

# Student Handbook

Academic Year  
2018-2019

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## About Us

The International Institute for Restorative Practices (IIRP) Graduate School is the world's first graduate school wholly devoted to restorative practices. Our faculty – all scholar/practitioners – are dedicated to helping individuals find new ways to empower people and transform communities. This field, as well as our institution, is developing across national borders and professional disciplines in order to positively influence human behavior and improve civil society.

Our campus in Bethlehem, PA, is the international and intellectual hub of our accredited Graduate School.

## Mission

The International Institute for Restorative Practices is dedicated to the advanced education of professionals at the graduate level and to the conduct of research that can develop the growing field of restorative practices, with the goal of positively influencing human behavior and strengthening civil society throughout the world.

## Vision

Our world is changing at a breathtaking pace, driven by scientific and technological advances whose consequences challenge our ability to cope with them. Social patterns that have long characterized human life are changing dramatically around the globe, diminishing social connectedness in families, schools, workplaces and communities. The International Institute for Restorative Practices (IIRP) will draw upon a wide range of fields to develop theory and practice and conduct research designed to address this global challenge.

The emerging field of restorative practices is the study of restoring and developing social capital, social discipline, emotional well-being and civic participation through participatory learning and decision making. The further development of restorative practices as a field of study requires eclectic and interdisciplinary graduate-level study and research that includes practice, reflection, scientific inquiry and international academic collaboration.

Further, restorative practices can enhance our relationships and our emotional well-being. The IIRP Graduate School will model that potential by actualizing the principles of restorative practices in its daily operations, its dealings with students, staff, faculty, administration and trustees, and its relationships with other people and organizations.

## Educational Philosophy

The IIRP Graduate School offers graduate degree and professional development programming that will promote learning, personal growth and social responsibility among its students by integrating the core concepts of restorative practices in all teaching and learning activities.

We believe that every human being has intrinsic value, deserves to be treated with respect, is capable of changing and growing, and is inherently motivated to learn. We also believe that learning occurs best within a participatory learning community with students actively engaged in their own learning and interacting with their fellow students, and that learning should not only build capacity for the future, but should address current problems and challenges facing individuals and society.

Graduates will be thoughtful practitioners, able to advance in their profession and committed to developing their own capacities through habits of exploration and reflection. They will be effective communicators and will have a well-developed capacity to engage in lifelong inquiry and learning. They will have an understanding of healthy interpersonal and organizational relationships and will work well with others in responding to new and unexpected challenges that arise in their organizations and communities.

Lastly, the IIRP Graduate School's aim, as suggested by Albert Einstein in a speech in 1936, "is the training of independently acting and thinking individuals who, however, see in the service of the community their highest life problem."

## Institutional Goals

We will educate a growing number of professionals who are capable of applying restorative practices to strengthening civil society.

We and our graduates will contribute to the growth of knowledge through our research and its applications.

We will disseminate the results of our theory and practice to professionals in related disciplines with the goal of positively influencing human behavior.

## History

The face of higher education is changing rapidly and dramatically around the world. The IIRP has designed its offerings and services to meet the needs of 21st century adult learners and professionals. All that the IIRP offers is mission-driven, rooted in everyday professional practice and accessible from anywhere in the world through a wide range of flexible learning options.

We are dedicated to the study of restoring relationships, social discipline, emotional well-being and civic participation through participatory learning and decision making.

Our faculty and graduate students engage in reflection, scientific inquiry and academic discussion, drawing on theory as well as their own professional practice and personal experience. Our entire institution is guided by the premise that “people are happier, more cooperative, more productive, and more likely to make positive changes when those in authority do things *with* them, rather than *to* them or *for* them.”

With roots in restorative justice, a way of looking at criminal justice that emphasizes repairing the harm done to people and relationships, restorative practices has the broader goal of proactively developing community, managing conflict, building relationships and increasing social capital.

The establishment of the IIRP Graduate School was the culmination of decades of work in restorative practices by a number of pioneers around the world, among them the IIRP’s founders, Ted and Susan Wachtel, who developed many of the theories at Buxmont Academy and the Community Service Foundation.

## Accreditation

The IIRP is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. (267-284-5000) The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

## Faculty, Staff and Administration

**Main Office Phone Number** **610-807-9221**

**Gina B. Abrams, Assistant Professor** **267-576-0366**

**Director of Research and Program Evaluation**

University of Delaware, B.S., Physical Education Studies, 1995

Boston University, M.S.W., Social Work Macro Practice, 1999

Boston University, M.P.H., Social and Behavioral Health, 2000

Rutgers University, Ed.M., Statistics, Measurement, and Evaluation, 2012

Boston University, Dr.P.H., Leadership, Management, and Policy, 2017

**Craig Adamson, Provost, Associate Professor** **215-416-3723**

Temple University, B.A., Criminal Justice, 1995

International Institute for Restorative Practices, M.R.P.Y.C., 2008

Lesley University, Ph.D., Educational Studies with Specialization in Adult Learning, 2012

**John Bailie, President** **267-246-5891**

Norwich University, B.A., English, 1995

International Institute for Restorative Practices, M.R.P.Y.C., 2008

Lesley University, Ph.D., Educational Studies with Specialization in Adult Learning, 2012

**Borbála Felligi, Assistant Professor** **610-807-9221**

Eötvös Loránd University, M.A., Social Policy, 2002

University of Cambridge, Trinity Hall, M.Phil., Criminology, 2004

Eötvös Loránd University, Ph.D., Social Policy, 2008

**Mary Jo Hebling, Lecturer** **215-778-2956**

Temple University, B.A., Communications and Theater, 1979

International Institute for Restorative Practices, M.S.,

Restorative Practices and Youth Counseling, 2012

**Keith Hickman, Director of Continuing Education** **267-406-3901**

Antioch College, B.S., Sociology, 1990

**Jamie Kaintz, Director of Student Services** **610-807-9221**

Cedar Crest College, B.A., Applied Psychology, 2016

**Linda Kligman, Vice President for Administration** **610-807-9221**  
 Drexel University, B.S., Civil Engineering/Applied Technologies, 1991  
 International Institute for Restorative Practices, M.S., Restorative Practices, 2015

**Patrick McDonough, Ph.D., Vice President for Academic Affairs Emeritus**

**Zeau Modig, Librarian** **610-807-3007**  
 Stockton State College, B.A., Historical Studies, 1981  
 Rutgers University, Information and Library Studies, M.L.S., 1985

**Carolyn Olivett, Professor Emerita**

**Frida Rundell, Professor** **610-694-9936**  
 Johannesburg College of Education Transvaal, Teachers' Diploma, 1967  
 University of South Africa, Diploma in Special Education, 1981  
 Graduate School of Marketing, Diploma in Marketing Management, 1983  
 University of Witwatersrand, Certificate in Instrumental Enrichment, 1988  
 South African Institute of Marital & Family Therapy, Family Therapy, 1990  
 University of South Africa, B.A., 1991  
 University of South Africa, B.A. (Hons.), Psychology, 1993  
 University of Natal, M.Ed., Psychology, 1996  
 University of Zululand, Ph.D., Community Psychology, 2000

**Thomas Simek, Ed.D., Professor Emeritus**

**Elizabeth Smull, Lecturer** **267-718-7608**  
 Millersville University, B.S., Secondary Education, 2000  
 International Institute for Restorative Practices, M.R.P.Y.C., 2008

**Theodore Wachtel, Founder** **215-766-7443**  
 Miami University, B.A., History, 1967  
 Lehigh University, M.A., Education, 1969  
 Temple University, Media Specialist Certificate, 1975



## Rights and Responsibilities of Students

The role of students in the educational community of the IIRP involves a balance of rights and responsibilities. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the larger community. Students are required to exercise their freedoms with appropriate responsibility. The responsibility to create general conditions conducive to the freedom to learn must be shared by all members of the IIRP community. (See Reciprocal Roles and Responsibilities, below.)

## Reciprocal Roles and Responsibilities

We engage in our collective work as a new Graduate School mindful of our special mission to advance restorative practices in all that we do. In that we did not arise from a pre-existing college with established traditions, we place the following expectations in front of us, as students, faculty, staff, and board members, interact with one another:

### Students Should Expect...

- to participate in an organization employing IIRP's Basic Concepts and using Fair Process for decision making;
- to be supported in the process of teaching and learning by staff and Board;
- to receive fair and individual attention from faculty;
- to receive from faculty the opportunity to acquire a quality education that meets the goals of their programs;
- to receive useful advising and guidance from faculty and staff;
- to follow faculty expectations and participate actively;
- to give and receive honest feedback with all others.

### Faculty Should Expect...

- to participate in an organization employing IIRP's Basic Concepts and using Fair Process for decision making;
- to be ever mindful of its responsibilities for financial, educational and mission integrity;
- to be supported in the process of teaching and learning by staff and Board;
- to offer students fair and individual attention in classes and in advising;

- to offer students the opportunity to acquire a quality education that meets the goals of the students' programs;
- to model restorative practices in their classrooms;
- to receive genuine effort, cooperation and participation from students;
- to cooperate with staff and Board as needed to manage the organization effectively and efficiently;
- to both give and receive trust and support with the staff and Board;
- to give and receive honest feedback with all others.

