

Circle in the Square Theatre School
Annual Crime and Security Report
1633 Broadway
New York, NY 10019

CAMPUS SECURITY AND SAFETY REPORT

The 2021 Annual Security and Fire Safety Report is published in compliance with the 1998 ***Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act***.

On March 7, 2013, the *Violence Against Women Reauthorization Act of 2013 (VAWA)* (Public Law 113- 14) was signed into law. *VAWA* includes amendments to the *Clery Act*. These changes require institutions to disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault and stalking, among other changes.

To maintain compliance with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (“Clery Act”) requirements contained in the Higher Education Act (“HEA”), and related statutes and regulations, colleges and universities are required by the Federal government to publish and distribute an Annual Safety and Security Report by October 1 of each year containing campus security policies and procedures as well as campus crime statistics for the prior three calendar years. Circle in the Square Theatre School (CITSTS) prepares an Annual Safety and Security Report (“the Report”) as mandated by the U.S. Department of Education. This Report will provide all campus crime statistics and will be distributed and published by October 1. The U.S. Department of Education’s website address for campus crime statistics is <https://ope.ed.gov/campussafety/#/>.

The Campus Security Officers (CSO) compile this Report based on crime, arrest and referral information obtained from local law enforcement agencies in addition to information obtained from the School’s daily security log. The Annual Security Report is published every year by October 1 and contains the prior three calendar years’ campus crime statistics as well as required campus security policy statements. All crime statistics contained in this Report are for Clery Act reportable crimes occurring on Clery Geography, as defined by 34 C.F.R. § 668.46(a), including buildings and property that are part of the campus, on non-campus public property (including non-campus buildings and property including thoroughfares, streets, sidewalks, and parking facilities), or public property within the campus or immediately adjacent to or accessible from the campus), The Report includes CITSTS’s current policies required pursuant to the Clery Act, as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA), Pub. Law 113-4.

CITSTS will distribute this Report to all enrolled students and current employees via a Notice of Availability. This notice will inform students and employees that the current

version of the Campus Safety and Security Report has been posted to CITSTS's website. A paper copy of these Reports will be provided upon request by the School's Administration located in the Administrative Offices at:
1633 Broadway (C Level) NY, NY 10019

The following individuals are responsible for maintaining the records for Clery geography, crime statistics, campus security, crime log, emergency response and evacuation procedures, annual security report, and Title IX.

Carla Soraide	Primary CSO Administrative Director csoraide@circlesquare.org
Jeanne Slater	Title IX Coordinator Artistic Director jslater@circlesquare.org

All copies of these reports will be provided upon request by the School's Administration located in the Administrative Offices at:
Circle in the Square Theatre School
1633 Broadway (C Level)
NY, NY 10019

CLEARY GEOGRAPHY

As defined by *Clery*, our campus geography includes:

- The lobby of 1633 Broadway (C Level) NY, NY 10019
- Elevator car between lobby and C level
- C Level concourse
- The entirety of Circle in the Square Theatre including box office, lobbies, theatre, dressing rooms, stairwells, restrooms and studios
- The area immediate and adjacent to our building at 1633 Broadway

CRIME STATISTICS

A paper copy of this Report will be provided upon request by the School's Administration located in the Administrative Offices at:
1633 Broadway (C Level) NY, NY 10019

Crime statistic report maintained by:

Carla Soraide

Administrative Director

csoraide@circlesquare.org

212.307.0388

Campus Safety and Security Statistics	2021	2020	2019
Criminal Offenses On-Campus	0	0	0
Murder	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Criminal Offenses On-Campus Student Housing	Not Applicable	Not Applicable	Not Applicable
Criminal Offenses Off-Campus	0	0	0
Murder	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0

Arson	0	0	0
Criminal Offenses Public Property	0	0	0
Murder	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Criminal Offenses Reported by Local Police	0	0	0
Murder	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	1
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Hate Crimes On-Campus	0	0	0
Murder	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0

Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny/theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0
Hate Crimes Student Housing	Not Applicable	Not Applicable	Not Applicable
Hate Crimes	0	0	0
Murder	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny/theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0
Hate Crimes Public Property	0	0	0
Murder	0	0	0
Rape	0	0	0
Fondling	0	0	0

Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny/theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalis m of property	0	0	0
Hate Crimes Reported by Local Police	0	0	0
Murder	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny/theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalis m of property	0	0	0
VAWA Offenses On-Campus	0	0	0
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

VAWA Offenses Student housing facilities	Not Applicable	Not Applicable	Not Applicable
VAWA Offenses Off-Campus	0	0	0
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0
VAWA Offenses Public Property	0	0	0
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0
VAWA Offenses Reported by Local Police	0	0	0
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0
Arrests On-Campus	0	0	0
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Arrests Student Housing Facilities	Not Applicable	Not Applicable	Not Applicable
Arrest Off-Campus	0	0	0
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0

Liquor law violations	0	0	0
Arrest Public Property	0	0	0
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Arrest Reported by Local Police	0	0	0
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions On-Campus	0	0	0
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions On-Campus Student Housing	Not Applicable	Not Applicable	Not Applicable
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions Off-Campus	0	0	0
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions Public Property	0	0	0

Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions Reported by Local Police	0	0	0
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Unfounded Crimes	0	0	0

CAMPUS SECURITY PROCEDURES

Due to the size of the School, there are no formal security personnel specific to the Broadway Theatre or the school studios. However, the building in which our facility is housed employs 24-hour onsite security staff and cameras. To access the School you must enter through the main entrance at 1633 Broadway which is staffed with building security 24 hours per day / 7 days per week. The lobby elevator is equipped with security cameras, as is the corridor leading to School's entrance. While the building entrance is open 24 hours a day, you may access the School entrance only between the hours of 8:00am to 8:00pm. Enrolled students will be provided with an electronic keycard. **You must have your electronic Student ID Key Card with you for entry into the 1633 main building as well as the School.**

When there is a show in our Broadway theatre, the Box Office lobby doors will open at 10am and these doors may be used to access the School. The Box Office staff screen individuals entering the School during these operating hours and you will be required to show your student ID to the box office/ticket attendant. Please note that during matinee shows, the double doors leading to the concourse level of 1633 Broadway will be locked requiring you to make all entrances into the space via the Box Office lobby.

