



**Jeanne Clery Act
Disclosure Policy
& Annual Campus
Security & Fire Safety Report
For Calendar Year 2017-2018**

Published September 3, 2018

JEANNE CLERY ACT COMPLIANCE

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 requires every college to prepare, maintain, and make available to its prospective students and employees its Annual Security Report.

The report includes statistics for the past three years concerning crimes on campus, in off-campus buildings, or property controlled by the College reported to Campus Security.

The report also provides information about the campus' crime and safety policies and procedures, student discipline procedures, and related items.

HELLENIC COLLEGE HOLY CROSS CAMPUS MAP



DISCLOSURES

HELLENIC COLLEGE HOLY CROSS

GREEK ORTHODOX SCHOOL OF THEOLOGY

ANTI-HARRASSMENT AND NON-DISCRIMINATION

Hellenic College Holy Cross Greek Orthodox School of Theology is committed to establishing and maintaining a campus free of all forms of harassment and discrimination and will not discriminate on the basis of race, creed, gender, sexual orientation, color, national or ethnic origin, marital status, veteran status, religion, age, or disability.

We seek to provide opportunities and experiences for all students on an equal basis. HCHC is in compliance with Title IX of the Education Amendments of 1972, with the Internal Revenue Service Procedure 75-50, and complies with Section 504 of the Rehabilitation Act of 1973.

We strongly encourage reporting any incident of harassment or discrimination and/or misconduct to [Title IX Coordinator](#)

This section of the Guide lists and defines the policies and disclosures practiced at HCHC that ensure the school's compliance.

FERPA RIGHTS

Confidentiality of Student Records (FERPA)

HCHC complies with the Family Education Rights and Privacy Act of 1974, as amended, which governs the maintenance of student records. Under the Act, students may inspect and review their records and generally prohibit disclosure of personally identifiable information; however, the Act permits disclosure without consent in certain instances, including disclosure to faculty or administrators who have a legitimate educational reason for accessing the file and to parents of dependents as that term is defined by the Internal Revenue Service.

“Directory information” shall be available without limitation to any interested party unless the student specifically requests that any or all directory information be withheld. A student may limit the release of directory information for any given year by filing a request with the Registrar’s Office.

HCHC has defined "directory information" to include:

- Student's name
- Participation in officially recognized activities
- Degree and awards received
- Major fields of study
- Dates of attendance
- Other similar information as defined by HCHC

The Act affords students the following rights with respect to their education records:

The right to inspect and review the student’s education records within 45 days of the day HCHC receives a request for access. Students should submit to the Registrar official written requests that identify the record(s) they wish to inspect. The HCHC official will make arrangements for access and notify the student.

The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask HCHC to amend records that they believe are inaccurate or misleading. They should write the HCHC official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If HCHC decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he or she is notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by HCHC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel staff); a person or company with whom HCHC has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to file a complaint with the US Department of Education concerning alleged failures by Hellenic College, Inc. to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

“Educational records” include any records in the possession of the College which are shared with or accessible to another individual. The following student records are not included among educational records and therefore are not subject to the Act. However, these records may be protected from disclosure by other provisions of federal or state law.

Private notes or records held by educational personnel (these documents become subject to student review only if they are made available to others within HCHC or to outside parties).

Student medical or psychiatric records created and maintained solely for treatment purposes (these documents are regulated by Massachusetts law). Under this law, students have the right to confidentiality of their medical records as well as the right to inspect and obtain a copy of these records.

MISSING STUDENT POLICY

The Clery Act requires institutions that maintain on-campus housing facilities to establish a missing student notification policy. HCHC has established the following policy and guideline procedures for students living in residences owned and/or operated by the college.

Missing Student Notification Policy

The term “Missing Student” refers to any Hellenic College Holy Cross student who resides in on-campus housing. Each student living on campus has the option to designate a confidential contact person to be notified in case of an emergency or if the student is determined to be missing. Authorized campus officials and law enforcement will also have access to this information as it pertains to the missing student investigation. If a student does not designate a contact person, HCHC will contact local law enforcement to notify them that the student is missing. The college will notify a parent or guardian of a student who is less than 18 years of age. Authorized campus officials are permitted to investigate and enter a missing student’s living quarters before contacting emergency contacts and/or law enforcement.

Individuals should contact the following people if a student has been missing for 24 hours:

Dean of Student Life	Antonios Papathanasiou	617-890-1297 or 617-991-7124
CFO/ERP Command Administrator	Kevin Derrivan	617-850-1222 or 978-457-2193
Campus Security		617-304-3774

HCHC ANNUAL SECURITY REPORT & RELATED POLICIES

The HCHC Annual Security Report is provided at the links below.

I. [Campus Crime Statistic Reporting Summary](#)

II. Timely Warnings

III. Policies and Procedures on Crime

IV. Victim Rights

V. Policies on Prevention Education

VI. Protection against Retaliation

VII. Fire Prevention Policies and Procedures

VIII. Fire Reporting Summary

IX. Missing Student Policy

2018 Campus Safety and Security Survey

Institution: Main Campus
(166054001) User ID: C1660541

Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

1. Does your institution provide On-Campus Student Housing Facilities?

- No.
- Yes. (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities:	Last Year
7	7

2. Does your institution have any noncampus buildings or properties?

- Yes No

3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

- Yes. Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
- No. We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
- Not available. We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
- Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

Institution: Main Campus
(166054001) User ID: C1660541

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense 2015	Total occurrences On campus		
	2016	2017	
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Institution: Main Campus
(166054001) User ID: C1660541

Criminal Offenses - On-campus Student Housing Facilities

Of those criminal offenses reported to have occurred On Campus, enter the number that occurred in On-campus Student Housing Facilities.

Criminal offense	Total occurrences in On-Campus Student Housing Facilities		
	2015	2016	2017
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Institution: Main Campus
(166054001) User ID: C1660541

Criminal Offenses - Noncampus

For each of the following criminal offenses, enter the number reported to have occurred in or on Noncampus buildings or property.

Criminal offense	Total occurrences in or on Noncampus buildings or property		
	2015	2016	2017
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Institution: Main Campus
(166054001) User ID: C1660541

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on <u>Public Property</u> .			
Criminal offense 2015	Total occurrences on Public Property		
	2016	2017	2018
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Caveat:
 If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	2015 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2015							
		Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

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 (166054001) User ID: C1660541

Criminal offense	2016 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2016							
		Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> <i>(Do not include theft from a motor vehicle)</i>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	2015 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2015							
		Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0

Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	Occurrences of Hate crimes								
	2017 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Institution: Main Campus
(166054001) User ID: C1660541

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime 2015	Total occurrences On Campus	
	2016	2017
a. <u>Domestic violence</u>	0	0
b. <u>Dating violence</u>	0	0
c. <u>Stalking</u>	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

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VAWA Offenses - On-campus Student Housing Facilities

For each of the following crimes, enter the number reported to have occurred in On-campus Student Housing Facilities.

Crime 2015	Total occurrences in On-campus Student Housing Facilities		
	2016	2017	
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

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(166054001) User ID: C1660541

VAWA Offenses - Noncampus

For each of the following crimes, enter the number reported to have occurred in or on Noncampus buildings or property.

Crime 2015	Total occurrences in or on Noncampus buildings or property		
	2016	2017	
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Institution: Main Campus
(166054001) User ID: C1660541

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime 2015	Total occurrences on Public Property		
	2016	2017	
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

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Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Institution: Main Campus
(166054001) User ID: C1660541

Arrests - On-campus Student Housing Facilities

Of those Arrests for crimes that occurred On Campus, enter the number of crimes that occurred in On-campus Student Housing Facilities for each of the following categories.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Institution: Main Campus
(166054001) User ID: C1660541

Arrests - Noncampus

Enter the number of Arrests for each of the following crimes that occurred in or on Noncampus buildings or property.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Institution: Main Campus
(166054001) User ID: C1660541

Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

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Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

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(166054001) User ID: C1660541

Disciplinary Actions - On-campus Student Housing Facilities

Enter the number of persons referred for disciplinary action for crimes that occurred in On-campus Student Housing Facilities for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Institution: Main Campus
(166054001) User ID: C1660541

Disciplinary Actions - Noncampus

Enter the number of persons referred for disciplinary action for crimes that occurred in or on Noncampus buildings or property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

	Number		
	2015	2016	2017
a. <u>Total unfounded crimes</u>	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

TIMELY WARNINGS

Hellenic College Holy Cross has implemented R.A.V.E., a campus-wide system that notifies all students, faculty, and staff via programmed telephone call, e-mail and text about any major event affecting the school and its community.

All members of the HCHC community are urged to report any such circumstances immediately. If it is a dormitory related situation, the student is to report anything he/she sees or hears out of the ordinary to the Resident Assistant or Director of Housing immediately.

In emergency situations students, staff and faculty are instructed to call 911. The HCHC security guard is on duty, making rounds Monday-Friday from 4:30 p.m. - 5:00 a.m. There is 24-hour coverage on Saturdays and Sundays.