### Staff Should Expect...

- to participate in an organization employing IIRP's Basic Concepts and using Fair Process for decision making;
- to be ever mindful of its responsibilities for financial, educational and mission integrity;
- to support the process of teaching and learning among students and faculty;
- to give and receive honest feedback with all others;
- to offer students accessibility, support, quality advising, guidance, etc.;
- to provide for the faculty's needs for instructional support, technology, etc.;
- to receive from the faculty timely and accurate data, cooperation, policy adherence, etc.;
- to both give and receive trust and support with faculty and Board;
- to support the Board's functions with timely information, staff access, communications and updates, policy recommendations, etc.

### The Board Should Expect...

- to oversee an organization employing IIRP's Basic Concepts and using Fair Process for decision making;
- to nurture an organization in which all constituents remain faithful to the mission;
- to oversee a governance structure marked by openness, transparency, trust, respect and safety;
- to give and receive honest feedback with all others;

- to hold the President responsible for the administration of the institution and to focus its own activity on policy and program issues;
- to offer trust but also to demand accountability from all constituencies;
- to be ever mindful of its oversight responsibilities for financial, educational and mission integrity;
- to receive the information it needs from faculty and staff in a timely and accurate manner when making institutional decisions.

## Student Feedback

Students are encouraged to express both positive and critical feedback to faculty, administrators and staff. The IIRP encourages students to voice their opinions and feelings because they play a critical role in the ongoing improvement of the Graduate School.

The IIRP asks students to identify themselves (using their student ID number) when completing course evaluations or student surveys. Part of our restorative culture is that feedback helps us grow. Anonymous feedback is inconsistent with the philosophy of restorative practices. Knowing students' concerns gives faculty, administrators and staff opportunities to clear up any misunderstandings and get clarification if necessary. The IIRP views feedback as healthy and as an opportunity for positive change.

## Institutional Statements

### Affirmative Action Statement

The International Institute of Restorative Practices seeks to ensure fair and equal employment opportunity and conditions of employment. The Institute affirms its commitment to hiring and retaining women and minority candidates.

### Americans with Disabilities Act

The IIRP adheres to the principles and mandates of the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and the ADA Amendments Act of 2008.

A disability is defined as a physical or mental impairment that substantially limits one or more of the individual's major life activities, even if the student uses a mitigating measure such as

glasses, medication, prostheses, or a hearing aid. Major life activities are functions such as breathing, caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, learning, exercising cognitive abilities, sitting, standing, lifting, reaching and working. The IIRP will voluntarily provide reasonable accommodations, upon request, to a student whose condition meets the legal definition of a disability under the ADA and who is considered otherwise qualified for IIRP admission.

Special classroom set-ups, alternate testing and other accommodations for students with documented disabilities are available on a case-by-case basis. The IIRP is not required by law to change the “fundamental nature or essential curricular components of its programs in order to accommodate the needs of disabled students.” It is the responsibility of students with disabilities to identify themselves and request accommodations through the office of the Vice President for Administration well in advance of need in order to give the IIRP a reasonable amount of time to evaluate the request and, if possible, implement the accommodation.

## **Equal Opportunity Statement**

The International Institute for Restorative Practices (IIRP) Graduate School admits students of any race, color, religion, national or ethnic origin, age, gender, gender identity or expression, sex, sexual orientation, familial, marital or veteran status, HIV status or disability to all the rights, privileges, programs and activities generally accorded or made available to students. The IIRP Graduate School admits students equally with regard to these categories.

## **Nondiscrimination Statement**

The International Institute for Restorative Practices (IIRP) does not discriminate against any person based on actual or perceived race, color, gender, gender identity or expression, sexual orientation, religion, ancestry, genetic information, national origin, familial status, marital status, age, veteran status, HIV status, mental or physical disability – or any other basis – in administration of its educational policies, employment policies, scholarship or loan programs or other education related programs administered by the Institute.

Consistent with its name and mission, ideally concerns would first be addressed informally, through informal discussions or a restorative circle. If a solution is reached it should be put in writing, signed and dated by both parties, and copied to the Vice President for Administration. However, persons choosing not to participate in a restorative process so should report the incident in writing to the Vice President for Administration.

## Policies

### Code of Conduct

The IIRP recognizes the basic rights and responsibilities of the members of the Institute and accepts its obligation to preserve and protect those rights and responsibilities. Further, the Institute must provide for its members the opportunities and protections that best serve the nature of the educational process.

The Code of Conduct governing the behavior of members of the IIRP must ensure the basic rights of individuals, as well as reflect the practical necessities of the community. The Code also must prohibit or limit acts that interfere with the basic purposes, necessities or processes of the IIRP or with the rights of its members. Finally, the Code must reconcile the principles of maximum freedom and necessary order.

### Sanctions

Consistent with the philosophy of restorative practices, the emphasis of the IIRP disciplinary processes is on repairing the harm and restoring the well-being of the educational community. Although sanctions may be appropriate or necessary, violators of the IIRP Code of Conduct will be afforded the opportunity to participate in a restorative process.

Sanctions for violations of the IIRP Code of Conduct may include penalties ranging from warning (written or verbal) to expulsion from the graduate program, but will be tailored to address the circumstances of each offense and ideally decided in conjunction with the offender as part of the process. Ultimately, the administration of the IIRP will be responsible for such sanctions.

The Code of Conduct shall be made public in an appropriate manner and may be revised by the IIRP in consultation with the faculty, students and staff.

### Behaviors Inconsistent with IIRP Values

The Code of Conduct describes behaviors that are inconsistent with the essential values of the IIRP community. Those directly violating the Code of Conduct and those who assist, condone or who are aware of the violations and do not report them, are engaging in behaviors that contradict the values of the IIRP. Such behaviors include but are not limited to:

1. Physically harming or threatening to harm any person, intentionally or recklessly causing harm to any person, or reasonable apprehension of such harm or creating a condition that endangers the health and safety of self or others.

2. Sexually assaulting or abusing a person. The Institute does not tolerate sexual assault or abuse, such as rape (including acquaintance rape) or other forms of nonconsensual sexual activity.
3. Harassing, stalking or hazing any person, including sexually harassing.
4. Using, possessing or storing weapons or fireworks.
5. Tampering with fire or other safety equipment or setting unauthorized fires.
6. Illegally possessing, using, distributing, manufacturing, selling or being under the influence of alcohol or other drugs.
7. Intentionally providing false or inaccurate reports of emergencies or Code violations or knowingly providing false statements during a hearing, disciplinary conference or to IIRP officials.
8. Stealing, vandalizing, damaging, destroying or defacing Institute property or property of others.
9. Obstruction or disruption of classes, research project or other activities or programs of the graduate school; or obstructing access to IIRP facilities, property or programs. Disruption is defined as an action or combination of actions by one or more individuals that unreasonably interferes with, hinders, obstructs or prevents the operation of the IIRP or infringes on the rights of others to freely participate in its programs and services.
10. Violating the Academic Integrity Policy.
11. Failing to comply with reasonable directives to provide identification or to report to an administrative office or, when reasonable cause exists, failing to leave Institute-controlled premises when directed to do so by properly authorized persons, including police and/or Institute staff.
12. Making, using or possessing any falsified IIRP document or record; altering or forging any Institute document or record, including identification or access cards. Includes but not limited to: forging (signing another's name and/or ID number) or manufacturing IDs, altering permits and misuse of forms (letterhead stationery, IIRP forms).
13. Unauthorized entry into or use of IIRP property or facilities including classrooms, offices and other restricted facilities. The IIRP also has the right to control use and entry into facilities for reasons of security, safety or protection of property. This includes closing facilities at specified times. It should also be recognized that an open or unlocked door is not an invitation to enter and use facilities.

14. Engaging in disorderly, disruptive, lewd or indecent conduct. Inciting or participating in a riot or group disruption. Failing to leave the scene of a riot or group disruption when instructed by officials. Disorderly conduct may include disruption of programs, classroom activities or functions and processes of the IIRP. This item covers unreasonable noise, creating a physically hazardous or physically offensive condition.
15. Violating written IIRP policy or regulations contained in any official publications or administrative announcements, including IIRP computer policies; violating IIRP policies and regulations that are contained in official publications, administrative announcements, contracts and postings.
16. Violating federal, state or local law if such behavior impacts the IIRP community. Criminal or civil decision is not a necessary prerequisite for a disciplinary decision nor is it necessary that criminal or civil charges be lodged against the student either before or after a disciplinary decision.
17. Misusing or abusing computer resources or other information technologies at the IIRP.

## Community Responsibility

Students and employees of the IIRP are members of the academic community. As members of the academic community, they are subject to the rights and obligations that accrue to them by virtue of this membership. Students and employees are expected to be honorable and ethical in every regard and to have consideration for the welfare of others as individuals and for the community as a whole.