The building is **not** available for use on the weekends and will not be accessible from either entrance unless a rehearsal has been arranged by a member of the Faculty or Administration.

DAILY SECURITY LOG

The School CSO's keep a daily activity log in which criminal and non-criminal incidents are reported. In addition, all criminal and non-criminal acts reported to the CSO's will generate an incident report which will include the following information:

- (1) the nature, date, time, and general location of each crime; and
- (2) the disposition of the complaint, if known.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES IMPORTANT NUMBERS

Below is a list of important NYPD phone numbers.

- **Emergency: 911**
- **Non-Emergency: 311**
- NYPD General Inquiries: 646-610-5000
- Sex Crimes Report Line: 212-267-RAPE
- Crime Stoppers: 800-577-TIPS
- Crime Stoppers (Spanish): 888-57-PISTA

- Missing Persons Case Status: 212-694-7781
- Terrorism Hot-Line: 888-NYC-SAFE
- Gun Stop Program: 866-GUN-STOP
- Cop Shot: 800-COP-SHOT
- <https://www1.nyc.gov/site/nypd/index.page>

MANHATTAN PRECINCT located closest to Circle in the Square Theatre School:
Midtown North Pct. (212) 767-8400 306 West 54th Street

EMERGENCY PREPAREDNESS AND NOTIFICATION

CITSTS has an Emergency Response Plan that includes information about shelter-in-place and evacuation guidelines. Detailed information about responding to emergency incidents on campus is available in the Administrative Office.

FIRE DRILLS

Fire drills are conducted at least twice each academic year and are supervised by the fire safety coordinators. All occupants in the School are required to participate. Drills will be conducted in accordance with the building's fire safety plan. Notice will be given in advance of a fire drill.

Emergency Response and Evacuation Procedures

In the event the building needs to be evacuated or locked down for any reason, maps of the evacuation route have been posted in each office, common areas and classrooms. CITSTS maintains emergency response and evacuation procedures regarding the actions staff, faculty, and students must take to protect their mutual health and safety. Evacuations to safe locations will be implemented when necessary and proceed in an organized manner per policy and procedure. All students are required to comply with the plan and the directions given to them by campus safety staff, faculty, or public emergency response teams or law enforcement agencies during actual emergencies and drills for their personal safety. At no time during an actual campus emergency or drill shall students be permitted to leave the campus unless directed to do so. CITSTS tests its emergency response and evacuation procedures at least once annually on an announced or unannounced basis. All present students, faculty and staff are required to participate and conduct themselves appropriately. CITSTS maintains documentation of each test exercise including date and time performed and whether it was announced or unannounced. The plan, including any updates, is reviewed with new students and employees during orientation.

Students and employees are encouraged to be responsible for their own security and the security of others. Employees and students are expected to follow safe practices while on campus property. Following safe practices will reduce the possibility of

accidental emergencies and increase the effectiveness of the campus response to unforeseen emergencies.

The campus community should report all unsafe activities, potential and real emergencies, and/or criminal activities to the School's CSO's as soon as possible.

CITSTS transmits critical information to the School community using the following methods:

- Emergency notices, including unscheduled closings are posted as banners on the homepage of the School's website. Status updates are published as new information becomes available.
- Main telephone line: Emergency notices, including unscheduled closings, are the subject of recorded announcements at 212.307.0388.
- Email and text alerts: Bulk messages sent to current students, faculty and staff at their email addresses are used to provide more detailed information in an emergency. In addition, CITSTS officials may deploy other methods for notifying the School community, including security officers, fire brigades and other CITSTS staff.

EMERGENCY PROCEDURES ON CAMPUS

In the event of an emergency, including any serious injury, seek help immediately.

Call 911. When 911 answers, stay calm and be prepared to answer the operator's questions, which may include:

- Where is the emergency located?
- What is the emergency? (Fire, medical, hazardous material, etc.)
- How did it happen?
- When did it happen?
- What is your name and location?

Do not hang up until you are instructed to do so by the operator. You do not need to know all the answers to these questions but try to gather as much information as you can. Give a telephone number or other safe location where the emergency responders can call or meet you and wait for the responders at that location.

After the emergency has been responded to, an incident report and witness statement should be filed with Administration. Reports concerning a student's physical or mental health will be forwarded to the School Administrators.

TIMELY WARNINGS

CITSTS has a duty to report data about various forms of sexual misconduct in accordance with *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Act*. No personally identifiable information is disclosed, but statistical information

is disclosed as part of CITSTS Annual Security Report. The information to be shared includes the date, location type (public property, off-campus, etc.), and specific crime category.

The Clery Act also requires CITSTS to issue a “timely warning” when it receives a report of a crime that poses a serious and continuing threat to the campus community, except in circumstances where the issuance of the warning may compromise pending law enforcement efforts or when the warning itself could potentially identify the reporting individual. No personally identifying information about the victim will be disclosed in a timely warning.

