

**WOOD**

**PARTY**

**SAFE**

**TOOLKIT**

**CREATED BY:  
WELLNESS PROMOTION  
OFF CAMPUS AND COMMUTER SERVICES**

**LAST UPDATED: FALL 2024**



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## Dear Golden Rams,

We created this guide to help you reduce your risk if you choose to attend or plan parties or social gatherings, whether you choose to consume substances or not. Whether you are hosting the event or attending, this guide will provide some helpful resources to ensure you are prepared for situations that could arise. By using and reading this guide, you can identify when someone needs help, have the resources and knowledge to help them, and plan a great party. While this guide shares information about planning and attending parties with alcohol, the information in this toolkit contains valuable information, regardless if you consume alcohol or not.

The fact is that not everyone consumes alcohol or engages in high-risk use. People often overestimate the number of their peers who make unhealthy choices and underestimate those who make healthy choices. Did you know that 41% (out of 1,419 respondents) of West Chester students have not consumed alcohol in the past two weeks? Of the students who did choose to drink in the past two weeks, 26% did not have more than four drinks in a row.\*

If you choose not to consume alcohol or want to find some substance free activities, check out RamConnect for events and clubs on campus!

We hope you find this guide helpful for providing information to make your experience as a student enjoyable and safer, no matter what your experience looks like.

### Rams Up!



\*Data from Healthy Minds Survey, administered at WCU during the Fall 2022 semester.

## REFRAME CAMPAIGN

YOU DON'T HAVE TO DRINK  
TO GET DRUNK IF YOU ARE  
CHOOSING TO DRINK ALCOHOL.

ALCOHOL DOESN'T HAVE TO BE  
A PART OF YOUR EXPERIENCE  
AT WCU.

IT IS MY  
RESPONSIBILITY  
TO INTERVENE  
TO HELP  
SOMEONE WHO  
MAY HAVE  
CONSUMED TOO  
MUCH ALCOHOL.

**75.7%** **4 OR FEWER DRINKS**  
In fact: 75.7% of WCU students who chose to consume alcohol had 4 or fewer drinks the last time they drank in a social setting\*

### LESS RISKY DRINKING STRATEGIES TO UTILIZE:

- Set a limit on the number of drinks you want to consume before drinking.
- Experiment with drinking less and refusing drinks.
- Choose not to drink.
- Alternate alcohol and non-alcoholic drinks.
- Avoid drinking games.
- Space your drinks over time.

**YOU HAVE CHOICE**  
In fact: Choosing not to drink isn't out of the ordinary. There are many ways to create a meaningful experience at WCU that do not involve alcohol.

### LESS RISKY DRINKING STRATEGIES TO UTILIZE:

- **Participate** in academic, social and volunteer opportunities that WCU offers.
- **Engage** in late night and weekend programming that does not involve alcohol.
- **Support** other students' decisions not to drink alcohol.
- **Utilize** WCU resources and caring people to help you evaluate the decisions that are best for you.



Please note: all students (residential, off-campus, and commuter) are required to abide by on-campus policies

in the Student Code of Conduct when on campus. The West Chester campus is a dry campus for all students. Scan at left to review the Student Code of Conduct]

## STUDENT LEGAL AID



SCHEDULE YOUR **FREE** 15-MINUTE APPOINTMENT ON RAMCONNECT TODAY!

# BOROUGH OF WEST CHESTER & STATE OF PENNSYLVANIA ORDINANCES, STATUTES, LAWS, AND FINES

**Note:** Any student issued a citation, arrested, or found guilty by international, federal, state, or local law enforcement officials off campus violates WCU policy violation 24 – Criminal/Civil Statutes. Citations received off campus are also heard by the Office of Student Conduct. The federal/state/local court and University processes are separate, resulting in separate fines/financial responsibilities.