For a general description of HCHC Security services and for a copy of the HCHC Master Emergency Response Plan, please contact <mailto:kderrivan@hchc.edu>

POLICIES AND PROCEDURES ON CRIME

Security and Crime Prevention Policies

a) Restricted Access

Students may not access the following areas:

- i) Vacant and abandoned buildings and property
- ii) Rooftops
- iii) Boiler and electrical rooms
- iv) Administration Building on weekends or after 5:00 pm Monday – Friday

b) Campus Offices:

Students should not be in campus offices (faculty, staff or other) after hours or in another student's room without specific authorization. Students who gain unauthorized access into restricted areas are subject to disciplinary action.

c) Residence Halls:

All residential educational institutions are vulnerable to criminal conduct. Therefore, all residents should always be mindful of the following:

- i) Doors to rooms or apartments should be locked at all times.
- ii) Entryways to the Polemanakos Dormitory, Halki Village and Dendrinis Village apartment complexes should never be propped open or left unattended.
- iii) Residents should never unlock or open the door of the residence hall or apartment complex to anyone who is not a current registered Residence Life student of HCHC.
- iv) Residents should never admit unknown persons into any non-public area.
- v) Students should never allow other persons to occupy their rooms or apartments.
- vi) Students should avoid walking alone on campus after dark and, whenever possible, should walk in pairs.

d) Security of Personal Items

Each student is responsible for securing his/her personal belongings. It is recommended that students with expensive personal items such as jewelry and other items bring in a personal lock box to ensure the safekeeping of the items. HCHC suggests that you secure your belongings and lock your door when you are away.

HCHC is not liable for any items that are lost or stolen on HCHC property. Students are strongly encouraged to insure valuable personal possessions

Policies Regarding Unacceptable Behavior

HCHC espouses Orthodox values, which, in turn, reflect upon the academic and residential life on campus. Upon enrollment, students agree to abide by the policies, guidelines and rules of HCHC, to respect the rights of all members of the HCHC community, and to submit to disciplinary sanctions imposed for violating the policies, guidelines or rules of HCHC. Of course, students are accountable for ordinary standards of behavior in a civilized society, even though this may not explicitly prescribe a particular misconduct.

HCHC reserves the right to deny admission to any applicant, deny applications for continuation into the graduate program, and to suspend or to expel any student whose behavior indicates that his/her presence at HCHC endangers or tends to endanger the health, safety, welfare or property of the members of the HCHC community or otherwise interferes or tends to interfere with the orderly and effective functioning of HCHC as an academic and residential community.

In the event of serious misconduct, the student is subject to immediate suspension or expulsion if, in the judgment of the Dean of Students and/ or the Director of Housing, or other designated HCHC staff member, there is a significant risk to the safety, well-being or reputation of the HCHC community or one or more of its members.

e) **Vandalism**

Unauthorized alteration of any HCHC property or property of others from its original condition, placement and/or presentation, including graffiti, paint, alteration to landscaping, etc. is prohibited.

In keeping with our Orthodox tradition and Hellenic heritage, HCHC strives to educate the whole person, body, heart, soul and mind. With ties to the Orthodox Church, HCHC is also obligated to follow ecclesiastical regulations as well as the moral standards of the Church. As an institution of higher learning in the United States, we are obliged to respect and uphold the principles and laws of the nation and the Commonwealth of Massachusetts. Each of these interests requires that HCHC establish and enforce certain policies, guidelines and rules.

The purpose of the discussion is to communicate to the student why his/her behavior/performance was inappropriate/inadequate and seek the student's agreement to not repeat the behavior/improve upon performance.

Hierarchs of seminarians and seminarian candidates are notified of disciplinary actions when students are found in violation of any charges brought against them.

f) **Possession of Weapons**

The possession and/or use of any type of firearm and weapon, or the use of hazardous chemicals on HCHC grounds at any time is strictly prohibited. Open flames, fireworks or explosives of any kind are also prohibited. A firearm is defined as any device designed to launch or fire a projectile. A weapon is defined as any object that is used or designed to inflict pain, fear or death on a person or animal (including all knives, spears, paintball guns, plastic guns, air guns or any item resembling a firearm - real or fake, etc.). Violation of this policy may result in the student being subject to criminal proceedings by local authorities and severe disciplinary action, up to and including dismissal from HCHC.

g) **Physical/Emotional/Verbal Abuse**

Physical or mental abuse of any member of the HCHC community will not be tolerated. Any kind of expressed or implied threat of mental or physical abuse against any person or his/her property for the purpose of submitting a person to physical pain or discomfort, indignity or humiliation at any time, regardless of the intent of such an act, is prohibited.

Such behavior includes, but is not limited to:

1. Detention by personal or mechanical methods.
2. Misuse of one's authority or leadership position.
3. Forcing a student into violation of the law or HCHC regulations.
4. Obscene or threatening phone calls.

5. Threatening or intimidating another individual. 33 34 Behavior
6. Obscene or threatening sent email or instant messages.
7. Words that are spoken face-to-face as a personal insult to the listener or listeners in personally abusive language inherently likely to provoke a violent reaction.

Threatening or abusive behavior will not be tolerated. This includes, but is not limited to, sexual, racial or religious harassment, intimidation, hazing, prank or unwanted phone calls, email, graffiti or invasion of privacy. Acts of verbal or written abuse, threats, intimidation, harassment, coercion and/or other conduct which creates a hostile or offensive working or educational environment are prohibited. If you are being abused, or if you would like to report an abuse, please contact the Dean of Students immediately.

The commission of an act of physical violence against any student, or HCHC employee acting in the performance of his/her duties, is considered an extremely serious offense. Any student who commits an act of physical violence against a Resident Advisor or any staff or faculty member will be subject to disciplinary action. A finding of responsibility in such a call will result in the suspension or expulsion from HCHC.

h) **Harassment and Stalking**

Harassment is defined as actions that intend to harass, annoy, or alarm another person. Subjecting a person to unwanted physical contact, or attempts or threats to do the same, are forms of harassment. Other forms of harassment include:

1. Following a person
2. Engaging in a course of conduct that alarms or seriously annoys another person and that serves no legitimate purpose.
3. Destroying private or public property.
4. Physical or verbal attacks or interference that prevents another person from conducting customary affairs.
5. Puts him/her in fear for their safety, or causes physical injury.
6. Conduct less than a physical attack which does the same.

Stalking is conduct in which a person repeatedly acts toward another person with intent to place the person in reasonable fear of bodily injury or to cause substantial emotional distress.

i) **Sexual Advances, Harassment, Assault, Clergy Sexual Misconduct**

Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature are considered sexual harassment and are illegal when:

1. Submission of such conduct is made either explicitly or implicitly a term or condition of the student's status in a program, course, or activity.
2. Submission to or rejection of such conduct is used as a criterion for evaluation or as a basis for academic or other decisions concerning that student.
3. Such conduct has the purpose or effect of unreasonably Disciplinary Process interfering with a student's work or academic performance or creating an intimidating, hostile or offensive work or academic environment.

Any member of the HCHC community may bring complaints of personal or sexual

harassment, sexual assault or violence to the Dean of Students or to the Spiritual Formation and Counseling Services Office. Sexual harassment and sexual assault are unacceptable behaviors for any member of HCHC, including faculty, staff and students.

In addition, the Holy Eparchial Synod of the Greek Orthodox Archdiocese of America has adapted a national policy on the investigation and resolution of complaints of sexual misconduct by clergy.

Call the toll-free hotline is (877) 544- 3382.

All complaints will be taken seriously and allegations will be investigated fully and impartially. Callers may speak with a male or female volunteer in either Greek or English.

Sexual Immorality

Members of the HCHC community are required to refrain from all forms of sexual immorality, including, but not limited to: any form of pornography, rape, sexual violence and abuse and all other forms of sexual misconduct.

Furthermore, the use of any HCHC telephone, computer equipment or personal computer to access pornographic sites, services, and databases or talk stations is prohibited.

j) Sexual Misconduct GOA Policy

For information regarding the policy of the Greek Orthodox Archdiocese of America regarding sexual misconduct, please visit the Archdiocese's website at www.goarch.org.

All students are urged to familiarize themselves with this policy.

VICTIM RIGHTS

Any student or employee who becomes a victim of dating violence, domestic violence, sexual assault and stalking (whether on or off campus) has the right to receive written explanation of their rights and options.

Please refer to the SEXUAL MISCONDUCT/TITLE IX POLICY included in this document for a description of Victim Rights.

POLICIES ON PREVENTION EDUCATION

All incoming students, staff, and faculty are introduced to the campus' Security Staff at the time of orientation, briefed on the services provided by the department, and encouraged to contact the office with any potential problems, concerns, or recommendations. Campus Security is also responsible for providing crime awareness education programs, emergency preparedness, and administering and enforcing parking regulations.

PROTECTION AGAINST RETALIATION

The Clery Act protects against retaliation by an institution, officer, employee, or agent of an institution for exercising their rights under the Act. Retaliation includes intimidation, threats, coercion, discrimination or any other form of retaliation. Hellenic College Holy Cross is in full agreement of this policy and abides by its instruction completely.

Student Code of Conduct

HCHC is an Orthodox Christian ecclesial institution of higher learning founded by the Greek Orthodox Archdiocese of America, and as such, it fosters a community life based on the evangelical commandments of our Lord and Savior Jesus Christ, the preaching of the Apostles, the witness of the martyrs, the striving of the ascetics, and the guidelines set forth by the Holy Fathers in the canons.

