prison and/or a \$5,000.00 fine	Up to two years in prison	Up to three years in prison
Cocaine			
LSD/Acid			
Ecstasy/MMDA			
Meth			
Vicodin			
OxyContin			

## Chapter 6: ASPIRA City College drug and alcohol policy

### Introduction

To the best of its abilities and resources, ASPIRA City College, along with its parent organization, ASPIRA Inc. of PA, is committed to maintaining safe, secure alcohol, and drug-free environment for its students, faculty, staff, and visitors. Our policies foster an environment that promotes sound judgment, respect for others, and acceptance of personal responsibility for one's behavior. Accordingly, ASPIRA City College and its parent have adopted drug and alcohol policies to balance the goal of a drug and alcohol-free environment with the right to dignity and privacy for our employees and students. The College policy aligns with US Department of Education Title 34 Part 86 Subpart B, code 86.100 *Drug and Alcohol Abuse Prevention*, the Drug-Free Schools and Communities Act of 1989 (Public Law 101-266) as well as the laws of the Commonwealth of Pennsylvania on the use of controlled substances. The College encourages all students, faculty, and staff to consider health, social, financial, material, and legal risks related to the use of controlled substances. Our drug and alcohol policies are part of the College Health, Safety, and Security Manual. The Manual is under the *Consumer Information Tab* on the College website, <https://www.aspiracitycollege.edu/info>, and is provided electronically to all newly enrolled students then discussed during orientation.

The policy herein applies to ASPIRA City College applicants and students. For related employee policies, please refer to *the ASPIRA Inc. of PA Employee Handbook*:

*Policy 4.01 Health & Safety Awareness*

*Policy 4.03 Substance Abuse*

### Policy Statement

1. ASPIRA City College complies with the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988. Manufacturing, distributing, dispensing, possessing, or using any controlled substance, including alcohol, by student, faculty, or staff in or surrounding ASPIRA City College facilities or as part of any College event or activity is strictly prohibited. Students and employees who violate this policy are subject to disciplinary action, including expulsion or employment termination.
2. All federal and state laws on the use, possession, sale of alcohol and controlled substances apply to ASPIRA City College students and employees who engage in illegal behavior. Enforcement of drug and alcohol laws on-campus are the responsibility of ASPIRA City College personnel and local authorities.
3. ASPIRA City College reports students, faculty, and staff who violate alcohol and drug laws are reported to appropriate law enforcement officials and are subject to full criminal prosecution under local, state, and federal law.

4. The student is responsible for all expenses directly or indirectly associated with a violation of local, state, or federal drug and alcohol laws, including evaluation, treatment, counseling, and corrective actions taken by the College up to and including dismissal.
5. ASPIRA City College honors its obligation to the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988 by:
  - Making available information concerning the health risks involved in alcohol and drug abuse.
  - Making available information on legal consequences for illegal drugs and alcohol use.
  - Making available information on drug and alcohol counseling and rehabilitation services.

## Chapter 7: ASPIRA City College Drug and Alcohol Prevention Program

### Prevention Program - Phase I

#### The Key to Preventing Alcohol-Related Substance Abuse and Injury

We all know how easy it is to go overboard in drinking alcohol, and that's why our prevention program underscores ways to keep yourself and others safe.

#### Learn Your Limit

If you are 21 years old or older, enjoying a drink is legal. But too many people, especially college students, push their limits and wind up in trouble. Before jumping right into your next social gathering, get an idea of your limit by drinking in a controlled environment. Ask a sober friend or family member to join you and have them note how much you have had to drink, when, and how your behavior changes over a few drinks. It's a good idea to ask them to take video clips so you can see how you look and act after several drinks. These observations can give you an idea of how much is too much.

#### Do Dinner Skip the Drink

Alcohol on an empty stomach is absorbed quickly into the bloodstream. Although many people swear bread and rice can "soak up the alcohol," eating a high-fat, high-protein dinner before you start drinking can help prevent you from getting wasted. Snacking in between drinks can also help, as does drinking lots of water.

#### Skip a Few Rounds

We know peer pressure is a reality, and it can be positive or negative. Choose to keep it positive by modeling positive behavior and encouraging others to do the same. It's okay to skip a round or two. Drink water or juice, especially when you feel the need to slow down.

### **There's a Reason It's Not Served at The Bar**

The reason is it's dangerous. Jungle juice – Zombies - Hunch Punch, or any combination of rum, Everclear, and a sugary juice or mixer, make their way into college parties because the materials are accessible, and the drinks are easy to make. These drinks are dangerous because the sweet mixer masks the alcohol content. As a rule, when drinking something you're unfamiliar with, go slower and give yourself more time between drinks to observe the effects.

### **Don't Put the Nozzle Directly in Your Mouth or Let Anyone Do This to You.**

Hygiene aside, you can see how much is in a glass, but you can't measure how much beer, jungle juice, or any other alcoholic beverage you're ingesting or control consumption speed when it's coming straight out of a hose. Stick to amounts you can see and keep your eye on throughout the night.

### **Drinking Alcohol is Not a Game, and it's Not a Sport - Don't Make it One**

A quick search on the Internet pulls up countless drinking games. Don't bring your and anyone's else competitive nature or need for fun into the mix – it can be disastrous.

### **Don't Mix**

Alcohol is a drug. Mixing drugs is dangerous and can be fatal. Even over-the-counter medicines and prescriptions don't interact well with each other and DO NOT INTERACT WELL WITH ALCOHOL. At a minimum, mixing medications, alcohol, and other controlled substances reduces the prescription medication's efficacy and can lead to unwelcome side effects. If you are taking prescription medications following the advice on the bottle or check with a pharmacist. THE BEST PRACTICE IS TO AVOID MIXING ALL TOGETHER.