**Key:** BC = West Chester, PA Borough Code | PAS = Pennsylvania State Statute

**NOISE ORDINANCE** - It shall be unlawful for any person to make or cause to be made unreasonable noise, or to allow any unreasonable noise to be caused or made on any real or personal property occupied or controlled by that person within the limits of the Borough of West Chester (BC: 73-3)

**Not less than \$300 + fees for first offense, no less than \$750 + fees for any subsequent offenses in 120 period (BC: 73-5)**

**Open Container Alcohol Consumption**- It shall be unlawful for any person to consume any alcoholic beverage and/or possess an open container containing an alcoholic beverage in or upon public ways or places within the Borough of West Chester. (BC: 36-3)

**Not less than \$250 + fees and no more than \$600 + fees (BC: 36-6)**

**PUBLIC INDECENCY** - A person who knowingly or intentionally, in a public place, engages in sexual intercourse, appears in a state of nudity, urinates and/or defecates, etc. (Borough Code: 90-2)

**Not less than \$250 + fees and no more than \$1000 + fees (BC: 90-3)**

**FAKE ID** - A person commits a summary offense for a first violation and a misdemeanor of the third degree for any subsequent violation if they, being under 21 years of age, possesses an identification card falsely identifying that person by name, age, date of birth or photograph as being 21 years of age or older or obtains or attempts to obtain liquor or malt or brewed beverages by using the identification card of another or by using an identification card that has not been lawfully issued to or in the name of that person who possesses the card. (PAS: 6310.3)

**Not more than \$500 + fees for first and all subsequent violations (PAS: 6310.3)**

**MINOR IN POSSESSION** - A person commits a summary offense if they, being less than 21 years of age, attempts to purchase, purchases, consumes, possesses, or knowingly and intentionally transports any liquor or malt or brewed beverages. (PAS: 6308)

**Not more than \$500 for first offense and not more than \$1000 for subsequent violations (PAS: 6308)**

**Driving Under the Influence** - For individuals 21 years or older, driving under the influence with a blood alcohol concentration of 0.08% or greater may result in a 1 to 3-year suspension of their driver's license. Refusal to submit to a blood alcohol test is an admission of guilt to driving under the influence. (PAS: 3802)

**Fines vary ranging from \$300 to greater than \$2500 given details of incident (PAS: 2802)**

**FURNISHING/SERVING ALCOHOL TO A MINOR** - A person commits a misdemeanor of the third degree if they intentionally and knowingly sell or intentionally and knowingly furnishes, or purchases with the intent to sell or furnish, any liquor or malt or brewed beverages to a person who is less than 21 years of age. (PAS: 6310.01)

**Not less than \$1000 for first violation and a fine of \$2500 for each subsequent violation (PAS: 6310.01)**

**PUBLIC DRUNKENNESS AND SIMILAR MISCONDUCT** - A person is guilty of a summary offense if they appear in any public place manifestly under the influence of alcohol or a controlled substance. (PAS: 5505)

**Not more than \$500 + fees for first violation and no more than \$1000 for subsequent violations (PAS: 5505)**

### Sources of WCU Data on page 2:

2020 National College Health Assessment 2022 Healthy Minds Study  
This program is made possible through a grant funded by the Pennsylvania Liquor Control Board. The opinions and statements expressed in this advertisement do not necessarily represent the views of the Pennsylvania Liquor Control Board. It is illegal in PA to consume alcohol under the age of 21.

# PARTY GOER CHECKLIST

If you choose to attend a party or gathering, review the suggestions below for ways to reduce the potential for risk or harm if you or any other attendees consume alcohol.

## IN CASE OF EMERGENCY

With the WCU Medical Amnesty Policy, students and bystanders are encouraged to seek emergency medical assistance in situations that are possibly life-threatening due to alcohol or drug use, without fear of conduct violations.

For the bystander and student needing assistance to receive medical amnesty from the University, the bystander seeking assistance should:

- 1. Make the Call:** Call 911, Public Safety, Police, Emergency Services, or other University staff based on the belief that someone, including themselves, needs immediate medical assistance.
- 2. Reasonably believe you are the first person** to make the call for help.
- 3. Share your name** with the resource you call.
- 4. Wait for help** to arrive.
- 5. Comply** with post event educational/ counseling objectives.

Read more about the policy here:



### Group Medical Amnesty:

Groups such as fraternities, sororities, student organizations, clubs, etc. can qualify for Medical Amnesty if they follow the same steps listed above, including reporting the incident to the group's campus advisor and affiliated university office.

