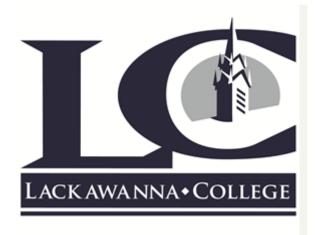
# **Title IX** Handbook

What you need to know about Sexual Misconduct.

Lackawanna College is committed to providing an educational and work environment that is free from unlawful sexual discrimination including sexual harassment, sexual violence, gender-based violence and harassment.



### **Notice of Non-Discrimination**

Lackawanna College will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sexual orientation, disability, age, religion, ancestry, union membership, gender identity or expression or any other legally protected classification.

Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal Law including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Americans with Disabilities Act of 1990.

Title IX of the Education Amendment of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded education programs and activities. Lackawanna College is committed to providing an educational and work environment that is free from unlawful sexual discrimination including sexual harassment, sexual violence, and gender based harassment.

In accordance with Title IX of the Education Amendments of 1972, Lackawanna College will not tolerate any forms of sexual misconduct including but not limited to: sexual harassment, sexual assault, sexual violence and gender-based harassment by employees, students or third parties. This includes prohibiting discrimination against pregnant and parenting students.

The College also prohibits retaliation against any person who makes a claim of discrimination or harassment or who provides information in such an investigation. This policy applies to admissions, employment, treatment and access to all programs and activities that take place either on or off the campus at Lackawanna College.

Lackawanna College will fully and promptly investigate all allegations of sexual misconduct and will take action reasonably designed to resolve the complaint in an equitable manner, end a hostile environment if one has been created, prevent its recurrence, and, when appropriate, take steps to remedy its effects on individuals and the college community.

Lackawanna College complies with Title IX and all other federal laws and regulations that prohibit discrimination in education programs or activities receiving federal financial assistance.

# What is Title IX?

Title IX of the Education Amendment of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded education programs and activities. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, sexual coercion and gender-based violence and harassment. This also includes discrimination against pregnant and parenting students.

## Who is Covered by Title IX?

Any educational institution receiving federal funding is covered by Title IX. Title IX applies to all members of Lackawanna College community including students, staff, faculty, administrators, contractors, visitors, third parties and to all programs and activities that take place either on or off campus.

### All complaints of sexual misconduct should be brought immediately to the attention of

#### Lackawanna College's Title IX Coordinator Kelly Schneider, Esq. Healey Hall, Room 237 Scranton, PA 18509 (570) 961-7890 Schneiderk@lackawanna.edu or titleix@lackawanna.edu

### **Title IX Coordinator**

The Title IX Coordinator is responsible for overseeing, investigating, and responding to all Title IX complaints.

Responsibilities include:

- Receiving and investigating reports promptly and efficiently
- Training and educating faculty, staff, and students on Title IX compliance
- Reporting all incidences of sexual harassment, violence, and assault to Public Safety in accordance with reporting requirements
- Maintaining confidential records of all formal and informal complaints of sexual misconduct

# Consent

**Consent:** Consent is clearly communicating "Affirmative Yes" about sexual activity on your own terms. It can be limited to certain acts and revoked at any time.

### **Consent is:**

- Voluntary agreement to engage in sexual activity
- Approval that can be withdrawn at any time

Remember, the only way to guarantee consent is to make sure it is offered verbally at each step of sexual activity.

# **Consent cannot be given if a person** is:

- Physically or mentally incapacitated due to alcohol or other drugs – this means if a person is drunk or high, they cannot give consent to engage in sexual activity
- Unconscious
- Asleep
- Under the age of consent
- Physically or mentally impaired

Every individual has the right to give or withhold consent at any time and in any situation.

# **Signs of Non-Consent**

- Verbal Refusal: When someone says "no" or "don't do that" or "please stop" or "I don't want to do this."
- Implied Verbal Refusal: When someone says "I don't think I want to go this fast" or "I'm not sure I want to do this."