### **One Hour = One Drink**

Women absorb and metabolize alcohol differently than men. Women achieve a higher concentration of alcohol in the blood after drinking equivalent amounts of alcohol. Moreover, everyone's metabolism is different, and every drink is different. The general rule is that the body can metabolize about one alcohol unit (one beer, glass of wine, or shot) per hour. Drinking faster than this leads to intoxication. Drinking a lot faster gets students into serious trouble. That's why college drinking games – where it's hard to monitor how much you are drinking or how quickly two common culprits behind alcohol poisoning.

### **Don't Let Alcohol Play a Lead Role When Socializing**

People often say they drink to become more social or to have more fun at an event. Using alcohol to feel more socially at ease can pressure students to continue drinking. Instead, put socializing front and center. Make game nights (not alcohol games) and themed parties the focus of the gathering.

### **Don't Go in the Water**

You are aware of the hazards of drinking and driving, but have you heard of the risks of drinking and boating or swimming? The Centers for Disease Control report that up to 70% of drowning deaths involve alcohol.

## Watch Your Drink

It's relatively easy for someone to spike your drink without you noticing – and it happens all too often. Watch your drink, don't leave it behind when you go to the bathroom. Hold your hand over the mouth of the glass or put a bar coaster over the top. Watch out for drowsiness, dizziness, dead limbs, or inebriation beyond what seems plausible given how much alcohol you had to drink. SAY SOMETHING IMMEDIATELY. Call or tell someone there you trust, or go to someone in authority or to someone you trust and tell them you are more intoxicated than you should be for the number of drinks you consumed.

## How to Prevent DUIs –Don't Drink and Drive

Here's are straightforward ways to keep yourself, friends, and others on the road safe. For perspective, not to mention higher insurance rates, in most states, a single DUI results in a suspended license, some jail time, plus fines. If someone gets hurt, the consequences are far more severe.

1. **Plan a Designated Driver Before You Have a Drink**

Before you start drinking, make sure someone in your group will be the designated driver or make sure everyone agrees to walk, call a cab, or take an Uber at the end of the night. The designated driver is not the person who drank the least; it's the person who didn't drink at all. Plan it out ahead of time to increase the odds that you all get home safe.

2. **Know Your State's Legal Drinking Limit**

If you're 21 and over, driving with a blood alcohol concentration (BAC) of 0.08% or greater is illegal in all states; however, each state may set a lower limit. A 0.08% BAC is the legal limit for a *Driving Under the Influence* (DUI) conviction in Pennsylvania. If you're under 21, driving with any amount of alcohol in your blood is illegal.

3. **Surrender your car keys**

You may not plan on drinking but change your mind once at the event. If you make a quick decision to drink, give your car keys (keep your apartment key) to a friend who is not drinking so you can't even attempt to drive home after the gathering ends.

4. **Leave with your designated driver**

Want to stay longer or go home with someone else? That can be quite regrettable. Go home with your designated driver, whose job it is to keep you safe. If you have to switch up the plan for whatever reason, make sure you communicate it in front of your designated driver and your new ride home.

5. **Care about your friends, say something**

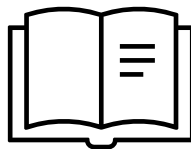
Sometimes it's your friends who are at risk of a DUI. If a friend has been drinking, check-in and make sure they have a plan for getting home safely. If they don't, it may be up to you to have their back by staying sober and bringing them home safely.

## Resources If You Think You Have a Drinking Problem

If you think you have a drinking problem, don't hesitate to get help. A good starting point is to talk to the people you trust at ASPIRA City College and seek help. Talk to family or a friend you are close to or see your primary care physician for a physical and consultation. There are several free online and local resources to help students with a drinking problem find the path to recovery.

### Here are just a few:

- **Alcohol & Drug Abuse 24 Hour Action Help Line & Treatment** (844-244-3171)
- **Alcoholics Anonymous**, 4318 Frankford Ave, Philadelphia, PA 19124 (215-535-9609)
- **Northeast Treatment Centers**, 499 North 5 Street, Philadelphia, PA (215-451-7000)
- **One Day at a Time**, 2532 North Broad Street, Philadelphia, PA (215-221-1033)
- **Valley Forge Medical Center**, 1033 W. Germantown Pike, Norristown, PA (610-539-8500)
- **Narcotics Anonymous**: support in a recovery environment for people who abuse substances  
[www.na.org](http://www.na.org)



# Part III

## Awareness, Prevention and Polices on Sexual Harassment and Violence

### Chapter 1: Introduction

ASPIRA City College's Sexual Violence Prevention Education program aims to increase awareness, provide strategies to prevent or, at a minimum, decrease the occurrence of domestic violence, dating violence, sexual assault, and stalking. One victim of sexual harassment or violence is too many.

To this end, ASPIRA City College complies with the *Campus Crime Statistics Act or Clery Act of 1990* and the *Campus SaVE Act of 2013*, which expanded Clery requirements to address all incidents of sexual violence, including sexual assault domestic violence, dating violence, and stalking on campus. Fostering a culture of respect and maintaining a healthy, safe, and secure environment for students, faculty, and staff to learn and work in is an ASPIRA City College priority.

The College publishes its **Annual Campus Crime Statics Report** and its **Safety and Security Guide**, also called an **Annual Security Report**, under the Consumer Information tab on its website at <https://www.aspiracitycollege.edu/info>. It disseminates these documents to new applicants, automatically placing them in students' digital **MY IMPORTANT DOCUMENTS** folders accessible at their application **DASHBOARD** to read, download, save, and print.

1. The **Safety and Security Guide**, also known as the **Annual Security Report**, contains the following:
  - Information to increase awareness of drug and alcohol abuse, sexual assault, harassment, stalking, and dating violence.
  - Prevention strategies addressing sexual harassment, assault, and violence, plus the impact of bystander intervention.
  - *Student Right to Know | Annual Campus Crime Statics* reported incidences of murder, sexual offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug-related violations, weapons violations, hate crimes, and arrests.
  - Process for providing timely warnings to alert the ASPIRA City College community of imminent emergencies and crime risks.
  - The College's policies on drug and alcohol use, and sexual harassment, assault, and violence, including complaint reporting procedures, investigating procedures, and disciplinary responses.

