

VALLEY FORGE MILITARY ACADEMY AND COLLEGE

1001 Eagle Road, Wayne PA 19087

ANNUAL SAFETY, SECURITY AND FIRE SAFETY REPORT – 2018

The report published October 1, 2018 contains statistics for 2017, 2016 & 2015

INTRODUCTION

The Valley Forge Military Academy & College (VFMAC) is a non-profit, educational institution located on a magnificently landscaped, 100 acre campus, in the Main Line community of Wayne, Pennsylvania, approximately 15 miles west of Philadelphia, and close to the Valley Forge National Historical Park. Academic classes and faculty offices for VFMAC are located in buildings throughout the main campus and eastern portion of campus: Hart Hall North, Hart Hall South, Lhotak Hall, Baker Library and Shannon Hall. The dormitories, library, gymnasium and administrative buildings are located on the main portion of the campus. The athletic field house and athletic fields are located on the western edge of the campus. There were 284 cadets/ students in the College (257 lived in on-campus student housing and 27 students resided off campus in a commuter status) and 226 cadets/students in the Academy, grades 7th through 12th. (210 lived in on-campus student housing and 16 students resided off campus in a commuter status). There were approximately 208 non-student employees and contracted staff working on campus. Employees are encouraged to consult the Staff Memoranda, Faculty Handbook, College Catalog, and other written policies for additional information concerning VFMAC's security procedures. Cadets/students are required to read *The Student Handbook*. Members of the Corps of Cadets are also required to read *The Guidon* which is issued to each cadet upon arrival at VFMAC, for additional information concerning VFMAC's security procedures.

STATE AND FEDERAL CAMPUS SECURITY ACTS

VFMAC recognizes its responsibility to comply with state and federal law in regard to the reporting and dissemination of campus security information. According to Pennsylvania's "Higher Education Security Information Act," VFMAC is required to compile information regarding certain crimes occurring on campus and to publish certain campus security policies and procedures. This state law also requires VFMAC to report crime statistics to the Pennsylvania State Police and to make available to the campus community a statistical analysis of the reported crimes. In addition, a federal statute known as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," requires VFMAC to report certain information regarding campus crime to the United States Department of Education. Additional campus security policies and procedures and crime statistics must be provided to the campus community pursuant to the Clery Act.

All prospective students and employees must be advised that the crime statistics and a copy of the VFMAC's security policies and procedures noted in this report are available. In addition, this information must be published and provided to all students and employees on

an annual basis. Any questions regarding the information compiled by VFMAC pursuant to either statute should be addressed to the Commandant's Office.

SECURITY SERVICES

The Commandant's Department is responsible for security on campus and directly supervises the personnel who provide around-the-clock security services. The campus security staff consists of approximately four full-time Campus Safety Officers who monitor surveillance cameras overnight, as well as, TAC Officers and other officials. Campus Safety Officers are screened prior to assuming their duties.

The Campus Safety Officers are not police officers and, therefore, do not have law enforcement authority, such as the powers of arrest. However, VFMAC enjoys complete cooperation with the Radnor and Tredyffrin Township Police Departments who assist as needed. All reasonable efforts are made by the Commandant's Office to report significant criminal occurrences on campus to the appropriate local police department.

Campus Safety Officers employed by VFMAC do not carry any form of weapon or restraining devices. Each member of the Campus Safety Officers can communicate via telephone or portable radio to the Commandant's Office. All Campus Safety Officers receive on-the-job training and are instructed to promptly notify the Commandant's Office in the event of an emergency or a reported criminal incident.

REPORTING CRIMES

Any cadet/student or employee who is a victim of a crime is encouraged to report the incident to a Police Officer, TAC Officer, Campus Safety Officers or through the appropriate chain of command. Any victim or witness may also report an incident on a voluntary, confidential basis to the Commandant's Office.

Because of the nature of the Valley Forge Military Academy & College cadet/student rules and regulations, the barracks of the Corps of Cadets, and the cadet honor code, campus security is handled somewhat differently than at most colleges. Local police authorities are notified of criminal code violations and investigated by them. Nonetheless, VFMAC reports crimes occurring on campus to the state and federal authorities as required by law. VFMAC works with the local police departments in regard to information concerning criminal incidents that occur on campus or on the public property which borders or intersects Valley Forge Military Academy & College.

CONFIDENTIAL REPORTING

Although we encourage the reporting of crime directly to Campus Safety Officers, in some instances members of the campus community may choose to file a report with one of the other **Campus Security Authorities**. They include any member of the Campus Safety/Security Department, the Dean of Student Services, Resident Life Coordinators, Office of the Commandant of Cadets (including TAC Officers) other Directors and Department Heads, Health Services, athletic coaches, advisors and some counselors.

Allegations of campus crime that a staff member becomes aware of and that were made in good faith must be reported to the Office of the Commandant. "In good faith" means that there is a reasonable basis for reporting a crime, as opposed to basing a report on a rumor. Valley Forge Military Academy and College allows for confidential reporting of crime. Victims who do not want to pursue action within the Valley Forge Military Academy and College disciplinary system can make a confidential report. Valley Forge Military Academy and College can file a report of the incident without revealing the identity of the victim. The Radnor Township Police Department will be notified as well. Valley Forge Military Academy and College will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available at Valley Forge Military Academy and College and outside resources are available for other students on a referral basis. The purpose of a confidential report is to comply with a victim's expressed wishes to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. With this information, Valley Forge Military Academy and College can keep and disseminate accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for Valley Forge Military Academy and College.

ALCOHOL AND DRUG POLICY STATEMENT

In keeping with the mission of the College, there is a strict policy in regard to the possession, distribution, transportation and/or consumption of illegal drugs, drug paraphernalia and intoxicating beverages. Cadets/students may not, at any time, on or off campus, use or transport illegal drugs or drug paraphernalia, consume or possess intoxicating beverages or return to campus under the influence of drugs or alcohol. In addition, all cadets are obligated to comply with the laws of the Commonwealth of Pennsylvania in regard to the purchase, possession or consumption of alcohol and/or illegal drugs.

VFMAC strongly encourages any cadet/student or employee who is struggling with a substance abuse problem to seek assistance through VFMAC or through any appropriate outside agency or medical professional.

SEXUAL AND OTHER HARASSMENT POLICY STATEMENT

VFMAC believes that all cadets/students are entitled to an equal opportunity regarding all aspects of their experience with VFMAC. VFMAC strives to ensure that no individual cadet is discriminated against due to race, color, creed, sexual orientation or national origin. VFMAC does not condone or tolerate harassment, sexual or otherwise, by any member of the faculty, administration, Corps of Cadets/ Student Body. Any cadet/student or employee who is a victim of sexual or other harassment is encouraged to report the incident directly to the one of the following: TITLE IX Coordinator's Office, Commandant's Office, Dean of Student Services, Residence Life Coordinators, TAC Officer, and Security Officer. VFMAC is committed to working with any victim of sexual assault to obtain necessary counseling and is committed to fully investigating any and all such allegations.

TIMELY WARNING POLICY STATEMENT

The Commandant's Office will issue timely warnings to the VFMAC community whenever emergency or security issues arise, that pose a substantial and continuing threat to the cadets/students, faculty, or staff. These warnings may be given in multiple forms including via e-mail, postings to the VFMAC web page, text messages, written postings and announcements at regular VFMAC functions.

CAMPUS HOUSING AND FACILITIES

Cadets/students are assigned rooms and roommates on an annual basis. Roommates may be changed by the approval of the TAC Officer or Residence Life Coordinator. Only the Commandant of Cadets can approve a change in barracks. Each room is secured by an in-door combination lock or key entry lock. The Commandant's Office, Residence Life Coordinators and TAC Officers have access to a pass-key for emergency entry. There are no guest quarters available and no overnight guests are permitted.

An adult presence is maintained on campus at all times. The outside doors to each barracks/dormitory are open from 6:00 a.m. to 10:00 p.m. daily. During the evening hours, the Night TAC Officers are present to monitor access to the facilities until 10:00 p.m. in College barracks/dormitories and security patrols are conducted in and around the barracks/dormitories from 10:00 p.m. to 6:00 a.m. A TAC Officer is assigned to monitor Academy barracks 24 hours per day. Additional security patrols are conducted in and around the barracks/dormitories throughout the evening. A Campus Safety Officer's base of operations is in Lee Hall where they have the capability to monitor campus surveillance cameras during their tour of duty. Outside guests are generally not permitted in the barracks. Upon arrival on campus visitors are required to report to Medenbach Hall during normal business hours and the Commandant's Office in Lee Hall after normal business hours and on weekends. Visiting hours conclude at 5:30 p.m. each day. After business hours, all administrative and academic offices are locked and access cannot be obtained without the specific approval of the building manager or through the Commandant's Office.

During SY 2014-2015, SY 2015-2016 and SY 2016-2017 all female cadets were billeted in a female only barracks in Von Steuben Hall. During SY 2018-2019 all female cadets will be billeted on a single floor in Lafayette Hall. The entrances to the floor of the female barracks are locked at all times and require a key to gain access. Each cadet room is secured by an in-door combination lock. TAC Officers and Campus Safety Officers monitor the female floor of the barracks on a routine basis. Stairwells and hallways are monitored by security cameras which are monitored by a campus security officer.

Because VFMAC is a small and intimate community all members of the campus community are encouraged to participate in the continued security of the campus. Suspicious activity and unauthorized individuals should immediately be reported to the TAC Officer, Residence Life Coordinators, a security officer, or the Commandant's Office. Further information regarding visitors and off-limit areas may be found in *The Guidon*.

The TAC Officers, Residence Life Coordinators and a significant number of faculty and staff reside on-campus. These quarters and all campus facilities and grounds are inspected as needed by the security officers. All buildings, grounds, and dormitories are maintained by the Facilities and Services Department and regular inspections are made with an eye toward continued security and safety. Each company performs fire drills and all barracks are equipped with up-to-date fire alarms and extinguishers. Additional information concerning fire safety and security procedures is contained in *The Student Handbook* and *The Guidon*.