EMERGENCY RESPONSE GUIDELINES

Emergency response guidelines are intended for non-emergency personnel. Faculty, staff and students should review these suggested responses to become familiar with what emergency responders expect of them in an emergency. (Incidents are listed here based on likelihood.)

MEDICAL EMERGENCY

For serious medical illnesses or injuries, notify the School Administration and **call 911**.

What to do while waiting for medical help to arrive on the scene:

1. Return to the injured person; do not leave the scene or leave the injured person alone again.
2. Do not move the injured person.
3. Give first aid if you are qualified to do so.

Report illness and injuries to students, faculty & staff to the Administration at (212) 307-0388.

FIRE, EXPLOSION OR SMOKE EMERGENCIES

1. Unless there is smoke or fire on your floor, do not evacuate the space. Wait for instructions that will be issued via the emergency public address system.

The School’s fire safety marshal will make an announcement informing you what to do.

2. You may be asked to “shelter in place” (stay where you are) or to vacate the floor. If you are told to vacate the floor, please leave the floor via the stairwells and ascend to the street level.
3. Never use the elevator during an emergency.
4. Persons that are injured or cannot ascend the stairs on their own should wait in the stairwell for assistance from the fire department (FDNY).

5. Never ignore an alarm.
6. If you smell smoke or see fire, don't hesitate, get everyone out of the area.
7. The security officer who knows the area involved should meet the fire and police departments and give specifics.
8. Notify police and/or firefighters on the scene if you suspect someone may be trapped inside the building.
9. Report potential hazards or address fire prevention questions CITSTS Administration at (212) 307-0388.

FIRE EXTINGUISHER LOCATION AND USAGE

Locations:

The School has fire extinguishers at the following locations:

Administrative Offices

Supply Closet

Studio 110

Library

Operating fire extinguishers:

1. Never enter a room that is full of smoke.
2. Before opening doors, check to ensure that they are not hot to the touch. If hot, do not open. If warm, open slowly to check room/hallway conditions.
3. Portable fire extinguishers can be used for small fires. However, this is at the employee's discretion and an immediate readiness to evacuate is essential.
4. Never use water on an electrical or flammable liquid fire. Use a dry chemical or carbon dioxide extinguisher only.
5. When using a dry chemical extinguisher on a flammable liquid fire, stay back a minimum of 10 feet from the fire.
6. Before approaching the fire, determine an evacuation route safe of flames, excessive heat and smoke. Do not allow the evacuation route to become blocked.
7. Start at the leading edge of the fire and use a side-to-side sweeping motion to extinguish the fire.

P.A.S.S.

- **P**ull the pin.
- **A**im at the base of the fire.
- **S**queeze the discharge handle.
- **S**weep from side to side.

ACTIVE SHOOTER

An active shooter is an individual who is engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

If you are alerted to an active shooter on Campus, but not in the building that you are in, **SHELTER IN PLACE**. Do not leave until notified that it is safe to do so by campus authorities. Evacuating may place you in the range of the shooter, especially if they are moving. If you are not in a building, seek cover in the closest one to you that is not being affected by the incident.

Good preparatory practices for coping with an active shooter situation:

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR BUILDING:

Quickly determine the most reasonable way to protect your own life. Remember that others are likely to follow the lead of faculty and staff during an active shooter situation.

1. **RUN**—If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind. Annual active shooter drills will be held and exit routes will be reviewed.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooters may be located.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

2. **HIDE**—If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)

- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture If the active shooter is nearby:
- Silence your cell phone
- Turn off any source of noise (i.e. radios, televisions)
- Hide behind large items (i.e. cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
 - Dial 911, if possible, to alert police to the active shooter's location. If you cannot speak, leave the line open and allow the dispatcher to listen
3. **FIGHT** —As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
- Committing to your actions
 - Throwing items and improvising weapons
 - Acting as aggressively as possible against him/her
 - Yelling

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible.

Officers will proceed directly to the area in which the last shots were heard.

How to react when law enforcement arrives:

- Remain calm, and follow the officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

The first officers to arrive on the scene will not stop to help injured persons. Expect rescue teams made up of additional officers and emergency medical personnel to follow the initial officers. The rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the

premises. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so. Source: DHS Booklet, “Active Shooter, How to Respond,” May 2017.

SHELTER-IN-PLACE PROCEDURES

What it means to “shelter-in-place”

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “shelter-in-place” guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, immediately seek shelter in the nearest open building. If police or fire department personnel are on the scene, follow their directions.

How you will know to “shelter-in-place”

A shelter-in-place notification may come from several sources, including the School’s faculty or staff, the federal or state government, NYPD, FDNY or other authorities.

CRIME PREVENTION PROCEDURE AND POLICY

During both the Opening Student Orientation and the Opening Faculty Meeting students and employees are informed about all campus security procedures and practices and encouraged to be responsible for their own security and the security of others.

PROHIBITED CONDUCT

As a student, you have the right to expect an equitable and safe space regardless of gender, race, religion, nationality, and/or sexuality. Additionally, you are responsible for treating the faculty, staff, colleagues, and the space with respect and dignity. Please remember that words have power - the way in which you choose to communicate affects each of us and our community as a whole.

Alcohol and Drugs

With the exception of a School sanctioned event, show, or other approved School function, consuming alcohol on premise is not permitted. We encourage those of legal drinking age to consume alcohol responsibly and to also be mindful that our student body consists of persons under the age of 21. The consumption of alcoholic beverages and/or drugs while in class is strictly prohibited.