## Before Party

- Eat** a full meal and drink plenty of water. If choosing to drink alcohol, ensure you have something in your stomach and consider continuing to eat periodically while drinking. (Refer to food resources under on-campus resources for additional food access).
- Ensure** your phone is charged and emergency and non-emergency numbers are saved. ([Refer to Emergency and Non-Emergency Contacts](#))

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### MAKE A PLAN:

- Clarify** your reasons for going out and/or using substances.
- Determine** how much you will drink (if choosing to drink) and set a limit for the night.
- Communicate** with those you are going out with about your plan.
- Coordinate** your exit time, route, and sober transportation.
- Let** a sober person know where you will be.
- Avoid** "pre-game" activities that involve high-risk alcohol consumption.
- Understand** federal law, state law, and West Chester University policies regarding alcohol and other drug use.
- Know** the warning signs of alcohol and other drug intoxication and the steps to intervene effectively. (Refer to Indicators of Visible Intoxication in the Additional Resources section at the end of this guide).

# During Party

## Stick to your plan. If choosing to drink alcohol:

- Keep** track of how much you drink by counting standard drink size.
- Space** out your drinks, one standard drink per hour.
- Alternate** between alcoholic and non-alcoholic beverages. Consider at least one glass of water after each standard drink.
- Pour** your own drink or accept sealed beverages from an unopened can or bottle.
- Eat** while consuming alcohol to keep your stomach full.
- Avoid drinking games that include drinking large quantities of alcohol in short periods of time, such as beer pong, funnels, card games, etc.**
- Stay** with and watch out for your group.
- Use** the “buddy system” to watch out for each other.
- Help** friends stick to their plans and drink limits.
- Trust** your gut – If you see something, say something, even if pressured to stay uninvolved. Don’t assume someone else will do or say something about a worrying situation.
- Be** an active bystander using the 5 D’s of bystander intervention. Direct, Distract, Delegate, Delay Document. *(Refer to Bystander Intervention in the Additional Resources section at the end of this guide.)*
- Be** a good guest. Know and respect the house rules and party thrower’s space.
- Ask** for water if you don’t see it.  
*If you notice signs of an alcohol or other drug emergency, find a party host or sober monitor and take immediate action (Refer to Response to a Medical Emergency in the Additional Resources section at the end of this guide).*

	<b>BEER</b> 12oz, 5% alcohol by volume (abv)
	<b>MALT LIQUOR</b> including hard seltzers 8-9oz, 7% abv
	<b>WINE</b> 5oz, 12% abv
	<b>HARD LIQUOR</b> 1.5oz, 40% abv

# After Party

**Reflect: Did you stick to your set limit? Were there any lessons learned that you would implement next time?**

- Ensure** everyone gets home safely – no one should walk home alone.
- Never** ride in a vehicle with a non-sober driver.
- Check in** with friends the next day.

# PARTY THROWER CHECKLIST

If you are hosting a party or gathering, it's important to create an environment that is less risky for you and anyone who is in attendance. The tips below will help you prepare as a host. Please note: if you are hosting a gathering at a third-party venue rather than your home/apartment, that location may have additional policies you may need to follow.

## YOU CAN HELP

**In fact:** WCU students who have chosen to intervene to help a friend report that they are able to make the situation better.

### LESS RISKY DRINKING STRATEGIES TO UTILIZE:

- **Be aware** of the legal risks as well as university policies regarding alcohol consumption.
- **Use** the "buddy system" to support each other.
- **Take** appropriate action if a friend passes out due to alcohol consumption.

#### KNOW THE SIGNS OF ALCOHOL POISONING

- C:** Cold, clammy, pale, or blueish skin
- U:** Unconsciousness or unable to awaken
- P:** Puking repeatedly or uncontrollably
- S:** Slow, shallow, or irregular breathing

If you notice any one of these, Call 911! Stay with the person until help arrives. Turn them on their side to prevent choking



Learn More About Wellness @WCU and Join us on Social Media:

@wcuwellnesspromotion  
[www.wcupa.edu/wellness](http://www.wcupa.edu/wellness)

## At the Start of Each Semester

Reflect: What's worked and not worked at your past parties?

### CREATE YOUR HOUSE PARTY POLICIES.

#### Examples:

- Designated smoking areas are outside only.
- Do not touch the music.
- Made a mess? Clean it up!
- Be responsible for the people you came with.
- Leave quietly and quickly when you go; don't hang around in front.
- If you notice something potentially dangerous— contact the party host, sober monitors, or police.