MISSING STUDENT POLICY

Reporting a Missing Student. Any member of the campus community who becomes aware that a person is or is suspected to be missing should contact their TAC Officer, Residence Life Coordinator or the security Officer on duty.

Emergency Contacts and Confidential Emergency Contacts. All cadets/students are required to update emergency contact information with the Commandant's Office. Cadets who are over 18 may register a confidential contact person to be notified in the case that the student is determined to be missing, by making this request in writing, to the Commandant's Office; otherwise the emergency contact listed on the emergency data form will be used in trying to locate the cadet/student. If a cadet/student registers a confidential emergency contact, only school officials and law enforcement officers will have the right to access this information.

Missing Person Notification. Once a college cadet/student has been missing for 24 hours or if there is a reason to suspect foul play, a report will be made to the local police. In all cases when the missing cadet/student is less than 18 years old the emergency contact and the parent or guardian will be notified. The parent or guardian will be notified if the over 18 year old cadet remains missing for over 24 hours or earlier if notification of the parent or guardians is in the judgment of campus officials to be helpful in locating the cadet/student.

Protocol Following a Missing Person Report. Once a cadet/student is reported missing, the TAC Officer or Residence Life Coordinator will try to locate the cadet/student. This person will work with other community members and external sources as needed. The next steps are likely to be, but not limited to these:

All persons who might have information regarding the missing person will be contacted for an interview. The cadet/student's emergency contact and parents/guardians will be notified as deemed appropriate. All known methods of communication to the cadet/student will be used to try to contact the cadet/student. All methods to try and find information as to the possible whereabouts of the cadet/student will be investigated. If the cadet/student still cannot be found, a report will be made to the local police, by the Commandant of Cadets. Once a missing person report has been filed with the local police, the Commandant of Cadets will remain in contact with the local police and take direction from them until the case is resolved.

DAILY CRIME LOG

The Commandant's Office maintains a daily log that lists valid complaints which are reported to the Commandant's Office. The log contains information regarding the nature of the incident, its general location, the date and the disposition of the incident, if known; but generally, personally identifiable information is excluded as required by law. The daily crime log for VFMAC can be viewed by the faculty, staff, cadets/students and the public upon request to the Commandant of Cadets.

CRIME STATISTICS

There are two separate charts of crime statistics. The first chart contains statistics of criminal incidents reported to the Pennsylvania State Police pursuant to the Higher Education Security Information Act. The second chart contains statistics reported to the U.S. Department of Education pursuant to the Clery Act. In regard to both charts, neither a police investigation, nor subsequent formal charges are required in order for the crime to be listed.

PENNSYLVANIA UNIFORM CRIME REPORT ACT

Crime statistics are reported to the Pennsylvania State Police for annual publication in "Crime in Pennsylvania, the Uniform Crime Report of the Commonwealth." These statistics are also available in the U.S. Department of Justice Publication, Crime in the United States, which is available at all public libraries and at most law enforcement agencies within the United States. Crime statistics are also available by writing to campus Security Office, Valley Forge Military Academy and College, 1001 Eagle Road, Wayne, PA 19087.

OFFENSE	YEAR		
	2015	2016	2017
Part I Offenses	Crimes/Crime Rate*	Crimes/Crime Rate*	Crimes/Crime Rate*
Criminal Homicide			
Murder & Non-Negligent Manslaughter	0/0	0/0	0/0
Manslaughter by Negligence	0/0	0/0	0/0
Forcible Rape			
Rape by Force	0/0	0/0	0/0
Assault to Rape - Attempts	0/0	0/0	0/0
Robbery			
Firearm	0/0	0/0	0/0
Knife or Cutting Instrument	0/0	0/0	0/0
Other Dangerous Weapon	0/0	0/0	0/0
Strong Arm (Hands, Feet, etc.)	0/0	0/0	0/0
Assault			
Firearm	0/0	0/0	0/0
Knife or Cutting Instrument	0/0	0/0	0/0
Other Dangerous Weapon	0/0	0/0	0/0
Hands, Fist, Feet, etc.	7/789	0/0	1/139

OFFENSE	YEAR		
	2015	2016	2017
Part I Offenses	Crimes/Crime Rate*	Crimes/Crime Rate*	Crimes/Crime Rate*
Burglary			
Forcible Entry	0/0	1/138	2/277
Unlawful Entry – No Force	1/113	1/138	2/277
Attempted Forcible Entry		0/0	0/0
Larceny-Theft (Exc. Motor Vehicles)	19/2142	23/3172	40/5540
Motor Vehicle Theft			
Autos	0/0	0/0	0/0
Trucks and Buses	0/0	0/0	0/0
Other Vehicles	0/0	0/0	0/0
Arson	1/113	1/138	0/0
Total Part I Offenses	28/3157	26/3586	45/6233
OFFENSE	YEAR		
Part II Offenses	2015	2016	2017
	Crimes/Crime Rate*	Crimes/Crime Rate*	Crimes/Crime Rate*
Assaults – Non Aggravated	7/789	12/1665	15/2018
Forgery and Counterfeiting	0/0	0/0	0/0
Fraud	1/113	3/414	2/277
Embezzlement	0/0	0/0	0/0
Stolen Property (receive, possess, etc.)	0/0	0/0	0/0
Vandalism	2/225	9/1241	11/1524
Weapons (carrying, possessing, etc.)	3/338	1/138	5/693
Prostitution & Commercialized Vice	0/0	0/0	0/0
Sex Offenses (exc. Prostitution & Rape)	6/676	6/828	6/831
Drug Sales/Manufacturing	0/0	1/138	0/0
Drug Possession	4/451	16/2207	18/2493
Gambling	0/0	0/0	0/0
Offenses Against Family & Children	0/0	0/0	0/0
Driving Under the Influence	0/0	0/0	0/0
Liquor Laws	24/2706	10/1379	9/1247
Drunkenness	1/113	2/276	0/0
Disorderly Conduct	35/3946	19/2621	58/8033 54 Academy incidents 4 College incidents
Vagrancy	0/0	0/0	0/0
All other offenses (except traffic)	3/338	11/1517	9/1247
Total Part II Offenses	86/9,696	90/12,414	133/18,421
Total Part I and Part II Offenses	114/12,852	116/16,000	178/24,654

- The crime rates calculated in this chart are done so by multiplying the number of recorded crimes times 100,000 to obtain the population base, then dividing that number by the full-time equivalent population of students and VFMAC employees (722 for 2017, 725 for 2016, 887 for 2015)

- Crime rate data for 2015 included all College as well as Academy cadets/students attending Valley Forge Military Academy and College and all non-student employees working at Valley Forge Military Academy and College. The College had 370 students enrolled of which 332 resided in campus housing. The Academy had 272 students enrolled of which 259 resided in campus housing. 245 non-student employees were working on campus. (186 VFMAC employees and 59 contracted employees)
- Crime rate data for 2016 included all College as well as Academy cadets/students attending Valley Forge Military Academy and College and all non-student employees working at Valley Forge Military Academy and College. The College had 279 students enrolled of which 255 resided in campus housing. The Academy had 237 students enrolled of which 227 resided in campus housing. 209 non-student employees were working on campus. (151 VFMAC employees and 58 contracted employees)
- Crime rate data for 2017 included all College as well as Academy cadets/students attending Valley Forge Military Academy and College and all non-student employees working at Valley Forge Military Academy and College. The College had 284 students enrolled of which 257 resided in campus housing. The Academy had 226 students enrolled of which 210 resided in campus housing. 208 non-student employees were working on campus. (150 VFMAC employees and 58 contracted employees)

CAMPUS CRIME STATISTICS – CLERY ACT

OFFENSE	ON CAMPUS			**RESIDENTIAL FACILITIES			PUBLIC PROPERTY		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses (Forcible)	0	-----	-----	0	-----	-----	0	-----	-----
Sex Offenses (Non-Forcible)	0	-----	-----	0	-----	-----	0	-----	-----
Rape	0	0	0	0	0	0	0	0	0
Fondling	1	0	0	1	1	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	7	0	1	6	0	1	0	0	0
Burglary	1	2	4	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	1	1	0	0	0	0	0	0	0
TOTAL	9	3	5	6	1	1	0	0	0

NOTE: One incident of Aggravated Indecent Assault was investigated by local law enforcement agencies

*HATE CRIMES

OFFENSE	ON CAMPUS			**RESIDENTIAL FACILITIES			PUBLIC PROPERTY		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Race	0	0		0	0	0	0	0	0
Gender	0	0		0	0	0	0	0	0
Religion	0	0		0	0	0	0	0	0
Sexual Orientation	0	0		0	0	0	0	0	0
Ethnicity	0	0		0	0	0	0	0	0
Disability	0	0		0	0	0	0	0	0
TOTAL	0	0		0	0	0	0	0	0

*There were no hate crimes recorded in, 2015, 2016 and 2017 for any category of offenses.

ARRESTS FOR SELECTED OFFENSES

OFFENSE	ON CAMPUS			**RESIDENTIAL FACILITIES			PUBLIC PROPERTY		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Liquor Law Violations	0	0	4	0	0	0	0	0	0
Drug Violations	0	6	12	0	3	10	0	3	0
Weapons Possession	3	0	4	3	0	3	0	0	0
TOTAL	3	6	20	3	3	13	0	3	0

REFERRALS FOR DISCIPLINARY ACTION:

OFFENSE	ON CAMPUS			**RESIDENTIAL FACILITIES			PUBLIC PROPERTY		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Liquor Law Violations	21	10	9	12	10	5	3	0	0
Drug Violations	4	11	18	4	10	15	0	0	0
Weapons Possession	3*	1	5**	3	1	4	0	0	0
TOTAL	27	22	32	19	21	24	3	0	0

**Crimes reported in the residential facilities column are included in the on-campus category.

*2015 weapons possessions were air soft guns. Students were cited by the Police Department as well as referred for disciplinary action.