If sexual activity continues after any of these indicators, a crime has been committed.

Physical Resistance: Trying to get away, freezing up, trying to leave, rolling over or away, pushing away, moving someone's hands, trying to put clothes back on.

# **Role Alcohol Plays**

Many campus sexual assaults involve alcohol.

- Alcohol use can impair a perpetrator's judgment so a person disregards indications that a person doesn't want to engage in sexual activity.
- Alcohol use can impair a victim's judgment so a person is less likely to take heed of risk cues.
- Alcohol use can increase the expectancies of what will happen when we drink.
- Perpetrators may use alcohol as an excuse for their actions.

Keep all of these in mind when making choices about alcohol.

## Definitions

**Complicity**: Any act taken with the purpose of aiding, facilitating, promoting or encouraging the commission of an act of prohibited conduct by another person.

**Sexual Harassment:** Any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, non-verbal, graphic, physical, or otherwise, when a power differential is present and/or such conduct creates a hostile environment.

**Gender-Based Harassment:** Includes harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature when there is a power differential and/or such conduct creates a hostile environment.

**Sexual Violence:** A form of sexual harassment which includes conduct that is criminal. Sexual assault falls under sexual violence. Sexual violence also includes rape, sexual battery, sexual coercion, unwanted touching, intimate partner violence, and sexually motivated stalking.

Sexual Exploitation: Purposely or knowingly doing any of the following:

- Causing the incapacitation of another person for the purpose of compromising that person's ability to give Affirmative Consent to sexual activity;
- Allowing third parties to observe private sexual activity from a hidden location or through electronic means;
- Engaging in voyeurism;
- Recording or photographing private sexual activity and/or a person's intimate parts;
- Disseminating or posting images of private sexual activity and/or a person's intimate parts;
- Prostituting another person; or
- Exposing another person to a sexually transmitted infection or virus without the other's knowledge.

**Sexual Assault**: Unwanted physical contact of a sexual nature whether by an acquaintance or a stranger. Conduct is unwanted when it occurs without effective consent or by force.

**Technological Abuse:** Any act or pattern of behavior that occurs within domestic violence, sexual assault, dating violence or stalking and is intended to harm, threaten, intimidate, control, stalk, harass, impersonate, exploit, extort, or monitor, except as otherwise permitted by law, another person, that occurs using any form of technology, including but not limited to: internet enabled devices, online spaces and platforms, computers, mobile devices, cameras and imaging programs, apps, location tracking devices, or communication technologies or any other emerging technologies.

## Definitions

**Dating Violence**: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. It includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence**: The term "domestic violence" includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim, under the family or domestic violence laws of the jurisdiction receiving grant funding and , in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Pennsylvania.

**Stalking:** A course of conduct directed at a specific person under circumstances that would cause a reasonable person to feel alarm, annoyance, emotional distress, and/or fear. Course of conduct means two or more acts, including, but not limited to, acts in which a person directly, indirectly, or through third parties, by any actions, method, device, or means, follows,

monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person's property. Stalking includes "cyber-stalking," a particular form of stalking in which a person uses electronic media, such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact. Examples of stalking include, but are not limited to: following a person; appearing at a person's home, class, or work uninvited; making frequent phone calls, emails, or text messages; leaving written messages; unwanted contact via social media; or vandalizing a person's property.

**Retaliation**: Any adverse action taken against a person for making a good faith report of Prohibited Conduct or participating in any proceeding under this policy. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging in activity protected under this policy. Retaliation may be present even where there is a finding of "no responsibility" on the allegations of Prohibited Conduct. Retaliation does not include good faith actions lawfully pursued in response to a report of Prohibited Conduct.



Reporting the sexual assault is the choice of the victim, and reports may be filed through campus safety, local police, the Title IX Coordinator, and/or anonymously online at

<u>https://www.ravemobilesafety.com/rave-guardian-app/</u>. Reports made to campus officials are ensured to remain secure, as the College respects the dignity and worth of the individual and their rights to confidentiality.

