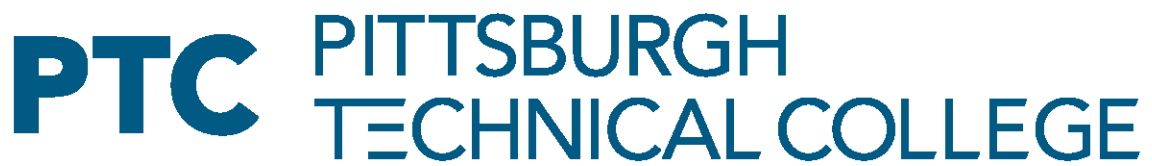


# TITLE IX HANDBOOK



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Pittsburgh Technical College (PTC) is committed to creating and maintaining a community where all individuals who participate in education programs and activities may work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the PTC community should understand that PTC prohibits sexual misconduct of any kind. The Title IX Coordinator and PTC Police Department will respond promptly and effectively to reports of sexual misconduct. The college will take appropriate action to prevent or discipline behavior that violates the Sexual Misconduct Policy.

Sexual misconduct can and does happen. These acts infringe on a person's trust, independence, and feeling of security. The perpetrator may be a stranger, or well-known to you.

If there is an alleged occurrence of sexual misconduct, campus resources are available to provide the victim/survivor with assistance in a discreet and caring manner. A victim/survivor is not at fault. Everyone deserves to feel safe and secure.

More than 90% of sexual assaults that occur among college students involve people who know each other, and many include the use of alcohol or drugs. The College maintains a drug and alcohol amnesty policy to provide a victim/survivor and bystanders with a means to report an incident without fear of reprisal.

PTC intends to increase awareness and encourage the prevention of sexual misconduct. The suggestions below are to promote the awareness of personal safety and the safety of others near you.

## **TITLE IX PROTECTIONS**

Title IX of the Education Amendments of 1972 protects people from discrimination and states:

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

The Title IX Coordinator is a resource for members of the PTC community who have questions or concerns regarding sexual harassment or sexual violence, who encounter sexual harassment or violence, who want to learn their rights under Title IX, or who feel their Title IX rights are being violated.

It is the right of any member of the PTC Community who feels they experienced an act of sexual harassment or sexual violence while participating in a PTC education program or activity to file a grievance with the Title IX Office. An individual may file a grievance at any time, even if a police report is not filed, or the police conclude there is not sufficient evidence for a criminal charge.

To learn more about your rights, filing a Title IX Discrimination Grievance, and PTC's policies regarding sexual harassment, please view PTC's Sexual Misconduct Policy, Title IX Discrimination Grievance Procedures, Sexual Assault Victims' Bill of Rights, and the Title IX Handbook, which provides information about responding to sexual harassment and the steps one may take to help prevent it. All documents are developed in accordance with the Violence Against Women Act Reauthorization of 2013 (VAWA), the Campus Sexual Violence Elimination (SaVE) Act, Jeanne Clery Act, and Title IX of the Education Amendments of 1972.

## **YOUR REPORTING OPTIONS:**

There are options available to file a Title IX grievance. PTC urges individuals to use the option most comfortable for them.

1. PTC's [Title IX Discrimination Grievance Form](#). The grievance will be received by the Title IX Office, which includes the following staff:
  - Nancy Starr, Title IX Coordinator, 1111 McKee Road, Oakdale, PA 15071. [starr.nancy@ptcollege.edu](mailto:starr.nancy@ptcollege.edu), or 412-809-5311.
  - Gloria Ritchie, Deputy Title IX Coordinator, 1111 McKee Road, Oakdale, PA 15071. [ritchie.gloria@ptcollege.edu](mailto:ritchie.gloria@ptcollege.edu), or 412-809-5126.

Individuals may also file a grievance using the above contact information in place of the online form. To access the online form, use the following login information:

**Website:** [secure.incident-tracker.com](https://secure.incident-tracker.com)

**Username:** `ptcguest`

**Password:** `ptcguest`

The Title IX Office will notify the PTC Police Department (PD) of each grievance received. While the decision to file a police report is up to the person submitting a grievance, the PD is required to investigate alleged criminal activity whether or not a police report is filed.

2. Individuals may speak with an [Official with Authority](#) (OWA, or Campus Security Authority) to file a grievance and request supportive measures

OWAs are required to disclose any Jeanne Clery Act reportable incident or crime to the PTC Police Department. Additionally, in cases of sexual harassment or violence, to the Title IX Coordinator.

The college considers the following staff and faculty to be Official with Authority (a.k.a., Campus Security Authority, Responsible Person).

- Anyone specified in PTC's Fire Safety and Security Report as someone to whom students and employees should report incidents or crimes
- A PTC employee who has significant responsibility for student and campus activities, student housing, or student discipline

Here is a link to the list of [Officials with Authority](#) for your reference.

3. If you decide not to file a grievance with PTC, some organizations will assist victim/survivors of sexual misconduct while maintaining strict confidentiality. These organizations include:

- PTC Counseling (confidential): 1-800-647-3327
- Pittsburgh Action Against Rape (24-hour confidential helpline): 866-363-7273
- Resolve Crisis Center (24-hour, 365-day crisis service): 888-796-8226

To learn more about Title IX, visit the U.S. Department of Education website.