*2017 weapons possessions were (1-BB gun; 2 airsoft pistols; 1 knife). Students were cited by the Police Department as well as referred for disciplinary action.

VIOLENCE AGAINST WOMEN ACT (VAWA)

On March 7, 2013 President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (Clery Act). Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of

domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their Annual Security Reports.

The Higher Education Act defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

“Domestic violence” means a “felony or misdemeanor crime of violence committed by—

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,
- A person who is cohabiting with or who has cohabited with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic family violence laws of the jurisdiction receiving grant monies under VAWA, or
- Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”

“Dating violence” means “violence committed by a person—

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of relationship; and
 - The frequency of interaction between the persons involved in the relationship.”

The Clery Act requires institutions to disclose and report three calendar years’ worth of statistics. The three year requirement was implemented in phases. This 2017 report includes statistical data from CY 2014, CY 2015 and CY 2016.

The statistical data for reportable VAWA incidents reported to Valley Forge Military Academy and College campus security authorities are shown below.

	Calendar Year 2015 Statistics	Calendar Year 2016 Statistics	Calendar Year 2017 Statistics
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	1	1

Valley Forge Military Academy and College prohibits all forms of domestic violence, dating violence, sexual assault and stalking.

Valley Forge Academy and Military College conducts programs to prevent domestic violence, dating violence, sexual assault and stalking as part of the initial orientation period

that all new college cadets participate in upon arrival to campus. Additional training programs are sponsored by the Cadet Counseling Center throughout the academic year that are oriented to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. Specific programs include:

- seminars/discussion groups with the Delaware County Women Against Rape meeting with all new college cadets and cadet leaders in August;
- conducting a mandatory on-line Alcohol Wise program which included a module on sexual assault;
- an information table in the dining facility focusing on domestic violence and dating violence in October;
- an information table focusing on healthy relationships and how to know whether your relationship is healthy in February;
- allowing the college football players to wear purple for domestic violence and sexual assault awareness in the fall

Valley Forge Military Academy and College employees receive training by the Human Resources Department prior to the start of each academic year on these topics.

Any cadet, student or employee that witnesses an incident of domestic violence, dating violence, sexual assault, or stalking is obligated to report the incident to their Cadet Chain of Command, direct supervisor, Dean of Student Services, Commandant of Cadets, Director of Human Resources or a campus security officer. Witnesses and bystanders may choose to take action as an incident is in progress or may elect to take a safe and positive action by reporting the incident either anonymously or in person to their Cadet Chain of Command, direct supervisor, Dean of Student Services, Commandant of Cadets, Director of Human Resources or a campus security officer.

Once an incident of a suspected crime has been reported to a campus security official incidents involving cadets/students will initially be investigated by the Dean of Student Services or a representative from the Office of the Commandant of Cadets who have had annual training on issues related to domestic violence, dating violence, sexual assault, and stalking. Incidents involving employees will initially be investigated by the Department of Human Resources. If the preponderance of the evidence suggests that a crime has been committed, the local law enforcement agency, the Radnor Police Department or the Tredyffrin Police Department (depending on jurisdiction), will be contacted.

The victim and the accused will be provided a prompt, fair, and impartial investigation and are entitled to the same opportunity to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.

If the preponderance of the evidence suggests that a cadet/student has committed an offense of rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking the cadet/student will be referred to an Academy Disciplinary Board or Student Conduct Board which has the authority to make a recommendation of dismissal from the institution. The recommendation for dismissal will be forwarded to the President of Valley Forge Military Academy and College for final approval. Actions taken by the Academy

Disciplinary Board and Student Conduct Board are separate from any legal action taken by the local police authorities.

Both the accuser and accused shall be simultaneously informed in writing, of:

- the outcome of the Academy Disciplinary Board
- the procedures for the accused and the victim to appeal the results
- any change in the results that occurs prior to the time the results become final
- Information on risk reduction to recognize the warning signs of abusive behavior

SEXUAL ASSAULT POLICY

Sexual assault is a violation of Title VII of the Federal Civil Rights Act of 1964, Title IX of the 1972 Education Amendments, the Pennsylvania Human Relations Act, and the standards which Valley Forge Military Academy and College expects of its students. Sexual assault is a crime that involves power as the motive, sex as the weapon, and aggression as the method. Anyone can become a victim of sexual assault regardless of age, gender, race, appearance, or economic status. A person has the right to say "no" at any stage of an encounter. However, a person does not have to say "no" for the attack to be considered a sexual assault. A person does not attract sexual assault by acting or dressing in a provocative manner. There is no evidence to support a link between physical attractiveness and sexual assault.

DEFINITIONS

Consent in regards to sexual activity is defined as a clear, unambiguous, and voluntary agreement between individuals to engage in specific sexual activity. The absence of a "no" does not mean consent; a clear "yes," verbal or otherwise, is necessary. Consent does not need to be verbal; however, verbal communication is the most reliable form of asking for and gauging consent and individuals are thus urged to seek consent in verbal form. Talking with sexual partners about desires and limits may seem difficult, but helps for positive sexual experiences involving mutual willingness and respect.

Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. Consent cannot be obtained by threat, coercion, or force. Agreement given under such conditions does not establish consent. Individuals are not consenting when they are saying "no" or "stop," crying, moving away, pushing the other away, incapacitated by drugs or alcohol, drugged, asleep, passed out, intimidated, manipulated, threatened, confined, or coerced. If an individual does not consent, then it is sexual assault or rape, and against the law. Consent to some sexual acts does not infer consent to others, nor does past consent to a given act imply ongoing or future consent. Consent can be retracted at any time.

Sexual Assault is the commission of a sex offense. It is a more general term which includes but is not limited to rape and sexual abuse. If a person is unable to give consent, the behavior of the perpetrator is considered sexual assault. Persons are considered unable to consent if:

- they are temporarily incapable of appraising their conduct due to
 - a) the influence of alcohol or drugs or
 - b) physical helplessness because they are unconscious or otherwise physically unable to communicate consent;
- they are impaired because they are suffering from a mental illness which renders them incapable of appraising the nature of their conduct; or they are under the age of 18.

Having a sexual encounter with a person under such circumstances is considered sexual assault, even if the assailant is under the influence of alcohol or drugs.

Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator. Sexual penetration means 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, or by a sex-related object. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.

Date Rape, also known as "acquaintance rape," "social rape," or "silent rape," is rape by someone the person knows—friend, roommate, classmate, date, neighbor, professor, employer, co-worker, fiancé, lover or ex-lover, or casual acquaintance.

Sexual Abuse is forcing a person to engage in any sexual contact other than sexual intercourse. Sexual abuse means any touching of the sexual or intimate parts of another person, whether directly or through clothing, which is offensive to the victim and which could reasonably be understood as offensive. (See Sexual Harassment Policy for additional infractions not covered in this document)

If you are sexually assaulted:

1. **Immediately tell someone** such as a trusted friend, a TAC Officer, the Dean of Student Services, the Commandant of Cadets, a member of the Cadet Counseling Center or Health Center, member of the Student Development staff, a Security Officer or a faculty advisor. You will need support throughout the process.
2. **Seek medical attention immediately.** Visit the Cadet Health Center, call your doctor or go to the hospital emergency room for treatment of any injuries and for collection of evidence for legal prosecution, even if you are not sure that you want to prosecute. You can decide later to prosecute, but the exam cannot wait.
3. **Report the sexual assault to the police.** They will inform you of your legal rights and help you collect evidence. You can decide whether or not to prosecute later.
4. **Make a written report** of all the events that led up to the sexual assault, the sexual assault event, and your behavior after the sexual assault. Include dates, times, and witnesses.

5. **Seek counseling.** Your TAC Officer, Dean of Student Services or the Commandant of cadets can help you contact the Valley Forge Military Academy and College Counseling Center. A counselor can give confidential support, help in decision-making, and help the victim to move through the emotional and psychological processes from victim to survivor.
6. **Report** the sexual assault to any member of the staff and faculty.

DO NOT:

- Clean up, wipe or wash with tissue, douche, bathe, shower, or change your clothes before you go to the hospital.
- Be afraid to tell others and report this crime to the police.
- Blame yourself.

If a friend discloses that they have been sexually assaulted; remember that each person's reaction is unique. Here are a few ways to be supportive:

Listen...then listen some more. As your friend moves through the healing process they may need a supportive, non-judgmental friend who will just listen.

Assure them that they are not responsible for the assault. Many survivors of assault blame themselves. Let them know that no one deserves to be assaulted, and that the attacker is responsible for the assault.

Help by identifying supportive resources while letting them make the decisions. Sexual assault survivors may struggle with a loss of control. The decision your friend make about how to cope will depend on many variables.

Providing options for support may be more beneficial than forcing them to get help.

Encourage them to seek medical attention. Physical injuries of assault vary. If your friend decides to press charges, a properly conducted physical examination can provide important evidence.

Provide emotional support and get support for yourself. Ask your friend what support they want from you. Also remember that you may be affected, have your own reactions to the assault, and may need support.

What can you do to help prevent sexual assault?

Be informed. Read about the topic and understand the statistics.

Be an active bystander. Recognize that preventing sexual assault is everyone's responsibility. Speak up. Don't be a silent bystander.

Never assume consent. Communication is part of a healthy relationship and can help reduce miscommunications.

Support Survivors. Listen to victims, believe them, and show your support by listening.

Consider your attitudes. Think about how attitudes and language may contribute to sexual violence.

Talk about it. Find out how assault has impacted the lives of victims, be an advocate for healthy relationships, and educate others through formal and informal interactions.

The Federal Campus Sexual Assault Victims Bill of Rights:

- 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.

