



PHILADELPHIA
BIBLICAL
UNIVERSITY

CAMPUS SECURITY / ALCOHOL & DRUG ABUSE POLICY AND PREVENTION

2009

SITE: Degree Completion at Philadelphia

This document is designed to inform you of the University's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Pennsylvania Public School Code of 1949, the Pennsylvania College and University Security Information Act and Chapter 33 of the State Board of Education of Pennsylvania, the Federal Campus Sex Crimes Prevention Act of 2002, the Drug-Free Workplace Act of 1988, and the Drug-Free Schools and Communities Act of 1989.

Preparation of Disclosure of Crime Statistics

The President's Office prepares this report to comply with the Jeanne Clery Disclosure of Campus Policy and Crime Statistics Act and Pennsylvania legislation. Prepared in cooperation with the University's Office of Safety and Security that maintains statistics of on-campus crimes that occur each year, the report is posted on the University's web site <http://www.pbu.edu/info/security/safety-phl.pdf>. Each year, an e-mail notification that provides the web site URL to access this report is sent to all enrolled students, faculty, and staff. Paper copies of the report may be obtained from the President's Office, the Office of Safety and Security, or the Office of Student Life. All prospective employees may obtain a copy from the Office of Human Resources.

The PBU Campus

The off-campus site for Degree Completion at Philadelphia is the facility of Timothy Academy in the Kensington section of the city. This complex is east of Broad Street on West Lehigh Avenue in a combination commercial and residential community. The 25th and 26th Districts of the Philadelphia Police Department are on duty 24 hours a day and provide patrol around the school property.

Timothy Academy owns buildings at 303 West Lehigh Avenue and 2637 North Fourth Street. The classroom building and administrative offices face West Lehigh Avenue. A designated parking area directly behind the building provides access to a rear entrance.

Security Personnel, Policies, and Procedures

The University, through an agreement with Timothy Academy has security personnel present during class hours until all students have exited the complex. The staff member is highly visible, providing a presence at the parking entrance and throughout the building. Extra security personnel are available for special events or during multiple-use facility functions with Timothy Academy.

For the students' protection, the Academy staff checks all doors and windows for maintenance-related security problems. During student registration each semester, the Degree Completion staff review security provisions with the Academy's administration.

- **Reporting of Criminal Offenses**

Security problems may be addressed to the School of Lifelong Learning staff by calling 1-800-423-8262. Medical emergencies and contact with the Fire-Rescue Emergency/Police Station are handled by calling 911. Maintenance emergencies should be reported to (215) 425-8886.

- **Anonymous Reporting of Criminal Offenses**

A crime may be reported anonymously by calling the Office of Safety and Security at 215-702-4350 and advising one of the Security staff members of the information you have regarding a crime.

- **Voluntary, Confidential Reporting**

A victim or witness of a crime who does not want to pursue action within the University system or the criminal justice system may wish to consider making a confidential report to the Office of Safety and Security. With permission from the individual, the director of safety and security can file a report on the incident while keeping the individual's identity confidential. In this way the University is able to protect the safety of students and employees. Incidents reported in this way are counted and disclosed in the annual crime statistics for the University.

- **Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the director of safety and security constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. This warning will be appropriate to the circumstances and may be issued to students, faculty, and staff through the University e-mail system, telephone, cell phone text messaging, alarm, personal (room by room) communication, or a combination of these.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Office of Safety and Security may also post a notice on the University website. Anyone with information warranting a timely warning should report the circumstances to the Office of Safety and Security by phone (215-702-4350) or in person at the Office of Safety and Security on

the Langhorne Manor campus.

Access to Campus Facilities

The facilities utilized by Degree Completion at Philadelphia are open to PBU students from 8:30 a.m. to 1 p.m. on the day of classes. The locked entrance is monitored by closed-circuit TV and admittance is gained by ringing a doorbell. The building remains locked during class time.

Security of Residence Halls

No residence halls are provided for students at the Degree Completion Philadelphia campus.

Crime Statistics

In accordance with federal and state requirements, the director of the Office of Safety and Security maintains statistics of crimes on or adjacent to the University's campus. Reported incidents do not include those which have been determined to be unfounded. Incidents which are designated as "cleared" have been resolved through the University's discipline process and/or referred to local law enforcement.

Year	Offense	On Campus	Residential (included in on-campus)	Non-Campus Property	Total	Index (100,000 FTE students & employees)	
2008 Student FTE (12) + Employee FTE (1) = 13	Murder/Non Negligent Manslaughter	0	0	0	0	0	
	Negligent Manslaughter	0	0	0	0	0	
	Sex Offenses, Forcible	0	0	0	0	0	
	Sex Offenses, Non-Forcible	0	0	0	0	0	
	Robbery	0	0	0	0	0	
	Aggravated Assault	0	0	0	0	0	
	Burglary	0	0	0	0	0	
	Motor Vehicle Theft	0	0	0	0	0	
	Arson	0	0	0	0	0	
	Hate/Prejudice Crimes	0	0	0	0	0	
	Arrests/Campus Disciplinary Actions						
	Illegal Weapons Possession	0	0	0	0	0	
	Drug Abuse Violations	0	0	0	0	0	
	Liquor Law Violations	0	0	0	0	0	
Arrests	0	0	0	0	0		
Disciplinary Actions	0	0	0	0	0		
2007 Student FTE (13.33) + Employee FTE (1.25) = 14.58	Murder/Non Negligent Manslaughter	0	0	0	0	0	
	Negligent Manslaughter	0	0	0	0	0	
	Sex Offenses, Forcible	0	0	0	0	0	
	Sex Offenses, Non-Forcible	0	0	0	0	0	
	Robbery	0	0	0	0	0	
	Aggravated Assault	0	0	0	0	0	
	Burglary	0	0	0	0	0	
	Motor Vehicle Theft	0	0	0	0	0	
	Arson	0	0	0	0	0	
	Hate/Prejudice Crimes	0	0	0	0	0	
	Arrests/Campus Disciplinary Actions						
	Illegal Weapons Possession	0	0	0	0	0	
	Drug Abuse Violations	0	0	0	0	0	
	Liquor Law Violations	0	0	0	0	0	
Arrests	0	0	0	0	0		
Disciplinary Actions	0	0	0	0	0		