In keeping with the Clery Act, as amended by the Campus SaVE (Sexual Violence Elimination) Act in 2013, the IIRP does not suggest that witnesses (bystanders) to violent or potentially violent situations put themselves in jeopardy, but that they do take appropriate steps to keep members of the community safe. Reporting options are available for bystanders as well as victims. Calling the police is usually the best way to intervene if there is a question of safety for anyone. If there is no immediate danger, restorative processes may be utilized to address any concerns for members of the community.

## Data Privacy Policy

The IIRP exercises care and prudence in the handling of personal information that we collect through our websites. This policy does not protect external sites linked to or from any iirp.edu website.

### **Collection of Information**

The IIRP collects no personally identifiable information from visitors to our website, unless an individual affirmatively chooses to make such information available to the IIRP. However, our web servers do automatically recognize some non-personal information, such as volume and timing of access, as well as the Internet domain and IP address from which an individual accesses our sites. That information is stored for a maximum of 60 days.

Cookies are small files that are stored on a computer (unless you block them). We use cookies to understand and save visitors' preferences for future visits and compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future. We also use cookies to enable certain web services like Single Sign-on. Google and other third parties may use cookies, web beacons and similar technologies to collect or receive information from this website and elsewhere on the Internet and use that information to provide measurement services and target ads.

The IIRP collects personal information through online data entry forms. Only information necessary to fulfill an information or other request or application, subscribe to our email lists, process a donation or fulfill an e-commerce transaction and to notify an individual of order status is collected. The IIRP's website neither markets to persons who are less than 13 years of age nor knowingly collects personal information online from them. Student information is kept confidential pursuant to federal and state regulations. We will not sell information to commercial entities.

We may also provide a visitor's information to third parties in circumstances where we believe that doing so is necessary or appropriate to satisfy any applicable law, regulation, legal process or governmental request; or to detect, prevent or otherwise address fraud, security or technical issues; or protect our rights and safety and the rights and safety of our users or others.

### **Use of Information**

The IIRP uses the information an individual submits to provide them with the product or service requested, consistent with the purpose for which the information was collected. If an individual sends us an email, the email address they provide may be used to send information, respond to inquiries and/or other requests or questions. We will not share, sell, rent, swap or authorize any third party to use that email address for commercial purposes without the individual's permission.

The IIRP may also generate summary statistics about the volume, variety, timing and other characteristics of our web traffic in general, but such statistics do not contain personally



identifiable information. For example, we use third parties such as Google Analytics to generate reports on site usage, web traffic, user behavior and user interests in order to optimize our website for our visitors.

The IIRP will only use collected information to communicate with an individual regarding future offerings or opportunities in which we feel they may be interested if they have opted to receive such communications.

The IIRP does not share, trade or sell personal information to third parties. The only exception is the sharing of information or the conduct of marketing efforts in conjunction with IIRP international affiliates, with which we have governance and programmatic oversight, and whose goals and mission are consistent with the mission and goals of the IIRP.

### **Opt Out**

A person may disable cookies through their individual browser options or they can opt out of the collection and use of this information through tools like the [Network Advertising Initiative opt-out page](#).

### **Third Party Vendors**

The IIRP works with various third-party services to provide email management and payments. We choose these vendors based on their compliance with applicable privacy laws.

### **Security**

The IIRP follows industry-standard precautions and procedures in the transmission and storage of electronic data. The IIRP and affiliate websites use Secure Sockets Layer (SSL) encryption to process secure information. Sensitive credit card information is not permanently stored on any IIRP web server, and although order information is retained for our records, this information is not shared with other companies or persons.

### **Intellectual Property and Proprietary Rights**

Our websites are protected by one or more copyrights, patents, database rights, trademarks, service marks and/or other intellectual property and proprietary rights that are owned by the IIRP, its affiliates and/or third parties.

### **Breach Notification**

We will notify affected individuals, via email, within 72 hours of first having become aware of a breach of data that is likely to result in a risk for the rights and freedoms of individuals.

## Accuracy of Information

All information provided on IIRP websites is for informational purposes only and does not constitute a legal contract between the institution and any other person or entity otherwise specified. Although every reasonable effort is made to present current and accurate information, the IIRP makes no guarantees of any kind.

## Grievance Policy

A grievance is a claim that action has been taken that involves a student or staff or faculty member's status or the specific terms or conditions of employment or academic study and which is believed to be arbitrary, capricious, or without cause or not consistent with IIRP policies and procedures, or a perceived circumstance of discrimination, harassment or inequity.

The International Institute for Restorative Practices, consistent with its name and mission, will use restorative processes, whenever possible, in dealing with wrongdoing and conflict among students, staff, faculty and administration. Restorative processes focus on repairing the harm done by conflict and wrongdoing. They are usually held in a circle format and provide every person with an opportunity to be heard and express feelings in a safe environment.

Restorative processes bring together those who have been affected by an incident. When there are identifiable wrongdoers and victims, all of those individuals have the choice of participating voluntarily. Furthermore, their friends, colleagues, optionally their family members, and others in the institution who have been affected, are also invited to come together to resolve the emotional consequences of the incident and to have a say in how the conflict or wrong might be handled.

If possible, concerns that result in a grievance should first be addressed informally, through informal discussions or a restorative circle. If a solution is reached, it should be put in writing, signed and dated by both parties, and copied to the appropriate administrator.

If, after attempting informal resolution, no solution is reached, the aggrieved party or parties may appeal the issue in writing to an appropriate administrator. That administrator must respond to the grievance within ten working days.

If the aggrieved party is not satisfied with that outcome, they may appeal to the President in writing. The President will respond within ten working days. If the aggrieved party is still not satisfied, the issue may be appealed to the Board of Trustees.

## How to File a Formal Complaint

### Who to Contact If You Have a Complaint or Grievance

For incidents of Sexual Misconduct – Rape, Sexual Assault, Dating Violence and Domestic Violence – Call 911.

If you decide to make an official report to the IIRP, a detailed (typed, emailed or handwritten) statement of the alleged incident(s) should be submitted to the Vice President for Administration.

In the case of an alleged violation of the any of the following:

- Equal Opportunity Statement
- or
- Affirmative Action Statement
- or
- Non-Discrimination Statement
- or
- Harassment Policy

The complaint is to be brought to the attention of the Vice President for Administration in writing. If the Vice President is the alleged violator, then the complaint should be brought to the President (same address and phone number as noted below).

Linda Kligman, Vice President for Administration  
International Institute for Restorative Practices  
531 Main Street  
Bethlehem, PA 18018  
610-807-9221

In the case of an alleged violation of Civil Rights, the complaint may be brought directly to the Office for Civil Rights:

Barbara Holland, Regional Manager, Office for Civil Rights  
U.S. Department of Health and Human Services  
150 S. Independence Mall West  
Suite 372, Public Ledger Building  
Philadelphia, PA 19106-9111

Customer Response Center: 800-368-1019 Fax: 202-619-3818  
TDD: 800-537-7697 Email: OCRMail@hhs.gov

For other complaints:

<p><b>Nature of Complaint</b></p>	<p><b>In the spirit of restorative practices and a restorative environment, we urge you to resolve issues and concerns with faculty and staff. Reach out to the following individuals by phone or email.</b></p>
<p>General Complaint or Grievance</p>	<p>Consult with a faculty member and/or the Director of Student Services</p>
<p>Americans with Disabilities Act</p>	<p>Vice President for Administration Linda Kligman 610-807-9221</p>
<p>Appeal of a Grade</p>	<p>Consult with faculty member</p>
<p>FERPA compliance (privacy of student records)</p>	<p>Director of Student Services Jamie Kaintz 610-807-9221</p>
<p>Student Right to Know and Campus Security</p>	<p>Vice President for Administration Linda Kligman 610-807-9221</p>

Should you have exhausted all avenues to resolve an issue informally and wish to file an official complaint, that complaint must be submitted in writing to:

<p>General Complaint or Grievance</p>	<p>Provost                  Craig Adamson, Ph.D.                  531 Main Street                  Bethlehem, PA 18018</p> <p>or</p> <p>Vice President for Administration                  Linda Kligman                  531 Main Street                  Bethlehem, PA 18018</p>
<p>Americans with Disabilities Act</p>	<p>Vice President for Administration                  Linda Kligman                  531 Main Street                  Bethlehem, PA 18018</p>
<p>FERPA compliance                  (privacy of student records.)</p>	<p>Family Policy Compliance Office                  U.S. Department of Education                  600 Independence Avenue, S.W.                  Washington, DC 20202-4605</p>
<p>Grade Appeal</p>	<p>Provost                  Craig Adamson, Ph.D.                  531 Main Street                  Bethlehem, PA 18</p>
<p>Student Right to Know                  and Campus Security</p>	<p>Vice President for Administration                  Linda Kligman                  531 Main Street                  Bethlehem, PA 18018</p>

## No-Gift Policy

The IIRP has a no-gift policy with regard to gifts (1) among its employees and (2) between its staff or faculty and students.