PENNSYLVANIA VICTIM’S BILL OF RIGHTS:

As a victim of crime in Pennsylvania, you have the following rights:

- To receive basic information concerning the services to assist you;
- To be notified of certain significant actions and proceedings pertaining to your case, including, in personal injury crimes, the arrest of the suspect and escape from police custody;
- To be accompanied at all public criminal proceedings by a family member, a victim advocate or another person;
- In cases of personal injury crimes, burglary, or driving under the influence involving bodily injury, to submit prior comment to the prosecutor's office on the potential reduction or dropping of any charge or changing of a plea;
- To offer prior comment or to submit a written victim impact statement for the judge's consideration at sentencing;
- To recover your losses, to the extent possible, through restitution, compensation through the victim's compensation program and the return of property which was seized as evidence when it is no longer needed by the prosecutor;
- In personal injury crimes where the offender is sentenced to a state prison, to provide prior comment on and to receive notice of release decisions, and to be immediately notified if the offender escapes;
- In personal injury crimes where the offender is sentenced to a local correctional facility, to receive notice of release decisions and to be immediately notified if the offender escapes;
- To receive immediate notice of release on bail where the offender is committed to a local correctional facility for violation of a protection from abuse order;
- To receive notice when an offender is committed to a mental health facility from a state prison and of the discharge, transfer or escape of the offender from the mental health facility; and
- To have assistance in the preparation of, submission of and follow-up on the financial assistance claims to the Crime Victim's Compensation Board.

VICTIM’S RESPONSIBILITY:

In order for a victim to receive information and/or notice on matters concerning a case, the victim must provide a valid address and telephone number to the requesting agency. The victim is also responsible for providing timely notice of any changes in that information. The information the victim provides is confidential and may not be disclosed to any person other than a representative of a law enforcement agency, prosecutor's office or corrections agency without the victim’s written prior consent. The victim's responsibility falls to the parent or legal guardian for child victims and to a surviving family member in the case of

homicide. According to the Pennsylvania Crimes Code 2711, police are permitted to arrest without a warrant when there is "probable cause" that a crime such as an assault occurred, even if the crime was not committed in their presence. The police may also confiscate any weapons that were used. Police may make an arrest in domestic violence situations if:

- You state that you have been abused and, There is physical evidence of the abuse, such as bruises, cuts or other injuries and/or broken furniture or locks or, There is another person who states that he/she witnessed the abuse (neighbor, friend, child)

The following resources for counseling, health, mental health, victim advocacy, legal assistance, are available to victims on campus and in the community:

Victim/Witness Assistance Programs:

Information on Victim Rights and Services in the Criminal Justice System and Community Agency:

Victim/Witness Coordinator (District Attorney's Office)

Telephone Numbers: Business - 610-891-4231

Pennsylvania Coalition Against Domestic Violence

For Prevention - Intervention - and Change 1-800-799-SAFE (7233) 24 Hour National Hotline

Delaware County Women Against Rape (DCWAR)

Providing Accompaniment, Counseling, Education and Advocacy services since 1974

Victims of Sexual Assault (24 hours) 610-566-4342

Domestic Violence Victim Services

Legal Support, Counseling, Shelter, and other help

Domestic Abuse Project 610-565-4590

Drunk Driving

Counseling, Advocacy and Services for Victims of Drunk Driving

Agency: M.A.D.D. (Mothers Against Drunk Driving)

Telephone Numbers: Business 215-741-1667

Child Abuse

Counseling, Information and Referral Services for Abuse and Neglected Children

Agency: Bucks County Children and Youth

Telephone Numbers: Hotline 800-932-0313 Business 215-348-6950

Elder Abuse

Counseling, Shelter and Protective Services for Victims Age 60 and Over

Agency: Bucks County Area Agency on Aging

Telephone Numbers: Business 215-348-0510

Other Victims of Violence

Counseling, Services and Advocacy for the Surviving Family of Homicide Victims and for Robbery, Aggravated Assault and Burglary Victims

Agency: N.O.V.A. (Network of Victim Assistance)

Telephone Numbers: Hotline 800-675-6900 Business 215-348-5664

Crime Victim's Compensation

Compensation for Out-of-Pocket Medical Bills, Lost Wages/Support Counseling, Funeral Expenses or Cash Loss of Benefits as a Result of a Crime, If Eligible

Agency: PA Crime Victim's Compensation Board

Telephone Numbers: Business 800-233-2339

Assistance in Delaware County - Following are agencies that can assist victims of crime in Delaware County:

Victim/Witness Assistance Programs

Information on Victims' Rights and Services When the Offender is an Adult (Age 18 or Over) in the Criminal Justice System and Community

Agency: Victim Witness Unit-Office of the District Attorney

Telephone Number: 610-891-4231

Information On Victims' Rights And Services When The Offender Is Under Age 18 In The Juvenile Justice System And Community

Agency: Juvenile Court Victim Services

Telephone Number: 610-894-5140

Domestic Violence Victim Services

Legal Support, Counseling, Shelter, And Other Help

Agency: Domestic Abuse Project

Telephone Number: 610-565-4590

Sexual Assault Victim Services

Counseling, Support, And Help For Sexual Assault Victims, Their Family Members, And Others Close To Them

Agency: Delaware County Women Against Rape

Telephone Number: 610-566-4342

Services to Victims of Drunk Driving

Counseling, Support, And Help For Victims Of DUI Crashes And Their Families

Agency: MADD

Telephone Number: 610-825-4902

Homicide Victim Services

Counseling, Support, Court Accompaniment, And Other Help For The Surviving Families Of Victims Of Homicide

Agency: Delaware County Women Against Rape Crime Victims Services (CVS)

Telephone Number: 610-566-4386

Child Abuse Reporting and Services

Counseling, Information And Referral Services For Abused And Neglected Children And Their Families

Agency: Children and Youth Services

Telephone Number: 610-447-1000 Chester, 610-713-2000 Upper Darby

Services to Victims of Elder Abuse

Counseling, Shelter And Protective Services For Older Victims And Their Families

Agency: Senior Victim Services

Telephone Number: 610-627-8892

Services to Victims of Robbery, Assault, and Burglary and Arson

Counseling, Support, And Help For Victims Who Were Robbed, Physically Injured, Or Were The Victims Of Burglary Or Arson

Agency: Delaware County Women Against Rape Crime Victims Services (CVS)

Telephone Number: 610-566-4386

On Campus Victim/Witness Contact Resources:

OFFICE/DEPARTMENT	CONTACT	PHONE
College Administration	LTC Michael Pachella Dean of Student Services/ Title IX Coordinator	610-989-1257
	LTC Frank Spano, VFMAC Dean of Academic Services	610-989-1456
Commandant's Department	Col Kenneth DeTreuX, US Marine Corps (Retired) Commandant of Cadets	610-989-1256
	COL Kenneth Seitz, VFMAC Chief of Staff / Title IX Co-Coordinator	610-989-1203
Cadet Health Center	Mrs. Deborah Hammer Director of the Health Center	610-989-1519
Safety & Security	WO2 Rik Thornton Director of Campus Security and Cadet Life Campus Safety Officers	610-989-1277
		610-989-1258

Cadet Counseling Staff	Ms. Kristin Shoemaker Assistant Director of School Counseling and Case Management	610-989-1385
	Ms. Emma Wilson Cadet Counselor	610-989-1225
Chaplain	CAPT Gerald Hale, USCG (Ret)	610-989-1506
Human Resources Director	Ms. Kate Smith	610-989-1240
Academy Dean of Students	Mr. Aaron Barkley Title IX Co-Coordinator	610-989-1382

Off Campus Victim/Witness Contact Resources:

LOCATION	CONTACT	PHONE
Radnor Police Department 301 Iven Avenue Wayne, PA 19087	Business Emergency	610-688-0503 911
Pennsylvania State Police 342 W. Baltimore Pike Media, PA 19063		484-840-1000
Bryn Mawr Hospital		484-337-3000
Delaware County District Attorney's Office		610-891-4225
Delaware County Women Against Rape	Business HOTLINE	610-566-5866 610-566-4342
Domestic Abuse Project of Delaware County		610-565-6272
National Sexual Assault Hotline		1-800-656-4673
Pennsylvania Coalition Against Rape		610-566-4342

FIRE SAFETY

Cadets/students are asked to exercise caution in preventing fires on campus. A minimum of one fire drill will be conducted every semester in each barracks. Cadets must exit the barracks immediately whenever a fire alarm sounds or when requested to do so by VFMA&C staff and faculty. Monthly safety committee meetings are conducted to evaluate current fire safety policies and procedures.

CAMPUS FIRE POLICIES

Cadets residing in barracks/dormitories in possession of any heating or electrical appliance other than radios, electric clocks, electric razors, tape/CD players, personal computers, approved fans or hair dryers will be put on report for violation of fire regulations. Portable heaters, coffee pots, hot plates, and similar appliances are not permitted in cadet/student rooms unless approved by the Health Center for medical reasons. A limited number of cadets/residential students are permitted to have refrigerators and microwaves. Cadets/students are not permitted to have matches or cigarette lighters in the rooms. The use

of lighters and lighter fluid to burn off or heat shoe polish or floor wax is forbidden. The possession or use of fireworks, firecrackers or other pyrotechnics is a violation of fire regulations and is a Class B Offense. Storage of flammable items used for cleaning, painting or other maintenance uses is prohibited in barracks/dormitories. Smoking is not permitted in the barracks/dormitories and is considered a violation of fire regulations and is a Class B Offense. The Commandant of Cadets, the unit TAC Officer and the Residence Life Coordinators have the final determination on what items cadets/students may have in the barracks.