Year	Offense	On Campus	Residential (included in on-campus)	Non-Campus Property	Total	Index (100,000 FTE students & employees)	
2006 Student FTE (10) + Employee FTE (1) = 11	Murder/Non Negligent	0	0	0	0		
	Manslaughter	0	0	0	0		
	Negligent Manslaughter	0	0	0	0		
	Sex Offenses, Forcible	0	0	0	0		
	Sex Offenses, Non-Forcible	0	0	0	0		
	Robbery	0	0	0	0		
	Aggravated Assault	0	0	0	0		
	Burglary	0	0	0	0		
	Motor Vehicle Theft	0	0	0	0		
	Arson	0	0	0	0		
	Hate/Prejudice Crimes	0	0	0	0		
	Arrests/Campus Disciplinary Actions						
	Illegal Weapons Possession	0	0	0	0		
	Drug Abuse Violations	0	0	0	0		
Liquor Law Violations							
Arrests	0	0	0	0			
Disciplinary Actions	0	0	0	0			

Off-Campus Student Organizations

Degree Completion at Philadelphia does not have any off-campus student organizations.

Educational Programs

Throughout the school year, special security reminders, updates, and changes in procedures are announced through the newsletter, *Degree Completion News*. Security information is also provided to the entire University community via the Internet.

The University's Sexual Harassment Policy addresses procedures for reporting sexual violations. Any student who feels threatened in any situation is strongly encouraged to contact a security guard immediately.

Student Responsibility

Security

The cooperation of the entire campus community is critical to the safety and protection both of individuals and property at Degree Completion at Philadelphia. It is essential that everyone follows established regulations and takes simple precautions to avoid problem situations. Each one must assume responsibility for his or her own personal safety as well as that of others. Some simple common sense precautions are listed below.

1. DO NOT leave valuables or cash unprotected.
2. Mark valuables such as stereos, cameras, and computers with engraving instruments.
3. Put valuables in the trunk of a car rather than in full view.
4. At night, walk (a) ONLY in lighted areas; (b) quickly and confidently; (c) always walk with a friend.
5. Do not give unidentified persons access to the facilities.
6. Do not give personal telephone numbers to anyone whom you do not know well.

If you have further questions about security, please contact the director of safety and security at (215) 702-4535.

Emergency / Security Telephone Numbers

Fire or other emergency: 911 (at any pay phone, a coin is not needed.)

Timothy Academy Office: 215-523-0416

Degree Completion: 215-702-4364 / 1-800-423-8262

University Policy Regarding Alcohol and Controlled Substances

The PBU *Standards of Conduct* state: *Tobacco, alcohol, illegal drugs, including illegally obtained prescription drugs, and gambling are prohibited on the PBU campus. All state and federal laws concerning these are to be strictly observed.*

Pennsylvania law states that “a person commits a summary offense if he/she, being less than 21 years of age, attempts to purchase, purchases, consumes, possesses or knowingly and intentionally transports any liquor or malt or brewed beverage.” Individuals or groups in violation of University policy or state law may be subject to University sanctions.

PARENTAL NOTIFICATION POLICY

- Philadelphia Biblical University may elect to notify the parents/guardian of students in the event of a serious health concern such as illness, injury, or hospitalization.
- Philadelphia Biblical University may also notify the parents of students under the age of 21 for disciplinary violations, suspensions, or expulsions related to alcohol or controlled substances.
- In disciplinary matters, parents are notified only after students are determined to be responsible for a violation of University rules or standards.

In all matters, the context of individual circumstances is considered when deciding whether or not to contact parents. When possible, students will be given the opportunity and encouraged to discuss the situation with their parents prior to the institution’s notification.

Sexual Harassment, Assault, and Rape

Policy Statement

Philadelphia Biblical University is committed to a policy which prohibits and deters discrimination, including harassment, on the basis of race, color, age, handicap, national and ethnic origin, or gender. PBU is also committed to a policy that prohibits rape, sexual assault, or any type of aggressive sexual behavior. This policy complies with Title IX of the Educational Amendments of 1972 and applicable state laws, and is consistent with the biblical conviction that every person is of worth and dignity, regardless of background or individual difference. The University affirms the scriptural teaching that God intends that all sexual activity take place within the bonds of marriage. Therefore, any premarital or extra-marital activity, and especially that which is forced, is a clear violation of biblical teachings.

Scope

This policy addresses sexual harassment, assault, and rape involving students of the University.

Definitions

Sexual harassment is a form of sexual discrimination and is defined as unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature. The definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. Following is a list of examples of sexual harassment:

- Unwanted sexual advances;
- Offering benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering; making sexual gestures; displaying sexually suggestive objects or pictures, cartoons, or posters;
- Verbal conduct such as making or using derogatory comments, epithets, slurs, or jokes;
- Verbal sexual advances or propositions;
- Verbal abuse of a sexual nature: graphic verbal commentaries about an individual’s body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, telephone calls, or invitations;
- Physical conduct such as touching, assaulting, impeding, or blocking movements;
- Creating a hostile environment that interferes with educational opportunities.

Sexual Assault refers to harmful or threatening behavior in the form of physical contact and nonphysical behavior such as verbal threats, intimidations, and/or indecent exposure.