- *Sexual Assault Victims' Bill of Rights*: ASPIRA City College provides support and assistance to victims of sexual harassment and violence to ensure they receive proper care and continue their study program. Victims of sexual assault and all related violations and crimes have specific rights under state and federal law, whether the offense occurs on or off-campus. These rights are irrespective of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

## Chapter 2: Definitions Under the Clery Act

The **Definitions Section** establishes the meaning of key terms identified under the College's Annual Crime Statistics Report and related policies and practices under the **Clery Act** to ensure a common understanding.

*The following definitions are in alphabetic order.*

1. **Acquaintance Rape**: a rape committed by someone known to the victim. The perpetrator might be a friend, classmate, co-worker, instructor, relative, or casual acquaintance such as a clerk in a store. It is important to remember that acquaintance rape is not a separately defined crime.
2. **ASPIRA City College Community**: ASPIRA City College students, faculty, staff, administrators, and visitors.
2. **Assault (Aggravated)**: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
3. **Assault (Simple)**: 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. 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, or personal property of another.
4. **Assault (Sexual)**: a general term used to describe forced or unwanted sexual contact, attention, or sexual activity without the expressed consent of both parties or against a person incapable of giving consent committed by force, fear, duress, menace, trick, or violence. It includes, but is not limited to, the threat of sexual assault, sexual battery, forced oral copulation, forced sodomy, rape, acquaintance rape, and rape by a foreign object, fondling, incest, or statutory rape. Domestic violence, dating violence, and stalking also constitute sexual assault.
5. **Bystander Intervention**: refers to safe and positive options carried out by individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

6. **Campus Security Authority:** under the Clery Act, a Campus Security Authority (CSA) is an institution official with significant responsibility for student and campus activities, including but not limited to the campus director, department directors, faculty, or staff advisors to student organizations.
  - a. A campus police department or a campus security department of an institution. If the institution has a campus police or security department, those individuals are campus security authorities.
  - b. Any individual or individuals are responsible for campus security but do not constitute a campus police department or campus security department.
7. **Complainant:** An individual who alleges to be the victim of unlawful conduct as defined by the Clery Act.
8. **Consensual relationship:** intimate, romantic, or sexual relationship to which both parties have given consent.
9. **Consent (to sexual activity):** the voluntary, informed, freely, and actively giving sign or statement demonstrating explicit willingness to participate in a specific sexual activity. For example, a person may give consent to a kiss but not intercourse.
10. **Dating Violence:** physical, sexual, or psychological/emotional violence or the threat of such abuse committed by a person who has been in a social relationship of a romantic or intimate nature with the victim. Determinants include the length, type, and frequency of interaction between the persons involved in the relationship.
11. **Discrimination:** the segregation, separation, or disparate treatment of individuals based on gender, age, race, creed, national origin, religion, disability, sexual orientation, marital status, or status related to public assistance. Discriminatory practices include any instances of treatment or behavior that interfere with an individual's full participation in the school community, such as discouraging course participation or other activities designed to inhibit progress in a program of study.
12. **Domestic Violence:** any violent misdemeanor and felony offenses committed by the victim's current or former spouse, a person with whom the victim shares a child in common, current or former cohabitant, intimate partner, person similarly situated under domestic or family violence law, or by any other person against an adult or youth victim protected from that person's acts under domestic or family violence laws. Domestic violence is a general term used to describe abusive behavior 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. Domestic violence behaviors may intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound the victim.

13. **Institutional Administrator:** an employee who holds a position of responsibility at a supervisory or managerial level or higher.
14. **Institutional Statutory Designee:** the person or persons designated under Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act, and Age Discrimination Act as the employee(s) responsible for coordinating ASPIRA CITY COLLEGE efforts to comply with the statutes.
15. **Fondling:** the touching of the private body parts of another person for sexual gratification, without the victim's consent, including instances where the victim is incapable of giving consent because of his/her age or because of temporary or permanent mental incapacity.
16. **Formal Complaint:** a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment.
17. **Harassment:** any unwanted behavior that creates a hostile environment.
18. **Non-Campus Building or Property:** The Clery Act defines non-campus buildings or property as those owned or controlled by a student organization that the institution officially recognizes, or any building or property owned or controlled by an institution used in direct support of the institution's educational purposes, and is frequently used by students, but is not within the same reasonably contiguous geographic area of the institution.
19. **Prohibited Conduct:** dating violence, domestic violence, discrimination, harassment, sexual harassment, stalking, and retaliation, as defined under the Clery Act, provided that conduct either
  - a. occurs at ASPIRA City College facilities;
  - b. happens at or in connection with a course or other institutional event;
  - c. allegedly creates a hostile environment at the school or institutional activity.
20. **Rape:** the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, 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 temporary or permanent mental or physical incapacity or their youth. This offense includes the forcible rape of both males and females.
21. **Reportable Offenses:** under the Clery Act, these criminal actions follow the Federal Bureau of Investigation (FBI) *Uniform Crime Reporting Handbook* and include the following if they occur on the college premises or during sanctioned off-campus activities.

a. **Criminal Offenses**

- Criminal Homicide
- Aggravated Assault
- Sexual Assault (Sex Offenses)
- Burglary
- Robbery
- Motor Vehicle Theft
- Arson

b. **Hate Crime Offenses** based on race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability, including:

- Murder/Non-negligent Manslaughter
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Simple Assault
- Larceny-Theft
- Intimidation
- Destruction/Damage/Vandalism of Property

c. **VAWA Offenses (Violence Against Women Act)**

- Domestic Violence
- Dating Violence
- Stalking

d. **Arrests Related to:**

- Weapons: Carrying, Possessing, etc.
- Drug Abuse Violations
- Liquor Law Violations

22. **Respondent:** the individual who reported to be the alleged perpetrator of prohibited conduct.