Our conviction, drawn from both our Orthodox Christian Tradition and the universal Hellenic cultural inheritance, is that learning involves the whole person – mind, body, and spirit. Thus we believe education is best in atmosphere of worship, prayer, participation in the sacraments, and the Church's cycle of fasts and feasts. Our students are invited to embrace this grace-filled life that, we believe, enhances and enlightens the process of learning.

HCHC welcomes all who wish to live and study within the life of this sacred community. The nature of this holistic educational process requires that HCHC students are called to live according the moral precepts of our Orthodox Christian Tradition. While students are not expected to be perfect or sinless, they are expected to strive for holiness in their lives and to seek repentance and reconciliation when they fall short.

The Student Code of Conduct contained herein provides both guidelines for community living that are in keeping with the above philosophy of education that is rooted in our Orthodox Tradition as well as pertinent laws and statutes emanating from the federal, state, and local governments. Upon enrollment, HCHC students agree to abide by all of the policies and rules of the institution, to live according to the moral precepts of our faith tradition, to treat all members of the community with kindness and respect, and – if necessary – to submit to sanctions imposed by the institution when falling short of the mark.

ABUSIVE BEHAVIOR

Physical or mental abuse of any member of the HCHC community will not be tolerated.

Any kind of expressed or implied threat of mental or physical abuse against any person or his/her property for the purpose of submitting a person to physical pain or discomfort, indignity or humiliation at any time, regardless of the intent of such an act, is prohibited.

Such behavior includes, but is not limited to:

1. Detention by personal or mechanical methods
2. Misuse of one's authority or leadership position
3. Forcing a student into violation of the law or HCHC regulations
4. Obscene or threatening phone calls
5. Threatening or intimidating another individual
6. Sending obscene or threatening email or instant messages
7. Words that are spoken face-to-face as a personal insult to the listener or listeners in personally abusive language inherently likely to provoke a violent reaction

Threatening or abusive behavior will not be tolerated. This includes, but is not limited

to, sexual, racial or religious harassment, intimidation, hazing, prank or unwanted phone calls, email, graffiti or invasion of privacy.

Acts of verbal or written abuse, threats, intimidation, harassment, coercion and/or other conduct which creates a hostile or offensive working or educational environment are prohibited.

If you are being abused, or if you would like to report an abuse, please contact the Dean of Students immediately.

APPEARANCE STANDARDS

All Students

Because people have different perspectives regarding the concepts of modesty and appropriateness, HCHC has established appearance guidelines for all community members, including resident spouses and children. Students are encouraged to strive for excellence and to exceed minimum expectations in all areas, including dress.

These standards are commonplace for most professional communities.

- Attire must be neat, clean and modest.
- Footwear is required.
- Head coverings (other than religious adornments) such as hats, beanies, etc., may not be worn in class, the cafeteria, offices, or in the Administration Building or the Chapel
- Anteri may be worn only by seminarians.

Seminarians

After receiving the blessing of the Archbishop to wear the School Cross, ordained and non-ordained seminarians will have the privilege and responsibility to wear the anteri in the Chapel, in the classrooms, and in the administrative offices. First year students will have the privilege of wearing the anteri only in the Chapel or as otherwise directed by the Dean of Students when necessary for various campus events. Any relaxing of this requirement comes at the request of the SGA President with the approval of the Dean of Students. With the exceptions of serving at parish assignments or other special events, non-ordained seminarians are not permitted to wear the anteri off-campus. Seminarians requiring disciplinary sanctions will lose the privilege of wearing their School Cross and anteri until deemed appropriate by the Dean of Students and the Seminarian Review Committee.

ARRESTS

Members of the HCHC community are required to conform to all local, state and federal laws. Students who are arrested for any reason (misdemeanor or felony) at the local, state or federal level are required to notify the Dean of Students immediately. HCHC will cooperate with authorities as appropriate. HCHC may pursue disciplinary action when students are suspected of unlawful behavior regardless of the status of criminal or civil proceedings.

BEHAVIOR EXPECTATIONS

It is expected that all HCHC community members will avoid the following behaviors:

- Lying - withholding information or giving false information. Misrepresentation - misrepresenting an organization (or oneself) as an agent of HCHC.
- Unauthorized use – unauthorized use of, entry into, or misuse of property in the possession of or owned by HCHC or any member of the HCHC community.
- Theft – attempted or actual theft and/or damage to property of HCHC or property of a member of the HCHC community or other personal or public property.
- Breaching security systems – jeopardizing or interfering with the safety and security systems established within the campus community, 40 including the propping of locked doors, altering locking devices, permitting unauthorized access to another, etc.
- Breaching IT systems – jeopardizing or interfering with IT systems established within the campus community.
- Verbal abuse or threat to other persons.

BIGOTRY

Acts of bigotry that humiliate, disrespect, degrade or otherwise harm individuals is prohibited.

CHARACTER DEVELOPMENT

HCHC seeks to create an institutional culture that calls each member to a high standard of excellence in both personal and community matters. Excellence in all areas should be a distinctive mark of students and employees. Excellence is usually achieved through disciplined, sustained effort. Such excellence often results in external success (acknowledgment, promotions), as well as internal rewards (moral strength that comes from being well prepared, accomplishing important goals, serving the Church to our full capacity). Setting appropriate expectations for behavior is one way that HCHC helps students cultivate discipline and achieve success.

As an Orthodox Christian academic community, HCHC understands that our behavioral standards may seem lenient for some and strict for others, but it is nonetheless our intention to uphold Christian principles of conduct. We endeavor to promote personal lifestyle choices that deepen our love for God, build up the body of Christ, and advance the mission of HCHC.

CHEATING

For all academic matters, refer to the school catalog.

DISPUTES

While harmony is the hallmark of any Christian community, conflicts do occur. HCHC desires to assist all members of our community in the resolution of personal disputes. When facing a dispute, community members are encouraged to seek and resolve the dispute first with the other person(s) who is involved. 41 Should you be unable to resolve the matter, it would be appropriate to ask an objective person to provide some guidance. In disputes involving students, an objective person could be a Resident Assistant, Dean of Students or a staff or faculty member.

DISRUPTION

Intentional disruption of classes, research, teaching, activities, programs or fire, police or emergency services is prohibited.

DOMESTIC VIOLENCE

Please refer to the HCHC Sexual Harassment Policy.

DRUG/ALCOHOL

Please refer to the HCHC Drug and Alcohol Policy

EMOTIONAL & SPIRITUAL HEALTH

The Office of Spiritual Formation and Counseling Services (SFCS) is committed to offering support and assistance to students who are struggling in their personal lives. It is not unusual for students to experience difficult circumstances. Whether it is a relationship breakup, stress, depression, past trauma, or even the death of a loved one, professional counseling or pastoral guidance is sometimes needed.

Students are encouraged to contact the SFCS office that may provide referrals to qualified professional counselors. Students who have been diagnosed with a mental health disorder are also encouraged to contact the SFCS in order to receive support

as necessary.

On rare occasions, a student (or the spouse or child of a student) may be required to leave HCHC in order to receive appropriate medical/psychological care. Students are subject to involuntary withdrawal from HCHC if it is determined they (or a spouse or child) are suffering from severe emotional distress, and, as a result of that distress, engage in or threaten to engage in behavior that may cause harm to themselves or to others, or that proves disruptive to the HCHC community.

Any suicide attempt will result in notification of local law enforcement authorities and/or mental health authorities to protect the student from harm.

The student who has involuntarily withdrawn will be permitted to return to HCHC only after the issue that led to the withdrawal has been successfully dealt with and a support plan has been developed by the SFCS and agreed to by the Dean of Students and the President.

Students with a history of eating disorders, abusive relationships, addiction of any kind, or who have experienced any other trauma are encouraged to seek helpful and supportive resources by contacting the Office of Spiritual Formation and Counseling Services.

FAILURE TO COMPLY

Failure to comply with the directives of HCHC officials or law enforcement officers, including, but not limited to, campus security and members of the resident life staff acting in the performance of his/her duties is prohibited.

HARRASSMENT & STALKING

Please refer to the HCHC Sexual Harassment Policy.

HAZING

Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization is strictly prohibited. Disciplinary action will be pursued aggressively.

Hellenic College Holy Cross' Hazing policy replicates the General Laws of Massachusetts – Chapter 269: Section 17 - Hazing; organizing or participating; hazing defined, Chapter 269: Section 18 - Failure to report hazing, and Section 19 - Issuance to students and student groups, teams, and organizations; report.

KNOWING PRESENCE

A “knowing presence” contribution is defined as: “behaviors, active or passive, which fail to confront or correct the misconduct of fellow community members.”

Students who choose to remain in the vicinity when one or more violations are occurring, and/or choose not to notify the appropriate personnel, are choosing to accept the consequences of that decision. Anyone who creates an opportunity or encourages another person to violate regulations may be deemed as responsible as the actual perpetrator and may be subject to the same sanctions.

PERSONAL EXPRESSION

Sensitivity to the rights, needs and concerns of others should be evident in all public areas, including residence halls, apartment complexes and all campus buildings and grounds. Vulgar or coarse language, coarse joking, obscenity, lying, gossip, passing rumors, verbal abuse, intimidation and the like are prohibited.