1. Gifts among employees should be limited to personal exchanges outside of the workplace. In the interest of avoiding uncomfortable situations where employees feel social pressure in the workplace to participate in holiday gift exchanges or to contribute to gifts or participate in celebrations for birthday, retirement, baby shower or similar reasons.

The IIRP asks its employees to keep gifts and celebrations outside of the workplace, with invitations and gift-giving carried out on a private, interpersonal basis.

2. Students may not give staff or faculty members gifts, or vice-versa, (including paying for dinners or other expressions of appreciation with a financial implication) in the interest of avoiding potential conflict of interest or other ethical dilemmas.

We ask that students honor this policy so as to avoid putting any staff or faculty member in an awkward situation where they must then refuse or return a gift. Letters, cards or verbal expressions of appreciation are welcome.

## No-Money-Solicitation Policy

The IIRP has a no-money-solicitation policy with regard to the solicitation by and among faculty, staff or students to contribute to organizations or purchase raffle tickets, event tickets, cookies or other types of organizational fundraising in the workplace. For the same reasons as the IIRP no-gift policy, we want to avoid uncomfortable situations where employees feel social pressure to participate. With the exception of contributions to the IIRP, the IIRP asks its employees and students to keep such solicitation of contributions and purchases outside of the workplace on a private, interpersonal basis.

## Photography and Video Recording Policy

The IIRP uses digital photographic images and video recordings to promote the Graduate School and events surrounding the institution in websites, print materials and social media, in areas around education, publicity and fundraising.

All IIRP employees, students, trustees and attendees of IIRP conferences are advised that the IIRP records digital images and video of members of the campus community throughout the year, which may include in classrooms, in study areas, in offices and at other IIRP on- and off-campus activities. The IIRP reserves the right to employ these images and videos as a part of its internal and external communications efforts.

All IIRP employees, students, trustees and attendees of IIRP conferences are given to understand that their images, names, voices and likenesses may be included, published or used in perpetuity in IIRP publications, including print, broadcast, social and/or other electronic media for publicity or marketing purposes. Procedures are established so that IIRP employees, students, trustees and attendees of IIRP conferences can opt out of this arrangement. The Office of the Vice President for Administration is responsible for these procedures, which can be found in your Student Portal.

The IIRP will never post still or motion images with identifying information such as email address, address or family members' names. No special compensation is provided to any individual included in images taken at IIRP events. The IIRP does not contact individuals to notify them if or when their images are used by the IIRP.

## Safety, Security and Health

### AIDS and HIV

The IIRP recognizes the epidemic of Human Immunodeficiency Virus (HIV) infection at the global, national and local levels. It is prudent, therefore, for the institute to adopt policies and practices that presume the possibility of HIV presence.

Specific safeguards are felt to be important for seropositive individuals. These safeguards, listed below, are built primarily around issues of confidentiality and non-discrimination.

- No student shall be denied enrollment and no individual shall be denied employment on the basis of HIV infection.
- Testing for seropositivity shall not be a requirement of admission or employment.
- Individuals who are seropositive, whether or not symptomatic, shall not be denied free and unrestricted access to all IIRP facilities, programs, and events.
- HIV infection shall not be used as a reason to restrict participation in any IIRP educational, recreational or social activity.
- Any employee having questions regarding HIV infection and its relationship to employment or the workplace may address those questions to the Vice President for Administration. All such questions or concerns shall be kept strictly confidential.
- No individual shall be denied access to IIRP facilities nor otherwise isolated, restricted or segregated on the basis of seropositivity.
- In accordance with the principle of confidentiality and current medical information, the IIRP has no obligation to inform co-workers, instructors, roommates, or others of anyone's HIV status.
- Individuals with AIDS shall be accorded the legal status of having a handicapping condition.
- Media, or other persons outside the IIRP community seeking information regarding the status of HIV infection on campus or the institution's response to such infection shall be directed to the President of the IIRP Graduate School or his or her designee.
- All students and employees of the IIRP shall utilize Universal Precautions when dealing with medical events.



The IIRP recognizes that, as information about AIDS is updated, periodic changes to its position and practices may be necessary. Students and employees requiring information or assistance with regard to HIV/AIDS can contact these local agencies:

**St. Luke's AIDS Services Center** (ASC)

511 E. Third Street, Suite 202  
Bethlehem, PA 18015  
484-526-2063

**F.A.C.T.** (Fighting AIDS Continuously Together)

245 North 12th Street  
Allentown, PA 18105  
610-820-5519

**Sexually Transmitted Disease and Tuberculosis Clinic** at Bethlehem Health Bureau

10 East Church Street  
Bethlehem, PA 18018  
610-865-7087

## **Drug-Free Schools and Communities and Drug-Free Workplace**

In support of the national strategy to combat illegal drug and alcohol abuse, Congress has enacted the Drug-Free Workplace and the Drug-Free Schools and Communities Act Amendments, which require that "...as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education or state/ local educational agency must certify that it has adopted and implemented a program to prevent the unlawful manufacture, possession, use, or distribution of illicit drugs and alcohol by students and employees."

### **Standards of Conduct**

The unlawful manufacture, possession, use, misuse, abuse or distribution of drugs and alcohol on institutional property or off campus while conducting any officially sanctioned institutional activity by any student or employee of the institution is strictly prohibited. If found in violation of these standards, students and employees will be subject to disciplinary action and may incur penalties prescribed by civil authorities.

Faculty and staff, as a condition of employment, must abide by the terms of this policy and report any convictions under criminal drug statutes for violations occurring on or off the premises while conducting business for the institution within five days of the conviction. For students, sanctions imposed by the institution for violations of the above conditions may range from probation up to and including expulsion and referral for prosecution. Sanctions for violation of any of the aforementioned standards imposed on employees may vary from mandatory participation in rehabilitation programs to termination of employment and referral for prosecution.

### **Counseling and Treatment**

Students who abuse controlled substances or alcohol are encouraged to seek assistance and referral through Student Services. Employees who abuse controlled substances or alcohol are encouraged to seek assistance through the office of the Vice President for Administration. Many options are available in the Lehigh Valley and surrounding areas for employees and students in need of substance-abuse counseling. Some of these centers are noted below.

#### **Intake and referral**

Northampton County Drug and Alcohol Intake Unit (610-997-5800)

#### **Support groups**

[Alcoholics Anonymous](#) (610-882-0558)

[Narcotics Anonymous](#) (610-439-1998)

#### **Residential treatment**

[Caron Foundation](#), serves adolescents and adults (800-678-2332)

[Penn Foundation](#), adults only (215-257-9999 or 800-245-7366)

[Livengrin Center](#) (215-638-5200 or 800-245-4746)

#### **Outpatient counseling**

[Confront](#) (610-433-0148)

[Mid-Atlantic Rehabilitation Services](#) (610-419-3101)

[Livengrin Center](#) (610-264-5521)

[White Deer Run of Allentown](#) (610-432-5561)

This is only a partial listing of the services and programs available in the greater Lehigh Valley and surrounding areas. The appearance of a program or service on this list is not to be construed as the Institute's endorsement of the identified agency.

Students or employees who do not reside in the Lehigh Valley can receive information and be referred to local agencies by calling [SAMHSA](#) (Substance Abuse and Mental Health Services Administration) (800-662-4357).

## Emergency Notification

The IIRP has a system in place that notifies students and staff via a mass phone message in case of a significant campus emergency or dangerous situation. Notifications will be given unless doing so would jeopardize a law enforcement investigation or compromise the safety of the community.

The Office of the Vice President for Administration is responsible for this system. The system is tested annually.

## Emergency Phone Numbers

Police, Fire, Medical Emergency	911
IIRP Office	610-807-9221
Ambulance (Bethlehem, PA)	610-865-7111
St. Luke’s Hospital and Emergency Room	610-954-4000
<a href="#">Poison Control</a>	800-222-1222
<a href="#">Crime Victims Council of the Lehigh Valley</a> (Rape Crisis Center and other services for victims of crime)	610-437-6611 Emergency Hotline 610-437-6610 Non-emergency
<a href="#">Network of Victim Assistance (NOVA), Bucks County</a> (for victims of sexual assault and other crimes)	800-675-6900
<a href="#">Bethlehem Health Bureau</a>	610-865-7087

We at the IIRP are concerned about the safety and security of our students. Safety is a shared responsibility. We urge all members of the campus community to use common sense and caution to protect themselves and their property.

## Facility Access

Access to the IIRP facilities is restricted to students, employees, guests of the IIRP and of its members, and those attending designated public events.

## Harassment, Sexual Harassment and Stalking

The IIRP is committed to providing a campus community in which all individuals are treated with respect and dignity and that is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive. Gender discrimination and sexual harassment within the community is unlawful, as is harassment based upon race, color, religion, national origin, disability, age or membership in any other protected group. It is also unlawful to retaliate against a member of the campus community for filing a complaint of harassment or other inappropriate conduct, or for cooperating in an investigation of harassment under this policy. Examples of retaliation include, but are not limited to, the accused or others making physical threats, engaging in verbal harassment and sending intimidating messages – including electronic messages and phone messages.