CAMPUS FIRE LOG 2017

Residential Facilities	General Description Type Alarms
Hocker Hall	Fully integrated automatic smoke detection in student rooms, common areas and HVAC ducting. Fully integrated automatic heat detection devices in all mechanical spaces. Manual pull stations and Horn/Strobe devices in all common areas and mechanical spaces. Building is fully sprinklered with dry sprinkler system in the unheated spaces and interfaces with fire alarm system. Standpipe system located on building accessible by Fire Department.
Lafayette Hall	Fully integrated automatic smoke detection in student rooms, common areas and HVAC ducting. Fully integrated automatic heat detection devices in all mechanical spaces. Manual pull stations and Horn/Strobe devices in all common areas and mechanical spaces. Building is fully sprinklered with dry sprinkler system in the unheated spaces and interfaces with fire alarm system. Standpipe system located on building accessible by Fire Department.
Martin Hall	Fully integrated automatic smoke detection in student rooms, common areas and HVAC ducting. Fully integrated automatic heat detection devices in all mechanical spaces. Manual pull stations and Horn/Strobe devices in all common areas and mechanical spaces. Building is fully sprinklered with dry sprinkler system in the attic or unheated spaces and interfaces with fire alarm system. Standpipe system located on building accessible by Fire Department.
Rose Hall	Fully integrated automatic smoke detection in student rooms, common areas and HVAC ducting. Fully integrated automatic heat detection devices in all mechanical spaces. Manual pull stations and Horn/Strobe devices in all common areas and mechanical spaces. Building is fully sprinklered with dry sprinkler system in the attic or unheated spaces and interfaces with fire alarm system. Standpipe system located on building accessible by Fire Department.
Von Steuben Hall	Fully integrated automatic smoke detection in student rooms, common areas and HVAC ducting. Fully integrated automatic heat detection devices in all mechanical spaces. Manual pull stations and Horn/Strobe devices in all common areas and mechanical spaces. Building is fully sprinklered with dry sprinkler system in the attic or unheated spaces and interfaces with fire alarm system. Standpipe system located on building accessible by Fire Department.
Younghusband Hall	Fully integrated automatic smoke detection in common areas. Integrated automatic heat detection devices in all mechanical spaces. Manual pull stations and Horn/Strobe devices in all common areas and mechanical spaces.

HOCKER HALL

Unintentional Fires	Number of Fires	Number of Deaths	Number of Injuries	Value of Property Damage
Cooking	0	0	0	0
Smoking Materials	0	0	0	0
Open Flames	0	0	0	0
Electrical	0	0	0	0
Heating Equipment	0	0	0	0
Hazardous Products	0	0	0	0
Machinery/Industrial	0	0	0	0
Natural	0	0	0	0
Other	0	0	0	0
Intentional Fire	0	0	0	0
Undetermined Fire	0	0	0	0

LAFAYETTE HALL

Unintentional Fires	Number of Fires	Number of Deaths	Number of Injuries	Value of Property Damage
Cooking	0	0	0	0
Smoking Materials	0	0	0	0
Open Flames	0	0	0	0
Electrical	0	0	0	0
Heating Equipment	0	0	0	0
Hazardous Products	0	0	0	0
Machinery/Industrial	0	0	0	0
Natural	0	0	0	0
Other	0	0	0	0
Intentional Fire	0	0	0	0
Undetermined Fire	0	0	0	0

MARTIN HALL

Unintentional Fires	Number of Fires	Number of Deaths	Number of Injuries	Value of Property Damage
Cooking	0	0	0	0
Smoking Materials	0	0	0	0
Open Flames	0	0	0	0
Electrical	0	0	0	0
Heating Equipment	0	0	0	0
Hazardous Products	0	0	0	0
Machinery/Industrial	0	0	0	0
Natural	0	0	0	0
Other	0	0	0	0
Intentional Fire	0	0	0	0
Undetermined Fire	0	0	0	0

ROSE HALL

Unintentional Fires	Number of Fires	Number of Deaths	Number of Injuries	Value of Property Damage
Cooking	0	0	0	0
Smoking Materials	0	0	0	0
Open Flames	0	0	0	0
Electrical	0	0	0	0
Heating Equipment	0	0	0	0
Hazardous Products	0	0	0	0
Machinery/Industrial	0	0	0	0
Natural	0	0	0	0
Other	0	0	0	0
Intentional Fire	0	0	0	0
Undetermined Fire	0	0	0	0

VON STEUBEN HALL

Unintentional Fires	Number of Fires	Number of Deaths	Number of Injuries	Value of Property Damage
Cooking	0	0	0	0
Smoking Materials	0	0	0	0
Open Flames	0	0	0	0
Electrical	0	0	0	0
Heating Equipment	0	0	0	0
Hazardous Products	0	0	0	0
Machinery/Industrial	0	0	0	0
Natural	0	0	0	0
Other	0	0	0	0
Intentional Fire	0	0	0	0
Undetermined Fire	0	0	0	0

YOUNGHUSBAND HALL

Unintentional Fires	Number of Fires	Number of Deaths	Number of Injuries	Value of Property Damage
Cooking	0	0	0	0
Smoking Materials	0	0	0	0
Open Flames	0	0	0	0
Electrical	0	0	0	0
Heating Equipment	0	0	0	0
Hazardous Products	0	0	0	0
Machinery/Industrial	0	0	0	0
Natural	0	0	0	0
Other	0	0	0	0
Intentional Fire	0	0	0	0
Undetermined Fire	0	0	0	0

FIRE AND EVACUATION PLAN

Cadets/students, when in barracks/dormitories when fire call is announced, will leave the barracks/dormitories in the following manner:

Hocker Hall. First and second floors will evacuate simultaneously; first floor by the front central exit and rear west end exit; second floor by the east exit stairs and rear center exit stairs. Form on the Main Parade Field.

Lafayette Hall. Lafayette Hall will be evacuated simultaneously by all floors: the third floor by the east stairway; the second floor by the west stairway; the first floor by the end doors. Form on the Lafayette Hall area.

Martin Hall. Martin Hall will be evacuated simultaneously by first and second floors, first floor by the west exit, and the second floor by the east exit. The fire escape at the west end of the building will not be used except for trapped cadets on the second floor. Form on the Martin Hall area.

Rose Hall. Rose Hall will be evacuated by the north and south exits of the building. Form on the area between the Press Shop and Laundry.

Von Steuben Hall. The second floor will move out in an orderly fashion followed by the first floor. The fire escape at the west end of the second floor will not be used except for trapped cadets on the second floor. Form on the Main Area.

Younghusband Hall. Younghusband Hall will be evacuated simultaneously by all floors: first and third floors via the west entrance; the second and fourth floors via the east entrance. The fire escape at the east end of the building will not be used except for trapped cadets on the second, third and fourth floors. Form on the Younghusband Hall area.

Evacuation Procedures. The following directions and instructions will govern the execution of fire drills or other unusual events requiring response of trained personnel on campus. These regulations are designed for the health and safety of cadets/students and must be closely followed.

The signal for fire drills will be announced to the unit by the TAC Officer/residence Life Coordinator through the cadet company commander. Fire drills will be conducted in each barracks/dormitory a minimum of once each semester and a report forwarded to the Post Fire Marshal (Director of Facilities and Services) and the Commandant of Cadets.

New cadet regulations are rescinded during fire drills. Cadets/students who are outside during fire emergencies outdoors will proceed to their barracks/dormitory assembly areas at the double; indoors they will proceed at a rapid walk.

In the event of a fire the Cadet Regimental Commander will be the ultimate authority for emergency management with regards to the Corps of Cadets. The Regimental Commander's immediate superior will be the Post Fire Marshal (Director of Facilities and Services), Staff Security Officer on duty, Commandant of Cadets or Senior Staff/Faculty Officer at the scene of the emergency.

When fire call is announced after evening call to quarters the following procedures will be followed:

- All overhead lights will be turned on.
- All windows will be closed.
- Doors will be opened and left open until the barracks are cleared of all cadets. Company leaders will close doors only after each room has been verified as empty.

All cadets, as a minimum, will put on shoes, trousers and CQ jackets. Appearing at fire drills in sleeping garments and bathrobes is not authorized.

After fire call has been announced and the units formed, cadets will remain in formation unless members of a fire duty detail are specifically ordered to leave.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Valley Forge Military Academy and College (VFMAC) conducts annual training for staff, faculty and cadets/students in emergency response and evacuation procedures. The dates of training will be publicized on the Campus Community Calendar. Staff, faculty and cadets will be notified of the training via email and Daily Routine Orders.

VFMAC will test the emergency response and evacuation exercise at least once annually. This exercise will normally be an announced event. The Core Crisis Team will conduct an after action review within ten days of emergency situation or exercise. The Crisis Response Plan will be updated following each after action review. All members of the community will be sent updates.

In the event of an actual emergency the individual that encounters the potential crisis should contact the Commandant's Office or the Staff Security Officer in Lee Hall, as well as their department head and provide as much detailed information as possible. The Commandant of Cadets or his designated representative will be immediately informed and report to the scene and act as the Incident Commander in all emergency situations on campus.

If necessary, the Commandant will convene the Core Crisis Team consisting of the President of VFMAC, Dean of the College and Commandant of Cadets. The Commandant of Cadets heads the team in the absence of the President, VFMAC.

The Core Crisis Team will, without delay, take into account the safety of the community, determine the nature of the crisis and initiate the campus-wide notification procedures, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

If necessary, campus-wide notification to initiate lockdown procedures will be accomplished by siren, messenger, telephone or email. Critical emails such as lockdown notification should request acknowledgement. Notification to execute lockdown procedures within the

barracks will be via public address system. Notification within the college academic buildings will be verbal. Use of text messaging will be used when practical.

As Incident Commander, the Commandant has the responsibility to coordinate with first responders such as police and fire departments. During a crisis situation the Core Crisis Team will communicate to staff, faculty and cadets via email or meetings in the Chapel of St. Cornelius the Centurion. The VFMA&C Board of Trustees will be contacted by the Executive Assistant to the President. Parents of cadets will be notified via email by the Director of Parent Relations. If the situation has impact on local residents, fliers can be distributed and if appropriate, meetings can be arranged with leaders of the neighborhood associations near the campus. The Director of Marketing and Communications will prepare news releases for distribution and handle media inquiries.

It may be necessary to evacuate buildings and/or areas surrounding facilities to protect and ensure the safety of people, and in some cases animals. If such a situation occurs, decisions regarding work space accommodations and/or leave requirements for faculty and staff, as well as class schedules and possibly temporary housing accommodations for students will be implemented.