SCOPE OF POLICY

This Policy is intended to provide the HCHC community with a clearly articulated set of behavioral standards, and definitions of prohibited conduct and key concepts. The

Policy applies to all community members, including students, faculty, staff, affiliates, visitors, applicants for admission or employment, and independent contractors. Vendors and others who conduct business with the HCHC or on school property are also expected to comply with this Policy. The Policy applies regardless of a person's gender, gender identity, gender expression, sexual orientation, age, race, nationality, class status, religion, or other protected status.

This Policy applies both to on-campus and off-campus conduct if (i) the conduct was in connection with an HCHC or HCHC-recognized program or activity, or (ii) the conduct may have the effect of creating a hostile environment for a member of the HCHC community. In the Policy below, we have provided a list of on-campus resources available to those affected by sexual misconduct and the extent to which such resources have reporting obligations or may maintain the confidentiality of a report of sexual misconduct. The procedures described below describe the investigation and disciplinary process.

NOTICE OF NON-DISCRIMINATION

HCHC is committed to establishing and maintaining an environment free of all forms of discrimination and harassment for all members of the College community. HCHC prohibits discrimination against any person on the basis of race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, gender identity or expression, genetic information, military service, or because of marital, parental, veteran status, or any other protected class.

HCHC does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs, or in the context of employment. Sexual misconduct, including sexual harassment as defined in this Policy, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. Sex discrimination is also prohibited under Title VII of the Civil Rights Act of 1964, Massachusetts General Laws Chapter 151B, and other applicable statutes.

COORDINATION WITH HCHC'S NON-DISCRIMINATION POLICY

HCHC recognizes that discrimination and harassment related to a person's sex can occur in connection with misconduct related to a person's sexual orientation, gender identity, or gender expression, race, color, ethnicity, national origin, religion, age, disability, or other protected class. Targeting a person on the basis of these characteristics is also a violation of state and federal law and College policy. Under

these circumstances, HCHC will endeavor to coordinate the investigation and resolution efforts of sexual misconduct complaints with the investigation and resolution of complaints of discrimination or harassment based on other protected classes.

SEXUAL IMMORALITY

Members of the HCHC community are required to refrain from all forms of sexual immorality, including, but not limited to: any form of pornography, rape, sexual violence and abuse and all other forms of sexual misconduct.

Furthermore, the use of any HCHC telephone, computer equipment or personal computer to access pornographic sites, services, and databases or talk stations is prohibited.

Please refer to the HCHC Sexual Misconduct Policy for the school's complete policy.

SEXUAL MISCONDUCT GOA POLICY

For information regarding the policy of the Greek Orthodox Archdiocese of America regarding sexual misconduct, please visit the Archdiocese's website at www.goarch.org. All students are urged to familiarize themselves with this policy.

STUDENT RESPONSE TIMES

Students are required to respond within 48 hours to requests for information from members of the faculty, staff and administration.

Sexual Misconduct/Title IX Policy

SEXUAL MISCONDUCT DEFINITIONS

"Sexual misconduct" is a broad, non-legal term that encompasses a wide range of behaviors, including but not limited to, sexual harassment, sex/gender discrimination, sexual assault, rape, acquaintance rape, stalking, and relationship violence (including dating and domestic violence). It is a violation of HCHC policy as well as applicable law to commit or to attempt to commit these acts.

Sexual misconduct can occur between strangers or acquaintances, or people who know each other well, including between people who are or have been involved in an intimate or sexual relationship. It can be committed by anyone, regardless of gender or gender identity, and can occur between people of the same or different sex or gender. This Policy prohibits all forms of sexual misconduct.

PROHIBITION OF SEXUAL CONDUCT

HCHC strives to provide a learning and campus environment free from all forms of sexual misconduct. HCHC accordingly prohibits conduct which constitutes sexual harassment, sexual assault and violence, dating violence, domestic violence, and stalking as those terms are defined below.

In support of this commitment, HCHC takes steps to increase awareness of such

misconduct, eliminate its occurrence on campus, provide support for survivors, diligently investigate all reports of sexual misconduct, and deal fairly and firmly with offenders. Creating a safe campus environment and a culture of respect is the shared responsibility of all members of the HCHC community, individually and collectively.

This sexual misconduct policy (the “Policy”) is adopted by HCHC in compliance with Title IX, the Clery Act, and other applicable laws.

As described in more detail below, in this Policy “sexual misconduct” is intended to refer to a broad range of conduct focused on sex and/or gender that may or may not be sexual in nature. Sexual harassment, sexual assault, sexual exploitation, stalking, and relationship violence are all forms of sexual misconduct prohibited by law and this Policy.

Sexual Harassment

Sexual Harassment is unwelcome conduct of a sexual nature that has the effect of creating a hostile or stressful living, learning, or working environment, or whenever toleration of such conduct or rejection of it is the basis for an academic or employment decision affecting an individual. Conduct is considered “unwelcome” if the person did not request or invite it and considered the conduct to be undesirable or offensive.

Sexual harassment includes any conduct or incident that is sufficiently serious that it is likely to limit or deny a student’s ability to participate in or benefit from HCHC’s educational programs or a faculty or staff member’s ability to work, which may include a single incident of sexual assault or other serious sexual misconduct.

Sexual harassment includes, but is not limited to, unwelcome sexual conduct when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education or participation in HCHC programs or activities.
- Submission to or rejection of such conduct by an individual is used as the basis for decisions pertaining to an individual’s education or participation in HCHC programs or activities.
- Such conduct has the purpose or effect of interfering with an individual’s educational performance; or creating an intimidating, hostile or offensive learning environment; or interfering with one’s ability to participate in or benefit from an educational program or activity. Unwelcome sexual innuendo, propositions, sexual attention, or suggestive comments and gestures.
- Unwelcome physical contact of a sexual nature, such as touching, hugging, kissing, patting, or pinching, that is uninvited and unwanted or unwelcome by the other person.
- Humor and jokes about sex or gender-specific traits; sexual slurs or derogatory language directed at another person’s sexuality or gender.

- Insults and threats based on sex or gender; and other oral, written, or electronic communications of a sexual nature that a person communicates are unwelcome.
- Written graffiti or the display or distribution of sexually explicit drawings, pictures, or written materials; sexually charged name-calling; sexual rumors or ratings of sexual activity/performance; the circulation, display, or creation of e-mails or Web sites of a sexual nature.
- Non-academic display or circulation of written materials or pictures degrading to a person(s) or gender group.
- Unwelcome attention, such as repeated inappropriate flirting, inappropriate or repetitive compliments about clothing or physical attributes, staring, or making sexually oriented gestures.
- Change of academic or employment responsibilities (increase in difficulty or decrease of responsibility) based on sex, gender identity or expression, or sexual orientation.
- Use of a position of power or authority to: (i) threaten or punish, either directly or by implication, for refusing to tolerate harassment, for refusing to submit to sexual activity, or for reporting harassment; or (ii) promise rewards in return for sexual favors.
- Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping.

Sexual Violence

Sexual violence is a form of sexual harassment and it includes rape, sexual assault, sexual battery, and sexual coercion. Sexual coercion is the act of using pressure or force to have sexual contact with someone who has already refused.

Sexual Assault (including Rape)

Sexual assault is also a form of sexual harassment, and it includes any type of actual or attempted sexual activity perpetrated against a person's will, where that person does not give clear and voluntary consent or where the person is incapable of giving consent due to drug or alcohol use or due to intellectual or other disabilities. Sexual assault includes, but is not limited to:

- Intentional touching of another person's intimate parts without that person's consent; or
- Other intentional sexual contact with another person without that person's consent; or
- Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent; or
- Rape, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.

Dating/Relationship Violence

Dating violence is abuse, violence or intentionally controlling behavior

committed by a person who is or has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction. Elements of dating violence include:

- Battering that causes bodily injury;
- Purposely or knowingly causing reasonable apprehension of bodily injury;
- Emotional abuse creating apprehension of bodily injury or property damage;
- Repeated telephonic, electronic, or other forms of communication — anonymously or directly — made with the intent to intimidate, terrify, harass, or threaten.
- Relationship violence can occur in all type of relationships (e.g., heterosexual, same sex, or any other type of relationship).

Domestic Violence

Domestic violence includes felony or misdemeanor crimes 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, or by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Massachusetts. Individuals who are victims of domestic abuse in Massachusetts may seek an abuse prevention order, also known as a “restraining order” or “209A order,” in addition to pursuing criminal charges and charges through the student conduct system, if the offender is an HCHC student.

For more information on Massachusetts law, see <https://malegislature.gov/Laws/GeneralLaws/PartII/TitleIII/Chapter209A>

Stalking

The term “stalking” means 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 substantial emotional distress. This includes the use of technology to pursue, harass, threaten, intimidate, or otherwise make unwelcome contact with another person. Stalking may involve people who are known to one another, romantic relationship, or may involve people not known to one another.

Stalking is prohibited by Massachusetts law. Examples include, but are not limited to: following a person; appearing at a person’s home, class, or work; making frequent phone calls, emails, text messages; continued contact after receiving requests not to; or other threatening, intimidating, or intrusive behavior.