## **SUGGESTIONS FOR ATTENDING A PARTY OR AN EVENT**

The student should know the location of the party or event and speak up if uncomfortable with the plans.

- A student should communicate with their date that no means no.
- Drinking and drug use can impair judgment. Decisions made under the influence of alcohol may differ from those made when sober.
- If a student chooses to drink, they should drink responsibly. A student should eat a meal before going to an event, drink a glass of water between alcoholic beverages, stick with one type of beverage, and understand their personal limits and do not cross them.

- Do not drink from an open container provided by another person. Premixed drinks have more alcohol than most think, and drugs like Rohypnol and GHB can be dissolved in drinks, causing the person consuming it to lose consciousness quickly. Do not finish drinks that were left unattended.
- It is not advised for a student to go somewhere alone with an acquaintance. If a student does leave an event with a new friend, they should alert someone as to where they are going and when they will be due to return.

## **REDUCE THE RISK OF COMMITTING SEXUAL ASSAULT**

- Listen carefully. A student should take the time to hear what the other person has to say. If a student feels they are receiving "mixed messages," they should ask the person for clarification.
- A student should not fall for the cliché that, "if they say no, they really mean yes." If a person says "no" to sexual contact, they mean no. The student should believe them and stop.
- Sexual assault is a crime. It is never acceptable for a student to force sexual activity on another person, no matter what the circumstance.
- A student should never make assumptions about a person's behavior. Do not assume that a person wants to have sex because of the way that they dress, or because they drink too much or because they agreed to be alone with the student.
- Consent for kissing, or another sexual activity, does not equal consent for any other type of sexual activity.
- If a person has previously had sex with a student, it does not mean that person is willing to have sex with that student again.
- If a person is mentally or physically incapable of consenting to sexual activity, by law, it is rape if sexual relations occur with that person.
- Students participating in a group situation should be careful and resist pressure from friends to participate in violent acts.
- If a student witnesses someone at risk of sexual assault, he/she should get involved. The student should not be afraid to intervene if it is safe. If it does not seem safe, the student should alert authorities.

## REDUCE THE RISK OF BEING SEXUALLY ASSAULTED

- Every student has the right to say "no" to any unwanted sexual contact. A student should know their sexual intentions and limits. If a student is uncertain of what they want, their partner should respect their feelings.
- A student should communicate their boundaries firmly and directly. If a student says "no," they should say it in a firm voice and with clear body language. A student should not assume the other person would automatically get the message without the student saying something. Avoid giving "mixed messages" and say "no" with conviction.
- Students should know that some people do not have their best interest at heart. They may think of a student who dresses provocatively, or who has been drinking or is willing to be alone with them as the student's willingness to have sex. The student should be very clear and upfront about their limits in these types of situations.
- If a student feels uncomfortable and believes he/she is at risk, they should leave the situation immediately and go to a safe place. A student should trust their gut feelings.
- A student should not be afraid to create a stir if they feel threatened. If he/she feels pressured or coerced into sexual activity, they should not hesitate to state their feelings and leave the situation.
- Students should only attend large parties with people they trust. Agree to look out for one another. Leave with the group, never alone.
- Complete the MyStudentBody training module during your first quarter at PTC.

## BYSTANDER INTERVENTION

Another way to reduce the risk of sexual misconduct is for students to get involved, if possible. Bystander intervention is taking some type of action to stop the progression of an event - such as domestic violence, dating violence, sexual assault, or stalking - because it is in the best interest of the person who is at risk.

The five steps of bystander intervention are as follows:

- **Notice the event.** Active bystander intervention encourages people to watch for those behaviors and situations that appear to be inappropriate, coercive and harassing.

- **Interpret the event.** Is it a problem or an emergency? Consider whether the situation needs attention. Pay attention to situations that may put friends or acquaintances at risk.
- **Assume personal responsibility.** Decide if there is a need to act. The presence of other witnesses, the uncertainty of the situation, apparent level of risk for the victim/survivor and the one who may intervene, and the setting of the incident are all factors to consider.
- **Know how to help.** Determine the priority goal, formulate a plan and prepare what to say. Safety is a priority so identify the red flags and try to anticipate problems. Have an exit strategy and determine any barriers such as motivation, ability or the environment.
- **Implement assistance.** Try to interrupt or delay the situation before it becomes an emergency. Maintain mutual respect with the assailant and be sensitive, understanding and non-judgmental. Contact law enforcement if it is not safe or prudent to help directly.

For more information on ways to reduce the risk of sexual misconduct, visit the following websites:

- Center for Disease Control – [Sexual Violence Prevention Strategies](#): Sexual violence is a serious problem that can have lasting, harmful effects on the victim/survivor and their family, friends, and communities. The goal of sexual violence prevention is to stop it from happening in the first place. The solutions are just as complex as the problem.  
  