Valley Forge Military Academy & College Title IX Grievance Procedures

Valley Forge Military Academy & College (VFMAC) is committed to providing a learning, living, and working environment that is free from sexual harassment, sexual assault, and sexual discrimination. We are dedicated to ensuring a safe campus climate for all our students and the entire institutional community. Through a comprehensive compliance, investigative, and adjudication program, we promote fundamental rights, individual and institutional integrity and uphold the aims of Title IX legislation.

This outlines VFMAC's commitment and efforts to comply with Title IX regulatory requirements by leveraging a myriad of campus resources dedicated to educational excellence. Current information is available through our institutional website which serves as a focal point for students, faculty, and staff who may need Title IX assistance.

I. PURPOSE AND SCOPE

It is the policy of VFMAC not to discriminate on the basis of sex in its educational programs and activities as required by Title IX of the Education Amendments of 1972. Title IX provides that "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." Gender discrimination includes sexual harassment and sexual assault. This policy shall apply to all students, staff, faculty, contractors, vendors, and/or visitors to VFMAC.

As a student of VFMAC you are protected from sex discrimination including, but not limited to:

Admission to schools/colleges
Access to enrollment in courses
Access to and use of school facilities
Counseling and guidance materials, tests and practices
Vocational education
Physical education
Competitive athletics
Graduation requirements
Student rules, regulations and benefits
Housing
Financial assistance
Health services
School-sponsored extracurricular activities

As an employee you are protected from sex discrimination including, but not limited to:
Employment, evaluation, wages, advancement, assigned duties and shifts
Career advancement
Other terms and conditions of employment

II. DEFINITIONS

A. Gender Discrimination.

Sex discrimination can occur when conduct is directed at a specific individual or a group of identifiable individuals that adversely affects the education or employment of the individual or group because of sex. Sex-based discrimination or harassment may include acts of verbal, nonverbal, or physical aggression, intimidation or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Conduct that may be sex-based discrimination include, but are not limited to:

- Exclusion from educational resources or activities because of one's sex
- Subjection to jokes or derogatory comments about one's sex; or
- Being held to different standards or requirements on the basis of one's sex

B. Sexual Harassment.

In general terms, sexual harassment is unwelcome, sex or gender-based verbal or physical conduct that is sufficiently severe, persistent, or pervasive that it interferes with, denies, or limits an individual's ability to participate in or benefit from the institution's educational mission, programs, or activities.

Sexual Harassment can take two forms: quid pro quo and hostile environment

- **Quid pro quo** sexual harassment exists when:

- There are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature; and
- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's academic status or employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions, employment conditions or status that adversely affects such individual.

For example: An employee of the institution causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct.

- **Hostile Environment** sexual harassment exists when:

- Unwelcome conduct of a sexual nature is sufficiently serious that it affects a student's ability to participate in or benefit from an education program or activity, or creates an intimidating, threatening or abusive educational environment. A hostile environment can be created by a school employee, another student, or even someone visiting the school, such as a student or employee from another school.
- In an employment context, hostile environment includes any situation in which there is harassing conduct that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive work environment.

The determination of whether an environment is considered hostile is based on a totality of circumstances which may include, but is not limited to, the degree to which the conduct interfered with the complainant's educational or work performance; the type, severity, frequency, and duration of the conduct; the effect of the conduct on the complainant's mental or emotional state; and whether the speech or conduct deserves the protection of academic freedom or the first amendment.

A single or isolated incident of sexual harassment may be severe enough to create a hostile environment.

Examples could include references to an individual's body; use of sexually degrading words to describe an individual; offensive comments; off-color language or jokes; innuendoes; and sexually suggestive objects or behavior, books, magazines, photographs, cartoons or pictures

C. Sexual Violence.

Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to reasons including, but not limited to an

individual's age, use of drugs or alcohol, or because an intellectual or other disability prevents the individual from having the capacity to give consent. A number of acts fall into the category of sexual violence including rape, sexual assault, sexual battery and sexual coercion.

Further defined within the Pennsylvania Criminal Code, sexual assault is a non-consensual act involving psychological manipulation, physical force, or coercion by an individual through forcible sodomy, forcible sexual penetration, however slight, of another person's mouth, anal or genital opening with any object. These acts must be committed without the victim's consent either by force, threat of force or violence, intimidation or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware

III. NOTICE OF TITLE IX COORDINATOR/DEPUTY COORDINATORS

Contact information for all VFMAC IX Coordinators can also be found on the VFMAC website.

Title IX Coordinator for VFMAC:

Michael Pachella
Coordinator of Student Services, Sorley House
Phone: (610) 989-1257; Email: mpachella@vfmac.edu

Title IX Deputy Coordinators for VFMAC:

Colonel Ken Seitz
Chief of Staff, Wayne Hall
Phone: (610) 989-1203
Email: kseitz@vfmac.edu

Mr. Aaron Barkley
Dean of Cadets, Valley Forge Academy, Shannon Hall
Phone: (610) 989-1382
Email: abarkley@vfmac.edu

In addition, VFMAC retains identified staff members, trained in Title IX regulatory guidance, to assist the Title IX coordination team in responding to and administering Title IX complaints.

The Title IX Coordinator(s) core responsibilities include coordinating the institution's compliance with Title IX, to include oversight of Title IX reports and complaints, and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. This includes, but is not limited to, the coordination of training, education, communications, and administration of grievance procedures for faculty, staff, students and other members of the campus community.

The Title IX Coordinator and Deputy Coordinators are responsible for Title IX compliance for matters involving students, including training, education, communication, and administration of the grievance procedure for all complaints filed against VFMAC students. If a Title IX complaint is

initiated against a VFMAC employee, visitor, or contractor, the Title IX Deputy Coordinator, dual-hatted as the Director of Human Resources, will generally be the individual who will respond to and administer the complaint.

IV. REPORTING A TITLE IX COMPLAINT

VFMAC encourages any student, employee or visitor who thinks that they have been subjected to sex discrimination, sexual harassment, or sexual violence by another student, member of the faculty or staff, campus visitor or contractor, to report that action immediately to VFMAC's Title IX Coordinator or Deputy Coordinator.

If the incident occurs after-hours or off campus, contact VFMAC security at (610) 989-1258 or local law enforcement in the case of sexual violence immediately. VFMAC security will in-turn notify the Title IX Coordinator.

Individuals who are survivors of sexual violence are strongly encouraged to report the incident to local law enforcement. Reporting an incident of sexual violence to law enforcement provides the opportunity for collection of evidence helpful in the Title IX investigation, in addition to facilitating a myriad of off-campus support services available to the survivor.

In accordance with Title IX regulatory guidance, a *responsible employee* of the institution must report incidents of sexual discrimination, sexual harassment, or sexual violence to the Title IX Coordinator or Deputy Coordinators. A *responsible employee* is defined as a member of the institution's administration, academic dean, department head, director, supervisor, Tactical Officer, or a member of the general faculty or staff.

By Title IX legislation, professional and pastoral counselors and members of the Heath Center are not required to report any information regarding an incident of alleged sexual violence to the Title IX coordinator or other appropriate school designee without the complainant's consent. In these cases, the employee should inform the complainant of their right to file a Title IX complaint with the school and a separate complaint with local law enforcement.

Reporting a Title IX incident should be accomplished in writing, preferably, although not required, using the Title IX incident report located on the VFAMC website or by contacting the Title IX Coordinator.

V. TITLE IX GRIEVANCE PROCESS

A. Receipt of a Complaint

Upon receipt of a Title IX complaint, the Title IX Coordinator or Deputy Title IX Coordinator will meet with the individual filing the action, identified as the *Complainant*, to review VFMAC's Title IX grievance procedures, discuss the specific incident, and determine the Complainant's desire to proceed with a formal or informal resolution.

If the Complainant elects to proceed with an informal resolution, the Coordinator will contact the individual(s), identified as the *Respondent*, against whom the complaint is filed, in accordance with the informal resolution section below.

If the Complainant desires to proceed directly with a formal Title IX complaint, the Respondent declines to participate in an informal resolution, or if attempts to resolve the complaint through informal procedures are unsuccessful, the Title IX Coordinator or Deputy Title IX Coordinator will evaluate the complaint in accordance with the formal resolution section outlined in a later section.

B. Informal Resolution Procedures

If the Complainant requests to proceed informally with the complaint, the Complainant should request the Title IX Coordinator or a Deputy Title IX Coordinator to intervene. Students are encouraged not to rely upon other students or individuals who are not familiar with VFMAC policy to intervene on their behalf when discussing concerns with the person whose behavior is unwelcome and/or offensive. The Title IX Coordinator to whom a request to proceed informally is made will initially evaluate the request to determine whether an informal resolution is appropriate given the severity of the allegations involved. However, in cases involving allegations of sexual violence or sexual assault, informal resolution or mediation is not appropriate, even on a voluntary basis.

In the event that the Title IX Coordinator determines that an informal resolution is appropriate, the allegation may, but need not, be preliminarily investigated by the Title IX Coordinator, or the Deputy Title IX Coordinator to the extent necessary to resolve any factual conflicts between the parties. The allegation(s) will be considered resolved and the matter closed when all parties agree to a written resolution that is approved by the Title IX Coordinator or the Deputy Title IX Coordinator.

The Complainant has the right to end the informal resolution process at any time and begin the formal resolution process.

If the informal resolution process does not result in a mutually-acceptable resolution, the matter will be resolved pursuant to the formal resolution procedures established in a later section of this policy.

Supervisors or administrators, including faculty, should contact the Title IX Coordinator or a Deputy Coordinator before attempting to resolve any complaints

C. Formal Resolution Proceedings: Filing and Accepting a Complaint

Any individual may initiate formal complaint procedures by filing a complaint with the Title IX Coordinator or Deputy Coordinator whether or not that individual has attempted resolution through informal procedures. The individual who files the complaint is referred to as the “Complainant”. The individual against whom the complaint is filed is

referred to as the “Respondent”. Collectively these individuals are referred to as the “parties”.