23. **Retaliation:** any adverse action taken in retribution for one's reporting, supporting, or participating in an investigation related to an allegation of prohibited conduct.

24. **Sanction:** is a disciplinary action that may result from prohibited conduct.

25. **Sex Offenses:** defined as any sexual act directed against another person, male or female, 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. There are four types of Forcible Sex Offenses:

- Forcible Rape:** sexual penetration, no matter how slight, of a person, forcibly and/or against that person's will; or where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females. If force was used or threatened, the crime is classified as forcible rape regardless of the victim's age. If no force or threat is present, and the victim was under the statutory age of consent, classify the crime as statutory rape. The ability of the victim to give consent must be a professional determination by a law enforcement agency.
- Forcible Sodomy:** oral or anal sexual intercourse with 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.
- 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 where the victim is incapable of giving consent because of their 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.

- d. **Forcible Fondling** is the touching of the private body parts of another person for 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.
27. **Sexual Harassment:** an unwelcome sexual advance, sexual assault, request for sexual favors, and/or other verbal or physical conduct of a sexual nature, including but not limited to the following:
- a. Behavior that interferes with student academic performance or creates an intimidating, hostile, or offensive educational environment.
  - b. Unwelcome, unnecessary, or coerced touching, kissing, grabbing, hugging, cornering, or another physical contact of a sexual nature or sexually motivated.
  - c. Unwanted sexual compliments or comments.
  - d. Demand for sexual favors accompanied by implied or overt threats concerning employment, grades, compensation, tangible benefits, or recommendations.
  - e. Unequal academic or employment performance standards, discipline, or work regulations because of sex.
  - f. Deliberate or careless use demeaning language that has a sexual connotation.
  - g. Deliberate or careless dissemination of materials such as cartoons, articles, pictures, or graffiti with sexual content, which are not necessary for the academic environment, and which are offensive to students or employees.
  - h. Engaging in conduct directed at a specific person that would cause a reasonable person to fear for their safety, the safety of others, or suffer substantial emotional distress.
28. **Stalking:** conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or to suffer substantial emotional distress.
29. **Statutory Rape:** sexual intercourse with a person who is under the statutory age of consent.
30. **Summary Suspension:** an immediate temporary suspension of a student during an evaluation of a complaint about prohibited conduct. During Summary Suspension, the student is not allowed to engage in activities associated with the institution. If the respondent is a student, and the alleged prohibited conduct is creating hostile conditions, the College suspends the respondent immediately following the guidelines of a Summary Suspension. The institutional administrator directly associated with the course, activity, or event in which the prohibited conduct occurs will have the discretion to determine, consistent with this section, if Summary Suspension is appropriate.
31. **Supportive Measures:** individualized services reasonably available that are non-punitive, non-disciplinary, nor unreasonably burdensome to the other party while designed to ensure equal educational access, protect the safety, or deter sexual harassment.
32. **Suspension:** an institution-initiated temporary status denying a student access to the classroom until he or she meets the required conditions.



## Chapter 3: Sex Crime Awareness

### Introduction

Sexual assault and violence are never the victim's fault--no matter when, where, why, or how it happens! Anyone can be the target of sexual assault, regardless of age, gender, race, ethnicity, sexual orientation, sexual history, or social class. There is no stereotypical victim or perpetrator. Nearly 85% of all victims of sexual assault knew the person who raped or assaulted them. Often, what starts off appearing innocent and fun can escalate to sexual violence.

- Among undergraduate students, 26.4% of females and 6.8% of males' experience rape or sexual assault through physical force, violence, or incapacitation.
- Persons between the ages of fifteen and twenty-five are the most vulnerable to date or acquaintance rape.
- 5.8% of students have experienced stalking since entering college.
- As a rule, women are more likely to be raped by someone they know than strangers.
- The use of alcohol or drugs by both the victim and the offender is often a contributing factor in sexual assault cases.
- Men can be victims of sexual assault.
- According to the National Coalition Against Domestic Violence, about 20% of all college students say an intimate partner abused them. Nearly a third admit to having committed assault against their partner at some time in the previous year.

Be Safe  
Be Proactive  
Be Courageous  
Do the Right Thing

ASPIRA City College aims to create an environment that does not tolerate any form of sexual harassment or violence. To the best of our resources and abilities, our objective is to increase awareness of sexual violence, reduce the likelihood of it occurring, and, if it does happen, ensure that victims know their rights and have critical resources and support.

### Chapter 4: Preventative Measures to Reduce the Risk of Sexual Assault

Sexual assault can occur in any situation. Although it is never your fault, regardless of the circumstances, there are steps you can take to reduce your chances of being victimized substantially.

#### 1. Communicate Your Limits Clearly

Do not let anyone violate your wishes or boundaries. Be assertive. Communicate firmly and directly. Passivity can be interpreted as permission. Be direct and firm with someone who is sexually pressuring you. If someone starts to offend you, says or does something that makes you uncomfortable, or in any way makes advances that cross a line, tell them to stop. If the person does not respect your wishes, remove yourself from the situation immediately.

### **3. Trust your instincts**

If you feel pressured into unwanted sex, you probably are. If you feel uncomfortable or threatened around an acquaintance or partner, get out of the situation immediately.

### **4. Respond physically**

Even clear communication does not always work. If someone is not responding to your objections, you have the right to defend yourself physically.

## **Tips to Reduce Risk at Home**

- Make sure all windows and doors in your home can be locked securely, particularly sliding glass doors. Use the locks. Keep entrances well lighted.
- Check the identification of any sales or service person before letting them in.
- If you live in an apartment, avoid being in the laundry room or garage yourself, especially at night.
- If you come home alone and find a door or window open or signs of forced entry, don't go in. Go to the nearest phone and call the police.
- Watch out for unwanted visitors. Know who's on the other side of the door before you open it.