Sexual Exploitation

Sexual exploitation involves taking sexual advantage of another person and includes, without limitation: indecent exposure; causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over

him or her; causing the prostitution of another person; recording, photographing, or transmitting images of private sexual activity and/or the intimate parts of another person without consent; observing or allowing third parties to observe private sexual acts or otherwise violating a person's sexual privacy without consent; and knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection.

Consent

Sexual activity requires consent, which is defined as positive, unambiguous, and voluntary agreement to engage in specific sexual activity throughout a sexual encounter. Consent cannot be inferred from the absence of a "no"; a clear "yes," verbal or otherwise, is necessary. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply present or future consent.

Consent must be ongoing throughout a sexual encounter and can be revoked at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition.

A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Engaging in sexual activity with a person whom you know – or reasonably should know – to be incapacitated constitutes sexual misconduct. The impact of alcohol and drugs varies from person to person; however, warning signs of possible incapacitation include slurred speech, unsteady gait, impaired coordination, inability to perform personal tasks such as undressing, inability to maintain eye contact, vomiting, and emotional volatility. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent.

Effect of Drugs and Alcohol on Consent

Individuals should be aware of, and carefully consider, the potential consequences of the use of alcohol or drugs. Alcohol and other drugs can lower inhibitions and create an atmosphere of confusion over whether consent is freely and affirmatively given. If there is a question about whether someone consented to sexual activity after consuming drugs or alcohol, HCHC will examine the issue from the perspective of a reasonable person. Specifically, HCHC will consider whether the respondent reasonably should have known about the impact of alcohol and other drugs on the complainant's ability to give consent.

TITLE IX COORDINATOR

HCHC has designated the Associate Dean of Student Life as its Title IX Coordinator to oversee complaints brought forward under this policy. That position is currently being filled. The Interim Title IX Coordinator can be contacted regarding any Title IX issues contact:

Interim Title IX Coordinator Dn. **Gary Alexander (617) 850-1322**

REPORTING INCIDENTS OF SEXUAL MISCONDUCT

Individuals are encouraged to report alleged incidents of sexual misconduct immediately, whether they are a victim or observer of an incident, in order to maximize HCHC's ability to respond promptly and effectively by taking steps to end the behavior, prevent its recurrence, and address its effect. Incidents can be reported to the following individuals by telephone, email, or in-person during normal business hours:

Interim Title IX Coordinator
Dn. Gary Alexander (617) 850-1322

Dean of Students Life
Fr. Antonios Papathanasiou
(617) 850-1297

Campus Housing and Security
Kevin Derrivan
(617) 850-1222

Office of Spiritual Formation and Counseling Services
Ms Betty Paganis (617) 850-1206
Dr. Robert Murray (617) 850-1205

Faculty and staff may report incidents to the Title IX Coordinator or any Deputy Title IX Coordinator, a supervisor, a Dean, or a department head. In general, when one of these offices receives a report, HCHC must commence an investigation. All reports of such incidents will be disclosed to the Title IX Coordinator.

HCHC recognizes that student complainants may be most comfortable disclosing sexual misconduct to a College employee they know well, such as a faculty member or resident adviser (“RA”). Students are welcome to speak with them, but should understand that these individuals are considered “responsible employees” (other than the confidential resources identified below), and if responsible employees receive a report of sexual misconduct, they are required to inform the Title IX Coordinator about the incident. HCHC defines a “responsible employee” to include supervisors and officials with significant responsibility for student and campus activities including, but not limited to, academics, student residences, discipline, and campus safety. Employees whose positions legally require confidentiality (e.g., counseling staff and clergy) are not “responsible employees.”

Before a student discloses an incident of sexual misconduct, HCHC faculty and staff will try to ensure that the student understands the employee’s reporting obligations — and, if the student wishes to maintain confidentiality, direct the student to confidential resources. Similarly, before a faculty or staff member discloses an incident of sexual misconduct, the person to whom the disclosure is to be made will endeavor to ensure that the faculty or staff member understands his or her reporting obligations. Below, we have identified the confidential resources available to students, faculty, and staff who do not wish to file a complaint or trigger an investigation, or who would like to better understand their options.

PRIVACY

HCHC wants all community members to seek the assistance they need without fear that the information they provide will be shared more broadly than they would like. All reports of sexual misconduct will be handled confidentially to the extent allowed by law. Even when College employees have an obligation to report sexual misconduct, they will protect and respect an individual’s privacy to the greatest extent possible and share information only on a need-to-know basis. The information reported will only be shared with HCHC employees who will be assisting in the investigation and/or resolution of the complaint. HCHC’s ability to make a meaningful investigation and take corrective action may be limited if an individual insists on complete confidentiality.

Requesting Confidentiality:

How HCHC will weigh the Request and Respond

In some cases, HCHC may not be able to honor a confidentiality request in order to adhere to its obligation to provide a safe, non-discriminatory environment for the HCHC community. If a report of sexual misconduct discloses an immediate threat to the HCHC community, where timely notice must be given to protect the health or safety of the community, HCHC may not be able to maintain the same level of confidentiality. Immediately threatening circumstances include, but are not limited to, reported incidents of sexual misconduct that included the use of force, a weapon, or other circumstances that represent a serious and ongoing threat to students, faculty, staff, or visitors. If the Title IX Coordinator determines that the HCHC cannot maintain a complainant’s confidentiality, the Title IX Coordinator will inform the complainant prior to starting an investigation and will only

share information with those officials responsible for handling the investigatory response.

When weighing a request that no investigation be pursued or the complainant's identity not be disclosed, the Title IX Coordinator will consider a range of factors, including:

Whether the respondent is likely to commit additional acts of sexual or other violence, such as:
Whether there have been other sexual misconduct complaints about the same respondent;

Whether the respondent has a history of arrests or records from a prior school indicating a history of violence;

Whether the respondent threatened further sexual misconduct or other violence against the complainant or others;

Whether the sexual misconduct was committed by multiple respondents.

The sexual misconduct was perpetrated with a weapon;

The complainant is a minor;

The respondent is an HCHC employee;

HCHC possesses other means to investigate the sexual misconduct (e.g., security cameras or personnel, physical evidence); or

The complainant's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular person or group.

The presence of one or more of these factors could lead HCHC to investigate and, if appropriate, pursue conduct action against the respondent. If none of these factors are present, HCHC will likely respect the complainant's request.

Confidential and Privileged Resources

Incidents may be reported confidentially to the Office of Spiritual Formation and Counseling Services. Mental health counselors are bound to professional standards regarding confidentiality, and will not reveal the identity of victims, unless there is an imminent safety concern or as otherwise required by law. These resources can explain options for obtaining additional support from HCHC and off-campus resources. These resources can also arrange for medical care and accompany complainants, or arrange for someone to accompany complainants, to seek such care. Students may use these resources to talk to someone about an incident of sexual misconduct in a confidential manner whether or not they decide to make an official report or to participate in HCHC complaint resolution process or the criminal justice system. Conferring with these resources will not trigger an investigation by HCHC or law enforcement. However, these offices are familiar with the College's complaint resolution processes, can explain what to expect, and can provide support while disciplinary or criminal processes are pending.

RETALIATION PROHIBITED

It is a violation of this policy and applicable laws to retaliate against or intimidate any individual who brings a complaint under this policy or who cooperates with or otherwise participates in the investigation or resolution of a complaint under this policy. HCHC will take steps to prevent retaliation and intimidation and will also take strong responsive action if HCHC determines that retaliation has occurred. Any such acts should be promptly reported to a Title IX coordinator. This Policy also applies to any allegation that a member of the community has attempted to prevent an individual from reporting sexual misconduct.

CAMPUS AND COMMUNITY RESOURCES AND SUPPORT

HCHC offers non-judgmental and confidential support through the Office of Spiritual Formation and Counseling Services to any party involved in a sexual misconduct incident.

HCHC encourages all community members affected by sexual misconduct to seek immediate assistance. Doing so promptly may be important to ensure the person's physical safety or to obtain medical care or other support. It may also be necessary to preserve evidence, which can assist HCHC and/or law enforcement in responding effectively.

HCHC encourages complainants to pursue criminal action for incidents of sexual misconduct that may also be crimes under Massachusetts law. In general, HCHC will notify the Boston or Brookline Police Department of allegations of sexual violence. HCHC will also assist a complainant in making a criminal report and will cooperate with law enforcement agencies if a complainant decides to pursue the criminal process to the extent permitted by law. However, a complainant may also choose not to pursue criminal action, and under most circumstances, the Boston or Brookline Police Department will not force a complainant to pursue criminal charges if he or she is not willing to do so.

Evidence Collection and Medical Treatment

Sexual Assault Nurse Examiners (SANEs) are specially trained nurses who provide immediate, compassionate, and comprehensive medical-legal evaluation and treatment.

