

LACKAWANNA  
COLLEGE



2024

# TITLE IX HANDBOOK

Lackawanna College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination and harassment based on a protected characteristic, and retaliation for engaging in a protected activity.



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# ABOUT 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 bases of sex can include sex-based harassment, discrimination based on sexual orientation, gender identity, or sexual violence, such as rape, sexual assault, sexual battery, sexual coercion, and, harassment, and stalking. This also includes discrimination against pregnant and parenting students. This applies to all members of the Lackawanna College community including students, staff, faculty, administrators, contractors, visitors, third parties and all programs and activities that take place either on or off campus.

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## WHO IS COVERED?

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.

# NOTICE OF NON-DISCRIMINATION

Lackawanna College seeks to comply with all federal, state, and local laws, regulations, and ordinances prohibiting discrimination in private postsecondary education institutions. Lackawanna College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of actual or perceived:

- Age
- Citizenship status
- Color
- Creed
- Domestic violence victim status
- Ethnicity
- Family responsibilities
- Gender expression
- Gender identity
- Hearing status
- Height
- Marital status
- National origin (including ancestry)
- Personal appearance
- Physical or mental disability (including perceived disability)
- Place of business
- Political affiliation
- Predisposing genetic characteristics
- Pregnancy
- Race
- Religion
- Residence
- Sex
- Sexual orientation
- Source of income
- Veteran or military status (including disabled Veteran, recently separated Veteran, active-duty, wartime, or campaign badge Veteran, and Armed Forces Service Medal Veteran)
- Weight



Lackawanna College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination and harassment based on a protected characteristic, and retaliation for engaging in a protected activity. Lackawanna College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all involved.

Lackawanna College adheres to all federal, state, and local civil rights laws and regulations prohibiting discrimination in private higher education institutions.

This policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the Lackawanna College community whose acts deny, deprive, or limit the educational or employment access, benefits, and/or opportunities of any member of Lackawanna College community, guest, or visitor on the basis of that person's actual or perceived protected characteristics listed above, is in violation of Lackawanna College's Nondiscrimination Policy.





# MEET THE TITLE IX TEAM

## **Kelly Schneider, Esq.**

Title IX Coordinator

570-961-7890

Healey Hall, Office 237

SchneiderK@lackawanna.edu



## **Brian Costanzo**

Deputy Title IX Coordinator

570-961-7841

Angeli Hall, Suite 101-C

CostanzoB@lackawanna.edu



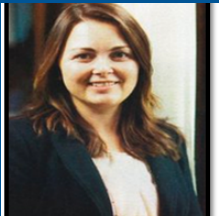
## **Abbey Judge, Ed.D**

Deputy Title IX Coordinator

570-955-1516

Healey Hall, Office 223

JudgeA@lackawanna.edu





# MEET THE TITLE IX TEAM

## **Danelle McClanahan, Ed.D.**

Deputy Title IX Coordinator

570-961-7869

Angeli Hall, Office 104

[McclanahanD@lackawanna.edu](mailto:McclanahanD@lackawanna.edu)



## **Tanya Morgan**

Deputy Title IX Coordinator

570-955-1522

Seeley Hall, Office G-03

[MorganT@lackawanna.edu](mailto:MorganT@lackawanna.edu)



Email: [titleix@lackawanna.edu](mailto:titleix@lackawanna.edu)

Website: <https://www.lackawanna.edu/offices-and-departments/campus-life/title-ix/>

[https://portal.lackawanna.edu/ICS/Student\\_Services/Student\\_Wellness\\_Program/Title\\_IXSexual\\_Misconduct\\_Awareness.jnz](https://portal.lackawanna.edu/ICS/Student_Services/Student_Wellness_Program/Title_IXSexual_Misconduct_Awareness.jnz)

# 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.

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

**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.”
- 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.

# TITLE IX DEFINITIONS

- Sexual Harassment: is an umbrella category including the offenses of sexual harassment, sexual assault, stalking, dating violence, and domestic violence.
  - Sexual Violence: A form of sexual harassment that 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 Assault: Any sexual act, including Rape, Sodomy, Sexual Assault with an Object, or Fondling directed against a Complainant without their consent or instances in which the Complainant is incapable of giving consent.
    - Rape: The carnal knowledge of a Complainant OR penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without their consent, including instances where they are incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
    - Sodomy: Oral or anal sexual intercourse with a Complainant, forcibly, and / or against their will (non-consensually), or not forcibly or against their will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
    - Sexual Assault with an Object: The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of the Complainant, forcibly, and / or against their will (non-consensually), or not forcibly or against their will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
    - Fondling: The touching of the private body parts of the Complainant (buttocks, groin, breasts), for the purpose of sexual gratification, forcibly, and / or against their will (non-consensually), or not forcibly or against their will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
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# TITLE IX DEFINITIONS

- Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by the Commonwealth of Pennsylvania law.
  - Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent of sixteen (16) in the Commonwealth of Pennsylvania.
  - Dating Violence: Violence, on the basis of sex, committed by a person, who is in or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purpose of this definition - dating violence includes but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
  - Domestic Violence: Violence, on the basis of sex, committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, or by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the Complainant and the domestic or family violence laws of the Commonwealth of Pennsylvania or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the Commonwealth of Pennsylvania.
  - Stalking: Engaging in course of conduct, on the basis of sex, directed at the Complainant, that would cause a reasonable person to fear for the person's safety, or the safety of others; or suffer substantial emotional distress.
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Steps to take  
and resources  
available if  
you  
experience  
sexual assault:

### 1 ) Get to a safe place:

Find a safe environment (friends, family).