The School has a zero-tolerance policy towards the unlawful possession, use, or distribution of illicit drugs and alcohol by students or employees on campus. Any unlawful possession of drugs or alcohol or the misuse or distribution of prescription medication by students, faculty, or staff will result in immediate dismissal from the program or termination of employment.

Students are not allowed to smoke cigarettes, light candles/incense anywhere in the building. Violations will result in disciplinary action or dismissal. If the student is dismissed, scholarship, financial aid, and VA benefits will be terminated if applicable.

The School follows the guidance of federal, state, and local law as it relates to drug and alcohol violations and has an expectation of the same compliance by its employees and students. Where appropriate, The School may refer employees and students who violate laws pertaining to drug and alcohol abuse for prosecution by the relevant governmental authorities.

State Legal Sanctions

The following contains a description of legal sanctions under State law for the unlawful possession. Persons under the age of 21 are prohibited from possession of an alcoholic beverage with the intent to consume.

<https://www.nysenate.gov/legislation/laws/ABC/65-C>

Criminal Sanctions

The unlawful possession, use or distribution of illicit drugs and alcohol is punished by sanctions by the State of New York and by the United States Government. Further information regarding Federal penalties can be found on the web at:

https://www.dea.gov/sites/default/files/drug_of_abuse.pdf#page=30

Health Risks Associated with Alcohol and Illicit Drug Use

The following are summaries provided by the federal government of the health risks associated with illicit drug use and alcohol abuse.

Health Issues Related to Alcohol Use

The earlier in life an individual consumes alcohol, the more likely they are to develop an alcohol use disorder. Heavy drinking can cause a number of health problems including cancer, heart disease, liver damage, alcohol poisoning, and brain and nervous system problems. In order to protect your instrument we discourage heavy drinking as excessive alcohol consumption can affect your speaking and singing voice. Please visit the below link for information on additional health risks.

<https://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>

Health Issues Related to Drug Use

While adverse health effects may vary depending on the substance, most drugs can produce one or more of the following reactions: headache, nausea, dizziness, anxiety, addiction, and, in extreme cases, death. Interactions between illegal drugs, alcohol consumption, prescription drugs, and over the counter medications are especially dangerous causing, in some cases, extreme reactions including illness and violent behavioral change.

Counseling and Support Programs

There are numerous drug and alcohol abuse treatment programs in New York City. The following NYC self-help and resource organizations offer services or referral information at little or no cost:

Al-Anon

212-941-0094

<http://nycalanon.org/>

Alcoholics Anonymous Inter-Group

212-647-1680

<http://www.nyintergroup.org/>

Alcoholism Council of New York
212-252-7001
<http://www.alcoholism.org/>

Cocaine Anonymous
800-347-8998
<http://www.ca.org/>

Marijuana Anonymous (12-Step Program)
212-459-4423
<http://www.ma-newyork.org/>

Nar-Anon
800-984-0066
<http://www.nar-anon.org>

Narcotics Anonymous
212-929-6262
<http://newyorkna.org/>

New York State HOPEline
<https://oasas.ny.gov/hopeline>
877-8HOPENY
(877-846-7369)

New York State Office of Alcoholism & Substance Abuse Services
<https://oasas.ny.gov/alcohol>

SMOKING REGULATIONS

In accordance with government regulations, CITSTS prohibits smoking in all areas of the campus including: studios, private offices, private rooms, hallways and restrooms. Smoking is also prohibited within 25 feet of any building entrance. This includes the use of electronic smoking devices such as e-cigarettes, vapes, etc. Any violation of or dispute arising under this policy should be reported immediately to the Administration. Violations of this policy may result in appropriate corrective action, up to and including expulsion. Administration will promptly investigate any disputes arising under this policy. Each student, faculty or staff member is protected from retaliatory action or from being subjected to any adverse action for exercising or attempting to exercise their rights under this policy. Any person who feels they have been subject to a retaliatory adverse action for exercising or attempting to exercise

any rights under this policy or under any applicable law or regulation concerning the subject matter of this policy should inform Administration.

POLICY AGAINST SEX-BASED DISCRIMINATION, HARRASSMENT AND SEXUAL MISCONDUCT

STATEMENT OF EQUAL OPPORTUNITY

CITSTS is committed to providing a working, learning, and learning free from unlawful discrimination and harassment. CITSTS does not discriminate on the basis of any protected characteristic, in its admissions, financial aid, employment, or casting practices. It is the policy of CITSTS to recruit, hire, promote, compensate and administer all employment practices and benefit programs without regard to race, color, religion, creed, sex, sexual orientation, gender (including gender identity or expression), pregnancy, age, disability, national origin, military or veteran status, marital status, alienage or citizenship status, domestic violence status, genetic predisposition or carrier status, partnership status or any other legally protected characteristic.

All members of the CITSTS community, students, employees (both faculty and staff) are prohibited from engaging in discrimination, sex-based or otherwise, discriminatory harassment, sexual or sex-based harassment, sexual assault, dating violence, sexual exploitation, stalking, and retaliation as those terms are defined below. Any attempt to engage in prohibited conduct may itself constitute a violation of this policy. Any actions knowingly taken to aid, facilitate or encourage another to engage in prohibited conduct and any actions taken for the purpose of interfering in the investigation of an allegation of prohibited conduct shall constitute a violation of this policy. Anyone found to have violated this policy will be subject to potential disciplinary action.