Rape: In the Commonwealth of Pennsylvania, if a person engages in non-consensual sexual intercourse caused by physical force, coercion or threat, actual or implied, the act is considered rape. A person is unable to consent to sexual intercourse if he or she is mentally incapacitated, asleep, physically helpless due to drug or alcohol consumption, or unconscious.

Acquaintance Rape occurs when a person is forced, by someone who is known to him/her, to enter into sexual activity despite objections or reservations.

1.0 Protocol for Sexual Harassment Complaints

Under federal and state law, it is a student's right and obligation to report instances of sexual harassment to the University. Both federal and state law and University policy protect from reprisal those who report harassment whether they themselves are the victims of the harassment or are witness to it. Because problems related to harassment may be of a personal or sensitive nature, there are several people within the organization with whom students may discuss incidents of harassment. The University prefers that individuals submit complaints or reports in written form so that facts may be accurately documented. However, oral reports will also be responded to promptly and given equal consideration.

1.1 Report Process

Informal Report. A person may contact the vice president of enrollment and student life when s/he wishes to discuss an incident. Confidentiality will be maintained. However, when the health and safety of a student are involved, it may be necessary to inform the Office of Safety and Security.

Formal Report. A person may provide a written or taped statement after the initial contact to discuss an incident. The detailed statement shall be provided directly to the vice president of enrollment and student life (or if the complaint involves the vice president of enrollment and student life, to the provost). The fact finding process shall be handled in the following manner:

1.1.1 A meeting shall be arranged which will include the vice president of enrollment and student life (or provost) and the person who made the complaint. The purpose of this meeting is to gather information relating to the complaint and to determine a possible resolution of the matter.

1.1.2 A meeting shall then be arranged which will include the vice president of enrollment and student life (or provost) and the accused individual, if the accused individual is a student. In addition, if the accused individual is an employee or an individual outside the University, the appropriate administrator will also attend the meeting. The purpose of this meeting is to notify the accused of the allegation, to gather information from the accused, and to determine a possible resolution to the matter.

1.2 As a result of these meetings, one of the following may occur:

1.2.1 The complaint may be withdrawn and no further action taken.

1.2.2 If the complaint is lodged against a student and if evidence strongly indicates that the accusation is true, the vice president of enrollment and student life (or provost) may take appropriate disciplinary action in the form of a written reprimand (with documentation of such to be included in the student's file), suspension, or dismissal.

1.2.3 If the complaint is lodged against an employee and if evidence strongly indicates that the accusation is true, the appropriate administrator may take appropriate disciplinary action in the form of a written reprimand (with documentation of such to be included in the employee's file), suspension, or dismissal.

1.2.4 In response to the disciplinary action, the accused, if a student, has the right to a hearing headed up by either the vice president of enrollment and student life or the provost.

1.2.5 After the hearing, either individual (complainant or accused), if a student, may appeal directly to the vice president of enrollment and student life or provost, or, if an employee, to the appropriate administrator, whereupon the University's procedures for addressing grievances will be followed. Grievance procedures are found in student and/or employee handbooks.

1.3 If the accused is a student, the investigation process will be concluded at any point at which the complainant withdraws from participation in the process.

2.0 Sexual Assault and Rape Against a Student

In the event that a student is a victim of a sexual assault, the following sections are intended to recommend appropriate responses.

3.0 Preventing Sexual Assault and Rape

3.1 To deter sexual assault and rape students should:

- 3.1.1 Walk in lighted and familiar areas;
- 3.1.2 Walk with a companion;
- 3.1.3 On the Langhorne campus, make use of the campus Security shuttle services after dark;
- 3.1.4 Be direct and firm with someone who is pressuring you sexually;
- 3.1.5 Avoid the use of alcohol or illegal use of drugs because they cloud your judgment. Furthermore, alcohol consumption on campus and the illegal use of drugs violate the University's standards of conduct.
- 3.1.6 Follow these guidelines when on dates:
 - 3.1.6.1 Clearly establish the expectation that you and your date will agree, in advance, of where you will go and what you will do. Set boundaries.
 - 3.1.6.2 Let someone know where you are going, when you expect to return, and whom you will be with.
 - 3.1.6.3 When feeling uncomfortable, pay attention to that feeling and begin to plan a way to get to a safe place.

3.2 To avoid instigation of inappropriate behavior, as a student you should:

- 3.2.1 Know that you are expressing hostility and aggression if you try to force or coerce someone to engage in sex.
- 3.2.2 Accept the other person's decision not to have sexual contact.
- 3.2.3 Not assume that because a person is flirtatious that s/he wants to have a sexual relationship.
- 3.2.4 Not assume that paying for a date means that the partner owes sexual favors.
- 3.2.5 Avoid the use of alcohol and illegal use of drugs.

4.0 Protocol for Sexual Assault/Rape Victims

4.1 Immediate Response – The following steps should be taken by victims of rape or sexual assault:

- 4.1.1 Get to a safe place.
- 4.1.2 Try to preserve all physical evidence. If possible do not wash, take a shower, use the toilet, apply medications, or change clothing. If changing clothes is necessary, put all clothing worn at the time of the attack in a paper rather than a plastic bag.
- 4.1.3 Contact someone who can be trusted to be with and support you through the decision making, medical treatment, and interviews which will follow. **THIS IS YOUR RIGHT.** This might be a close friend, family member, roommate, resident assistant, faculty advisor, etc.
- 4.1.4 Get medical attention as soon as possible to assure your physical well-being and to collect important evidence in the event legal action is taken at a later time. It is important to seek immediate and follow-up medical attention for several reasons: (1) to assess and treat any physical injuries that may have been sustained; (2) to determine the risk of sexually transmitted diseases or pregnancy.
- 4.1.5 Contact the University's Health Center nurse or Oasis Counseling Services to receive medical and/or psychological support. The long-term negative effects of such an incident may be minimized with the help of a trained professional counselor. Confidentiality will be maintained by these professionals to the extent possible.
- 4.1.6 When calm, he/she should prepare written notes of the incident.