### 2) Report it

- Public Safety  
540 Wyoming Ave., Office 107  
Scranton, PA 18509  
(570) 961-7899 /(570) 241-2022
- Police at 911

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

- titleix@lackawanna.edu
- Online Anonymous Option  
Rave Guardian App



### 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. Save copies of email and social media correspondence, take time stamped pictures of physical evidence.

Reporting the sexual assault is the choice of the Complainant, and reports may be filed through Public Safety, local police, the Title IX Coordinator. Reports made to campus officials are ensured to remain secure, as the College respect the dignity and worth of the individual and their rights to confidentiality.

### 4) 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.



Steps to take  
and  
resources  
available if  
you  
experience  
sexual  
assault:

# MEDICAL ATTENTION CONTACTS

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 Medical Center ** 1800 Mulberry St. Scranton, PA 18510 (570) 969-8000	Commonwealth Health Regional Hospital 746 Jefferson Ave. Scranton, PA 18510 (570) 348-7951	Moses Taylor Hospital 700 Quincy Ave. Scranton, PA 18510 (570) 40-2900
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	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



Steps to  
take and  
resources  
available if  
you  
experience  
sexual  
assault:

## 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

- Student Wellness Program  
Rachel Drosdick-Sigafoos, Ph.D.  
Program Director  
Angeli Hall Office 102  
(570)955-1478  
drosdickr@lackawanna.edu  
  
Paloma DeMonte - Coordinator  
Angeli Hall Office 103  
(570)955-1466  
demontep@lackawanna.edu
- On Campus Victim Advocate  
WRC - We Respect and Care  
(570) 346-4460
- Scranton Primary Health Care Center  
(SPHCC)  
Seeley Hall, M–F Various Hours or  
959 Wyoming Avenue, Scranton, PA 18519  
(570) 344-9684 / (570) 969-9662  
M– F by appointment

StudentWellness@lackawanna.edu

- Athletic Trainers

### CONFIDENTIAL RESOURCES OFF CAMPUS

WRC - We Respect and Care (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
Maternal & Family Services Circle of Care	(570) 595-4496
National Sexual Assault Hotline/www.rain.org	1(800) 656-HOPE
National Domestic Violence Hotline	1(800) 799-SAFE



# REPORTING PROCEDURES

LC will take action reasonable designed to resolve the complaint in an equitable manner, end a hostile environment, prevent its recurrence, and when appropriate, take steps to remedy its effects.

## Informal Resolution

To initiate Informal Resolution, a Complainant must submit a Formal Complaint. A Respondent who wishes to initiate Informal Resolution should contact the Title IX Coordinator. The parties may agree, as a condition of engaging in Informal Resolution, that statements made, or evidence shared, during the Informal Resolution process will not be considered in the Formal Grievance Process unless all parties consent.

Lackawanna College offers three categories of Informal Resolution:

- Supportive Resolution
- Accepted Responsibility
- Alternative Resolution

LC will fully and promptly investigate all allegations of sexual misconduct, even if the complainant does not wish to pursue a criminal investigation.

## 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  
Scranton, PA 18509  
(570) 961-7890  
schneiderk@lackawanna.edu
- Public Safety  
540 Wyoming Avenue,  
Office 107  
Scranton, PA 18509  
(570) 961-7899 / (570) 241-2022.  
PublicSafety@lackawanna.edu
- titleix@lackawanna.edu
- Online Anonymous Rave Guardian App

## Criminal Process- Reports can be made to:


- Public Safety (570) 961-7899 / (570) 241-2022  
540 Wyoming Avenue, Office 107, 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 Lackawanna College Human Resources  
Gina Leach (570) 955-7860  
501 Vine Street, Suite 316E, Scranton, PA 18509  
leachv@lackawanna.edu OR  
Online Anonymous Rave Guardian App





Every effort is made by Lackawanna College to preserve the confidentiality of reports. Lackawanna College will not share the identity of any individual who has made a report or formal complaint of harassment, discrimination, or retaliation; any Complainant; any individual who has been reported to be the perpetrator of harassment, discrimination, or retaliation; any Respondent; or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA)[1] or its implementing regulations,[2] or as required by law; or to carry out the purposes of 34 C.F.R. Part 106, including any investigation, hearing, or grievance proceeding arising under these policies and procedures.