#### 3) Preserve evidence

This may include but is not limited to: Do not bathe, change or dispose of clothing, use the restroom, wash your hands, brush your teeth, eat or smoke. If you are still in the location at which the assault occurred, do not clean anything. Write down all the details you can recall about the assault and the perpetrator.

#### Get medical attention as soon as possible

Seek professional medical attention for treatment of injuries sustained and for prevention of any sexually transmitted diseases and/or pregnancy that may occur due to the sexual assault. It is best to report incidences within 72 hours of when they occurred, and to preserve any evidence. It is important to get medical attention because besides treatment for observable physical injuries, the possibility of the spread of sexually transmitted diseases (STD's) needs to be addressed following a sexual assault. An individual who has experienced an assault may be unaware of contracting a STD until symptoms appear.

#### Medical Attention Contacts: Scranton Primary Health Care Center (SPHCC)

SPHCC provides Student Health Services in Seeley Hall 406 N. Washington Avenue, 1st Floor, Scranton, PA 18503 as well as at the main office location within walking distance at 959 Wyoming Avenue, Scranton, PA 18519 (570) 344-9684 or (570) 969-9662.

#### Local Hospitals—Asterix notes Sexual Assault Nurse Examiners available.

Geisinger Community	Co
Medical Center **	Re
1800 Mulberry St.	74
Scranton, PA 18510	So
(570) 969-8000	(5

Commonwealth Health Regional Hospital 746 Jefferson Ave. Scranton, PA 18510 (570) 348-7951

Lehigh Valley Hospital 330 Main St. Dickson City, PA 18519 (570) 330-5000 Wayne Memorial Hospital \*\* 601 Park Street, #1445 Honesdale, PA 18431 (570) 253-8100 Moses Taylor Hospital 700 Quincy Ave. Scranton, PA 18510 (570) 40-2900

Guthrie Robert Packer Hospital \*\* 91 Hospital Drive Towanda, PA (570) 265-2191

Guthrie Sayre 1 Guthrie Square Sayre, PA 18840 (570) 888-5858 Evangelical Community Hospital 1 Hospital Dr. Lewisburg, PA 17837 (570) 522-2000

Lehigh Valley Hospital
 700 East Broad St.
 Hazelton, PA 18201
 (570) 501-4000

#### 5) Get support

Supportive services are available for individuals who experience incidences of sexual assault. All campus services are provided with complete confidentiality and the utmost respect for the individual. Individuals seeking supportive services on campus will be treated with dignity, and all disclosures will be handled with discretion.

#### **Confidential Resources**

#### **On Campus Supports**

 Student Wellness Program—StudentWellness@lackawanna.edu Monday to Friday 8:00AM-4:00PM - Free & Confidential Services (except on observed college holidays)

Jeanie Coles Program Director (570)955-1478 / (570)904-9824 ColesJ@lackawann.edu Alexis Karayanis Program Coordinator (570)955-1466 / (570)272-800-8159 karaynisa@lackawanna.edu

#### **Confidential Resources Continued**

#### **On Campus Supports**

- On Campus Victim Advocate Nuris Perdomo (570) 346-4460 nurisp@wrcnepa@org Seeley Hall - Room 118, Wednesdays 12:30 - 4pm
- Scranton Primary Health Care Center (SPHCC) Seeley Hall, 406 N. Washington Avenue, 1st Floor, Scranton, PA 18503, M—F Various Hours or 959 Wyoming Avenue, Scranton, PA 18519 (570) 344-9684 / (570) 969-9662, M– F by appointment

#### ♦ Athletic Trainers

#### Off Campus Free and Confidential Supports (available 24 hours a day)

Women's Resource Center (Scranton/PNG)	(570)346-4671
Victim's Resource Center (Hazleton)	1(866)206-9050
Victims' Intervention Program (LRC)	(570)253-4401
Abuse and Rape Crisis Center (Towanda)	(570)265-5333
Transitions (Sunbury)	1(800)850-7948
National Sexual Assault Hotline/www.rain.org	1(800)656-HOPE