4.2 Report the Incident

- 4.2.1 In the case of a sex offense, assistance in notifying the local police will be provided by the Office of Safety and Security if requested. Students deciding to report incidents should speak to the director of safety and security. A statement will be taken to document what happened, including a description of the assailant(s), and whether or not the assailant(s) was/were known to the victim.

Questions will be asked about the scene of the crime, witnesses, and what happened before and after the incident. These questions are part of a standard investigation. A support person may be present during the interview.

- 4.2.2 Reporting an incident is a separate step from choosing to prosecute. When a report is filed there is no obligation to continue with legal proceedings or University disciplinary action. Adjudication through the University disciplinary system, the criminal justice system, or both is at the discretion of the victim.
- 4.2.3 The Office of Safety and Security is required by law to contact local police any time a crime has been committed. The director of safety and security will provide a written copy of his/her report to the police. Victims considering filing a criminal complaint may ask a local police officer to take part in the interview process. Victims may request that their identity be kept confidential until/unless a commitment is expressed to proceed with criminal prosecution.

5.0 University Disciplinary Action

- 5.1 A student who has been sexually assaulted and is considering University action, shall arrange to meet with the vice president of enrollment and student life as described in section 1.2.
- 5.2 In cases involving alleged sexual assault, both the complainant and the accused are entitled to the same opportunities to have an adviser present during a disciplinary proceeding.
- 5.3 Both the complainant and the accused shall be informed of the outcome of the proceeding with respect to the alleged sex offense and sanction, if any, of the accused. **NOTE:** *Compliance with this requirement does not constitute a violation of FERPA.*
- 5.4 A student who is the victim of a rape or sexual assault has several options with regard to how the case is handled. The student may choose to:
 - 5.4.1 press criminal charges through the local police department;
 - 5.4.2 press charges through both the judicial and University disciplinary systems concurrently;
 - 5.4.3 press no charges, but request a facilitated meeting with the assailant to discuss the incident; or
 - 5.4.4 press no charges, but have the director of safety and security or the vice president of enrollment and student life discuss the incident with the assailant.
- 5.5 If the student chooses to participate in the University adjudication process, s/he must contact the vice president of enrollment and student life. Charges may be filed directly by the complainant or by the University on the basis of the complainant's written statement. Such charges are handled in accordance with the Disciplinary Policies and Procedures as outlined in the *Student Handbook*. The outcome of cases charging sexual assault will be made known to both the complainant and the accused.
- 5.6 At the complainant's request, the vice president of enrollment and student life will make special provisions for alternate campus housing, if applicable.
- 5.7 At the complainant's request, the Provost's Office will instruct the registrar to effect changes in the complainant's academic schedule such as:
 - 5.7.1 Change of classes,
 - 5.7.2 Change of academic adviser,
 - 5.7.3 Extension on assigned quizzes or exams,
 - 5.7.4 Approval to take the course elsewhere and transfer credit back to the University,
 - 5.7.5 Independent study with a different professor and with fee waived,
 - 5.7.6 If at the WWC campus, transfer to the main campus.
 - 5.7.7 Other special support, provided as appropriate upon request.

6.0 Disciplinary Procedures

- 6.1 The following sanctions may be imposed following a final determination of the University's disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses.
- 6.2 Disciplinary Dismissal – In extreme situations, students may be dismissed from the University for serious and/or repeated violations. A student dismissed for disciplinary reasons may be prohibited from visiting on campus or attending University functions. In such a case, after one year, the student may submit a written request to the vice president of enrollment and student life requesting permission to visit on

- campus. To gain reentrance to the University, such students must follow regular admission procedures.
- 6.3 Disciplinary Expulsion – Permanent Dismissal– In extreme cases, a student may be permanently dismissed from the University. A student who has been expelled may not apply for readmission or return to the campus for any reason. Expulsion requires approval of the provost or president.
 - 6.4 If the student wishes to dispute the alleged charges, the student shall arrange to meet with the vice president of enrollment and student life to resolve the disagreement. A description of procedures to be followed in such cases is available in the Office of Student Life.

7.0 Appeals Process

- 7.1 Following a disciplinary decision, a student has a right to appeal the disciplinary action. Appeal requests must be made in writing within three calendar days after receipt of the written decision, and must state the basis for the appeal. Appeals are considered when the student believes one or more of the following conditions exist:
 - 7.1.1 The discipline imposed is disproportionate to the offense (including consideration of the student’s prior offenses or willingness to cooperate);
 - 7.1.2 The student was not accorded his/her rights as outlined in the *Student Handbook* and this failure significantly affected the student’s right to receive a fair hearing;
 - 7.1.3 The decision was not supported by sufficient evidence;
 - 7.1.4 New evidence has become available that would have significantly altered the results.
- 7.2 Written appeals shall be submitted to the provost with a copy to the vice president of enrollment and student life. The vice president of enrollment and student life will be invited to submit a response to the appeal. Imposition of discipline may be deferred pending the review of the appeal request.
- 7.3 The provost will provide a written determination to the student within five days.
- 7.4 Parental Notification: The University may notify the parents of students under the age of 21 of disciplinary violations, suspensions, or expulsions related to alcohol or controlled substances. In such cases, parents are notified only after appeals have been satisfied.
 - 7.4.1 In student disciplinary matters, the context of individual circumstances is considered when deciding whether or not to contact parents. When possible, students will be given the opportunity and encouraged to discuss the situation with their parents prior to the University’s notification to them.