These procedures are designed to address any alleged violations of policy promptly and with equity to all involved, to maintain privacy if possible and to ensure that retaliation does not occur when rights under this policy are exercised. CITSTS is committed to provide those who feel that they have been subjected to conduct in violation of this policy with mechanisms for seeking redress and resources for support. Accordingly, CITSTS prohibits retaliation against any person for complaining of a violation of this policy or for participating in any investigation or proceedings related to an alleged violation.

POLICY APPLICATION

The following policies apply to CITSTS students and employees, including faculty and staff regarding any allegation of sexual misconduct or inappropriate conduct that occurs

on the CITSTS campus or during sponsored events and/or productions. While the School will take all necessary remedial measures related to policy violations committed by third parties, the School's disciplinary authority does not extend to third parties who are not students or employees of the CITSTS.

Each student shall be responsible for their conduct from the time of application for admission through the awarding of a certificate, as well as during periods between terms of actual enrollment, leaves of absence or suspension.

On-Campus Reporting: Filing a complaint with Circle in the Square Theatre School

On-Campus Reporting

If you wish to submit a written complaint, the forms can be accessed by scanning the multiple QR codes on campus. A Level 1 form is solely informational and will be filed for future reference if needed. A Level 2 form will result in a meeting between the complainant and The Directors to discuss the circumstances and possible resolution options. A Level 3 form will result in the immediate inclusion of a neutral third party (moderator, mediator, investigator or police) appropriate to the given situation. A full description of each form, its requirements and the actions that will result from the submission can be found by scanning the Reporting Form QR code.

No adverse action will be taken against a Student, Faculty member or Staff member for filing a report form.

The reporting individual may withdraw their complaint or involvement from the process at any time.

Under New York State Law, any person who believes he or she had been aggrieved by an institution may file a written complaint with the New York State Education Department.

For information and guidance on how and under what circumstances enrolled and prospective students may file a formal complaints please visit the [New York State Office of College and University Evaluation](http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html) website at (<http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html>)

For complaints regarding our accreditation please see the guidelines found in the NAST Handbook at the National Association of Schools of Theatre website at (<https://nast.arts-accredit.org/>)

FILING A COMPLAINT with New York City Authorities:

Complaints of Sexual Misconduct, Including Sexual or Gender-Based Harassment, Sexual Assault, Dating Violence, Domestic Violence, Sexual Exploitation, Stalking and Related Retaliation Claims

Regardless of whether a community member decides to file a complaint with CITSTS, we strongly encourage anyone who believes they may have been the victim of sexual violence to seek immediate assistance. In the event of an assault or other act of sexual violence, contact New York City Police at 911, or the New York City Police sexual crimes unit at 212.374.5076. It is extremely important that victims of physical assault receive comprehensive medical attention promptly, both to ensure their health and safety and to preserve physical evidence. In the case of sexual assault in particular, victims should go immediately to a hospital emergency room.

Passage of Time: Community members are encouraged to make complaints of sexual misconduct at any time and can do so by contacting a responsible employee. Please note that a delay in reporting could weaken CITSTS's ability to gather information that will be used to determine whether a person is responsible for sexual misconduct. Furthermore, the ability of CITSTS to take action may be limited by the matriculation or employment status of the responding party.

If you are in immediate danger, dial 911 and attempt to get to a safe place.

Acts of violence, including sexual assault, domestic violence, dating violence, and stalking, are against the law. If you are not in immediate danger and would like to report an incident to the police, you can do so by contacting:

The New York City Police Department Sex Crimes Unit at 212.374.5076

CRIME IN PROGRESS

If you witness a crime in progress, do not attempt to intervene. A situation that might appear safe may escalate beyond your control very quickly. You should take the following actions:

1. Call 911 immediately indicating your location.
2. Be observant and try to make the following mental notes:
 - Type of event taking place
 - Number of individuals present
 - Physical characteristics such as race, gender, height, weight, clothing worn, hair, or other distinguishing characteristics
 - Description of any weapons used
 - Mode of transportation of the individuals

If you believe that you have experienced or witnessed sexual misconduct, CITSTS urges you to notify the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation.

Unknown or Unaffiliated Assailant: If the responding party is unknown or is not a member of the CITSTS community, CITSTS ability to carry-out the investigation and remediation process may be adversely affected. The Title IX Coordinator will assist the reporting party in identifying appropriate resources and contacting local law enforcement if the reporting party would like to file a report. CITSTS will take appropriate steps as necessary to protect the reporting party and the community from future policy violations or misconduct.

Differences Between School Procedures and Criminal Procedures

While conduct prohibited by CITSTS policy may also be unlawful (sexual harassment, for example), the School's procedures, both formal and informal, are not a substitute for the protections and judicial process provided by the courts. CITSTS's action does not follow the same rigid rules of formal legal proceedings. The College has no control over these actions and will handle internal complaints in accordance with the policies and procedures contained herein. If disciplinary measures are deemed appropriate, they will be taken.

PROCESSING A COMPLAINT INVESTIGATION

Title IX requires that CITSTS investigate all incidents about which it knows or has reason to know in order to protect the health and safety of the School's community. Upon receipt of a complaint, the Title IX Coordinator will review the complaint to make an initial assessment of whether the facts as alleged would constitute a violation of the School's policy. If additional information is necessary to make this determination, the Title IX Coordinator will meet with the reporting party to gather additional preliminary information.

If the Title IX Coordinator determines that the allegations may constitute a violation of the School's policy, the Title IX Coordinator will provide the reporting party with a written copy of this Policy and Procedure, explain the investigation process and identify available interim measures and support resources as appropriate (described below).