National Domestic Violence Hotline

1(800)656-HOPE 1(800)799-SAFE

### **Reporting Procedures**

Any College official who is not listed as a confidential resource and receives notice of sexual misconduct or retaliation is obligated to promptly contact:

Title IX Coordinator Kelly Schneider, Esq. Healey Hall, Room 237 Scranton, PA 18509 (570)961-7890 schneider@lackawanna.edu

#### **Informal Process**

The complainant may choose to proceed with an informal process to resolve the complaint. At any time, the complainant may end the informal process and decide to begin the formal stage of the complaint process. The goal of informal resolution is to address the allegation, resolve the complaint and prevent future occurrence. **Informal resolution is not an option in the case of rape or sexual assault**.

#### **Formal Process**

**Students:** Any individual or third party may report sexual misconduct including sexual assault, by initiating either a criminal process and/or a formal institutional process.

#### **Institutional Process**

Reports can be made to one of the following:

 Title IX Coordinator Kelly Schneider, Esq., Healey Hall, Room 237 (570) 961-7890, schneiderk@lackawanna.edu

- Deputy Title IX Coordinator Brian Costanzo, Angeli Hall, Suite 101-C (570) 961-7841 costanzob@lackawanna.edu
- Deputy Title IX Coordinator Abbey Judge, Ed.D., Healey Hall, Room 223 (570) 955-1516 judgea@lackawanna.edu
- Deputy Title IX Coordinator
  Danelle McClanahan, Ed.D., Angeli Hall, 104 (570) 961-7869
   mcclanahand@lackawanna.edu
- Deputy Title IX Coordinator Tanya Morgan, Angeli Hall, G-07 (570) 955-1522 morgant@lackawanna.edu

#### **Institutional Process ~continued** Reports can also be made through:

- titleix@lackawanna.edu
- Public Safety (570) 961-7899 / (570) 241-2022.
  PublicSafety@lackawanna.edu
  540 Wyoming Avenue, Office107, Scranton, PA 18509
- Online (anonymous option) at <u>https://www.ravemobilesafety.com/rave-guardian-app/</u>

Ø

**Criminal Process**~ Reports can be made to:

- Public Safety (570) 961-7899 / (570)241-2022
  540 Wyoming Avenue, Office107, Scranton, PA 18509
- Police at 911

The criminal process will include the initiation of the institutional process.

### For College Employees

Complaints of sexual harassment and sexual misconduct made by any faculty, staff, and administrator should be immediately reported to the Lackawanna College VP of Human Resources Renee Mundy (570) 961-7861 501 Vine Street, Suite 316E, Scranton, PA 18509 mundyr@lackawanna.edu OR

https://www.ravemobilesafety.com/rave-guardian-app/

# CONFIDENTIALITY

Lackawanna College will honor requests for confidentiality to the greatest extent possible. The College will take appropriate steps to respond to and investigate a sexual misconduct claim in accordance with the complainant's request for confidentiality.

However, the College's ability to resolve the complaint may be limited. Once Lackawanna College deems that the incident poses an immediate threat to the campus community, it may not be able to adhere to the complainant's request for confidentiality.

Lackawanna College has a responsibility to provide a safe and non-discriminatory environment for all students and staff. The College will notify the complainant in the event that it cannot ensure their confidentiality.

In the event that Lackawanna College is hindered from pursuing disciplinary action against the alleged respondent because of the complainants request for confidentiality, it will take necessary steps to limit the effects of the harassment and prevent its recurrence.

### **Investigating a Complaint**

Lackawanna College will fully and promptly investigate all allegations of sexual misconduct, even if the complainant does not wish to pursue a criminal investigation. Lackawanna College will take action reasonably designed to resolve the complaint in an equitable manner, end a hostile environment if one has been created, prevent its recurrence, and, when appropriate, take steps to remedy its effects.