## **Tips to Reduce Risk While Walking or Jogging**

- Be alert to your surroundings and the people around you.
- Stay in well-lighted areas as much as possible.
- Walk confidently, at a steady pace, on the side of the street facing traffic.
- Walk close to the curb. Avoid doorways, bushes, and alleys.
- If you are in trouble, attract help any way you can. Scream, yell for help, or yell "Fire!"
- If you sense that someone is following you, walk into a store or knock on a house door.
- Avoid alleyways and deserted parking lots.
- Avoid exposing or wearing flashy/expensive jewelry.
- Be cautious of strangers approaching you from behind. Be assertive. Don't let anyone violate your space. Turn around, face them, and let them pass and walk ahead.
- Be cautious of strangers approaching you and asking for time, money, a cigarette, or directions.
- Walk with confidence. The more confident you look, the stronger you appear.
- Use a purse or pocketbook that allows you to cross your body with the strap and then hold your bag under your arm.
- If possible, at night, walk on well-lit and traveled streets.
- Let someone know when you leave, where you are, and when you expect to arrive/return.
- Avoid alleyways and deserted parking lots.
- If possible, avoid walking or jogging alone. Vary your routes. Create a walking-buddy relationship with someone you trust.
- Know your route and know the possible safety go-to places on that route.
- Use pedestrian walk lights and crosswalks.
- Wear shoes that allow you to move quickly or run.
- Keep your cell phone charged, and within reach in the event, you need police assistance.

## Tips to Reduce Risk While Driving

- Keep your car in good, working order and the gas tank at least half full.
- Drive with all the doors locked.
- Never stop for hitchhikers.
- If you have a flat tire, drive on it until you reach a safe, well-lighted, and well-traveled area.
- If you see a vehicle following you, don't drive home. Go to the nearest police or fire station and honk your horn. If that's not feasible, proceed to an open gas station or other business to ask for help and call the police. Don't leave your car unless sure you can get inside the building safely. Try to obtain the license plate number and description of the vehicle.
- Drive on well-traveled streets, with doors and windows locked.
- Do not stop if a car pulls up alongside you.

## Tips to Reduce Risk in Parking Lots & Other Isolated Locations

1. Park in well-lit areas, close all windows and lock the car, even if you'll only be gone a few minutes
2. Be wary of isolated spots, like underground garages, offices after business hours, and apartment laundry rooms.
3. When you return to your car, have the key in your hand and ready. Check the front and rear seats and floor before getting in.
4. Avoid alleyways and deserted parking lots.
5. Watch your keys; don't lend them - leave them - lose them. Never put your name and address on the key ring.
6. Always trust your instincts. If you feel uncomfortable in your surroundings, take action to leave the area.
7. Know your limits when it comes to using alcohol.

## Technology Tips to Help Reduce Assault Risk

While tech gadgets are not the answer to preventing sexual assault, they can help in certain circumstances. The list of these gadgets is provided exclusively for awareness and informational purposes and is not a product endorsement.

### SAFELET

The Safelet is another wearable device allowing users to send alerts to predetermined friends and family without using their phones, who can then call 911. Like setting a watch, users can activate the Safelet by simultaneously pressing two buttons located on either side of the face. It looks like a regular bracelet, and once activated, it syncs with the user's mobile phone and starts recording sound.

<http://www.safelet.com>

### WATCHOVERME

Watch Over Me is a free app available for Android and iOS that allows the user to set a timer when traveling alone. When you're in a situation where you don't have time to make a call for help, shake your phone, and even if it's locked, the app turns on your phone's alarm and video camera and sends an alert to your pre-set emergency contacts. The company that created it dubbed itself "Waze of personal safety," stating, "instead of giving you traffic updates, it warns you when you're about to enter a high crime zone."

You can choose to add updates in the form of texts, pictures, or videos. If you do not tap the "I'm Safe" button before the timer runs out, it notifies your emergency contacts giving them your location and any information you've uploaded. <https://www.watchovermeapp.com/>

### STILETTO

One functionality that sets Stiletto apart from other wearable jewelry or app, other than its stylish look, is the ability to place 911 calls on your behalf. Less than an inch on all sides, it can be worn as a pendant on necklaces or bracelets, and with a single press, it dials an emergency contact or the police. If you're unable to speak for yourself, the automated voice assistant takes care of that for you. If the situation de-escalates, with a second press, you can confirm your safety. <https://www.techfaster.com/stiletto-safety-device/>

### 6. REVOLAR

While this is a wearable device that you can clip onto keys or your pants' pocket, a free app version is also available. Revolar works with either Wi-Fi or cellular data, and while traveling, users can make a single click to let their contacts know they're safe, two clicks if they feel unsafe, or three if they're in imminent danger. Users can also use the app version to send themselves a phone call. The phone rings and plays a pre-recorded message, so the user can pretend they're on the phone to escape an uncomfortable situation in a pinch. <https://www.revolar.com/>

### 7. KITESTRING

Because it is a text service, there's nothing to download. As long as you have a cellphone signal, let Kitestring know when to check up on you, and text your reply when they do. The SMS service, which is free, also offers emergency contact notifications and a personalized alert message. <https://kitestring.io/>

### 8. REACT MOBILE

React Mobile offers both a free safety app and panic button device attached to clothing, car keys, wallets, or carried in hand. Once activated, a React Mobile dispatcher immediately provides emergency contacts with your profile information and GPS location. Called “the world’s smallest personal panic button,” React Mobile also offers group packages, perfect for organizations and community groups looking to stay protected together. <https://www.reactmobile.com/>

## 9. GO GUARDED

This self-defense product is for active women who want to enjoy the freedom of exercise in the early morning hours or the evenings after work without worry. The heavy-duty plastic serrated-edge weapon is fitted to and worn on your finger and can increase the user’s chances of getting to safety if attacked. There’s no need to reach into a pocket or fanny pack – with only a split second to react; you can start defending yourself right away. <https://www.goguarded.com/>