As soon as possible but no later than two business days after determining that a policy violation may have occurred, the Title IX Coordinator will contact the responding party to provide a written copy of this Policy and Procedure, explain the investigation and adjudication process, identify and explain any interim measures imposed that

impact the responding party, identify the provision of this policy the responding party has been accused of violating and possible sanctions, and identify available support resources. The Title IX Coordinator may interview the responding party during this meeting or at a separate meeting.

If the facts as alleged in the complaint do not constitute a violation of CITSTS's policy, as determined by the Title IX Coordinator, the reporting party will be notified of this and no formal investigation will occur.

CITSTS will endeavor to complete the investigation and adjudication process, excluding any appeal, within 60 days of the receipt of the complaint, if not sooner. Should this process last longer than 60 days, the Title IX Coordinator will maintain communication and provide an updated timeline to all parties.

PRIVACY

CITSTS employees who cannot guarantee confidentiality will maintain the reporting party's privacy to the greatest extent possible. The information the reporting party provides to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator and/or designated Investigator to investigate and/or seek a resolution. Only people who have a need to know about the incident will be informed, and information will be shared only as necessary with investigators, the complainant, witnesses and the responding party to ensure an effective and thorough investigation. While CITSTS will take all appropriate steps to safeguard the privacy of the parties, the information collected during the investigation process may be subpoenaed in civil or criminal proceedings.

Any behavior that interferes with the safety of our campus will be evaluated as well. In the event of a student's dismissal, the decision will be explained in a personal interview with the Director. Students may appeal the decision in writing within five business days. After a review period, the student will be notified of any response to their appeal.

CONSENSUAL ROMANTIC RELATIONSHIPS

Therefore, policy prohibits faculty, staff, and administration from having a romantic and/or sexual relationship with their students. Students refers to those enrolled in any and all programs.

Whenever a teacher is responsible for directly supervising a student, a romantic or sexual relationship between them is inappropriate. Any such relationship jeopardizes the integrity of the education process by creating a conflict of interest and may lead to an environment not conducive to learning. Therefore, College policy prohibits faculty from having a romantic and/or sexual relationship with their students, including those for

whom they are likely to have future supervisory responsibility. Likewise, they must not directly supervise any student with whom they have or have had a sexual relationship.

For purposes of this policy, “direct supervision” includes the following activities (on or off campus): course teaching; evaluations; grading; cast or direction of a project; recommendations for employment, or awards. “Teachers” include faculty members as well as guest artists and alumni serving as teaching fellows or in similar institutional roles. “Student” refers to those enrolled in any and all programs at CITSTS.

Romantic/sexual relationships between students and staff are likewise prohibited. Exceptions to the application of this policy with regards to staff will only be granted in extraordinary circumstances. It is the responsibility of any staff member seeking an exception to this policy to contact the Human Resources Department. It is also the responsibility of any staff member contemplating activities that might be covered by this policy to consult the Human Resources Department to obtain any desired clarification of whether this policy applies to the activity under consideration.

Violations of, or failure to correct violations of these conflict-of-interest principles by the faculty or staff member will be grounds for disciplinary action, up to and including termination of employment.

REPORTING TO LAW ENFORCEMENT

If you are in immediate danger, dial 911 and/ or the School office at 212.358.0028, and attempt to get to a safe place. Acts of violence, including sexual assault, domestic violence, dating violence, and stalking, are against the law.

If you are not in immediate danger and would like to report an incident to the police, you can do so by contacting the NYPD. A staff member from the School can accompany you to make a report with the police.

- The New York City Police Department Sex Crimes Unit at 212.374.5076, or
- NYPD Midtown Precinct North, 306 W 54th St, New York, NY 10019 [**\(212\) 767-8400**](tel:2127678400)

Rights in Cases of Sexual Assault, Dating Violence, Domestic Violence and Stalking

Students' Bill of Rights

All students have the right to:

- make a report to local law enforcement and/or state police;
- have disclosures of dating violence, stalking, and sexual assault treated seriously;
- make a decision about whether or not to disclose a crime or violation and participate in the

judicial or conduct process and/or criminal justice process free from pressure by the institution;

- participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
- be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
- describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
- be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
- access to at least one level of appeal of a determination;
- be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
- exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

Rights of All Reporting Parties:

- The right to request interim protective measures to ensure his or her safety during the complaint process.
- The right to a prompt, thorough, fair and impartial investigation and appropriate resolution of all credible complaints of sexual misconduct.
- The right to be treated with respect throughout the process.
- The right to be notified of available counseling, mental and physical health services off campus.
- The right to identify witnesses and to request that the Investigator contact those individuals as part of a third-party investigation.
- The right to have an advisor present in a support or advisory role during the investigation and at any meeting relating to the complaint process.
- The right to know what provisions of this policy the respondent is charged with violating.
- The right to be informed of the determination and sanction in writing to the extent permissible by law.
- The right to privacy and the assurance that information regarding the complaint will be shared only with those necessary.
- The right to receive timely notice of any meeting relating to the complaint process at

which the respondent will be present.