The institution will not tolerate harassment of or retaliation against its employees, students or any other members of the campus community by anyone, including other members of the community. Furthermore, the institution will also attempt to protect its community members from harassment by other individuals who may be encountered within the community, such as vendors, customers, service employees, etc.

Any person who feels they have been harassed or retaliated against as a result of a report under this policy should contact the Vice President for Administration immediately.

The policy prohibiting harassment and retaliation applies to all members of the community, which for purposes of this policy includes, but is not limited to, employees, students, independent contractors, consultants, leased employees, visitors and others working at the IIRP's premises or with IIRP employees or students. The scope of this policy includes, but is not limited to, all settings in which members of the campus community may find themselves in connection with their employment, education or other institutionally related activities, such as off-site meetings, conferences, social events, etc., including time spent traveling and socializing on the way to and from, and while at, such events. It also extends to other interactions between or among members of the campus community to the extent that a community member's right to a campus community free from harassment or other inappropriate conduct is involved.

The Vice President for Administration or his or her designee is responsible for overseeing the implementation of this policy in the case of administrators, support staff and students. In the case of faculty, the President will provide oversight.

In all cases the IIRP, its staff, faculty and administration will respond quickly, respectfully and with appropriate support for victims of harassment.

### **Harassment**

The Institution will not tolerate harassment of any community member based upon membership in a protected class by any other member of the community or other individuals with whom community members interact in connection with their employment, education or other institutionally related activities.

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person's protected status, such as race, color, gender, national origin, religion, disability, age or any other basis prohibited by federal, state or local law and which has the effect of interfering unreasonably with another's work or academic performance, or creating an intimidating, offensive or hostile environment. A hostile environment is one that is permeated with discriminatory intimidation, ridicule, offensiveness or insult that is sufficiently severe or pervasive to interfere with an individual's academic or work performance.

Harassing conduct includes but is not limited to: slurs; negative stereotyping; ethnic jokes; offensive written or graphic material; display of offensive objects; stalking or cyberstalking; threatening, intimidating or antagonistic acts that denigrate or show hostility or aversion toward an individual or group because of membership in a protected group. This applies not only to actions that occur in-person, but also to conduct that is perpetrated via phone, email, text messages, social media, websites and by any other means or method of any kind.

Note that conduct as described above may not be sufficiently severe or pervasive to constitute harassment in the legal sense. However, the institution considers any conduct of this nature to be inappropriate within the campus community, and complaints concerning such conduct should be brought to the institution's attention as set forth below.

In addition to harassment on the basis of legally protected status, the IIRP prohibits harassment on any basis, which the institution defines to include persistent, severe, pervasive, unwelcome or inappropriate conduct that actually or potentially interferes with a student's ability to work or learn. The institution reserves the right to take disciplinary action based on such conduct whether or not it meets the legal standards of discrimination or harassment.

## Sexual Harassment

Sexual harassment falls under the category of sexual violence. It is a form of sexual discrimination and is illegal. Sexual harassment can occur between people of the same gender or different genders and is prohibited, regardless of the sexual orientation and gender identity of the people involved. Sexual harassment is defined as unwelcome or unwanted sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature when: submission to such conduct is made, explicitly or implicitly, a term or condition of a community member's employment, education or other participation in the community; submission to or rejection of such conduct by a community member is used as the basis for decisions affecting the community member's employment, education or other participation in the community; or such conduct has the purpose or effect of unreasonable interference with a community member's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

It is not possible to list all the circumstances that may constitute sexual harassment. However, the following are examples of conduct that, if unwelcome, may constitute sexual harassment, depending upon the totality of the circumstances, including the severity of the conduct and its frequency or pervasiveness.

- Unwelcome sexual advances or propositions (whether or not they involve unwelcome physical touching).
- Explicitly or implicitly conditioning any terms of employment or education (e.g., continued employment, wages, evaluation, advancement, assigned duties, grades) on the provision of sexual favors.
- Inquiries into another's sexual experience, discussions of one's sexual activities, comments on an individual's body or comments about an individual's sexual activity, deficiencies or prowess.
- Sexual innuendo, sexually suggestive comments or use of sexually explicit or vulgar language.
- Sexually oriented teasing or practical jokes; "humor" about gender-specific traits.
- Suggestive body language or gestures.
- Display or transmission of sexually suggestive objects, pictures, posters, cartoons or other printed or visual material.
- Leering, whistling or physical contact such as unwelcome touching, patting, pinching or brushing against another's body.

- Continued requests to socialize, on or off duty, on or off campus, when a community member has indicated he or she is not interested.
- Continued writing of sexually suggestive physical or electronic messages, making phone calls or leaving phone messages when it is known or should be known that the recipient does not welcome them.
- Derogatory or provocative remarks relating to an individual's gender, sexual orientation, gender identity or gender expression.

The IIRP recognizes that sometimes in the conduct of courses and events there may be controversial or uncomfortable material presented that is appropriate in the context of the course or the event. The IIRP also reminds students that an isolated or stray remark or incident may be unwelcome but does not necessarily rise to the level of harassment or discrimination. It is, however, important to communicate that even stray remarks may be unwelcome and hurtful.

### **Stalking**

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer emotional distress. Stalking or cyberstalking may include repeatedly following, harassing, threatening or intimidating someone, either in-person or by telephone, mail, electronic communication, social media or any other action, device or method. Stalking may or may not be sexual in nature.

### **Complaints of Harassment or Retaliation**

Because the IIRP takes allegations of harassment, stalking and retaliation seriously, it will respond swiftly to complaints of such behavior. The Institute strongly encourages any member of the community who believes he or she has been the target of harassment or inappropriate conduct to report the incident promptly, verbally or in writing, to any faculty member or any administrator. In addition, every member of the community is strongly encouraged to report, in writing, any such conduct observed, no matter who the target.

A timely report will enable the institution to respond rapidly in investigating the allegations and, where it is determined that harassment or inappropriate conduct has occurred, take the necessary steps to eliminate objectionable conduct or conditions and impose corrective action, where appropriate.

Should any community member believe that he or she is being harassed or subjected to inappropriate behavior, he or she may wish to notify the offender directly and immediately

that the behavior is unwelcome and offensive and must stop. In many instances, such informal discussions successfully resolve the issue. However, if for any reason a community member does not wish to discuss the matter directly with the offender or if the discussion does not successfully end the behavior, it is the community member's duty to report the conduct immediately. The institution is committed to taking action if it learns of potential harassment or inappropriate conduct. The institution may be required by law to take such action, even if the aggrieved party does not wish to file a formal complaint.

All administration and faculty are prepared to deal with reports of harassment. All complaints must be reported to the Vice President for Administration, either directly by the complainant or through a member of the IIRP staff or faculty to whom the complainant reports the conduct. If the accused is the Vice President for Administration, then the report will be made to the President.

Consistent with its name and mission, ideally concerns would first be addressed informally, through informal discussions or a restorative circle. If a solution is reached it should be put in writing, signed and dated by both parties, and copied to the Vice President for Administration. However, persons choosing not to do so should report the incident in writing to the Vice President for Administration.

### **Investigation**

A complaint of harassment will be investigated promptly and fairly. To the extent practicable, care will be taken to protect the identity of all parties to the complaint, consistent with a thorough and appropriate investigation.

Investigation will be completed as quickly as is practicable and will include private interviews with the person reporting the incident, any witnesses and the person alleged to have engaged in the harassment or inappropriate conduct. Should any individual responsible for any task related to the investigation process have a conflict of interest, that person will be replaced by a neutral party. It is vital for all parties to the investigation to refrain from discussing any and all aspects of it, on or off campus. If the investigation determines that harassment or inappropriate conduct has occurred, the institution will act promptly to eliminate the offending conduct and impose corrective action where appropriate.

The person who filed the complaint and the person alleged to have committed the offense will be informed at the same time of the results of the investigation. However, the complainant may not be informed of the specifics of any disciplinary action imposed upon the perpetrator to the extent that this might invade his or her privacy.



False statements made by any party in connection with a complaint of harassment or inappropriate conduct or during an investigation will constitute the occasion for appropriate corrective action, up to and including termination of the person's relationship with the institution.

### **Corrective Action**

The person who filed the complaint and the person alleged to have committed the offense, consistent with the philosophy of restorative practices, will be offered the opportunity to participate in a restorative process before any decisions are made. This is especially appropriate if the offender has admitted to the offense. Participation by either party is strictly voluntary. If either party refuses participation before a decision, all parties will be informed of the decision when it is made and again offered the opportunity to participate in a restorative conference. Should the complainant or offender refuse, there may still be a restorative process for the benefit of either party and others affected by the offense.