## **Bystander Intervention to help reduce incidences of assault**

1. The term “bystander intervention” refers to non-involved parties to an incident becoming involved. Bystander intervention requires a willingness to do what is right and the courage to intervene safely and appropriately. If you witness a concerning situation, you may be able to step in before things escalate further:
  - a. Determine if there is an immediate threat to yourself or others; if so, call 911 for assistance.
  - b. DO NOT put yourself or others in harm’s way.
  - c. If the situation has not escalated to the point where law enforcement is required, you may be able to diffuse it successfully, so no one is injured or injured further.
  - d. Subtlety, tact, and humor can be handy tools in diffusing a situation.
2. **A Hypothetical Scenario:** You are among a group of people attending an event or a bar. One member of your group is intoxicated, to the point of not making appropriate decisions. A person appears to take advantage by suggesting they “go up to their room or leaving to go somewhere else.” What can you do?
3. **Possible Intervention Strategies:**
  - a. **Be subtle:** “I don’t know if that is such a good idea. I think we all have had enough, and we have an early day tomorrow.” Often, other bystanders will pick up on the situation, understand your concerns and join in the diffusion.
  - b. **Be direct:** “She is not in any condition to go anywhere. Her friends will make sure she is okay, and we are watching out for her.” This approach is a bit confrontational, but it can

mitigate a situation quickly. You, however, need to determine if a direct plan will make the situation worse.

- c. **Create a distraction:** “Hey, I need your help down at the end of the bar. I am going to get a round for everyone, and I need your help to carry them. Can you give me a hand?”

## Chapter 5: What to Do If You Are A Victim of a Sex Crime

1. **Get to a safe place as fast as you can.** Then call 911 or the police. For your protection, make the call to the police immediately. If the assault occurs on the ASPIRA City College premises, go to the nearest instructor or staff member. This person will provide support and have either the Campus Director or Senior Security Officer or both come to your aid immediately. ASPIRA City College will contact the local police authorities. An officer(s) will be dispatched to the campus to take your statement of the incident. Both ASPIRA City College and the police department will encourage you to seek medical attention immediately. It is ultimately your decision to pursue an assault complaint at some later point.
2. **Preserving evidence.** Do not touch or change anything at the scene of the assault. Do not drink, don't wash your hands, don't brush your teeth, shower or clean any part of your body, and don't change your clothes or comb your hair. It's only natural to want to do these things, but in doing so, critical evidence is destroying for prosecuting the perpetrator. An emergency room doctor will collect evidence using a rape kit for fibers, hairs, saliva, or clothing that the attacker may have left behind.
3. **Seek medical attention.** Go to your nearest hospital emergency room as soon as possible. It is essential to seek medical attention immediately to be examined, treated for any injuries, and screened for possible sexually transmitted infections (STIs) or pregnancy. During the medical examination, critical evidence will be collected and turned into the police on your behalf. If you've yet to file a police report and decide you want to do so, you or the hospital staff can call the police from the emergency room. The hospital staff will offer to connect you with the local rape crisis center. The center staff can help you make choices about reporting the attack and getting help through counseling and support groups.
3. **Get Emotional support.** Call a friend, family member, or a sexual assault crisis center or hotline immediately to talk with a counselor about the traumatic experience you survived. One hotline is the National Sexual Assault Hotline at 800-656 HOPE (4673). Sexual assaults are terrifying and traumatic, and the psychological effects do not go away if you ignore them. Feelings of shame, guilt, fear, and shock are normal. Getting the appropriate counseling is essential.
4. **Report the assault.** Reporting is an essential process in regaining control whether you ultimately choose to prosecute the crime or not. Preserve your options by filing a report with the police. Reporting a sexual assault does not commit you to further legal action. In the initial meeting with the law, they will ask you to tell them what happened, where it happened, and describe the

attacker. The earlier you report the assault, the easier it will be for police to investigate the crime and to prosecute the case successfully if that is your choice. Just as collecting medical evidence did, filing the report with the law helps you preserve your options.

5. If you wish to have the assailant prosecuted, the police and the District Attorney's Office will handle the legal proceedings without expense to you. You do not need to hire an attorney.

## Chapter 6: College Policy on Discrimination, Sexual Assault, and Harassment



ASPIRA City College is committed to providing all students with an environment free of discrimination, harassment, and assault. This policy establishes the definitions, procedures, prohibited conduct, and sanctions implemented to maintain the desired learning and working condition.

Our policies on alcohol and drug use, harassment, sexual violence and other prohibited acts, campus security, and crime prevention are distributed to new employees in the orientation package and new students as part of New Student Orientation. Our *Safety and Security Guide* containing these policies, our practices in the event of a violation, prevention programs, including Alcohol Abuse and Sexual Violence Prevention, is provided to new students upon application. Additional resources are available to students through the Learning Resource Center.

**Included in information dissemination are ASPIRA City College official policies and procedures for reporting prohibited acts and allegations, and**

- Response to complaints, investigative procedures, and sanctions ASPIRA City College imposes on offenders.
- Protective measures the College extends to victims following a complaint of sexual harassment, their Bill of Rights, a written explanation of a victim's rights and options, and information on counseling, health, legal assistance, and other services available to victims.

### Policy Statement(s)

1. ASPIRA City College assumes responsibility to prevent campus crime and provide a safe environment for its students and employees. Therefore, the following policy is for the protection of students, faculty, and staff. This policy follows the Student Right-to-Know and Campus Security Act.
2. ASPIRA City College is an equal opportunity educational institution. The College admits students without regard to age, race, color, religion, gender, sexual orientation, disability, or national origin. It does not discriminate based on these protected statuses administering its admission, educational, student services policies, loan programs, or other school-administered activities. Anyone with questions concerning protection against discrimination should direct them to

ASPIRA City College Title IX Coordinator: Ms. Madeline Sargent, 4322 North 5th Street Philadelphia, Pennsylvania, 19140 (215) 455-2300.