Rights of the Responding Party

- The right to a prompt, thorough, fair and impartial investigation and appropriate resolution of all credible complaints of sexual misconduct.
- The right to be treated with respect by School staff throughout the process.
- The right to be notified of available counseling, mental and physical health services, on and off campus.
- The right to identify witnesses and other parties, and to request that the Investigator contact those individuals as part of the investigation.
- The right to have an advisor present in a support or advisory role during the investigation and at any meeting relating to the complaint process.
- The right to receive written notice of which policy provisions he or she is alleged to have violated.
- The right to be notified of possible sanctions that may result if found responsible for violating this policy.
- The right to be informed of the determination and any sanction in writing.
- The right to privacy and the assurance that information regarding the complaint will be shared only with those necessary.
- The right to receive timely notice of any meeting relating to the process at which the complainant will be present, except meetings related solely to interim protective measures or accommodations.

INTERIM MEASURES

After reviewing a complaint, the Title IX Coordinator may take interim measures to protect the safety and well-being of the individuals involved and the CITSTS community. Interim measures are preliminary, and only in effect until the process is complete and a decision is rendered. CITSTS will determine which measures are appropriate on a case-by-case basis. If either the reporting party or responding party identifies additional interim measures beyond those offered, CITSTS will consider whether the request can be granted.

At the conclusion of the investigative process and once a final decision has been rendered, some, or all, of the interim measures may be lifted or they may be continued to assist the student, even if it is determined that some or all of the allegations have not been substantiated.

Failure to comply with a directive relating to an interim measure may lead to further disciplinary action or dismissal.

In addition to the measures that CITSTS may take, law enforcement may be able to provide additional protections, such as a restraining order.

INTERIM SUSPENSION

The School may suspend a student on an interim basis, prior to any investigation by the Title IV Coordinator or the Faculty Advisory Committee, if the School determines in its absolute discretion that there is a basis to conclude that the continued presence of the student at the School poses a substantial and immediate threat to the CITSTS community or causes the student to significantly disrupt the educational activities of the community. Where the threat to the community is a result of a student's psychiatric, psychological or other medical condition the student's emergency contact will be called to advise a course of action. In extreme circumstances, the police may be called.

In such cases, the suspended student will be given the opportunity to meet with the Title IV Coordinator in order to discuss the following issues only:

- The nature of the charges, including the identity of the person or persons making the complaint. However, in some cases, including cases involving violations of the Sexual Misconduct Policy, the complainant's identity may be kept confidential.
- The reason why the conduct indicates that the continued presence of the student on College premises poses a substantial and immediate threat to the student's own self, others or property.

ADVISORS

Reporting and responding parties have a right to be accompanied by an advisor of their choice at all meetings, interviews and hearings, if any, related to allegations of sexual misconduct. In cases involving allegations of dating violence, sexual assault or stalking, the advisor may be an attorney.

During hearings and interviews, advisors are not permitted to advocate on behalf of the individual or to address the Title IX Investigator, the Title IX Coordinator or the hearing panel directly. The party may confer with the advisor, and the advisor may pass notes to the party. If the advisor is disruptive or otherwise fails to comply with these parameters, they may be asked to leave the room.

NOTICE

All parties will receive reasonable and advance written or electronic notice of any meeting they are required or eligible to attend. In cases of sexual assault, dating violence and stalking, each party will be given prompt notice of any meeting relating to the investigation and/or adjudication process at which either the reporting or responding party will be present, except that the responding party will not be notified of meetings

with the reporting party relating solely to interim measures and other supportive accommodations, and vice versa.

CONFLICT OF INTEREST

Both the reporting and responding parties have the right to have a fair and impartial investigation, determination and appeal process. If either party has any reason to believe that the Title IX Coordinator, the Title IX Investigator, the hearing panelists or the appeal panelists have a conflict of interest or would otherwise be unable to be fair and impartial, the concerned party should submit a letter explaining the basis for their concern. Concerns regarding the Title IX Investigator, the hearing panel or the appeal panel should be submitted to the Title IX Coordinator. Concerns regarding the Title IX Coordinator should be submitted to the CSO.

The other party will be provided with a copy of the letter and will have an opportunity to respond. If based upon the submissions and any independent inquiry the decision-maker may choose to make, the decision-maker determines that there is a conflict of interest, another trained individual or member of the Faculty Advisory Panel will be appointed to take on the role of the conflicted individual. If it is found that there is no such conflict, the individual will continue to fulfill their appointed role. Concerns regarding conflicts of interest should be raised as soon as they are identified and prior to the rendering of any determination, e.g. prior to the submission of the investigation report, the determination, or the appeal decision.

MEDIATED RESOLUTION

Where appropriate and with the consent of the reporting party, the Title IX Coordinator may attempt to mediate a resolution of the matter as amicably and privately as possible. If a satisfactory resolution is reached, the matter will be considered closed. If it becomes clear that a mediated resolution will not be possible, the matter will be investigated. Complaints of sexual assault or dating violence, however, will not be mediated under any circumstances.

Requesting Confidentiality

If you disclose an incident to a School employee who is responsible for responding to or reporting sexual misconduct but wish to maintain confidentiality or do not consent to the institution's request to initiate an investigation, the Title IX coordinator must weigh your request against our obligation to provide a safe, nondiscriminatory environment for all members of our community, including you.

Even individuals who can typically maintain confidentiality are subject to exceptions under the law, including when an individual **is a threat to him or herself or others and the mandatory reporting of child abuse.**

Faculty, staff and employees, who cannot guarantee confidentiality, will maintain your *privacy* to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution. NYCDA will limit the disclosure as much as possible, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

KEY TERMS AND DEFINITIONS

Dating Violence is defined as *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 the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.* For the purposes of this definition—

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence is defined as *a felony or misdemeanor crime of violence committed—*

By a current or former spouse or intimate partner of the victim;

By a person with whom the victim shares a child in common;

By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

Sexual misconduct can take a wide range of forms and have a wide range of effects.