- Beth Israel Deaconess Medical Center ER (preferred hospital) 617-754-2323
- Brigham and Women's Hospital ER
617-732-5636

Counseling and Support

- Boston Area Rape Crisis Center
24-hour hotline: 800-841-8371
www.barcc.org
- Fenway Community Health Violence Recovery Program
617-927-6250
www.fenwayhealth.org

Domestic Violence Support and Advocacy

- Jane Doe, Inc.
<http://www.janedoe.org/> 16 Reporting and Legal Support
- Greater Boston Legal Services
617-371-1234
<http://gbls.dbdes.info/our-work/family-law>
- Victim Rights Law Center
617-399-6720
www.victimrights.org

Government Resources

- Website for the White House Task Force to Protect Students From Sexual Assault: notalone.gov

RESPONDING TO COMPLAINTS OF SEXUAL MISCONDUCT

HCHC, when appropriate, will conduct an investigation of the complaint. HCHC will endeavor to complete its investigation within sixty (60) calendar days. The investigation will include one or more interviews with the complainant, the respondent, and any witnesses. The investigation will include the gathering of any physical, documentary, or other relevant and available evidence.

As part of the investigation, HCHC will provide an opportunity for all parties to present written statements, identify witnesses and submit other evidence. A hearing may also be conducted pursuant to the Disciplinary Process.

HCHC endeavors for the investigation, adjudication, and resolution of sexual misconduct complaints to be accessible, prompt, equitable, and impartial. Throughout this process, both the complainant and respondent have the following rights:

- To be treated with respect, dignity, and sensitivity.
- To receive appropriate support from HCHC.
- Privacy to the extent possible, consistent with applicable law and this Policy.
- Information about HCHC's Sexual Misconduct Policy.
- The presence of an Adviser throughout the process.
 1. To participate or to decline to participate in the investigation or complaint resolution process. However, a decision not to participate in the process either in whole or in part will not prevent the College from proceeding with the information available.
- A prompt and thorough investigation of the allegations.
- Adequate time to review documents following the investigation.
- To appeal the decision made or any sanctions imposed to the President.
- To challenge a hearing panel member(s) for a possible conflict of interest.
- To refrain from making self-incriminating statements
- Notification, in writing, of the case resolution, including the outcome of any appeals.
- For the complainant, to report the incident to law enforcement at any time.

HCHC will disclose information about its investigation and resolution of sexual misconduct complaints only to those who need to know the information in order to carry out their duties and responsibilities. It will inform all HCHC personnel participating in an investigation, proceeding, or hearing that they are expected to maintain the privacy of the process. This does not prohibit either a complainant or respondent from obtaining the assistance of family members, counselors, therapists, clergy, doctors, attorneys, or other resources.

In most cases, the investigator will prepare a written report at the conclusion of an investigation. Before the report is finalized, the participating complainant and respondent will be given the opportunity to review their own statements and, to the extent appropriate to honor due process and privacy considerations, the participating complainant and respondent may also be provided with a written or oral summary of other information collected during the investigation. A complainant or respondent must submit any comments about their own statement, or on any investigation summary that might be provided, to the investigator within five (5) calendar days after that statement or summary was provided.

Following the receipt of any comments submitted, or after the five (5)-day comment period has lapsed without comment, the investigator will address any identified factual inaccuracies or misunderstandings, as appropriate, and then make a recommendation.

The investigator will present a report, including a summary of the investigation, the investigator's findings with respect to responsibility for conduct violations, and a summary of the investigator's rationale in support of the findings, to the Office of the Dean of Students as well as the Title IX Coordinator.

Upon the approval of the investigation report and findings, the Dean of Students or designee, will determine the appropriate sanction(s) and remedies if there is a finding of responsibility. Both parties will be notified in writing of the resolution of the investigation.

The disciplinary process is not subject to formal rules of court or evidence. For the disciplinary process, a student is not "found guilty" based on proving a case "beyond a reasonable doubt" as in criminal law but can be "held responsible" for an alleged violation of the sexual misconduct policy that is "more likely than not" to have occurred (referred to as the "preponderance of evidence" standard).

Information to the Complainant

After receiving a report of sexual misconduct, the Title IX Coordinator will notify the complainant of the option to have an Adviser accompany him or her to any meeting or interview related to the complaint resolution process. The Coordinator will also:

- Provide the complainant with information regarding the Rights of the Complainant and Respondent.
- Explain the prohibition against retaliation.
- Explain the process for investigating and resolving a sexual misconduct complaint (including the available appeal procedures).
- Instruct the complainant not to destroy any potentially relevant documentation in any format.
- Give the complainant a copy of the relevant policies.
- Explain the availability of interim measures.
- Provide the complainant with a list of on-campus and off-campus support resources.

Information to the Respondent

Unless the complainant requests and is granted confidentiality, the respondent will be notified in writing that a complaint alleging sexual misconduct has been filed against him or her. The respondent will be advised that he or she may have an Adviser accompany him or her to any meeting or interview related to the investigation and complaint resolution process.

Within seven (7) calendar days of receiving notice of the complaint, the respondent must arrange to meet with the Title IX Coordinator. At that meeting, the Coordinator will:

Provide the respondent with information regarding the Rights of the Complainant and Respondent.

- Provide the respondent with a copy of the complaint.
- Explain the prohibition against retaliation.
- Discuss the nature of the complaint.
- Explain the rights and responsibilities of the complainant and respondent.
- Explain the process for investigating and resolving the complaint (including the available appeal procedures).
- Instruct the respondent not to destroy any potentially relevant documentation in any format.
- Give the respondent a copy of the relevant policies.
- Provide the respondent with a list of on-campus and off-campus support resources.

If the respondent fails to meet or cooperate with the investigator, the investigation and resolution of the complaint will proceed without input from the respondent. If interim measures have been imposed, the Coordinator will explain the scope of those measures and the respondent's duty to comply with the interim measures.

After reviewing the complaint, the respondent may choose to end the complaint resolution process by accepting responsibility for the conduct alleged in the complaint. If the respondent accepts responsibility for the conduct alleged in the complaint, the Title IX Coordinator will determine an appropriate sanction for

the respondent. If the respondent disputes the allegations of the complaint, the matter will proceed to an investigation.

At any point in the process, the respondent may accept responsibility for the conduct alleged in the complaint. In such cases, the Title IX Coordinator may impose sanctions for violations of the Sexual Misconduct/Title IX Policy.

Possible Remedies and Sanctions

If the respondent is found responsible for sexual misconduct, HCHC will initiate a sanctioning process. Sanctions will be designed to eliminate a hostile environment, prevent further misconduct, promote safety, and deter students from similar future behavior. Certain behavior may be so harmful to the community that it may require serious sanctions, such as removal from HCHC housing, removal from specific courses or activities, suspension from the College, or dismissal from the institution.

As part of the sanctioning process, HCHC may require that existing interim remedies or administrative actions stay in place for a prescribed period of time. HCHC may also impose new remedies or administrative actions such as stay away orders, housing placement, or academic accommodations based upon the investigation and adjudication of the case.

A report of sexual violence (including non-identifying reports) may also prompt HCHC to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting policies and practices.

Interim Protections

In addition to the sanctions contained within, the Title IX Coordinator may, at any time during the investigation or the processing of a complaint of sexual misconduct, recommend interim protections or remedies be provided by HCHC. Complainants may also submit requests for interim protections. HCHC may impose any measure that can be tailored to the parties involved to achieve the goals of this Policy. These protections and remedies may include (but are not limited to) separating the parties, placing limitations on contact between the parties, or making alternative workplace, housing, extracurricular, or academic arrangements where reasonable and feasible. The Title IX Coordinator will work with the appropriate office(s) to ensure that any necessary interim measures are promptly provided.

Failure to comply with the terms of interim protections may be considered a separate violation of this policy and a basis for disciplinary action. Outside of HCHC, a complainant may also be entitled to obtain remedies under applicable law, such as a judicial restraining order. The Title IX Coordinator can assist in contacting law enforcement or legal service organizations to learn about these remedies.

Effect of Criminal Proceedings

The filing and processing of a complaint of sexual misconduct is separate from and independent of any criminal investigation or proceeding. HCHC may not wait for the conclusion of any criminal investigation or proceedings to begin its own investigation, although HCHC may delay temporarily the fact-finding component of the investigation while the police are gathering evidence. Neither law enforcement's determination as to whether or not to prosecute a respondent nor the outcome of any criminal prosecution is determinative of whether sexual misconduct occurred under this Policy.

Notice

The Title IX Coordinator will give the complainant and respondent, respectively, a written explanation of their rights and options, and any available accommodations, as soon as possible after a complaint is reported. The Title IX Coordinator will also ensure that both the complainant and respondent are updated throughout the investigative process, including timely notice of meetings where either the complainant's or the respondent's presence may be required, and the outcome of the investigation and/or disciplinary process.

Appeal Process

Either party may appeal a disciplinary decision on the grounds that:

- Fair consideration was not provided to the respondent (i.e., there is evidence that some aspect of the hearing was prejudicial, arbitrary or capricious).
- New and significant information, not reasonably available at the time of the initial hearing, has become available.
- The sanction or remedy imposed is not in keeping with the disciplinary guidelines outlined within.

Parties who wish to appeal a disciplinary decision should submit a letter of appeal to the President within three working days of the communication of the decision. The letter of appeal should outline the facts in the matter, the disciplinary decision, the rationale for why that decision is being appealed, and a list of persons the student wishes to participate in the appeal (if applicable). The President will generally request a meeting with the appellant and the person issuing the disciplinary decision to discuss the appeal, and may invite other persons, as he/she deems appropriate.

The President may appoint a committee to review the facts. The President serves as the final appellate level, and will issue a final sanction to all parties in writing.