If it is determined that harassment or inappropriate conduct has occurred, corrective action may range from a written warning and disciplinary probation to expulsion and may include such other forms of corrective action as the institution deems appropriate.

This is a general statement of policy and no more. While this policy sets forth institutional goals of promoting a community free of harassment and other inappropriate conduct, it is not intended to limit the institution's authority to discipline or take remedial action for conduct it deems unacceptable. It does not constitute a term or provision of any contract of employment or implied contract of employment between the IIRP and an individual employee, nor does it create contractual obligations on behalf of the institution to any person. Likewise, it does not constitute a guarantee of continued student status to any person or otherwise create any obligation on the part of the institution.

## Health and Emergency

The IIRP does not have an on-campus medical facility. First-aid kits are located in classrooms and offices. In the case of a student medical emergency, students will be taken to the nearest medical facility. St. Luke's Hospital in Bethlehem is located within a mile of the IIRP campus. Emergency contact names, as provided by students and maintained in their student records, will be notified.

## Mental Health and Human Services Resources

- [National Alliance on Mental Illness \(NAMI\)](#) (800-950-NAMI)
- [Lehigh Valley Chapter of NAMI](#) (610-882-2102)
- [National Suicide Prevention Lifeline](#) (800-273-8255)
- [Veterans' Crisis Line](#) (800-273-8255)
- [Northampton County Department of Human Services](#) (610-829-6500)
- [Lehigh County Department of Human Services](#) (610-782-3000)
- [Lehigh County Department of Veterans Affairs](#) (610-782-3295)

This is only a partial listing support programs. The appearance of a program or service on this list is not to be construed as the Institute's endorsement of the identified agency.

## Safety Precautions

When walking:

- Stay in well-lit areas in the middle of the sidewalk.
- Avoid quiet side streets, alleys, entryways, parked cars and bushes after dark.
- Walk with somebody or stay near other people whenever possible.
- Pay careful attention to your personal belongings.
- Students leaving the IIRP after dark are especially encouraged to walk in groups to cars. Students using the building during the evening hours should use the parking lot immediately adjacent to the building.

## Security in the Building

In an emergency, call the police using 911 or press the “panic button” on the alarm system. All incidents that happen in the IIRP building should be reported to the IIRP staff on duty or as soon as possible. Emergency exit routes are posted throughout the building.

## Sex Offender Registry and Access to Related Information

The federal Campus Sex Crimes Prevention Act went into effect on October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. It also requires the sex offenders, already registered in a state, provide notice to each institution of higher education in that state, as to where the person is employed, carries on a vocation, or is a student.

Pennsylvania’s Megan’s Law, 42 Pa.C.S. 9799.1, requires the State Police to create and maintain a registry of persons who have either been convicted of, entered a plea of guilty to, or been adjudicated delinquent of certain sex offenses. Additionally, the Pennsylvania State Police are required to make certain information on registered sex offenders available to the public through an internet website.

Information regarding registered sex offenders on the campus of the IIRP may be obtained from the [State Police](#).

## Sexual Misconduct

### Rape, Sexual Assault, Dating Violence and Domestic Violence

If you have been raped or sexually assaulted, go to a safe place. If you are in danger or there is an ongoing threat, call 911 for the local police department. Contact the police in order to report a crime.

Support agencies are available 24/7 to provide emotional support, as well as practical information regarding preserving evidence of the crime, getting medical attention and understanding legal options.

#### Services for Victims of Rape and Sexual Assault

- To report an offense, contact your local police department (911).
- The [National Sexual Assault Hotline](#) (800-656-4673) provides support and information and can refer callers to local agencies.
- For support and information in the Lehigh Valley, contact the [Crime Victims Council](#) (610-437-6611 emergency hotline; or 610-437-6610 for non-emergencies).
- For legal referrals in the Lehigh Valley, call the [Attorney Referral and Information Service](#) (610-258-6333).
- St. Luke's University Hospital, Lehigh Valley Hospital and Easton Hospital all have rape examination kits available. Early medical care is important.
  - St. Luke's University Hospital (610-954-4500)
  - Easton Hospital (610-250-4000)
  - Lehigh Valley Hospital/Muhlenberg (484-884-2521)

#### Services for victims of dating violence and domestic violence

- [National Dating Abuse Helpline](#) (866-331-9474).
- [National Domestic Violence Hotline](#) (800-799-7233).
- [Turning Point](#), Allentown, PA (610-437-3369).

This is only a partial listing support programs. The appearance of a program or service on this list is not to be construed as the Institute's endorsement of the identified agency.

## **Sexual Misconduct**

Sexual misconduct in any form or context can threaten the safety, well-being, educational experience and career of students, faculty and staff and will not be tolerated whatsoever. Sexual misconduct is a broad term encompassing sexual harassment, dating violence, domestic violence, sexual assault, rape and any other conduct of a sexual nature that is nonconsensual or has the purpose or effect of threatening, intimidating or coercing a person. These violations can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or by women, and it can occur between people of the same gender or different genders.

An individual found to have violated the Sexual Misconduct policy will be subject to disciplinary action. This policy also prohibits retaliation against individuals for submitting complaints of sexual misconduct, or for cooperating with investigations of these crimes.

The IIRP will take disciplinary action against persons who attempt such retaliation. Those accused of sexual assault or retaliation may also be prosecuted under applicable local, state and federal laws.

## **Definitions**

Rape is defined as forced sexual intercourse (vaginal, oral or anal) that is perpetrated against the will of the victim. The assailant may be a stranger or an acquaintance. The type of force may include physical violence, coercion or threat of harm to the complainant. Charges of rape also may be considered if the sexual offense involves penetration by a foreign object.

The legal definition of rape, according to the Pennsylvania Crimes Code, Section 3121, is as follows: "A person commits a felony of the first degree when he engages in sexual intercourse with another person . . . (1) by forcible compulsion; (2) by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; (3) who is unconscious; (4) who is so mentally deranged or deficient that such person is incapable of consent." The crime is punishable by a maximum penalty of 20 years' imprisonment or fine of \$25,000 or both.

Sexual Assault is defined as attempted rape, the unwanted removal of another's clothing, indecent exposure, indecent contact (i.e., the unwanted touching of intimate parts of another's body including, but not limited to, genitals, breasts and buttocks) or causing another to have indecent contact with them.

Dating Violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a

relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

Domestic Violence includes felony and misdemeanor crimes 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 or was residing in the same household as the victim or any person against someone who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Consent is an informed, affirmative, knowing, unambiguous and conscious decision by each participant to engage in mutually agreed-upon sexual activity. Consent is voluntary and must be given without coercion, force, threats or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will. Even though consent does not necessarily need to be verbal, relying purely on non-verbal communication can lead to misunderstandings; a spoken agreement is the most clearly indicated form of consent. Consent may not, in any way, be inferred from silence, passivity, lack of resistance or lack of an active response alone; assuming that consent is given by the absence of a "No" is wrong. Consent is revocable. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Consent cannot be given when a person is incapacitated. A person cannot consent if she or he is unconscious or coming in and out of consciousness. A person cannot consent if she or he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his or her understanding of the act is affected by a physical or mental impairment. Consent must be given with rational and reasonable judgment, so if a person is physically incapacitated from the consumption of alcohol or drugs, unconsciousness, or any other kind of inability, consent cannot be obtained.

### **Reporting Offenses**

Students at the IIRP are encouraged to report any instance of a sexual offense to faculty or administration; employees should report offenses directly to the Vice President for Administration. If the complaint is against the Vice President for Administration, the report should be made to the President. Offenses to be reported include those perpetrated by students, faculty, staff, other members of the IIRP community or non-members. Both men and

women may be complainants of sexual offenses. Any person may file a complaint of sexual misconduct at any time. Early reporting is encouraged to preserve evidence and provide the victim with information regarding rights, options and resources available under this policy and federal and state laws. Resources for assistance are provided in the Student Handbook and Catalog and the Organizational Manual.

If a person decides to make an official report to the IIRP, a detailed (typed, emailed or handwritten) statement of the alleged incident(s) should be submitted to the Vice President for Administration. This formal statement should be signed and dated.

The statement should be as specific as possible, including dates, times, locations, a description of the alleged misconduct, the name(s) of the accused person(s) and a list of any person(s) who may have information that would be helpful to the investigation. A complainant may request assistance from an IIRP employee in preparing this statement. The Vice President for Administration will promptly investigate all formal reports.

In all cases the IIRP, its staff, faculty and administration will respond quickly, respectfully and with appropriate support for victims of rape, sexual assault and other forms of sexual misconduct. Victims are encouraged to contact their local police department or support agencies for written information about their rights and options, including how to obtain a restraining order and other protective measures.

At the complainant's request, the IIRP will also assist them in notifying the local police department, if a victim elects to report the crime. Victims are not required to report to area law enforcement in order to receive assistance from or pursue options within the IIRP. Reporting sexual misconduct to the police does not commit the victim to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate if the victim does decide to proceed with criminal charges.