Sexual Intercourse - vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth-to-genital or genital-to-mouth contact), no matter how slight the contact.

Non-Consensual Sexual Intercourse - any sexual intercourse, however slight, by any person and upon any person, with any object, without effective consent and/or by force.

Sexual Contact - non-accidental contact with the breasts, buttock, groin, or genitals; and/or touching another with any of these body parts; and/or making another touch you or themselves with or on any of these body parts. It also includes any non-accidental bodily contact in a sexual manner, even if not involving contact with/of/by breasts, buttock, groin, genitals, mouth, or other orifice.

Non-Consensual Sexual Contact - any non-accidental sexual touching, however slight, by any person and upon any person, with any object, without effective consent.

Sexual Harassment - unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's education or employment or interferes with a person's educational or work performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive. A hostile environment is created when the alleged conduct is sufficiently serious to deny or limit a student or employee's ability to participate in or benefit from the recipient's education program, activities, or employment. Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

A hostile environment can be created by persistent or pervasive conduct or by a single severe episode. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment. Sexual violence, including rape, sexual assault, and domestic and dating violence, is a form of sexual harassment.

Quid pro quo sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's employment or educational benefits or services, or submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual.

Sexual Assault – occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication). Non-stranger sexual assaults, someone known to the victim, are much more common than stranger sexual assaults. Non stranger sexual assaults are no less a crime than those committed by strangers. The same definition and policies herein apply, regardless of whether the responding party is a stranger or a non-stranger.

Rape - defined as sexual intercourse with a person:

- a) that is forced, manipulated or coerced through use of verbal coercion, intimidation (emotional and/or physical), threats, physical restraint and/or physical violence; and/or
- b) where affirmative consent was not given.

Stalking - defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

ONBOARDING AND ONGOING EDUCATION REGARDING TITLE IX

CITSTS is committed to educating all new and current students using a variety of best practices aimed at educating the entire community in a way that decreases violence and maintains a culture where sexual assault and acts of violence are not tolerated.

All new students are required to attend Orientation. At this onboarding event, students will receive information and training on Title IV, intimacy in scene work, consent in and out of the classroom setting and classroom culture.

CITSTS will continually provide training that increases audience knowledge and share information to prevent violence, promote safety and reduce perpetration. Students and employees will be offered ongoing training and education in sexual violence prevention through the following methods:

- Artistic Director's welcome messaging.
- Posters, bulletin boards, and other targeted print and email materials.

RESOURCES

Confidential assistance can be obtained through the following. (For the definition of confidentiality versus privacy see Options for Confidentially Disclosing Sexual Violence

below.)

Confidential hotlines and referrals:

- RAINN: <https://www.rainn.org/get-help>
 - Safe Horizons: <http://www.safehorizon.org> 1-800-621-4673
 - New York State Department of Health Rape Crisis and Sexual Violence Prevention Program: https://www.health.ny.gov/prevention/sexual_violence
 - New York State Domestic Violence 24 Hour Hotline: 1-800-942-6906
 - National Domestic Violence 24 Hour Hotline 1-800-799-7233
 - National Sexual Assault Hotline: 800-656-4673
- Sexual Violence Helplines:
- Report sexual assault on a New York college campus to the New York State Police: 1-844-845-7269
 - Office of Victim Services: <https://ovs.ny.gov>
 - New York City: 1-800-621-HOPE (4673) or 311.
 - New York-Presbyterian/Weill Cornell Medical Center hotline: 212-746-9414
 - Legal Assistance: SurvJustice: <http://survjustice.org> – (fee required)
 - Legal Momentum: <https://www.legalmomentum.org/> - (for referrals)
- (Note that these hotlines are for crisis intervention, resources, and referrals, and are not reporting mechanisms, meaning that disclosure on a call to a hotline does not provide any information to NYCDA. Reporting individuals are encouraged to additionally contact an NYCDA resource so that the School can take appropriate action in these cases).

Within 96 hours of an assault, you can get a Sexual Assault Forensic Examination (commonly referred to as a rape kit) at a hospital. While there should be no charge for a rape kit, there may be a charge for medical or counseling services off campus and, in some cases, insurance may be billed for services. You are encouraged to let hospital personnel know if you do not want your insurance policyholder to be notified about your access to these services. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency funds. For more information call 1-800-247-8035. Options are explained here: <http://www.ovs.ny.gov>

ADDITIONAL GOVERNMENT RESOURCES

The government resources listed here may provide additional assistance for students wishing to file an external complaint of sexual misconduct or students with inquiries regarding the application of Title IX and its implementing regulations:

- U.S. Department of Education, Office for Civil Rights: ed.gov/ocr

- U.S. Department of Justice, Office on Violence Against Women:
145 N Street, NE, Suite 10W.121, Washington, DC 20530
202.307.6026 • www.ovw.usdoj.gov
- US Department of Education, Office for Civil Rights New York – Region II, 32 Old Slip,
26th Floor, New York, NY 10005
646.428.3800 • OCR.NewYork@ed.gov

NEW YORK STATE PENAL LAW

Although the School can only enforce its own policies, community members should be aware that some of the conduct prohibited by the Policy against Discrimination, Harassment and Sexual Misconduct may also be a violation of the New York state penal law.

The Penal Law and Social Services Law definitions in this document are provided for information purposes only. Those interested in filing a complaint with the police are encouraged to do so, and CITSTS will assist any complainant in contacting law enforcement.