3. ASPIRA City College does not tolerate, condone, or allow discrimination, sexual assault, or other unlawful conduct, intimidation, or any retaliatory behavior related to reports of such conduct. This policy statement applies to faculty or students, fellow employees, supervisory level employees, or non-employees who conduct business with the College.
4. Perpetrators of crimes defined in our *Annual Crime Statistic Report* and *Campus Safety and Security Guide* are subject to disciplinary action, including employment termination, suspension, or immediate dismissal from the College.
5. The College encourages **timely reporting** of all incidents that violate municipal, state, or federal laws and College policy. If anyone knows of any such violation, including Clery Act violations, they should report the acts directly to the College Title IX Coordinator or the College President.
6. **Campus enforcement authority** is limited to the enforcement of ASPIRA City College rules and regulations. ASPIRA City College reports all incidents that appear to violate municipal, state, or federal laws to the Philadelphia Police Department. ASPIRA City College retains the right to inform law enforcement, at its discretion, to protect its students and employees.
6. **Timely Warning:** In the event of an emergency or criminal incident that may pose an immediate threat to the ASPIRA community, the College administration issues a campus-wide “timely warning” to all faculty, staff, and students. This alert broadcasts by telephone, text, email, and social network messages.
7. **Notification of Annual Crime Statistics:** ASPIRA City College notifies enrolled students when the updated Annual Crime Statistics Report posts to our website, with directions to access that report. Prospective students may access the information on our website under consumer info at [www.aspiracitycollege.edu/info](http://www.aspiracitycollege.edu/info). Applicants for admission receive an electronic copy of the Annual Crime Statistics Report along with our Campus Safety and Security Guide before signing their application and sign electronically to acknowledge receipt. Faculty and staff receive paper notifications and are required to sign an acknowledgment form and return it to Human Resources.

## Procedure for Reporting Sexual Misconduct

1. ASPIRA City College encourages anyone who is a victim or witness to sexual misconduct or prohibited conduct to report the incident to the College administration. The victim or witness may report directly to a faculty member, administrator, Campus Director, or College Security Authority. The College makes an alternative method of reporting an incident available for 24/7 access and filing. An HTML form for electronic reporting is on the College website for this purpose at <https://www.aspiracitycollege.edu/pa-act-16-sexual-misconduct-complaint-form/>.

2. ASPIRA City College seeks the following information from the complainant (victim):
  - The name(s) of alleged perpetrators, if known, or a description of the individual (s) and a description of the alleged prohibited conduct, including the date(s), time(s), and place(s).
  - A statement regarding the corrective action the student is seeking.
  
3. Anyone can report an instance of alleged prohibited conduct to:
  - Any faculty member
  - Any ASPIRA City College official or administrator
  - The Campus Director; Any Department Director
  - ASPIRA City College Senior Security Authority, Ms. Madeline Sargent  
[madeline.sargent@aspiracitycollege.edu](mailto:madeline.sargent@aspiracitycollege.edu) (215) 455-2300
  
4. When a faculty member, official, administrator, or legal designee is made aware of a grievance, they will notify the Security Authority immediately. The Security Authority documents the report of prohibited conduct under this policy. The Security Authority will complete a *Campus Security Incident Report* including a full account of the incident with statements from the victim(s), involved parties, and witnesses.
  
5. It is your right to report the incident to law enforcement or not. If you choose to notify law enforcement, campus authorities will assist you.

# Response to a Report of Sexual Misconducts

## Investigation Phase

1. All complaints of prohibited conduct under this policy receive a prompt, fair, and impartial investigation according to ASPIRA policy. Our examination includes but is not limited to fact-finding initiatives, formal or informal meetings, and hearings. The process allows for justifiable investigative extensions given written notice to the involved parties.
2. Proceedings are conducted by ASPIRA officials without bias against the accuser or the accused. The investigation is transparent to all involved parties with equal access to information and timely meeting notices.
3. Allegations of misconduct will receive a prompt, fair, and impartial investigation and resolution. The ASPIRA officials leading the probe have annual training under the Clery Act and College policies. Training includes matters on domestic violence, dating violence, sexual assault, and stalking, and how to investigate and conduct a hearing that protects the safety of the victims and promotes accountability.
4. Investigations of alleged prohibited conduct will include:
  - a. Notification to the respondent of the allegation of prohibited conduct;
  - b. An opportunity for complainant and respondent to submit written information, evidence, witness support, and be accompanied by an advisor of their choice in all conferences.
5. At the investigation conclusion, the review panel will consider all statements, submissions, and other evidence uncovered during the inquiry. It will issue a decision, including sanctions, if any, within 60 days of the Report to the Security Authority, unless the alleged victim requests an extension for circumstances beyond ASPIRA City College's control.
6. If the investigation returns a prohibited conduct finding, the review panel will determine the remedy and consider the College's opportunities, if any, to prevent a recurrence. The Security Authority will report the decision and any appeal opportunities to the complainant and the respondent in writing. Both parties have the right to appeal the decision.

## Initial Resolution Phase

1. The Security Authority shall administer the Initial Resolution Process. The Security Authority consults with Human Resources when a faculty member or employee is involved.
2. ASPIRA Security Authorities determines whether the complaint and evidence presented constitutes prohibited conduct under this policy. If, in conclusion, it does not constitute prohibited conduct under this policy, there will be no further proceedings under this policy.

3. The Security Authority may informally bring the matter to resolution, except in allegations involving alleged sexual assault, dating violence, domestic violence, or stalking. However, the alleged victim always retains the right to refuse informal resolution.
4. The investigation goes to an independent review panel or Human Resources for further review if either party contests the initial informal resolution.