VFMAC will work to investigate all complaints as quickly and professionally as possible. When investigations confirm sex discrimination and/or sex harassment and/or sexual violence allegations, appropriate corrective action will be taken to prevent the recurrence of any discrimination or harassment.

Upon the: 1) the Title IX Coordinator’s receipt of the complaint; 2) the Coordinator’s initial meeting with the Complainant; or 3) the Coordinator’s determination that an informal resolution of the Complainant’s complaint is no longer feasible—whichever is later—the Title IX Coordinator shall decide whether the complaint states a potential Title IX Complaint and shall notify the Complainant in writing of her/his determination.

If the Title IX Coordinator determines that the allegations of the complaint state a potential violation, the Title IX Coordinator will notify the Complainant that the complaint has been accepted and will thereafter provide written notice to the Respondent of the complaint’s allegations. In addition to notice of the complaint being provided to the Respondent, the Title IX Coordinator shall provide notice to the Respondent’s immediate supervisor (non-student) or the Commandant’s Office (in the case of a student), as the case may be.

If the Title IX Coordinator determines that the allegations of the complaint do not state a violation of VFMAC policy or federal or state laws, the Title IX Coordinator will provide written notice of that decision to the Complainant. The notice shall explain why the complaint does not state such a violation.

D. Complaint Investigation

All complaints will be investigated to assure a resolution that is consistent with the facts discovered. The term investigation refers to the process that VFMAC uses to resolve Title IX complaints. This includes all fact-finding actions and other processes to determine whether the conduct occurred, and what measures will be undertaken to address the hostile environment, or prevent its recurrence, which may include imposing sanctions on the perpetrator, and/or providing remedies for the Complainant or the broader campus community.

VFMAC’s investigation will be adequate, reliable, impartial, and prompt and will include the opportunity for both parties (Complainant and Respondent) to present witnesses and other evidence. The investigation may include, but is not limited to, conducting interviews with the Complainant, Respondent, and additional witnesses; reviewing law enforcement investigation documents; reviewing student/employee personnel files if applicable, and gathering and examining other relevant documents or evidence.

All interviews will be documented. Parties and witnesses will be informed that their statements will remain confidential to the extent allowed by law. The Complainant and

Respondent will not be allowed to personally question or cross-examine each other during the investigation, or any subsequent disciplinary proceedings.

All evidence will be reviewed using a preponderance of the evidence standard (e.g. is it more likely than not that a violation of VFMAC policy and/or federal or state law has occurred).

E. Report of Findings and Recommendation – Complaints Against Non-students

The investigation and final report of Title IX complaints by employees against employees will ordinarily be investigated and handled by the HR Department, and these procedures will not ordinarily apply. The investigation and final report of Title IX complaints by students or cadets against non-employees will ordinarily be handled by the Title IX Coordinator or Deputy Coordinator pursuant to these Title IX procedures. An investigation and Report in either scenario will normally be concluded within fifty (50) days by the Title IX Coordinator or a Deputy Title IX Coordinator. The investigation and the issuance of the draft report shall normally be concluded within forty (40) days of the filing of the written complaint, at which time the investigating Title IX Coordinator shall issue a draft report of findings and conclusions to the VFMAC Title IX Coordinator/Deputy Coordinators who were not assigned to investigate the complaint.

Within five (5) days, the Title IX Coordinator/Deputy Coordinators who receive the draft Report of findings and conclusions shall ordinarily review and provide comment on the draft Report to the submitting Title IX Coordinator, before the Report is finalized. The investigating Title IX Coordinator shall then ordinarily finalize the Report of findings and conclusions within five (5) days and provide it to the Respondent's supervisor/department head and the Director of Human Resources. The investigating Title IX Coordinator shall also provide written notice of the outcome of the investigation to both the Complainant and the Respondent.

The final Report shall include a summary of the Complainant's allegations, the Respondent's response to the allegations, findings of fact and conclusions, as well as appropriate disciplinary recommendations, if any.

If a complaint is directed against a supervisor/department head who would otherwise act on a complaint, the function assigned to that supervisor/department head will be delegated to the next level supervisor in the Respondent's line of supervision. The final Report shall include a summary of the Complainant's allegations, the Respondent's response to the allegations, findings of fact and conclusions, as well as appropriate disciplinary recommendations, if any.

If the final Report concludes that a violation of VFMAC policy and/or federal or state law occurred, within ten (10) days following receipt of the final Report of findings and recommendation, the Director of Human Resources will determine a disciplinary action that is appropriate for the severity of the conduct. Disciplinary action may include, but is not limited to, sexual harassment, non-retaliation and/or managerial training, a letter of reprimand, a formal letter of apology to the Complainant, a reduction in administrative

duties (e.g. removal as chair of department), unpaid suspension and/or termination of employment, which will be taken in accordance with applicable VFMAC policies and procedures.

The supervisor/department head shall communicate the discipline decision in writing to the Title IX Coordinator, and the Title IX Coordinator shall provide written notice to the parties of the outcome of the investigation.

F. Report of Findings and Recommendation – Complaints Against Students

The investigation ordinarily will be conducted by the Title IX Coordinator or a Deputy Title IX Coordinator. An investigation and Report in either scenario will normally be concluded within fifty (50) days by the Title IX Coordinator or a Deputy Title IX Coordinator. The investigation and the issuance of the draft report shall normally be concluded within forty (40) days of the filing of the written complaint, at which time the investigating Title IX Coordinator shall issue a draft report of findings and conclusions to the VFMAC Title IX Coordinator/Deputy Coordinators who were not assigned to investigate the complaint.

Within five (5) days of their receipt, the Title IX Coordinators/Deputy Coordinators who receive the draft report of findings and conclusions shall ordinarily review and provide comment on the draft report to the investigating Title IX Coordinator before the report is finalized. Following which, the investigating Title IX Coordinator shall finalize the Report and provide the final Report of findings and conclusions to the Commandant of Cadets, the Dean of the College (for College students)/Head of the Academy (for Academy students), while simultaneously transmitting a written notice of the outcome of the investigation to the Complainant and the Respondent. The final Report shall include a summary of the Complainant's allegations, the Respondent's response to the allegations, findings of fact and conclusions, as well as appropriate disciplinary recommendations, if any.

Within three (3) days of receipt of the final Report from the assigned Title IX Coordinator, the Commandant of Cadets shall confer with either the Dean of the College (for College students) pursuant to standards of accreditation or Head of the Academy (for Academy students), regarding the Title IX Coordinator's Report and recommendations to determine what, if any, disciplinary sanction should be imposed upon the Respondent. The Commandant of Cadets shall be required to confer with the Dean of the College if the investigation and/or sanctions involve a College student or the Head of the Academy if involving an Academy student. Additionally, the Commandant shall confer with the US Army Professor of Military Science (PMS) if the investigation and/or sanction involves a student within the Army ROTC or Early Commissioning Program.

The Commandant and the Dean of the College/Head of the Academy/Professor of Military Science must accept as final and non-reviewable the findings of fact and conclusions contained within the Title IX Coordinator's Report as to whether a violation of VFMAC policy or applicable federal/state law has occurred. Disciplinary sanctions

may include, but are not limited to, sexual harassment and non-retaliation counseling, formal reprimand, disciplinary probation, suspension and dismissal.

The Commandant shall ordinarily issue a written determination regarding the decision on the imposition of disciplinary sanctions within three (3) days following receipt of the Title IX Coordinator's final Report. The Commandant will simultaneously transmit the disciplinary decision to the Complainant and the Respondent. If the Commandant fails to issue a disciplinary decision within three (3) days of the receipt of the Title IX Coordinator's final Report, the disciplinary recommendation within the Report ordinarily will be deemed approved and shall be implemented.

If the Title IX Coordinator's final Report and/or the Commandant's disciplinary decision results in a recommendation of dismissal, the recommendation shall ordinarily be forwarded to the VFMAC President, who retains final dismissal authority. The President, or his/her designee, shall ordinarily issue a written determination in regard to a dismissal decision within seven (7) days following receipt of the dismissal recommendation.

In the event that the Title IX Coordinator's Report finds that there has been no sex or gender-based harassment, discrimination, or sexual violence, the Commandant of Cadets shall review the final Report for possible violation of other VFMAC policies that have occurred, consistent with the procedures set forth in the Guidon.

VFMAC will take necessary steps to prevent the recurrence of any sexual discrimination or harassment found to exist.

In all disciplinary proceedings initiated pursuant to this Policy, the Complainant will be provided with the same procedural protections provided to the Respondent, including but not limited to the right to:

- a. appeal the determination of the Commandant;
- b. notice of the outcome of the complaint and any appeal.

As required by Federal law, any disclosure of the findings and decision in regards to student disciplinary proceedings will be governed by the provisions of the Family Educational Rights and Privacy Act.

G. Appeal Procedure

Either a Complainant or a Respondent may file an appeal of either the investigative Report of the Title IX Coordinator or the discipline sanction imposed by the Commandant/President by filing a written appeal with the Title IX Coordinator within five (5) days of receipt of the decision being appealed. By way of example, an appeal of the Title IX Coordinator's final Report may be filed prior to the Report being reviewed by the Commandant. Similarly, the disciplinary decision of the Commandant and Dean of the College/Head of the Academy/Professor of Military Science may also be appealed. However, a party may not appeal both the Title IX Coordinator's final Report and the disciplinary sanction imposed by

the Commandant/President in one appeal. In the event that no timely appeal is taken to either the Title IX Coordinator's final Report and/or the Commandant's disciplinary decision, those decisions are final and unappealable.

Any appeal taken is limited to the following grounds for appeal, which must be set forth in the written appeal filed with the Title IX Coordinator:

- 1) the Title IX Coordinator or his designee or the Commandant of Cadets, Dean of the College (College students), Head of the Academy (Academy students), Professor of Military Science (ROTC/ECP students) as the case may be, exhibited unfair bias which influenced the decision rendered;
- 2) the discovery of new evidence which (i) was unavailable at the time of the decision being appealed, and (ii) could substantially alter the decision rendered;
- 3) substantial error in the conduct of the investigation or decision of the Commandant of Cadets or the Dean of the College (College students), Head of the Academy (Academy students), Professor of Military Science (ROTC/ECP students) which may have denied fundamental fairness to the appealing party; or
- 4) the sanctions recommended or imposed substantially and materially depart from the standards of VFMAC for the type of offense involved.