#### Meet your neighbors, swap contact information, and establish basic agreements.

#### Recruit a group of individuals to act as sober monitors review the expectations, and prepare them to intervene and intervene in situations involving alcohol and other drugs.

- Educate them on warning signs of intoxication and appropriate steps to take. (Refer to Indicators of Visible Intoxication and Responding to Medical Emergencies in the Additional Resources section at the end of this guide).
- One sober monitor per 15-20 guests is recommended.

#### Suggested Sober Monitor Expectations:

- Monitors are not to consume substances before and during the social event.
- Monitors should meet with the event planner before the event begins to discuss their roles and responsibilities at the event.
- Monitors should be easily identifiable with wristbands, t-shirts, or other means as selected by the individuals.

#### Suggested Sober Door Monitors and Roaming Monitor responsibilities:

- Check IDs at the door and turn away anyone who is not 21+.
- Monitor noise levels.
- Watch for guest behaviors, including indicators of being overly intoxicated.
- Contact First Responders (911) in case of a medical emergency.

# Before Party

*Reflect: What do you want to get out of throwing this party, and what do you want your guests to get out of it?*

- Choose** a primary host.
  - If you co-host with another group, ensure they have a primary contact to help plan and take responsibility for sober monitors and security.
  - Review all event procedures and sober monitor expectations with co-hosts.
- Gather** sober monitors and review procedures for this specific event using the suggestions above.
- Pick** a date and time for the event.
- Create** a guest list or only allow a certain number of people to attend.
- Inform** neighbors about your plans and have them contact you if they have any questions.
- Map out** your floor plan: location of the bar, dance floors, water station, etc.
  - **Provide** water in multiple locations.
- Plan** activities that do not involve drinking.
- Purchase** snacks, non-alcoholic drinks, decorations, and items needed for activities.
- Ensure** all decorations are safe and non-flammable and do not conceal lights, exits, fire alarms, smoke detectors, sprinklers, and fire extinguishers.

## EMERGENCY CONTACTS

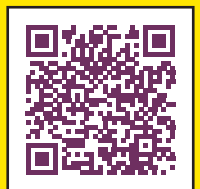
If you or someone else are in need of assistance immediately, emergency support is available through on and off campus resources.

### Emergency Services

- For emergency services (Police/Fire/EMS) both on and off campus: 911.
- West Chester University Public Safety for Emergencies: (610) 436-3311
- West Chester Borough Police: (610) 696-2700

### Mental Health Crisis or Distress Services

- National Crisis Line: 988 (call, text, and chat line)
- Valley Creek Crisis Center for community help (Mental Health Crisis): 610-280-3270
- Am I in crisis? (Refer to flowchart in resources)





## During Party

- Communicate** house rules and expectations with guests and empower guests to come to the host or sober monitors if they see something of concern.
  - **Encourage** the 5 D's of Bystander Intervention in situations that may seem concerning. (Refer to Bystander Intervention in the Additional Resources section at the end of this guide).
  - **Ensure** the host or sober monitors are accountable for the conduct and safety of your guests.
- Avoid** self-service alcohol—schedule servers or sober monitors in pairs so that more than one person is responsible at any given time.
- Encourage** guests who are drinking to consume standard drink sizes.
- If police or neighbors contact you during your event, stay calm and honest. Greet them at the door and be cooperative.
- Never** let a guest drive home if they have been consuming alcohol.



### BEER

12oz, 5% alcohol by volume (abv)



### MALT LIQUOR

including hard seltzers

8-9oz, 7% abv



### WINE

5oz, 12% abv



### HARD LIQUOR

1.5oz, 40% abv

## After Party

- Ensure** the host or sober monitors make sure everyone gets home safely.
- Clean** up space. Dispose of trash and recycle any empty bottles or cans. Check around your property and neighboring properties to ensure any trash left by guests outside is gathered and discarded.
- Debrief** on party success, challenges, and lessons learned with all co-hosts and sober monitors.
- Check in** with neighbors and guests for feedback about what went well and what could be improved.

### INCORPORATE THE 5 DS OF BYSTANDER INTERVENTION

There may be a time as a student where a friend or peer may need your help. You likely can think of possible scenarios where bystander intervention skills could be used to intervene in situations resulting in violence, harm, or even death from high-risk substance use. Intervening when help is needed doesn't mean we have to solve the situation that we are observing. There are numerous ways to intervene.