### **Determination phase** Prompt, fair, and impartial proceedings

1. Results, including initial, interim, or final decisions by any official or entity authorized to resolve disciplinary matters within the institution, are conveyed in writing to the complainant and responder simultaneously. The communication includes any sanctions imposed by the institution.
2. ASPIRA City College may impose a summary suspension, an immediate temporary suspension of a student during an investigation of alleged prohibited conduct. During Summary Suspension, the student cannot engage in all activities associated with the Institution. Based on the presenting conditions, the College may keep the summary suspension in place through the next level of review and determination.
  - a. If the complainant and respondent are actively the ASPIRA City College community, and the alleged conduct creates hostile work or learning conditions, following the guidelines of a Summary Suspension, the respondent is suspended.
3. The ASPIRA administrator directly associated with the determination completes all procedures required within ten calendar days of summary suspension notification. If a respondent receives a summary suspension, they receive information about their rights and appeals process. They must respond in writing within seven (7) calendar days from the date of said notification.
4. The respondent may submit a written request for an extension of time for his or her written response or appearance by telephone beyond the seven-calendar day deadline. ASPIRA grants an extension of either party for up to 30 calendar days. The College's resolution timetable extends in lockstep with the extra time given to the complainant or respondent. Summary suspension is in effect through the extension.

### **Decision | Summary Suspension is Not Justified**

1. If the ASPIRA administrator finds that the evidence reviewed does not justify the summary suspension, or there is no decision in the time described in the policy, the summary suspension will expire. The process will continue as defined by the procedure, but the respondent will return to their pre-summary suspension status.

2. In this instance, the respondent will have an opportunity to complete the missed coursework within ten calendar days of returning to the classroom without penalty.
3. If the respondent was in the last two weeks of the course, he or she has the option of receiving an Incomplete (“I”) grade; in that case, the coursework must be completed and submitted no later than two weeks after the course ends; or
4. The respondent may choose to withdraw from the course or retake the course without financial penalty or penalty for reusing work previously submitted to fulfill assignments for that specific course.

## **APPEAL Phase**

1. If either party chooses to appeal the initial decision, they must submit a written request to the Senior Security Authority in writing within ten calendar days of being sent notification of the panel’s decision.
2. The ASPIRA Campus Director reviews the investigation findings and may admit evidence not previously presented during the investigation for consideration during the appeal.
3. The Campus Director issues a decision and reports it to the complainant and respondent as soon as practicable. Decisions are reached within 60 calendar days of receipt of the appeal unless either party requests an extension or circumstances develop beyond the College’s control. The appeal decision may affirm or reverse the panel’s initial decision, in whole or in part, or may issue a new decision.
4. The appeal decision is final and communicated to the complainant and respondent in writing simultaneously.
5. Record of the complaint, investigation, panel decision, appeals process, and the final decision are on file permanently. ASPIRA reports allegations of prohibited conduct to the Philadelphia Police Department. Arrests and convictions appear in the Annual Crime Statistic Report for the following year.

# Student Sexual Assault Victim Bill of Rights

Consistent with the Federal Campus Sexual Assault Victims' Bill of Rights under Section 485(f)(8) of the Higher Education Act of 1965 (20 U.S.C. § 1092(f)(8)), ASPIRA City college has implemented a written policy establishing the rights of campus-related sexual assault victims.

## Under the Sexual Assault Victim Bill of Rights, You Have:

1. The right to have any and all sexual assaults committed against you treated with seriousness, investigated, and adjudicated by College and the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.
2. Disclose and advance the complaint free of bias, discrimination, retaliation, or harassment from ASPIRA City College, the accused, and their friends, family, and acquaintances within the institution's jurisdiction.
3. The right to prompt response, full cooperation, and confidentiality from ASPIRA in obtaining, securing, and maintaining evidence (including a medical examination) necessary for proof of criminal sexual assault in subsequent legal proceedings.
4. The right to disclose the violation or not and to report and advance the internal investigation or criminal process or both, free of suggestion or pressure to under-report to a lesser offense than perceived or not file a report to civil and criminal authorities or campus law enforcement and disciplinary officials because:
  - a. they are somehow "responsible" for the committing of crimes against them
  - b. they were contributorily negligent
  - c. they assumed the risk of being assaulted
  - d. by reporting they would suffer unwanted personal publicity
5. The same right to legal assistance, representation, and others present, including a preferred ASPIRA City College security authority in conferences and campus disciplinary proceedings as permitted to the accused.
6. The right to be treated with respect and dignity; to have adequate notice for all meetings and hearings; to advisement from ASPIRA City official trained under the Clery Act who may assist, advise, and accompany them throughout the complaint, investigative, and disciplinary conduct processes, including meetings and hearings related to the complaint.
7. The right to seek an order of protection, a no-contact order, a restraining order, or similar lawful order from any court with jurisdiction. The right to assistance from ASPIRA City College in notifying law enforcement authorities.
8. The right to describe the incident to as few ASPIRA officials as practical without being required to repeat a description of the event unnecessarily.
9. The right to report the incident to whomever they choose, including but not limited to:
  - a. An ASPIRA City College employee authorized to address complaints. This may include the Title IX Coordinator, a Student Conduct employee, or a Human Resources Office employee.

- b. Department of Public Safety
- c. Local law enforcement.
- d. State police

10. The right to be made aware and assisted in exercising any options, as provided by State and Federal laws or regulations, on testing sexual assault suspects for transmittable diseases and notification of results.
11. The right to resources, such as counseling and medical services, identified by ASPIRA or any other victim-service entity they choose.
12. The right to set aside the complaint and have their request honored.
13. Have access to at least one level of determination appeal.
14. The right to require ASPIRA City College to prevent unwanted contact or proximity to the alleged assailant(s).
15. The right to a fair, impartial process, adequate notice on upcoming conferences or hearings, and exercise their civil rights and practice of religion without interference and with meaningful accommodation.