8.0 Resources for Sexual Abuse/Rape

AIDS Hotline	1-800-985-2437
Network of Victim Assistance	1-800-675-6900
A Woman’s Place	1-800-220-8116

9.0 Sex Offender Registration and Access to Related Information

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

Pennsylvania’s Megan’s Law, 42 PA.C.S. § 9799.1, requires the State Police to create and maintain a registry of persons who have either been convicted of, entered a plea of guilty to, or been adjudicated delinquent of certain sex offenses listed in 42 PA.C.S. §§ 9795.1 and 9795.2. Additionally, the State Police are required to make certain information on registered sex offenders available to the public through an Internet website. The State Police have established the following website according to the requirements of 42 PA.C.S. § 9798.1:

<http://www.pameganslaw.state.pa.us/EntryPage.aspx>

Information regarding the possibility of registered sex offenders on the Degree Completion at Philadelphia campus may also be obtained from the following agency:

Philadelphia Police Department
33901 Whitaker Avenue
Philadelphia, PA
(215) 686-3250

ALCOHOL AND DRUG ABUSE: POLICY AND PREVENTION

In light of the widespread abuse of drugs and alcohol in contemporary society, the University has instituted a practice of disseminating appropriate information to students and employees to help them both personally and professionally. Recent congressional actions also mandate this procedure for all colleges whose students receive financial aid.

In addition to complying with state and federal statutes and regulations, the University has a desire to identify and control environmental factors that influence the health and safety of members of the academic community. These environmental factors include preventing or eliminating problems related to alcohol and drug use.

University Policies Concerning Drugs

- **University Standard**

The PBU *Standards of Conduct* state: *Tobacco, alcohol, illegal drugs, including illegally obtained prescription drugs, and gambling are prohibited on the PBU campus. All state and federal laws concerning these are to be strictly observed.*

- **Drug-Free Workplace Policy**

In response to the Drug-Free Workplace Act of 1988, the University adopted the following policy:

I. POSITION

It is unlawful for employees and students to manufacture, dispense, possess, or use an illegal substance (drug) on or off the grounds of Philadelphia Biblical University.

II. AWARENESS PROGRAM

- A. *A regular program of drug-abuse awareness operates through the Office of Student Life and the University's Health Services.*
- B. *Counseling services for students and employees are available through Health Services.*
- C. *Special assistance for employees and students with drug-related problems will be arranged through community services.*

III. EMPLOYEE AND STUDENT RESPONSIBILITIES

- A. *Employees and students at the University must indicate their agreement with the drug-free workplace policy.*
- B. *Employees and students are responsible for informing University officials of any current personal illegal drug and/or substance abuse.*
- C. *Employees and students must notify the University of any drug statute violation (whether it occurs on or off the University campus) no later than five days after such arrest.*
- D. *Upon the conviction of a violation of any criminal drug statute, employees or students will be immediately dismissed by the University.*
- E. *The University must notify the Federal Drug-Free Workplace Agency within 30 days of the names of any employee or student who was convicted of a criminal drug statute violation.*

Social Impact

Substance abuse is a major social and medical problem in the United States. It is known that serious consequences result from substance abuse. Abusers create problems for themselves, and also indirectly for employers, co-workers, classmates, family, and society in general. Substance abuse problems can develop in men and women of all ages, races, and occupations and can have long-reaching effect.

Alcohol is the drug used most commonly by Americans. In a recent survey, 50.1 percent of all persons aged 12 or more reported alcohol use in the past. Approximately 6.8 percent of all drinkers reported heavy drinking.

Alcohol and drug use is common among college students. Approximately 64.9 percent of all college students surveyed reported use of alcohol at least once in the past year and 21.4 percent reported having used illicit drugs in the past year, a percentage slightly higher than the 20.3 percent usage reported by all individuals aged 18 to 25 who were surveyed. About 44 percent of the 18 to 25 age group reported current use of a tobacco product.¹

Health Effects

Drinking contributes to health problems, including diseases of the liver, digestive tract, respiration, nervous and cardiovascular systems. In addition, accidents and violence are highly correlated with alcohol and drug use and abuse. Adverse consequences of drug abuse include the increased risk of mental health problems and diseases such as hepatitis and AIDS, as well as the potential of developing drug dependency. There are also well publicized health risks associated with tobacco use, particularly cancer and heart disease. Among students, substance use can lead to academic problems, injuries, campus crime, legal problems, and interpersonal problems.