- **Direct:** Respectfully confront inappropriate or concerning behavior.
- **Distract:** Draw attention or divert attention. Start a conversation about something completely random, such as directions to the bookstore.
- **Delegate:** Ask someone else for assistance in addressing the concerning behavior or ask another person to call 911 for help.
- **Delay:** If you can't act at the moment, check on the people involved in the incident later.
- **Document:** If someone is already helping the person, start recording while keeping a safe distance from the incident. Never livestream the video, post it online, or use it without permission.

### Who's In Your Corner

- **Provide** them with campus resources such as Wellness Promotion, the Counseling Center, Student Health Services, and the CARE Team.

# consent

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## What is Consent?

The WCU Sexual Misconduct policy defines consent as a knowing and voluntary agreement to engage in specific sexual activity at the time of the activity communicated through clear actions and/or words that are mutually understood. In order to be valid, Consent must be active, present and ongoing. Consent is not present when it is the result of coercion, intimidation, force, or threat of harm. Consent is not present when an individual is incapacitated due to alcohol, drugs, or sleep. See the policy for more information.

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## Why do we practice consent?

- Consent creates mutual trust, respect, and communication which improves sexual experiences and mitigates potential sexual harm.

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## How can we make practicing consent less awkward?

- Practice open communication with your sexual partner/partners.
- Refer to the MO'FRIES consent model.
- Explore your own sexual wants and needs so that you can verbalize them to the person(s) you're engaging in sexual activities with.

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## How do we navigate consent when substances are being used?

- If someone is incapacitated (acting unlike themselves, slurring speech, having difficulty walking normally, or are in and out of consciousness) they CANNOT consent to something.
- If both parties are under the influence, it may be a situation where a bystander needs to step in to stop a potentially harmful situation.
- It's VERY unlikely that two people are equally impacted by the substances they've consumed, which means that the person less drunk/buzzed is responsible for making the right decision about whether the other person is in a state to give consent.

## MO'FRIES Consent Model:

MO'FRIES is a consent model used to explain the 7 interconnected dynamics of giving and/or receiving consent!

**Mutual:** All parties agree to partake

- EX: "I want to \_\_\_\_. Do you want to \_\_\_\_?" "Yes, I do"

**Ongoing:** Throughout the activities, all parties feel comfortable and safe and can socialize this.

- "Are you okay?" or "Do you like this?"

**Freely Given:** Permission isn't granted through pressure, manipulation, gaslighting, or when the person giving/asking for consent is under the influence of a substance. In order for consent to be freely given it must also be reversible.

- EX: "If you really liked me you'd do \_\_\_\_ for me/with me"

**Reversible:** Participants can revoke consent at any time. They can revoke consent for a specific act or to the sex/intimate encounter as a whole.

- EX: "I changed my mind about \_\_\_\_, can we do this instead?" or "I don't want to do \_\_\_\_ anymore."

**Informed:** The person(s) consenting knows exactly what they're consenting to.

- EX: Did they consent to penetrative sex or oral sex?

**Enthusiastic:** Body language matters! The person(s) consenting should be visually AND verbally excited about their decision.

- EX: "This is great!" or "I'm so excited to be doing this with you!"

**Specific:** The person/people consenting are replying to a specific ask/ the person asking for consent is specific about what they are asking to do/have done to them.

- EX: "Do you want to hook up" isn't specific. Does it mean making out? Penetrative sex? Be specific!

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## Title IX Amnesty

Separate from medical amnesty, a student can have amnesty related to alcohol or drug violations if they witnessed or experienced a violation of our sexual misconduct policy: sexual violence, dating violence, stalking or similar incidents. WCU wants you to be able to report harm that may have occurred without worrying about potential sanctions for those violations. Like medical amnesty, you may still be asked to participate in education to ensure you have the support you need. In order to access this amnesty, you need to report the incident to the Office for Diversity, Equity and Inclusion [here](#).

## Center for Women and Gender Equity

Lawrence Center, Room 214

Phone: 610-436-2122 Email: cwge@wcupa.edu

# How to Help Yourself and Others

## HOW TO SUPPORT YOURSELF

### Know Your Limits

- Through self-reflection, consider your typical practices and things that may not be helpful for you right now.
- Identify strengths and values.
- What is important to you, and how does it show up for you each day?