All IIRP instructors, staff and administrators are categorized as Responsible Employees. Responsible Employees are required to immediately report any allegations of sexual misconduct to the Vice President for Administration. Any student or staff member who elects to share information about an incident of sexual misconduct to an IIRP staff or faculty member must understand that the information will be shared with the Vice President for Administration (or the President, if the complaint is against the Vice President for Administration).

If the complainant wishes to remain anonymous, every effort will be made to honor that request, as long as doing so does not compromise the integrity of the investigation process, as outlined below. The Institute will investigate sexual misconduct even without a formal complaint whenever it knows or has reasonable cause to believe that sexual misconduct in

violation of this policy has occurred. All IIRP staff, faculty and administration are expected to maintain confidentiality to the extent possible without compromising the integrity of an investigation.

Victims of sexual offenses always have the option to file a criminal report in addition to a report under this policy. In no case should a victim be dissuaded from reporting sexual misconduct to law enforcement. Regardless of whether a victim elects to file a criminal report, the Institute will conduct an investigation of its own consistent with this policy. Even if the accused is not affiliated with the IIRP, an investigation will be conducted. The Vice President for Administration may issue a No Contact order to an accused unless and until the accused is found not responsible. If the accused is a student or faculty from a visiting institution, the IIRP reserves the right to contact that institution for further investigation.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires institutions to report "specified on-campus crimes that were reported to local police agencies or to any official of the institution with significant responsibility for student and campus activities." At the IIRP, these officials are the President, the Vice President for Administration and their designated staff. When an incident is reported to any of these individuals, they are required to complete a form describing the incident, though they are permitted to preserve the anonymity of the victim. If the victim agrees to have her or his name released or if she or he opts to press charges, information about the incident and the name of the victim will be shared with the local police department and the local office of the district attorney. If the victim does not wish to have her or his name released and chooses not to press charges, information about the incident will be shared with these agencies using the designation of Jane or John Doe. The incident also will be counted for statistical reporting purposes, as required by law.

Completed incident forms are maintained in the administrative offices and used for mandatory compilation of annual crime statistics. The Northampton County District Attorney (or the district attorney from another county, if appropriate) will be notified of any felonies alleged to have occurred involving IIRP students, faculty or staff.

### **Process and Penalties**

Sexual misconduct offenses are major violations of the Code of Conduct for students attending the IIRP, as well as for employees of the IIRP. Anyone charged with such an offense may be subject to IIRP disciplinary proceedings and possible sanctions. The choice of whether to pursue charges of a sexual offense within the confines of campus discipline parameters always resides with the complainant.



When offenses are adjudicated, complainant and alleged perpetrator are entitled to the same opportunities: to have others present during a campus disciplinary proceeding, to be informed of the outcome and to appeal the findings.

No action of the IIRP shall be construed to limit a complainant's right to initiate civil or criminal proceedings against the alleged perpetrator.

In keeping with the gravity of sexual misconduct offenses, sanctions considered in those cases brought before the IIRP will probably start at the level of suspension or expulsion.

The victim and the alleged perpetrator, consistent with the philosophy of restorative practices, may be offered the opportunity to participate in a restorative process before any decisions are made, except where this interferes with any criminal proceedings. This is especially appropriate if the offender has admitted the offense. Participation by either party is strictly voluntary. If either party refuses participation before a disciplinary decision, all parties will be informed of the decision when it is made and again offered the opportunity to participate in a restorative conference.

### **Investigation**

A complaint of sexual misconduct will be investigated promptly and fairly. To the extent practicable, care will be taken to protect the identity of all parties to the complaint, consistent with a thorough and appropriate investigation.

Investigation will be completed as quickly as is practicable and will include private interviews with the person reporting the incident, any witnesses and the person alleged to have engaged in sexual misconduct. Should any individual responsible for any task related to the investigation process have a conflict of interest, that person will be replaced by a neutral party. It is vital for all parties to the investigation to refrain from discussing any and all aspects of it, on or off campus. If the investigation determines that sexual misconduct has occurred, the institution will act promptly to eliminate the offending conduct and impose corrective action where appropriate.

The person who filed the complaint and the person alleged to have committed the offense will be informed at the same time of the results of the investigation. However, the complainant may not be informed of the specifics of any disciplinary action imposed upon the perpetrator to the extent that this might invade his or her privacy.

False statements made by any party in connection with a complaint of sexual misconduct during an investigation will constitute the occasion for appropriate corrective action, up to and including termination of the person's relationship with the institution.

### **Corrective Action**

The person who filed the complaint and the person alleged to have committed the offense, consistent with the philosophy of restorative practices, will be offered the opportunity to participate in a restorative process before any decisions are made. This is especially appropriate if the offender has admitted to the offense. Participation by either party is strictly voluntary. If either party refuses participation before a decision, all parties will be informed of the decision when it is made and again offered the opportunity to participate in a restorative conference. Should the complainant or offender refuse, there may still be a restorative process for the benefit of either party and others affected by the offense.

If it is determined that sexual misconduct has been committed, corrective action may include suspension or expulsion and such other forms of corrective action as the institution deems appropriate.

### **Complainant's Rights**

Because of the physical and emotional trauma experienced by victims of sexual offenses, and because rape and sexual assault are intolerable acts, the following rights are afforded to the complainant:

- To report the rape or sexual assault to a primary provider of support.
- To have every effort made to provide confidentiality, except as set forth above with regard to anonymous reporting requirements, and as necessary to assure adequate care for the victim.
- To contact support agencies as appropriate.
- To have every effort made to provide freedom from intimidation or further harassment by the alleged perpetrator or others.
- To request a change of academic setting, subject to availability, while proceedings take place.
- To select a support person to accompany him or her through IIRP disciplinary processes. (The support person may not directly participate in the processes.)
- To protect against evidence of past sexual history, except as allowed by law.
- To remain present during any disciplinary proceedings.

- To be informed of the outcome of any such proceeding.
- To make up any academic work missed as a consequence of the trauma and the disciplinary or judicial proceedings.

### **Rights of the Alleged Perpetrator**

Similarly, the following rights will be afforded to the alleged perpetrator in all IIRP procedures:

- To have every effort made to provide confidentiality, except in areas of the Higher Education Act of 1998, as amended, or any other state or federal regulation that allows or requires disclosure; to take into account concerns about confidentiality in light of Institute, state or federal regulations that would allow or require disclosure.
- To have every effort made to provide freedom from intimidation or harassment.
- To request a change of academic setting, subject to availability, while proceedings take place.
- To select a support person to accompany him or her through IIRP disciplinary processes. (The support person may not directly participate in the processes.)
- To protect against evidence of past sexual history, except as allowed by law.
- To remain present during any disciplinary proceedings.
- To be informed of the outcome of any such proceeding.
- To make up any academic work missed as a consequence of the trauma and the disciplinary or judicial proceedings if it is determined that the alleged perpetrator was wrongfully accused.

This is a general statement of policy and no more. While this policy sets forth institutional goals of promoting a community free of sexual misconduct, it is not intended to limit the institution's authority to discipline or take remedial action for conduct it deems unacceptable. It does not constitute a term or provision of any contract of employment or implied contract of employment between the IIRP and an individual employee, nor does it create contractual obligations on behalf of the institution to any person. Likewise, it does not constitute a guarantee of continued student status to any person or otherwise create any obligation on the part of the institution.

## Smoking Policy

Smoking is prohibited inside all IIRP buildings.

## Student Right-to-Know and Campus Security Act

The Vice President for Administration is the official assigned responsibility for receiving and resolving complaints relative to Act 73 and the Federal Student Right-to-Know and the Crime Awareness and Campus Security Act of 1990. A complainant also may file a complaint with the Office of the Attorney General of the Commonwealth and shall be given the address of this office upon request to the Vice President for Administration.

The IIRP annual security report includes statistics for the previous three years concerning reported crimes that have occurred on campus; in certain off campus buildings or property owned and controlled by IIRP; and on public property within or immediately adjacent to and accessible from the campus. IIRP policies concerning the reporting of criminal offenses, use of drugs, alcohol, weapons, and access to facilities are published in the Student Handbook and Catalog and the Organizational Manual (for employees).

This report is distributed to all current students and employees through appropriate publications and the [IIRP website](#). Applicants for admission or employment may request copies of the report from the office of the Vice President for Administration. Employees and students will be notified in a timely manner regarding crimes occurring at IIRP locations via email and on the IIRP website. Reportable crimes will be maintained in the Daily Crime Log and available for viewing within two business days of the incident. Forms for the reporting of crime can be found on our [Safety and Security webpage](#).

The IIRP will comply with all relevant requirements of the Student Right to Know Act. Enrolled or prospective students may obtain information on graduation rates through the office of the Vice President for Administration, appropriate publications and the IIRP website.

## Services and Facilities

### Campus Location

Most classes will be held at the IIRP's building located in the historic district of downtown Bethlehem at 544 Main Street, at the corner of Main and Walnut. The IIRP Graduate School library and offices are located across the street at 531 Main Street, Bethlehem.