Honesty, Integrity, and Trust are foundational qualities of Christian Life. In honoring this, students enrolled in both Hellenic College and Holy Cross Greek Orthodox School of Theology are entrusted with the duty to conduct themselves in a manner appropriate to this institution's mission and character, as a home of

Christian education and spiritual development. Fulfilling this duty and respecting the repercussions of individual action upon the community atmosphere, which either build or diminish the Christian Spirit of these schools, all students are trusted with the obligation to refrain from acts which they know or, under the circumstance, have reason to know violate the academic integrity of this institution.

Disciplinary Process

For most infractions, the Dean of Students (or other appropriate administrator) will conduct an informal meeting – called a disciplinary conference – to discuss the infraction with the student and assign any sanctions. In the event that an infraction could lead to a removal from campus housing for longer than one week, suspension, or expulsion, the Dean of Students may, at his or her discretion, convene a disciplinary hearing that will include members of the faculty and staff, and the student may invite an advisor of their choice for advice and support. If the infraction involves accusations by another member of the HCHC community, that member shall be given equal opportunity to participate in the hearing process and have the assistance of an advisor. During meetings and interviews, the Adviser may quietly confer or pass notes with the party in a non-disruptive manner. The Adviser may not intervene in a meeting or interview, or address the Investigator. Consistent with HCHC’s obligation to promptly resolve complaints, HCHC reserves the right to proceed with any meeting or interview, regardless of the availability of the party’s selected Adviser.

The student will be informed of the time and place of the hearing at least 48 hours in advance. HCHC may remove a student accused of serious misconduct from campus pending the result of a disciplinary hearing or utilize other interim measures, at the College’s discretion. The policy of HCHC is to conduct closed hearings.

The disciplinary process is not subject to formal rules of court or evidence. (For example, a student is not “found guilty” based on proving a case “beyond a reasonable doubt” as in criminal law but can be “held responsible” for a violation that is “more likely than not” to have occurred.) A student is always given the opportunity to give his or her account of events and to present evidence and other witnesses in either disciplinary conferences or hearings.

A party may decline to participate in the investigative or complaint resolution process. HCHC may continue the process without the student’s participation. In most cases, a refusal to participate in the investigative process will preclude a party from appealing any determination. The Dean of Students will make this determination.

ALCOHOL POLICY

The mission of Hellenic College Holy Cross is the “education and formation of the person within the life of an Orthodox Christian community.” HCHC is committed to ensuring an environment for its staff, faculty, and students that is consistent with the moral precepts of our faith as well as all applicable local, state, and federal statutes.

Under Massachusetts law the possession, distribution, sale of alcohol is forbidden for any members of or visitors to our HCHC community under the age of 21. Members of our community under the age of 21 are required to remove themselves from social gatherings where alcohol is present.

The Orthodox Christian tradition allows for moderate and responsible consumption of alcoholic beverages, while forbidding excessive drinking and drunkenness. As such, HCHC permits members of the community 21 years of age and older to possess and consume reasonable amounts of alcohol during approved school functions and within private dormitory rooms and married student housing apartments. The possession and/or use of bulk amounts of alcohol, (i.e. kegs, beer balls, etc.) or instruments for the rapid consumption of alcohol (funnels, etc.) are strictly forbidden as are all “drinking games.” Regardless of age, drinking and open containers of alcohol are prohibited in public and common areas (such as the dormitory lounges.)

Members of our community (faculty, staff, and students) are prohibited from enabling underage drinking. Any member of the HCHC community hosting a private social gathering must be aware of his or her legal responsibilities as a host (please visit socialhostliability.org for more information.)

Any organization planning an event where alcohol is to be served must submit a proposal in writing to the Dean of Students for approval at least one week in advance of the event. The organization must secure the services of our food service provider, Chartwells, through the Events Office – who will in turn hire appropriate bartending services. In light of the mission of our school, any excessive drinking and drunkenness, as well as drunk and disorderly conduct, are strictly prohibited.

DRUG POLICY

HCHC prohibits the possession, use, consumption, manufacturing, sale or distribution of drugs, as well as the possession, use, manufacturing or sale of drug paraphernalia. Additionally, the possession of drugs with intent to deliver, sell or manufacture is prohibited.

The term “drugs” broadly includes, without limitation, any stimulant, intoxicant (other than alcohol), nervous system depressant, hallucinogen, or other chemical substance, compound or combination when used to induce an altered state, including any otherwise lawfully available product used for any purpose other than its intended use (e.g., the misuse of prescription drugs, over the counter drugs, or household products)

HCHC takes the abuse of alcohol and drugs very seriously. Violations of the alcohol and drug policy will result in disciplinary.

SEEKING HELP

As an Orthodox Christian community, we are first and foremost concerned for the safety and wellbeing of our students. Students who voluntarily seek help for drug or alcohol abuse will not be subject to disciplinary action. Additionally, students are encouraged to seek necessary medical help for emergency situations due to the ingestion of drugs or alcohol. Calls made on behalf of self or others in such situations will not be treated as a disciplinary matter but will require follow up with the Office of Spiritual Formation and Counseling Services. Failure to follow through with these referrals will result in disciplinary action. Repeated and consistent patterns of seeking help may result in further review and the possibility of a mandated medical leave of absence.

The Office of Spiritual Formation & Counseling Services' (SFCS) mission is to provide HCHC students and their families with a wide variety of community resources in the areas of spiritual formation and counseling to strengthen and enhance their personal growth. SFCS supports the mission of Hellenic College/Holy Cross Greek Orthodox School of Theology by nurturing the spiritual and psychological well-being and development of all students and their families working in conjunction with the faculty, alumni and the Greek Orthodox Archdiocese. These programs are available to all students and family members. The Pastoral Care Director and Psychological Care Director coordinate the various services offered: spiritual fathers program; spiritual and psychological assessment; and counseling and referrals (on and off-campus services available depending on need). SFCS counselors assist students and their families in resolving a wide variety of problems. Our counselors provide short-term counseling (with referrals as needed), crisis intervention and educational seminars to the students and their families. Students in most cases can contact a counselor directly by calling 617-850-1289 or by dropping in to the office. Students experiencing academic difficulties can also come by. Sometimes a spiritual father, faculty or staff member may refer students for assistance. Seminarian candidates also may be referred for counseling subsequent to their psychological evaluation.

Below are a variety of online resources available for students at any point in time:

Alcohol Prevention Coalition

<http://www.outsidetheclassroom.com/solutions/higher-education/Coalition.aspx>

Substance Abuse and Mental Health Services Administration

<http://www.samhsa.gov/>

Massachusetts Bureau of Substance Abuse Services

<http://www.mass.gov/eohhs/gov/departments/dph/programs/substance-abuse/>

Below are National Hotlines available for student use 24 hours a day:

Alcohol Abuse Hotline

1-888-369-0842

Massachusetts Bureau of Substance Abuse Services

Help is available at Helpline-online.com

1-800-327-5050 (Toll free)

TTY 1-888-448-8321 (Toll free)

School Closing Policy

The determination to close Hellenic College Holy Cross campus due to weather or an emergency will be made by the President.

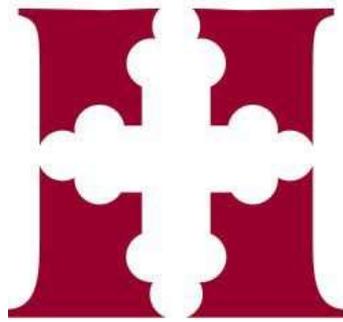
In the event of a weather related or emergency necessitating the cancellation or delay of work or classes, a message to inform the community will be sent across the RAVE Emergency Notification System no later than 5:30 a.m. An email will also be sent.

The RAVE notification and email will specifically note that Hellenic College Holy Cross is “closed,” and that employees, faculty, and students are not expected to report. No notification means that the campus is operating on a normal schedule.

Essential personnel will be required to work and certain offices and functions will be operational in the event of a campus closing. The expectation is that some arrangement for coverage/standby will be made between key departments, directors, and the staff. If an employee is required to work on such a day, compensatory time off will be provided to that employee, and scheduled at a mutually convenient time to the department and affected individual.

Should Hellenic College Holy Cross be “closed,” dining services will immediately adopt a weekend meal schedule. This means that only brunch (11:30 am - 1:30 pm) and dinner (5:30 - 7:00 pm) will be available. Any scheduled campus events will be cancelled unless prior arrangements have been made to hold the event regardless of weather conditions.

The President’s Office via campus email will communicate the decision regarding early dismissal of employees. Unless otherwise notified, all staff members are expected to remain at work until the close of business.



Hellenic College
HOLY CROSS
Greek Orthodox School of Theology

Annual fire safety report
2017-2018



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Regulations

Federal regulations (3.4 CFR § 668.49) require that any institution that maintains any on-campus student housing facility must prepare an annual fire safety report. This section provides a transcript of those regulation, which will help understanding the statistics provided at the end of the report.

§ 668.49 Institutional fire safety policies and fire statistics.

(a) Additional definitions that apply to this section.

Cause of fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire drill: A supervised practice of a mandatory evacuation of a building for a fire.

Fire-related injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals.

Fire-related death: Any instance in which a person -

- (1) Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or
- (2) Dies within one year of injuries sustained as a result of the fire.