The Title IX Coordinator and trained staff appointed by the Title IX Coordinator will be resolute in resolving all complaints of sexual violence, sexual harassment, gender-based harassment, gender based violence, domestic violence, dating violence, and stalking.

# Limits of Confidentiality

All information shared in appointments with these resources including your identity is handled confidentially. There are, however, some exceptions to confidentiality.

As mandated reporters, staff are required by law to release certain information in instances of child or elder abuse; if there is the possibility of potential harm to yourself or others; or as a result of a court order.

While these types of events are extremely rare, it is important to know that these possibilities exist.

# **Alcohol & Drugs Amnesty**

Sometimes students are hesitant to report sex/gender-based harassment, discrimination. and sexual misconduct to College officials because they fear being charged with other Policy violations, such as underage drinking at the time of the incident. Similarly, students are sometimes hesitant to offer assistance to others to avoid getting themselves in trouble. Complainants and witnesses should understand that the College's primary focus is on addressing sex/gender-based harassment, discrimination, and sexual misconduct and any related safety concerns, not whether alcohol or drugs were involved in such misconduct. To encourage reporting, Lackawanna College offers limited immunity from drug/alcohol charges to those students alleging sex/gender-based harassment, discrimination, and sexual misconduct and those students who help others in need of assistance in instances of such misconduct. The College does reserve the right to ask the individual using the alcohol or drugs to get professional assistance if there are signs of problem behavior.

# **Bystander Intervention**

Lackawanna College encourages all members of the College community to be active bystanders against sexual violence.

#### Some simple steps to becoming an active bystander:

- Notice the situation. Be aware of your surroundings.
- Interpret it as a problem. Ask yourself, "Do I recognize that someone needs help?"
- Feel responsible to act. Educate yourself on what to do.
- Intervene safely. Take action but be sure to keep yourself safe.

#### How to intervene safely:

- Tell another person. Being with others is a good idea when a situation looks dangerous.
- Ask a person you are worried about if they are okay. Provide options and a listening ear.
- Distract or redirect individuals in unsafe situations.
- Ask the person if they wants to leave. Make sure that they gets home safely.
- Call the police (911)
- Contact Public Safety at (570)961-7899 / (570)241-2022 or in person at 540 Wyoming Avenue, Office 107, Scranton, PA 18509.
- Yell for help.

## **Bystander Intervention**

#### What can my friends and I do to be safe?

- Have a plan. Talk to your friends about your plan BEFORE you go out.
- Go out together. Go out as a group and come home as a group; never separate and never leave your friend (s) behind.
- Watch out for others. If you are walking at night with friends and notice a woman walking by herself in the same direction, ask her to join you so she doesn't have to walk alone.
- Diffuse situations. If you see a friend coming on too strong to someone who may be too drunk to make a consensual decision, interrupt, distract, or redirect the situation. If you are too embarrassed or shy to speak out, get someone else to step in.
- Trust your instincts. If a situation or person doesn't seem "right" to you, trust your gut and remove yourself, if possible, from the situation.

# Additional information on Bystander Intervention resources, events, and how to get involved can be found on the Title IX Portal Page

https://portal.lackawanna.edu/ICS/Student Services/Student Wellness Program/ Title\_IXSexual\_Misconduct\_Awareness.jnz

or by visiting the Student Wellness Program Offices Angeli Hall Office 102 and Office 103.

### Lackawanna College

### **Supportive Measures**

The College will promptly coordinate efforts with various departments to ensure the safety of all parties and the campus community while the investigation is in process. Supportive measures may include: Referral to counseling and academic support services Class schedule modifications. withdraws or leaves of absence Altering work arrangements Altering campus housing assignments Safety planning Providing transportation accommodations Providing Public Safety escorts Rescheduling of exams and assignments without penalty Implementing contact limitations (no contact orders) between parties Increased security and monitoring of certain areas of the campus

### Lackawanna College

### Retaliation

Lackawanna College strictly prohibits retaliation against any person that makes a claim of discrimination or harassment or who provides information in such an investigation.