COMMONLY ABUSED DRUGS

Substances: Category & Name	Examples of Commercial & Street Names	DEA Schedule*/ How Administered**	Intoxication Effects/Potential Health Consequences
Cannabinoids			
Hashish	Boom, chronic, gangster, hash, hash oil, hemp	I/swallowed, smoked	<i>euphoria, slowed thinking and reaction time, confusion, impaired balance and coordination/cough, frequent respiratory infections; impaired memory and learning; increased heart rate, anxiety; panic attacks; tolerance, addiction</i>
Marijuana	Blunt, dope, ganja, grass, herb, joints, Mary Jane, pot, reefer, sinsemilla, skunk, weed	I/swallowed, smoked	
Depressants			
barbiturates	<i>Amytal, Nembutal, Seconal, Phenobarbital</i> : barbs, reds, red birds, phennies, tooies, yellows, yellow jackets	II, III, V/injected, swallowed	<i>reduced anxiety; feeling of well-being; lowered inhibitions; slowed pulse and breathing; lowered blood pressure; poor concentration/fatigue; confusion; impaired coordination, memory, judgment; addiction; respiratory depression and arrest; death</i>
benzodiazepines (other than flunitrazepam)	<i>Activan, Halcion, Librium, Valium, Xanax</i> : candy, downers, sleeping pills, tranks	IV/swallowed, injected	<i>Also, for barbiturates—sedation, drowsiness/depression, unusual excitement, fever, irritability, poor judgment, slurred speech, dizziness, life-threatening withdrawal</i>
flunitrazepam***	<i>Rohypnol</i> : forget-me pill; Mexican Valium, R2, Roche, roofies, roofinol, rope, rophies	IV/swallowed, snorted	
GHB***	<i>Gamma-hydroxybutyrate</i> : G, Georgia home boy, grievous bodily harm, liquid ecstasy	I/swallowed	<i>for benzodiazepines—sedation, drowsiness/dizziness</i>
methaqualone	<i>Quaalude, Sopor, Parest</i> : ludes, mandrex, quad, quay	I/injected, swallowed	<i>for flunitrazepam—visual and gastrointestinal disturbances, urinary retention, memory loss for the time under the drug's effects</i>
Dissociative Anesthetics			
ketamine	<i>Ketalar SV</i> : cat Valiums, K, Special K, vitamin K	III/injected, snorted, smoked	<i>Increased heart rate and blood pressure, impaired motor function/memory loss; numbness; nausea/vomiting</i>
PCP and analogs	<i>phencyclidine</i> : angel dust, boat, hog, love boat, peace pill	I, II/injected, swallowed, smokes	<i>Also, for ketamine—at high doses, delirium, depression, respiratory depression and arrest</i>
Hallucinogens			
LSD	<i>lysergic acid diethylamide</i> : acid, blotter, boomers, cubes, microdot, yellow sunshines	II/swallowed, absorbed through mouth tissues	<i>For PCP and analogs—possible decrease in blood pressure and heart rate, panic, aggression, violence/loss of appetite, depression</i>
mescaline	buttons, cactus, mesc, peyote	I/swallowed, smoked	<i>Altered states of perception and feeling; nausea; persisting perception disorder (flashbacks)</i>
psilocybin	magic mushroom, purple passion, shrooms	I/swallowed	<i>Also for LSD and mescaline—increased body temperature, heart rate, blood pressure; loss of appetite, sleeplessness, numbness, weakness, tremors</i>
			<i>Also for LSD—persistent mental disorders</i>
			<i>Also for psilocybin—nervousness, paranoia</i>

¹ Substance Abuse and Mental Health Services Administration (2004) *Results from the 2003 National Survey on Drug Use and Health: National Findings* (Office of Applied Studies, NSDUH Series H-25, DHHS Publication No. SMA 04-3964). Rockville, MD.

Substances: Category & Name	Examples of Commercial & Street Names	DEA Schedule*/ How Administered**	Intoxication Effects/Potential Health Consequences
Opioids and Morphine Derivatives			
codeine	<i>Empirin with Codeine, Fiorinal with Codeine, Robitussin A-C, Tylenol with Codeine:</i> Captain Cody, schoolboy; (with glutethimide) doors & fours, loads, pancakes and syrup	II, III, IV, V/injected, swallowed	<i>Pain relief, euphoria, drowsiness/nausea, constipation, confusion, sedation, respiratory depression and arrest, tolerance, addiction, unconsciousness, coma, death</i> <i>Also, for codeine—less analgesia, sedation, and respiratory depression than morphine</i>
fentanyl and fentanyl analogs	<i>Actiq, Duragesic, Sublimaze:</i> Apache, China girl, China white, dance fever, friend, goodfella, jackpot, murder 8, TNT, Tango and Cash	I, II/injected, smoked, snorted	<i>For heroin—staggering gait</i>
heroin	<i>Diacetyl-morphine:</i> brown sugar, dope, H, horse, junk, skag, skunk, smack, white horse	I/injected, smoked, snorted	
morphine	<i>Roxanol, Duramorph:</i> M, Miss Emma, monkey, white stuff	II, III/injected, swallowed, smoked	
opium	<i>Laudanum, paregoric:</i> big O, black stuff, block, gum, hop	II, III, V/swallowed, smoked	
oxycodone HCL	<i>Oxycontin: Oxy, O.C., killer</i>	II/swallowed, snorted, injected	
hydrocodone bitartrate, acetaminophen	<i>Vicodin:</i> vike, Watson-387	II/swallowed	
Stimulants			
amphetamine	<i>Biphetamine, Dexedrine:</i> bennies, black beauties, crosses, hearts, LA turnaround, speed, truck drivers, uppers	II/injected, swallowed, smoked, snorted	<i>Increased heart rate, blood pressure, metabolism; feelings of exhilaration, energy, increased mental alertness/rapid or irregular heart beat; reduced appetite, weight loss, heart failure, nervousness, insomnia</i>
cocaine	<i>Cocaine hydrochloride:</i> blow, bump, C, candy, Charlie, coke, crack, flake, rock, snow, toot	II/injected, smoked, snorted	<i>Also, for amphetamine—rapid breathing/tremor, loss of coordination; irritability, anxiousness, restlessness, delirium, panic, paranoia, impulsive behavior, aggressiveness, tolerance, addiction, psychosis</i>
MDMA (methylenedioxy-methamphetamine)	Adam, clarity, ecstasy, Eve, lover's speed, peace, STP, X, XTC	I/swallowed	<i>For cocaine—increased temperature/chest pain, respiratory failure, nausea, abdominal pain, strokes, seizures, headaches, malnutrition, panic attacks</i>
methamphetamine	<i>Desoxyn: chalk, crank, crystal, fire, glass, go fast, ice, meth, speed</i>	II/injected, swallowed, smoked, snorted	<i>For MDMA—mild hallucinogenic effects, increased tactile sensitivity, empathic feelings/impaired memory and learning, hyperthermia, cardiac toxicity, renal failure, liver toxicity</i>
methylphenidate (safe and effective for treatment of ADHD)	<i>Ritalin:</i> JIF, MPH, R-ball, Skippy, the smart drug, vitamin R	II/injected, swallowed, snorted	<i>For methamphetamine—aggression, violence, psychotic behavior/memory loss, cardiac and neurological damage; impaired memory and learning, tolerance, addiction</i>
nicotine	Cigarettes, cigars, smokeless tobacco, snuff, spit tobacco, bidis, chew	Not scheduled/smoked, snorted, taken in snuff and spit	<i>For nicotine—additional effects attributable to tobacco exposure; adverse pregnancy outcomes; chronic lung disease, cardiovascular disease, stroke, cancer, tolerance, addiction</i>
Other Compounds			
anabolic steroids	<i>Anadrol, Oxandrin, Durabolin, Depo-Testosterone, Equipoise:</i> roids, juice	III/injected, swallowed, applied to skin	<i>No intoxication effects/hypertension, blood clotting and cholesterol changes, liver cysts and cancer, kidney cancer, hostility and aggression, acne; in adolescents, premature stoppage of growth; in males, prostate cancer, reduced sperm production, shrunken testicles, breast enlargement; in females, menstrual irregularities, development of beard and other masculine characteristics</i>
Dextromethorphan (DXM)	<i>Found in some cough and cold medications; Robotripping, Robo, Triple C</i>	Not scheduled/swallowed	<i>Dissociative effects, distorted visual perceptions to complete dissociative effects/for effects at higher doses see "dissociative anesthetics"</i>
inhalants	<i>Solvents (paint thinners, gasoline, glues), gases (butane, propane aerosol propellants, nitrous oxide), nitrites (isoamyl, isobutyl, cyclohexyl); laughing gas, poppers, snappers, whippets</i>	Not scheduled/inhaled through nose or mouth	<i>Stimulation, loss of inhibition; headache; nausea or vomiting; slurred speech, loss of motor coordination; wheezing/unconsciousness, cramps, weight loss, muscle weakness, depression, memory impairment, damage to cardiovascular and nervous systems, sudden death.</i>