Preventing sexual violence requires addressing factors at all levels of the [social ecology](#)—the individual, relational, community, and societal levels.
- [Changing our Campus Culture](#): The Center for Changing Our Campus Culture (The Center) is an online resource to address **sexual assault, domestic violence, dating violence and stalking**. The Center is supported by the Department of Justice’s [Office on Violence Against Women](#) in collaboration with its designated Campus Program Technical Assistance Provider Team.

## AFTER AN ASSAULT

### CAMPUS SEXUAL ASSAULT VICTIMS’ BILL OF RIGHTS

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President George Bush signed the *Campus Sexual Assault Victims’ Bill of Rights* into law in July of 1992. This law requires that all colleges and universities (both



public and private) participating in federal student aid programs afford assault victim/survivors certain basic rights. Colleges found to have violated this law can be fined up to \$35,000 or lose their eligibility to participate in federal student aid programs. Complaints about colleges that have failed to comply with this law should be made to the U.S. Department of Education.

The rights provided by the *Federal Campus Sexual Assault Victims' Bill of Rights* include the following:

- Survivors shall be notified of their options to notify law enforcement
- Accuser and accused must have the same opportunity to have others present
- Both parties shall be informed of the outcome of any disciplinary proceeding
- Survivors shall be notified of counseling services
- Survivors shall be notified of options for changing academic and living situations

The *Campus Sexual Assault Victims' Bill of Rights* exists as a part of the campus security reporting requirements, commonly known as the Jeanne Clery Act. (Center, n.d.)

#### PROCEDURES FOR VICTIM/SURVIVOR OF SEXUAL ASSAULT

Immediately after an assault, the victim/survivor may be in a state of shock. Victim/survivors react in different ways, sometimes hysterically, angrily, or calmly. In this state, the victim/survivor will most likely make better decisions by talking with someone that they trust or speaking with a professional crisis intervention worker. It may help them understand their options.

The victim/survivor may want to wrap up in something warm, such as a blanket or coat and then call emergency services for immediate assistance.

Things to do immediately after an assault:

1. A sexual assault victim/survivor should get to a safe place and lock the doors and windows, or use one of the 13 emergency call stations on campus to reach the Public Safety Department
2. The victim/survivor should call **911**

3. It is important for the victim/survivor to receive medical attention. This will ensure physical well-being and permit medical staff to collect evidence. Even if there is no physical injury, the victim/survivor should be tested for STDs, pregnancy, and internal trauma
4. A sexual assault resource center or a trusted friend can offer support to the victim/survivor during this time
5. If possible, the victim/survivor should try to write down what they remember

After an assault the victim/survivor should avoid taking a shower or bath, brushing or combing their hair, douching or going to the bathroom, changing clothes or bedding, eating or drinking, brushing or rinsing teeth or touching anything at the crime scene. Doing any of this may damage or destroy important evidence.

The victim/survivor should consider having a rape kit done at the hospital. If deciding to press charges the preservation of evidence is very important to the successful prosecution of cases involving sexual violence. All medical procedures are confidential. Additional information on sexually transmitted diseases is available on the [Allegheny County Health Department's website](#).

If the victim/survivor decides to press charges, preservation of physical evidence is important to the successful prosecution of cases involving sexual violence.

#### AREA HOSPITALS

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- Magee Women's Hospital--412-647-4933
- Mercy Hospital--412-232-8222
- Heritage Valley Kennedy--412-777-6161
- Sewickley Hospital--412-741-6600
- St. Clair Hospital--412-942-4000

#### ADDITIONAL RESOURCES

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- Pittsburgh Action against Rape--888-363-7273
- Resolve Crisis Center--888-796-8226

## EMERGENCY CONTACT INFORMATION

### PTC CAMPUS POLICE DEPARTMENT

Located at the North Fayette Campus. Coverage Includes all property owned or leased by PTC.

- From on-campus landline phones, dial “0” or extension 5300.
- From any landline or cellphone, dial 412-809-5300.
- 24-Hour Emergency Number for all phones dial 412-592-8696.

### PTC COUNSELING SERVICES,

Located at the North Fayette campus. Counseling is available to all PTC students, faculty & staff at 1-800- 647-3327

### NORTH FAYETTE POLICE DEPARTMENT

Coverage includes the North Fayette Campus and Hawthorne off-campus PTC housing.

- The emergency line is 911 or 724-693-8400
- Non-emergency line is 724-787-8900

### ROBINSON TWP POLICE DEPARTMENT

Coverage includes Westpointe off-campus PTC housing.

- The emergency line is 911
- Non-Emergency line is 412-788-8115

### ALLEGHENY COUNTY POLICE DEPARTMENT

Coverage includes all of Allegheny County

- The emergency line is 911 or 412-473-3000
- Non-Emergency line is 412-473-1251

### PENNSYLVANIA STATE POLICE

- Non-emergency line is 717-783-5599

## **ADDITIONAL RESOURCES**

**APPENDIX A: [SEXUAL MISCONDUCT POLICY](#)**

**APPENDIX B: [TITLE IX DISCRIMINATION GRIEVANCE PROCEDURES](#)**

**APPENDIX C: [CAMPUS SEXUAL ASSAULT VICTIMS' BILL OF RIGHTS](#)**