Lackawanna College prohibits retaliation (this includes, but is not limited to intimidating, threatening, coercing, harassing or discriminating) to the complainant and witnesses by the respondent and their associates.

Reports of retaliation should be immediately made to the Title IX Coordinator. Lackawanna College treats all retaliation claims with the most sincere urgency and will investigate all reports and enforce the appropriate disciplinary procedures against violators of this policy.

### **Prevention Education**

The College community will be educated through online trainings and assessments, the Title IX Handbook, and prevention awareness events and presentations. Topics covered include: sexual misconduct, gender-based violence and harassment, consent, victim-blaming, dating violence, domestic violence, stalking, sexual assault, bystander intervention, risk reduction and awareness, steps to take in the event a sexual assault occurs, available resources, risk of disease or pregnancy when a sexual assault occurs, discrimination against pregnant and parenting students and campus security and support services.

Prevention Information is located on the Title IX Portal Page at <u>https://portal.lackawanna.edu/ICS/Student\_Services/</u> <u>Student\_Wellness\_Program/</u>

### **Resources**

Lackawanna College is committed to ensuring the safety of the complainant and immediately preventing reoccurrences of sexual misconduct.

The complainants will be provided information regarding college and community resources, medical services, options for filing a criminal complaint, referral to victim-centered support services, and counseling.

A resource list can be found on the Title IX Portal Page at:

https://portal.lackawanna.edu/ICS/icsfs/2017\_Title\_IX\_Resource\_List.pdf?target=dca87ad2-e415-4b64-9fe7-2d4ae5dd7603

# Failure to Comply with Title IX

An institution's federal financial assistance can be terminated for failure to comply with Title IX. This would include grants, subsidies and other program funds from the federal government.

In addition, lawsuits may be initiated by those seeking redress for violations of Title IX.

## **Enforcement of Title IX**

The United States Department of Education Office for Civil rights (OCR) is responsible for the enforcement of Title IX.

For additional information regarding Title IX requirements and how to file a complaint you can visit:

 Office of Civil Rights: www2.ed.gov/ocr Telephone: (800) 421-3481

 Philadelphia Office: Office for Civil Rights US Department of Education The Wannamaker Building 100 Penn Square East, Suite 515 Philadelphia, PA 19107-3323 Telephone: (215) 656-8541 Email: OCR.Philadelphia@ed.gov

#### For further information visit the Title IX Portal Page at:

<u>https://portal.lackawanna.edu/ICS/Student\_Services/</u> Student Wellness Program/Title IXSexual Misconduct Awareness.jnz

Any questions or concerns can be directed to:	
Title IX Coordinator	
Kelly Schneider, Esq.	
(570) 961-7890	
Healey Hall, Room, 237	
schneiderk@lackawanna.edu	
oolinoidon (gidokanalina.odd	
Deputy Title IX Coordinator	
Brian Costanzo	
(570) 961-7841	
Angeli Hall, Suite 101-C	
costanzob@lackawanna.edu	
costalizob@iackawalilia.edu	
Deputy Title IX Coordinator	
Abbey Judge, Ed.D.	
(570) 955-1516	
Healey Hall, Room 223	
Judgea@lackawanna.edu	
Judgea@lackawalilla.edu	
Deputy Title IX Coordinator	
Danelle McClanahan, Ed.D	
(570) 961-7869	
Angeli Hall, 104	
mcclanahand@lackawanna.edu	
Incolariananu@lackawarina.edu	
Deputy Title IX Coordinator	
Tanya Morgan	
(570) 955-1522	
Angeli Hall, G-07	
morgant@lackawanna.edu	
morgani@iackawanna.cdu	. ]
	$\sim$
	/

#### Publication

Copies of the Title IX Handbook will be accessible electronically through the student/employee portal, college website and on the Title IX Portal Page. Hard Copies are available through the Tile IX Coordinator. The policy will be disseminated during College 101 classes and at Orientations and made available in the Residence Halls, Student Engagement Office, Public Safety, and the Student Wellness Program Office