Fire safety system: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

Value of property damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

(b) Annual fire safety report. Beginning by October 1, 2010, an institution that maintains any on-campus student housing facility must prepare an annual fire safety report that contains, at a minimum, the following information:

- (1) The fire statistics described in paragraph (c) of this section.
- (2) A description of each on-campus student housing facility fire safety system.
- (3) The number of fire drills held during the previous calendar year.
- (4) The institution's policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility.
- (5) The institution's procedures for student housing evacuation in the case of a fire.
- (6) The policies regarding fire safety education and training programs provided to the students and employees. In these policies, the institution must describe the procedures that students and employees should follow in the case of a fire.
- (7) For purposes of including a fire in the statistics in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report that a fire occurred.
- (8) Plans for future improvements in fire safety, if determined necessary by the institution.

(c) Fire statistics.

- (1) An institution must report statistics for each on-campus student housing facility, for the three most recent calendar years for which data are available, concerning -
 - (i) The number of fires and the cause of each fire;
 - (ii) The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus healthcenter;
 - (iii) The number of deaths related to a fire; and
 - (iv) The value of property damage caused by a fire.
- (2) An institution is required to submit a copy of the fire statistics in paragraph (c)(1) of this section to the Secretary on an annual basis.

(d) Fire log.

- (1) An institution that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time, and general location of each fire.
- (2) An institution must make an entry or an addition to an entry to the log within two business days, as defined under § 668.46(a), of the receipt of the information.
- (3) An institution must make the fire log for the most recent 60-day period open to public inspection during normal business hours. The institution must make any portion of the log older than 60 days available within two business days of a request for public inspection.
- (4) An institution must make an annual report to the campus community on the fires recorded in the fire log. This requirement may be satisfied by the annual fire safety report described in paragraph (b) of this section.

1. Fire Statistics

There were no fires on campus reported this year. The full fire statistics report is available in the Appendix of this document.

2. Description of on Campus Student Housing Facilities Fire Safety System

All institutional facilities have fire suppressions systems to combat the possibility of fire. Specifically, the dormitory building Polemanakos systems consist of smoke detectors, heat detectors and sprinkler system. The equipment in service is connected to pull stations monitored by Town of Brookline and City of Boston Fire Departments. Our housing units are equipped with smoke detectors, heat detectors, manual pull stations, audible warning devices, and a fire alarm control with remote notification capability to provide early warning of a developing fire. The equipment consists of the following fire systems:

Location	Equipment
Cafe and Polemanakos Dorms	Summit SFC-200
Carlos House #1	Fire Lite MS5210 UD
Cotros House #2	Fire Lite MS 10UD
Anagnostou House #7	Fire Lite MS 5210UD
Spathis House #6	Fire Lite MS 5210UD

All systems are maintained by Fire Alarm/Extinguisher Service Co., Inc., 25 Walpole Park South Dr, Unit 9, Walpole, MA 02081 under a master service agreement with Hellenic College Holy Cross.

3. Fire Drills

Evacuation Drills are coordinated by Office of Campus Safety and Resident Life. All residence halls evacuation procedures will be outlined with the residents during the first floor meeting. Evacuation drills are conducted in all residence halls each semester, which will not be announced in advance. In addition, periodic room inspections, twice per semester, provide opportunities to identify other fire hazards.

All students should familiarize themselves with the evacuation card on the back of their room door and with all exits from the building in order that the nearest safe exit will be properly chosen in an emergency.

Two fire drills were performed last calendar year. This year, we will continue performing at least one unannounced fire drill per semester.

Procedures

Fire Safety

It is essential for the safety of all members of the college community to be particularly careful about fire hazards. Firearms, fireworks, halogen lamps and heating devices of any type, and any other property or material which has the potential to be dangerous to persons or property, are strictly prohibited from all residence halls. Students agree to comply with the regulations in the Student Handbook for appliances, computers and fire safety. Offenders of these regulations and abusers of fire alarms and other residence hall fire equipment will be subject to fines, removal from campus housing, disciplinary proceedings and/or criminal prosecution.

False reports of fire or other dangerous condition, creation of a fire hazard or other dangerous condition, or activities that interfere with campus safety, civility or environmental health are strictly prohibited.

Flammable Material

At no time may a resident store or bring into any building a flammable, combustible or explosive fluid or material other than cleaning fluids that are customary for residential life.

Smoking

There is absolutely no smoking allowed in any building on campus. All students agree to comply with this rule by virtue of residing in campus housing.

The disposal of cigarette butts anywhere on the grounds of HCHC is prohibited.

Cigarettes must be put out and safely disposed of in a fire-safe container. Fines in the amount of \$50 per occurrence will be issued to offenders and/or disciplinary action if deemed appropriate by the Director of Housing.

Fire & Smoke Alarms, Heat Detectors & Extinguishers

When a fire alarm sounds, it is imperative that all students evacuate and stand clear of the building until signaled by officials to enter. Setting off a fire alarm without any sign of imminent danger is extremely irresponsible and is a federal crime. Fire extinguishers are for emergency situations only. Students who tamper with or discharge extinguishers for any reason other than emergency situations will be fined \$250 plus the cost of recharging the extinguisher. Smoke alarms have been placed throughout the campus. Inoperable or malfunctioning smoke or heat

detectors should be reported to the Director of Housing immediately. Tampering with or setting off smoke alarms or heat detectors is a violation of federal law. Students who tamper with smoke alarms or heat detectors for any reason other than emergency situations will be fined \$250 plus the cost of repairing the equipment.

Burning or Lighting of Materials

The lighting and/or burning of any material, including, but not limited to candles, incense, scented oils, potpourri, etc. is strictly prohibited.

Anyone found in violation of this policy will be fined \$125 per occurrence and/or realize a loss of housing privileges. (Source: Student Handbook)

5. Procedures for student housing evacuation in the case of a fire.

- Know the location of all exits from your building. All exits in institutional facilities are properly marked with illuminated EXIT signs. EVACUATION
- Know the location of the fire stations and how they operate.

Fire Evacuation

Failure to evacuate a campus building immediately upon the sound of an alarm, or failure to follow specific prescribed procedures, including the on-site directives of a campus representative is prohibited.

In case of a fire

1. Upon hearing a building alarm signal, which may be a bell, horn or a voice message, depending on the building you are occupying, begin evacuation immediately and close the doors behind you. Use the nearest safe exit, but do not use the elevator.
2. If you can do so safely on your way out, pull the nearest fire alarm.
3. If you can do so safely, knock on your neighbors' doors and notify them that they must immediately leave the building. Stay calm and keep order. Signs are posted in each residence hall and in each apartment giving appropriate evacuation routes. Evacuate using the nearest safe exits or stairwell. Assemble outside in your designated area.
4. Do not attempt to fight a fire yourself due to the hazards associated with the products of combustion and the threat of a spreading fire.
5. If caught in smoke or heat, stay low where the air is generally better and you should attempt to reach a safe exit or area of refuge (i.e. bathroom or shower stall).
6. Do not re-enter the building until permission has been granted by the Fire Department.
7. Contact the RA, Dean of Students or the Director of Housing.

6. Policies on Prevention Education

All incoming students, staff, and faculty are introduced to the campus' Security Staff at the time of orientation, briefed on the services provided by the department, and encouraged to contact the office with any potential problems, concerns, or recommendations.

Campus Security is also responsible for providing crime awareness education programs, emergency preparedness, and administering and enforcing parking regulations.

7. Numbers to Know

Emergency Situations

- Brookline Police Emergency Line (911): 617-730-2222
- Rev. Fr. Antonios Papathanasiou, Dean of Students: 617-850-1313

Non-Emergency Situations

- **Polemanakos Dormitory**
Panayiotis Coufos Resident Housing Director: 617-631-0130
- **Married Housing**
Alex Kamilaris, Married Resident Director: 919-812-3920
- Campus Security Duty Officer: 617-304-3774
- Other Non-emergencies: 617-850-1313

Campus Safety and Security Survey

Institution: Main
 Campus
 (166054001) User
 ID: C1660541

Fires - Summary

Summary of Fires									
Name of Facility	2015			2016			2017		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Polemanakos Dormitory	0	0	0	0	0	0	0	0	0
Halki Village / one	0	0	0	0	0	0	0	0	0
Halki Village / two	0	0	0	0	0	0	0	0	0
Dendrinos Village / one	0	0	0	0	0	0	0	0	0
Dendrinos Village / two	0	0	0	0	0	0	0	0	0
Dendrinos Village / three	0	0	0	0	0	0	0	0	0
Dendrinos Village / four	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

Hellenic College Risk Management Program

The CFO's program on Risk Management is to minimize the Colleges human, financial, and legal exposures to loss. This is accomplished by:

- Evaluating and identifying risks;
- Establishing policies, procedures and programs to ensure loss control;
- Providing "best practices" in areas of risk;
- Procuring, managing and coordinating the various aspects of the University's property and casualty insurance program;
- Training and educating University departments with respect to insurance and appropriate claims reporting requirements;
- Providing advice regarding ways to reduce risk with programming including off-campus activities/field trips, etc.; and
- Reviewing contracts to ensure that appropriate insurance and protective clauses are included.