### Food

There are a number of reasonably priced restaurants within walking distance of the IIRP. A small refrigerator and microwave are available for those students who wish to bring food.

### Library

The [IIRP Graduate School Library](#) specializes in books, journals and other resources related to restorative practices, and provides research and writing support services to students, Faculty and staff.

The IIRP provides online access to scholarly research via [premium literature databases on EBSCOhost](#) as well a variety of [publicly-available resources](#); these include SocINDEX, ERIC, Google Scholar, NJCRS, Restorative Justice Legislation Database, APA PsychNET, Open Access content and much more. Any materials not available in the Library may be obtained through its [interlibrary loan service](#).

The Library provides support for [American Psychological Association \(APA\) writing style](#) with an original APA writing guide illustrated with examples drawn from the literature of restorative practices, as well as links to additional self-teaching tools.

The Library hosts a collection of instructions, forms and tools for compliance with [Institutional Review Board \(IRB\) rules](#) for the use of human subjects in research.

The Librarian can facilitate access for IIRP students to external college and university libraries, many of which allow visiting researchers to use their collections for a fee. Access policies vary among institutions; contact the Librarian for details.

The [Library webpage](#) also offers public access to its [catalog](#) and a variety other resources, as well as contact information for the Librarian in person and via telephone and email.

## Lodging

There are numerous hotels and motels in the Lehigh Valley area. Our website includes [information about lodging and the Bethlehem area](#).

## Lost and Found

Lost and found items should be submitted or claimed in the IIRP office.

## Parking

Parking is available at nearby municipal parking lots.

## Phone Number

The phone number for the IIRP office is 610-807-9221.

## Student Support Services

Students who are having difficulty with mathematics, statistics, computer skills or writing are encouraged to speak with their course professor or with their student advisor, the professor to whom they have been assigned for overall advising. Our faculty is involved and interested in the development of each student and willing to help students if they can. IIRP faculty will help the student assess the problem and may, on a limited basis, provide assistance. Information about advisors can be found in your Student Portal.

For intensive remediation, we have tutors available on an hourly fee basis. These tutors are either professionals in the field or peer tutors. The peer tutors are students recommended by the faculty who are able to coach other students in the necessary areas.

The library also has resources available to assist students in a variety of skills.

## Technology

The primary purpose of the IIRP's computing resources and other information technologies is to enhance and support the educational mission of the IIRP. These resources include workstations and multi-user computer systems, as well as local area networks and connections to other computer networks.

All students, faculty and staff are responsible for using the IIRP's computing resources in a safe, effective, ethical and lawful manner.

Note: Logging onto or otherwise connecting to the campus network implies acceptance of this policy.

The intent of this statement is to give an overview of acceptable and unacceptable uses of computing resources without exhaustively enumerating all such uses and misuses. This statement is intended as an addition to existing policies concerning academic honesty and the use of facilities. The predominant goal of this policy is to promote honesty, respect for individuals and respect for both physical and intellectual property. All expectations regarding academic honesty and professional ethics extend to assignments completed in electronic form. It is never permitted to use another person's computer authorization for any purpose or to provide your own authorization to another.

It is never permitted to access someone else's work without explicit permission. It is not permitted to engage in any activity that would harass others or impede their work. All members of the campus community are required to adhere to all copyright laws. As part of the internet community, students connecting their computers to the IIRP's must take reasonable precautions against viruses.

While the IIRP makes every effort to maintain the security of its systems, no guarantee of privacy can be made for electronically stored information or email. Users of institutional computing resources also should be aware that the IIRP reserves the right to inspect information stored on its systems when there is reasonable cause to suggest a violation of the institution's policies.

Standards of ethics and behavior while using computing resources should follow such standards as outlined in IIRP handbooks and policy documents. Disciplinary procedures for violations will follow standard institutional procedures and may result in curtailment of network privileges.

The items below constitute examples of acceptable and unacceptable use:

### **Acceptable Use**

- Use consistent with the mission of the IIRP.
- Use for purposes of, or in support of, education and research.
- Use related to administrative and other support activities.
- Personal communications as long as these do not interfere with the mission of the institution, infringe on the time of staff or students or overload system or network resources.

### **Unacceptable Use**

- Use of computers or networks that violates federal, state or local laws or statutes.
- Providing, assisting in or gaining unauthorized or inappropriate access to the IIRP's computing resources.
- Use of the IIRP's computers or networks for unauthorized or inappropriate access to systems, software or data at other sites.
- Installing on the network unauthorized network devices and network services such as wireless access points, internet address resolution servers, hubs, routers and switches.
- Use of the IIRP's systems or networks to copy, store, display or distribute copyrighted material in any medium, or to prepare derivative works of such material, without the express permission of the copyright owner, except as otherwise allowed under copyright law.
- Installation of software on IIRP owned computers that is not either in the public domain or for which legal licensing has not been acquired by the individual user or the institution via the IIRP Technology Unit.
- Activities that interfere with the ability of others to use computing resources or other network-connected services effectively.
- Activities that result in unauthorized access to or the loss of another's work.
- Connecting one's personal computer to the network without taking reasonable precautions against viruses.
- Distribution of obscene, abusive or threatening messages via electronic media, such as email or instant messaging.



- Distribution of chain letters or broadcasting to lists of individuals in a manner that might cause congestion of the network.
- Use of the IIRP's computers or networks for commercial use or profit-making enterprises except as specifically agreed to with the institution.

### **Internet Peer-to-Peer File-Sharing Policy**

In recent years, internet peer-to-peer file-sharing programs have made it easy to download and share music, movies and software files. This is a problem for the IIRP and other institutions because it encourages behavior that violates copyright law and because it creates internet traffic congestion. In accordance with the Higher Education Opportunity Act, the IIRP will by policy and procedure:

- Ensure for all users adequate and equitable access to the internet for academic purposes and personal communications.
- Respect our community's rights to privacy and confidentiality, freedom of speech and academic freedom while using the network.
- Educate the network-user community on the technical, legal and ethical aspects of copyright and intellectual property.
- Uphold copyright law as spelled out in the 1998 Digital Millennium Copyright Act and elsewhere. The Act defines copyright and fair use in the digital age.

The IIRP prohibits the use of its systems or networks to copy, store, display or distribute copyrighted material in any medium, or to prepare derivative works of such material, without the express permission of the copyright owner, except as otherwise allowed under copyright law. In addition to sanctions by the institution, copyright violators could be subject to felony charges under state and federal law and may be sued by the copyright holder.

Under copyright law, unless you have express permission from the copyright holder to engage in the copying, downloading and sharing of files, you are in violation of the law.

Peer-to-peer programs have no provision to acquire permission. In practice, therefore, their use for downloading music and movies may put you in violation of the IIRP's policy and the law.

Peer-to-peer file-sharing programs have legitimate uses for sharing information over the internet. In addition, the internet has allowed the democratization of the music industry, allowing musicians to distribute their works and gain audiences not possible before the internet. However compelling these arguments may be, they in no way absolve file-sharing users from the need to follow copyright law and respect intellectual property ownership.

The technology department at the IIRP does not intend to block peer-to-peer file-sharing programs, nor does it monitor the content of network traffic. However, the IIRP does monitor traffic patterns in order to guarantee acceptable network performance for all users. If the technology department becomes aware of policy violations or illegal activities in the course of investigating network congestion or determining problems, it will investigate by inspecting content stored or shared on its network.

The IIRP's acceptable use policy also prohibits activities that interfere with the ability of others to use the IIRP's computing resources or other network-connected services effectively. This may apply to peer-to-peer file-sharing programs irrespective of copyright violations, as these programs consume huge amounts of network resources.

## Textbook Cost Containment

The IIRP Graduate School has a system in place to assist faculty in identifying and locating textbooks for their courses, to collect the required information and make it available in course reading lists.

1. Prior to the start of each course, the librarian of the IIRP Graduate School is available to assist faculty at their request in identifying possible textbooks, including publishers, editions and costs. Faculty request examination copies if needed.
2. At least eight weeks prior to the start of each course, the librarian forwards the latest available version of the reading list to faculty for review within two weeks.
3. After receiving changes, the librarian reviews and proofreads course reading lists and verifies any additional information needed.
4. At least 30 days prior to the start of each course, the librarian returns a final version of the reading list to faculty for use on their Moodle course module.
5. The IIRP provides a list of required textbooks and recommended readings in course syllabi to students 30 days prior to the start of classes each term. The campus does not have a physical bookstore facility; therefore, the IIRP does not control or influence textbook costs. Students are responsible for obtaining their own textbooks.

## Class Cancellation

Students are responsible for ascertaining the school's status during inclement weather. In the event that classes must be cancelled or delayed due to weather conditions, an announcement will be left on the IIRP voice mail system (610-807-9221) and on our [website](#). Select "Students" on the top right corner of our website, and the information will be listed toward the top. It will also be listed when you log in to your Student Portal. Students are responsible for calling or going online to ascertain the school's status during inclement weather.