### Create Boundaries

- Personal boundaries for you and those in your life will help maintain balance.

### Ask for Help

- Know your limits and identify someone you can ask for assistance when needed.

## HOW TO SUPPORT OTHERS

### Time and Location

- Find the time and place to talk. The person should be sober.

### Care at the Core

- Tell them your worries. Approach the conversation with care. Ensure the other person is in a place to receive your concern.

### Accurate Information

- Use facts to help strengthen talk. Offer resources and sources (if applicable).

## SEXUAL HEALTH RESOURCES



There are resources on campus to provide opportunities for safer sex. Contraception and barrier methods are available for free and for purchase in different locations on campus.

## TITLE IX/SEXUAL MISCONDUCT RESOURCES



If you believe you may have been sexually assaulted, please visit West Chester University's web page dedicated to [Sexual Misconduct](#). Additionally, [West Chester University Counseling Resources](#) are available.

## AM I IN CRISIS? HANDOUT



This Am I in Crisis? handout was created by Counseling and Psychological Services at West Chester University. This handout gives an overview of how to determine if you or anyone else is experiencing a mental health crisis or high distress.

According to the Counseling Center, a mental health emergency is defined as: suicidal thoughts with plan and intent; homicidal thoughts with plan and intent to harm another; survivor of a recent traumatic event (e.g., victim of a mugging, sexual assault, recent death); experiencing hallucinations (visual or auditory).

## Additional Resources

### Off-Campus Commuter Services

Phone: 610-435-2361

Email: [commuters@wcupa.edu](mailto:commuters@wcupa.edu)

Website: [wcupa.edu/occs](http://wcupa.edu/occs)

Services: rental search and housing fairs; off-campus roommate agreements and meetups; off-campus roommate mediation; free legal aid

### Wellness Promotion

Phone: 610-436-0730

Email: [wellness@wcupa.edu](mailto:wellness@wcupa.edu)

Website: [wcupa.edu/wellness](http://wcupa.edu/wellness)

Services: individual services to explore personal goal setting and/or substance use; group workshops; D2L modules; peer education

### Counseling & Psychological Services (confidential resource)

Phone: 610-436-2301

Email: [wcucc@wcupa.edu](mailto:wcucc@wcupa.edu)

Website: [wcupa.edu/counselingcenter](http://wcupa.edu/counselingcenter)

Services: individual and group therapy; off campus referrals; dog therapy; crisis intervention; drug and alcohol counseling

### Student Health Services (confidential resource)

Phone: 610-436-2509

Email: [healthctr@wcupa.edu](mailto:healthctr@wcupa.edu)

Website: [wcupa.edu/studenthealthservices](http://wcupa.edu/studenthealthservices)

Services: general health care; immunizations; medications; needle disposal; sexual health services

### Public Safety

Phone: non-emergency: 610-436-3311; emergency: 911

Website: [wcupa.edu/dps](http://wcupa.edu/dps)

Services: police and emergency services; parking services; security and electronic security; Clery compliance and annual security reports

### Resource Pantry

Phone: 610-436-2378

Email: [pantry@wcupa.edu](mailto:pantry@wcupa.edu)

Website: [wcupa.edu/cces](http://wcupa.edu/cces)

Services: overseen by Center for Civic Engagement and Social Impact; non perishable foods; fresh produce; personal care items; school supplies; career clothing; programs and events

### Office of Student Conduct

Phone: 610-436-3511

Email: [StudentConduct@wcupa.edu](mailto:StudentConduct@wcupa.edu)

Website: [wcupa.edu/conduct](http://wcupa.edu/conduct)

Services: address student behavioral issues; learning experiences through the conduct process; ensuring that the student's right of due process is applied fairly and consistently

### CARE Team

Phone: 610-436-2294

Email: [AVPHW@wcupa.edu](mailto:AVPHW@wcupa.edu)

Website: [wcupa.edu/care](http://wcupa.edu/care)

Services: identifies alarming behavior; provides support to someone who may have academic and/or personal challenges; anyone can submit a CARE report

SCAN FOR CARE REPORTING FORM



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