



August 14, 2019

To the Curtis community:

As president and CEO of Curtis, I have a responsibility to ensure a healthy school culture in which our community members feel safe, supported, and heard when they voice concerns. Although we have existing channels for bringing reports of misconduct to our attention, we want to underscore our commitment to this responsibility and announce the launch of a new, additional reporting channel.

Effective August 9, 2019, we have engaged Lighthouse Services, Inc. to provide all Curtis community members with access to a hotline for reporting misconduct from the past or present. The purpose of this service is to ensure that any community member wishing to make a report of misconduct can do so in a safe space, without fear of reprisal.

Since 2003, **Lighthouse Services** has specialized in providing independent third-party hotline services to organizations of all types and sizes, including non-profits, institutions of higher education, K-12 schools, and youth services organizations. Lighthouse serves a roster of more than 3,000 clients with a reporting network covering over 2 million users.

To ensure maximum accessibility, Lighthouse Services provides a toll-free number, along with several other reporting methods detailed below, all of which are available 24 hours a day, seven days a week for use by Curtis community members. Concerns may be reported in any one of the following ways:

- **Website:** www.lighthouse-services.com/Curtis
- **Telephone:**
 - English-speaking USA and Canada: (833) 700-0026
 - Spanish-speaking USA and Canada: (800) 216-1288
 - Spanish-speaking Mexico: 01-800-681-5340
 - French-speaking Canada: (855) 725-0002

- **E-mail:** reports@lighthouse-services.com (If using this method, Curtis's name must be included within the report.)
- **Fax:** (215) 689-3885 (If using this method, Curtis's name must be included within the report.)

Website and e-mail reporting are available to anyone around the world, and Lighthouse staff are trained to receive reports in 39 different languages. Additional information about the hotline may be found in the **Procedures document**. Information about student safety and misconduct prevention protocols may be found [here](#). Information about counseling and other student support services may be found [here](#).

We will take every report made to the hotline seriously. The reports will be reviewed and investigated and, if the circumstances warrant, we will bring in an outside investigator to conduct an investigation.

If a community member does not wish to make a report to the hotline, but would like to speak to someone at Curtis, he or she may reach out to me, Senior Director of Human Resources Patricia Lombardo, or Associate Dean of Student and Academic Affairs Nicholas Lewis. We are all here to listen. I can be reached at (215) 717-3107, Patricia can be reached at (215) 717-3133, and Nicholas can be reached at (215) 717-3160.

Regards,



Roberto Díaz
President and CEO



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