Lackawanna College reserves the right to determine which Lackawanna College officials have a legitimate educational interest in being informed about incidents that fall under this Policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials who need to know will typically be told about the complaint, including but not limited to: Division of Student Engagement, Lackawanna College Public Safety, and the Behavioral Intervention Team. Information will be shared as necessary with Investigators, Decision-makers, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

Lackawanna College may contact parents/guardians of students to inform them of situations in which there is a significant and articulable health and/or safety risk but will usually consult with the student first before doing so.

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# ALCOHOL & DRUG AMNESTY

Lackawanna College community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to give notice to Lackawanna College officials or participate in resolution processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the College community that the Complainants choose to give notice of misconduct to Lackawanna College officials, that witnesses come forward to share what they know, and that all Parties be forthcoming during the process.

To encourage reporting and participation in the process, Lackawanna College maintains a policy of offering parties and witnesses amnesty from minor policy violations, such as underage alcohol consumption or the use of illicit drugs, related to the incident. Granting amnesty is a discretionary decision made by the College, and amnesty does not apply to more serious allegations, such as physical abuse of another or illicit drug distribution.

- **Students:** Lackawanna College maintains an Amnesty & Good Samaritan Policy for students who offer help to others in need. The Amnesty & Good Samaritan Policy can be found in the Student Code of Conduct, section IV.
- **Employees:** Sometimes, employees are hesitant to report discrimination, harassment, or retaliation they have experienced for fear of getting in trouble themselves. The College may, at its discretion, offer employee Complainants amnesty from such policy violations (typically more minor policy violations) related to the incident. amnesty may also be granted to Respondents and witnesses on a case-by-case basis.

## 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!**

The Student Handbook can be found on the portal.

# 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 want 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.

Additional Bystander Intervention resources, events and how you can get involved can be found on the Title IX Portal Page.

## **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.

Visit the Student Wellness Program Angeli Hall Office 102 & Office 103 for more Bystander Intervention information.



## SUPPORTIVE MEASURES

Lackawanna College will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged discrimination, harassment, and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available. They are offered, without fee or charge to the parties, to restore or preserve access to the College's education program or activity, including measures designed to protect the safety of all parties and/or the College's educational environment and/or to deter discrimination, harassment, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice/knowledge of a complaint. At the time that supportive measures are offered if a complaint has not been filed, the College will inform the Complainant, in writing, that they may file a complaint with the College either at that time or in the future. The Title IX Coordinator (or designee) will work with a party to ensure that their wishes are considered with respect to any planned and implemented supportive measures.

Lackawanna College will maintain the confidentiality of the supportive measures, provided that confidentiality does not impair the College's ability to provide those supportive measures. Lackawanna College will act to ensure as minimal an academic/occupational impact on the parties as possible. Lackawanna College will implement measures in a way that does not unreasonably burden any party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the institutional community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation assistance
- Implementing contact limitations (no contact orders) between the Parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders.
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence.
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Contact the  
Title IX  
Coordinator to  
discuss  
supportive  
measures.



# Retaliation

Protected activity under this policy includes reporting alleged misconduct that may implicate this policy, participating in the resolution process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Lackawanna College will take all appropriate and available steps to protect individuals who fear that they may be subjected to retaliation.

Lackawanna College and any member of Lackawanna College's community are prohibited from taking or attempting to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure. Filing a complaint under Process B could be considered retaliatory if those allegations could be subject to Process A, when the Process B allegations are made for the purpose of interfering with or circumventing any right or privilege provided afforded within Process A that is not provided by Process B. Therefore, Lackawanna College carefully vets all complaints to ensure this does not happen, and to ensure that complaints are routed to the appropriate process. The exercise of rights protected under the First Amendment does not constitute retaliation.

Pursuing a Student Code of Conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this Policy and procedure does not constitute retaliation, provided that the determination of responsibility, by itself, is not sufficient to conclude that any party has made a materially false statement in bad faith.

# 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 [https://portal.lackawanna.edu/ICS/Student\\_Services/Student\\_Wellness\\_Program/Title\\_IXSexual\\_Misconduct\\_Awareness.jnz](https://portal.lackawanna.edu/ICS/Student_Services/Student_Wellness_Program/Title_IXSexual_Misconduct_Awareness.jnz)

# ENFORCEMENT OF 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.

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](http://www2.ed.gov/ocr)  
Telephone: (800) 421-3481

Office for Civil Rights, National Headquarters  
U.S. Department of Education  
Lyndon Baines Johnson Dept. of Education Building  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Telephone: 800-421-3481  
Fax: 202-453-6012; TDD: 800-877-8339  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

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](mailto:OCR.Philadelphia@ed.gov)

## 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 Title 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



LACKAWANNA  
COLLEGE

# LET'S WORK TOGETHER

[titleix@lackawanna.edu](mailto:titleix@lackawanna.edu)

<https://www.lackawanna.edu/offices-and-departments/campus-life/title-ix/>

501 Vine Street, Scranton, PA 18509