The appeal shall be in writing and contain all grounds for the appeal. Upon receipt of an appeal, the Title IX Coordinator shall promptly forward a copy of the appeal to the President of VFMAC. The President of VFMAC may decide the appeal or appoint a designee to hear and decide the appeal. Ordinarily, within ten (10) days of the receipt of the appeal, the President or the President's designee, shall issue a written decision on the appeal to the parties, the Title IX Coordinator, and the Director of Human Resources (non-student appeals) or the Commandant of Cadets (student appeals). The decision shall include the following: (i) a summary of the grounds for appeal, (ii) whether the grounds for appeal are accepted or rejected, (iii) the decision to uphold, reverse, or amend the decision being appealed, along with the grounds for such decision, and (iv) if the decision subject to appeal is reversed, the resolution of the matter. The President's decision shall be final and unappealable.

H. Confidentiality and Complainant Requests

While students (or parents of minor students) may request that the student's name not be disclosed to the Respondent or that no investigation or disciplinary action be pursued to address the alleged Title IX violation, there are situations that VFMAC in compliance with federal Title IX legislation must override the confidentiality request to fulfill its Title IX obligations.

For Title IX purposes, if a student requests that his or her name not be revealed to the Respondent or that the incident not be investigated or no disciplinary action taken against the Respondent, the Title IX Coordinator will notify the student that honoring their request may limit VFMAC's ability to fully respond to the incident, including pursuing disciplinary action. The Title IX Coordinator will review with the student that Title IX policy includes

protections against retaliation, and that VFMAC will not only take steps to prevent retaliation, but will take strong responsive action if it occurs.

VFMAC will, to the extent practicable, limit disclosure of the Title IX incident, investigation, and findings to individuals responsible for handling the school's response or, as applicable, law enforcement authorities. Regardless of any requests for confidentiality, VFMAC will take appropriate steps to protect the Complainant as necessary, to include taking interim measures before the final outcome of the investigation.

I. Interim Protective Measures

At times, the Title IX Coordinator/Deputy Coordinator may deem it necessary to implement protective means before or during an investigation to protect the rights and interests of the Complainant and/or the Respondent. Those measures may be designed to reduce or eliminate contact between the Complainant and Respondent so that both parties feel safe in their work or educational environment. Protective measures may also guard against further actual or perceived discrimination or retaliation.

Interim measures may include, but are not limited to, temporary changes in working conditions (e.g. changes in supervisor, shift, job site, or office location), changes to course schedule or living arrangements, directives to the Complainant and Respondent to avoid personal contact or refrain from such contact without a third party neutral person present, and in severe cases interim suspension

J. Effect of Criminal Proceedings

Because sexual violence may constitute a violation of Title IX, VFMAC policy, and criminal activity, VFMAC strongly encourages individuals to report alleged incidents of sexual violence to VFMAC authorities and local law enforcement. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of this Policy, criminal investigations or reports are not determinative of whether sexual violence, for purposes of this Policy, has occurred. In other words, conduct may constitute sexual assault under this Policy even if law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute.

The filing of a complaint of sexual violence under this Policy is independent of criminal investigation or proceeding, and except when VFMAC's investigation may be delayed temporarily while criminal investigators are gathering evidence, VFMAC will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and may take interim measures to protect the Complainant and the VFMAC Community, if necessary.

K. Retaliation or Reprisals is Prohibited

It is contrary to Title IX, federal and state civil rights laws, and VFMAC policy, to retaliate against any person for asserting his/her civil rights, including filing a claim of discrimination or participating as a witness in an investigation. Retaliation or reprisals against any participant in an investigation will not be tolerated by VFMAC. Retaliation against a person who files a claim of discrimination (including sexual harassment or sexual assault) is grounds for a subsequent claim by that person. If a person believes that he or she has been retaliated against as a result of filing a grievance or participating in the investigation of a grievance, he or she may pursue a separate complaint charging retaliation.

L. Filing of False Complaints

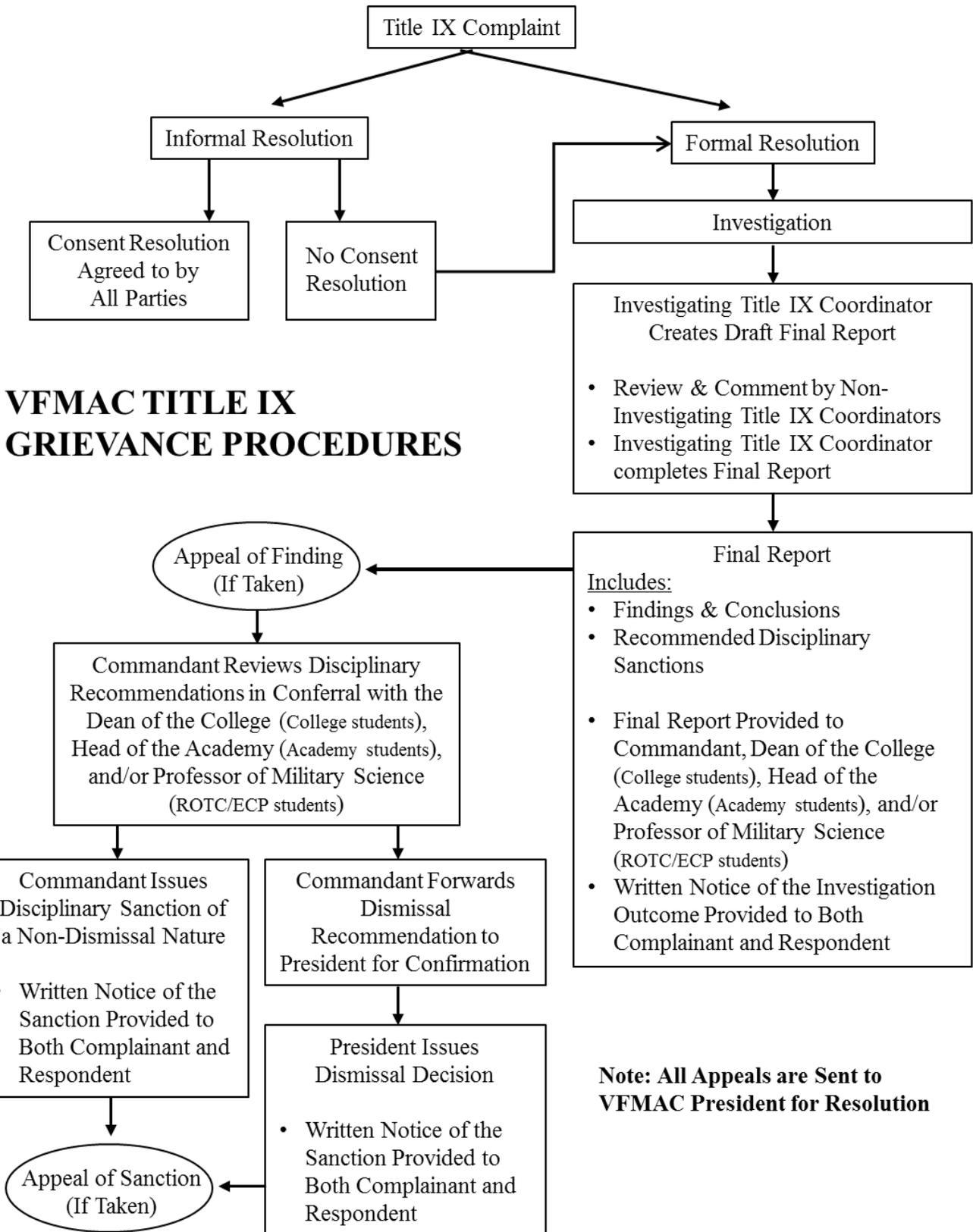
Any employee or student who knowingly and/or intentionally files a false Title IX complaint under this procedure is subject to disciplinary action up to and including dismissal from VFMAC or termination of employment.

M. Time Frames

Time frames referenced in these policy may be extended by the Title IX Coordinator for good cause, such as holidays or when classes are not in session, or when it is necessary to complete an investigation due to difficulties reaching witnesses or parties to the complaint. In all cases, extension of timelines will be noted in writing by the Title IX Coordinator.

N. Title IX Grievance Procedures

This procedure shall constitute the grievance procedures for complaints alleging unlawful sex discrimination required under Title IX of the Education Amendments of 1972. As used herein, “complaint” is synonymous with “grievance”.



CONCLUSION

The College is committed to the safety of all employees, cadets and visitors to the campus. As such, cadets and visitors are strictly prohibited from bringing weapons of any kind on campus. In addition, each applicant is screened during the admission process for any prior criminal history and the College performs a standard background check on all prospective employees, including utilizing Pennsylvania's "Criminal History Records Information Act." Dissemination of information and programs concerning safety issues including crime prevention and alcohol and drug abuse prevention are provided through various methods including Bulletins and Staff Memoranda. Cadet disciplinary procedures are fully set forth in *The Student Handbook* and *The Guidon*.

The information contained in this report is compiled and provided in accordance with the Higher Education Security Information Act and the Clery Act. A new report is generated each year and is distributed to all cadets and employees by October 1st.

A paper copy of this report will be provided upon request by contacting the Commandant's Office in Lee Hall at 610-989-1277. [The report is also available online.](#)

For further information, please contact:

Fire and Ambulance	(610) 687-3245
Commandant	(610) 989-1276
College Dean	(610) 989-1453
Radnor Police	(610) 688-0503
Tredyffrin Police	(610) 644-3221 (Business)/610-647-1440 (Dispatch)
Bryn Mawr Hospital	(610) 526-3100
Cadet Health Center	(610) 989-1515
Campus Security Office	(610) 989-1258