*Schedule I and II drugs have a high potential for abuse. They require greater storage security and have a quota on manufacturing, among other restrictions. Schedule III and IV drugs are available by prescription, may have five refills in 6 months, and may be ordered orally. Some Schedule V drugs are available over the counter.

**Taking drugs by injection can increase the risk of infection through needle contamination with staphylococci, HIV, hepatitis, and other organisms.

***Associated with sexual assaults.

ALCOHOL EFFECTS

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Downloaded from http://www.ifap.ed.gov/regcomps/doc0305_bodyoftext.htm

Prevention and Education

The University, through its Student Life, Health Services, and Human Resources departments, distributes literature informing students and employees of the dangers of drug and alcohol abuse, and provides information on available alcohol and drug counseling, rehabilitation, student assistance programs, and sanctions that may be imposed for violation of this policy. PED 101, Life Management, (required in most undergraduate programs), has a class session on drug use.

Alcohol and other drug problems are addressed through two levels of prevention programming: primary and secondary prevention. Primary prevention is directed toward individuals who have chosen not to use alcohol or illicit drugs. The University's educational program deals with responsible decision-making that addresses alcohol, drugs, and other lifestyle issues. These program efforts are designed to prevent individuals from ever using alcohol or other drugs themselves and/or to encourage others to refrain from using them.

Secondary prevention is aimed at individuals who have already been treated for substance abuse and/or who are in recovery. Program activities are designed to assist these members of the university community to prevent relapse and maintain their recovery. This specialized support may be provided through an outside agency. When appropriate to their professional goals, academic departments throughout the University support these educational efforts through their program or curriculum development.

A biennial review of the University's program is conducted to determine the program's effectiveness and to ensure that the sanctions against those who violate the policy are consistently enforced.

Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 – 4999 gms mixture	First Offense: Not less than 5 yrs. And not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2million if an individual, \$5 million if not an individual	5 kgs or more mixture	First Offense: Not less than 10 yrs. And not more than life. If death or serious injury, not less than 20 years or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.
Cocaine Base (Schedule II)	5 – 49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 – 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 – 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 – 999 gms mixture	Second Offense: Not less than 10 yrs. And not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual	1 kg or more mixture	Second offense: Not less than 20 yrs. And not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.
LSD (Schedule I)	1 – 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 – 49 gms pure or 50 – 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 – 99 gms pure or 100 – 999 gms mixture		100 gms or more pure or 1 kg or more mixture	2 or More Prior Offenses: Life imprisonment

PENALTIES		
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs. Or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual.
Flunitrazepam (Schedule IV)	1 gm or more	
Other Schedule III drugs	Any amount	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
Flunitrazepam (Schedule IV)	30 to 999 mgs	Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
All other Schedule IV drugs	Any amount	First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
Flunitrazepam (Schedule IV)	Less than 30 mgs	Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

FEDERAL TRAFFICKING PENALTIES - MARIJUANA

DRUG	QUANTITY	1ST OFFENSE	2ND OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> Not less than 10 years, not more than life If death or serious injury, not less than 20 years, not more than life Fine not more than \$4 million if an individual, \$10 million if other than an individual 	<ul style="list-style-type: none"> Not less than 20 years, not more than life If death or serious injury, mandatory life Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> Not less than 5 years, not more than 40 years If death or serious injury, not less than 20 years, not more than life Fine not more than \$2 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> Not less than 10 years, not more than life If death or serious injury, mandatory life Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana	More than 10 kgs hashish; 50 to 99 kg mixture More than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> Not more than 20 years If death or serious injury, not less than 20 years, not more than life Fine \$1 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> Not more than 30 years If death or serious injury, mandatory life Fine \$2 million if an individual, \$10 million if other than individual
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> Not more than 5 years Fine not more than \$250,000, \$1 million other than individual 	<ul style="list-style-type: none"> Not more than 10 years Fine \$500,000 if an individual, \$2 million if other than individual
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

Downloaded from <http://www.usdoj.gov/dea/agency/penalties.pdf>, September 15, 2008.

Note: These are only federal penalties and sanctions. Additional state penalties and sanctions may apply.

University Policy/Procedures

Any student or employee who is aware of a violation of the University's drug and alcohol abuse policy is responsible to report this matter to the Student Life or Human Resources departments. In addition, students or employees must notify the University of any drug statute violation no later than five days after such arrest.

Student or employee violation of the drug or alcohol policies will result in immediate disciplinary action, including, but not limited to, a written reprimand, suspension, academic dismissal, employment termination, and/or mandatory participation and successful completion of a drug abuse assistance or rehabilitation program approved by an appropriate health or law enforcement agency.

Students or employees convicted of a violation of any criminal drug statute will be immediately dismissed by the University.

The University has established a cooperative relationship with local law enforcement agencies which has resulted in the sharing of information relating to police incidents that impact University personnel. Under federal law, the University is required to notify The Federal Drug-Free Workplace Agency within ten days of the names of any employee or student who is convicted of a criminal drug statute violation.

Assistance for Drug and Alcohol Abusers

An important step in overcoming a substance abuse problem is to know where to turn for assistance. Some of the resources for information and counseling include:

Philadelphia Biblical University
Health Services
200 Manor Avenue
Langhorne, PA 19047-2990
(215) 702-4334

America's Keswick
Drug and Alcohol Rehabilitation Center
Whiting, NJ 08759
1-800-453-7942

Bucks County Drug and Alcohol Commission, Inc.
1200 New Rodgers Road
Bristol, PA 19007
(215) 788-8172

Bucks County Council on Alcoholism & Drug Dependence
24-hr. hotline: 1-800-221-6333

Philadelphia Biblical University
Oasis Counseling Center
200 Manor Avenue
Langhorne, PA 19047-2990
(215) 702-4224

Alcoholics Anonymous
(215) 923-7900

Livingrin Foundation
4833 Hulmeville Road
Bensalem, PA 19020
(215) 638-5200

Students and employees who recognize that they have a drug or alcohol problem are encouraged to seek help from one of the above agencies.

Drug-Free Workplace Act of 1988

The "Drug-Free Workplace Act of 1988" requires federal grant recipients and certain federal contractors to take action aimed at establishing and maintaining "drug-free" workplaces. The legislation covers any federal contractor, other than an individual, which enters into a contract with any federal agency for the procurement of property or services of a value of \$25,000 or more, all federal GRANTEES, regardless of the value of the grant, and all INDIVIDUAL federal contractors, regardless of the value of the contract.

As a federal contractor, the University and its employees who are paid from federally-funded grants or contracts are subject to the provision of this Act.

The Act requires persons and entities covered thereunder, OTHER THAN INDIVIDUALS, to certify to the agency with whom they have contacts, or from whom they have received a grant, that they will establish and maintain a drug-free workplace by:

- A. Publishing a statement notifying employees that the UNLAWFUL manufacture, distribution dispensation, possession, or use of a controlled substance is prohibited in the workplace and specifying actions that will be taken against employees for violations of such prohibition.
- B. Establishing a drug-free awareness program to inform employees about:
 - The dangers of drug abuse in the workplace
 - The employer's policy of maintaining a drug-free workplace
 - Any available drug counseling, rehabilitation, and employee assistance programs
 - The penalties that may be imposed upon employees for drug abuse violations
- C. Making it a requirement that each employee engaged in the performance of a contract or grant be given a copy of the statement required by subparagraph A
- D. Notifying each employee in a statement required by subparagraph A that, as a CONDITION OF EMPLOYMENT of such contract or grant, the employee will:
 - Abide by the terms of the statement
 - Notify the employer of any criminal drug statute conviction for a violation occurring IN THE WORKPLACE no later than five days after such conviction
- E. Notifying the contracting or granting agency within ten days after receiving notice under subparagraph D from an employee or otherwise receiving actual notice of such employee conviction.

- F. Taking appropriate personnel action, up to and including termination, against employees who serve notice of conviction under subparagraph D above, or requiring such employees to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency, within 30 days of receipt of such notice.
- G. Making a “good faith” effort to continue to maintain a drug-free workplace through implementation of subparagraphs A, B, C, D, E, and F.

Drug-Free Schools and Communities Act of 1989

The Drug-Free Schools and Communities Act requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education, state educational agency, or local educational agency must certify that it has adopted and implemented a program to prevent the possession, use, or distribution of illicit drugs and alcohol by students and employees.

As set forth in the statute, schools are required to provide at a minimum:

- A. An annual distribution, in writing, to each employee and student (regardless of the length of the student’s program of study), including:
 - Standards of conduct that clearly prohibit, at a minimum, possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities
 - A description of applicable legal sanctions under the local, state, or federal law
 - A description of health risks associated with the use of illicit drugs and the abuse of alcohol
 - A description of available drug or alcohol counseling, treatment, or rehabilitation or re-entry programs
 - A clear statement of the disciplinary sanctions that the University will impose on students and employees
- B. A biennial review by the University of its program to determine its effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced

Program Administration

For further information regarding the provisions of the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act contact:

Philadelphia Biblical University
200 Manor Avenue
Langhorne, PA 19047-2990

PBU Office of Student Life
PBU Health Services
PBU Human Resources Department

(215) 702-4213
(215) 702-4334
(215) 702-4541