



Standard College Clery Act Handbook

Students and Employees Rights and Options

In the event of Sexual Assault, Dating Violence, Domestic Violence or Stalking

This Handbook contains information with the following topics:

Standard College Policy.....	page 1
Seeking Medical Attention.....	page 1
What Happens During a Forensic Exam.....	page 1
Preserve Evidence.....	page 2
How to Make A Report.....	page 2
Confidentiality Issues.....	page 3
Privacy Rights.....	page 3
What Are Your Rights.....	page 4
State of Virginia Rights to Victims.....	page 5
Reporting to Law Enforcement.....	page 5
Reporting to Standard College Title IX Coordinator.....	page 5
Reporting to U.S. Department of Justice and/or the U.S. Department of Education Office for Civil Rights.....	page 6
Changes to Academic Situations.....	Page 6
Protective Orders	page 6
Off-Campus Support Groups.....	page 8

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal statute requiring colleges and universities participating in federal financial aid programs to maintain and disclose campus crime statistics and security information.

Standard College Policy

Standard College of Nursing prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as those terms are defined for purposes of the *Clery Act*. Students, faculty, and staff are required to comply with this policy. Standard strives to maintain a healthy and safe environment where all members of its campus community are treated with dignity and respect.

It is important to Seek Medical Attention

If you find you are a victim of sexual assault, dating violence, domestic violence, or stalking, it is important to protect yourself. Your safety and well-being are the most important concerns at Standard College.

- **Seek Safety First.** Your safety is paramount.

Call 911 if you are in the midst of any kind of emergency, immediate harm or threat of harm.

- **Seek Medical Attention**, if you are injured. You are encouraged to go to the emergency room and tell them you were sexually assaulted. One hospital in which you can receive comprehensive medical help is **Inova Hospital**.

This hospital has specially trained nurses and doctors to examine and treat you after an assault.

Inova Hospital Services are available 24 hours a day, 365 days a year.

Telephone: 703-776-6666 (option 3)

After regular business hours, please call 703-776-4001; Ask to page FACT nurse

Location: 3300 Gallows Rd, Falls Church, VA 22042

To speak with someone over the telephone, you may also contact **Virginia Family Violence and Sexual Assault Hotline** (800) 838-8238. Hotline staff is available 24 hours a day.

Seeking prompt medical evaluation is beneficial even if you do not wish to have a doctor or nurse collect evidence for an investigation. Some medical concerns may not be immediately apparent, such as sexually transmitted infections (STIs), internal injuries and pregnancy. Some medications, such as emergency contraception, are most effective when administered as soon as possible. If you think that you may want to pursue criminal charges immediately or in the future, a forensic exam conducted soon after an assault may yield valuable evidence.

- What happens during a forensic exam?

A forensic exam is completely private and includes a thorough assessment of any injuries sustained as the result of a violent act. The hospital will collect evidence, take photos of your injuries, answer all your questions and discuss your options. The forensic nurse examiners and physicians are specially trained to provide both medical and emotional support. They will ensure that you have access to all the resources you need, including follow-up medical care, a safety plan and legal help.

- If you're interested in having a forensic exam:
 - Do not shower, bathe, wash your hands, eat, drink or brush your teeth.
 - Do not eat, drink liquids, smoke or brush teeth if oral contact took place.

- If possible, place each item of clothing in a separate paper bag (no plastic).
 - Leave the area where the assault occurred undisturbed.
 - You can call 911 for a police response and accompaniment to medical care. Evidence collection is done in the county where the assault occurred, usually within the first 72 hours following an assault (the earlier, the better).
 - Keep the clothes worn during the offense. If clothes are changed, place clothes in a paper bag (evidence deteriorates in plastic).
 - If the crime occurred in your home, do not clean or straighten until the police have had an opportunity to collect evidence, if they are contacted. Preservation of evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. Do not destroy the physical evidence that may be found in the vicinity of the crime.
- **Preserve Evidence.** Evidence is very important to proving the incident or may be helpful in obtaining a protection order. Evidence may be collected even if you chose not to make a report to law enforcement. The evidence collected can be held until a decision is made about pursuing legal action.

How to Make a Report

You have various options open to you when it comes to reporting an incident of sexual assault. This is a personal decision based on your situation and needs. Only you can decide how you wish to initially proceed. Standard College strongly recommends, however, that you seek medical attention as soon as possible, whether or not you wish to make a report to the police. Here are your reporting options:

- Report to a Sexual Assault Nurse Examiner at a hospital.
- Report to Fairfax County Police Department by calling 911

The responding officer's primary responsibility will be the victim's physical well-being and emergency medical needs. You may be transported to the hospital for treatment if you have not yet responded to the hospital.

An investigation will include obtaining preliminary statements, preserving the crime scene, and collection of evidence. An investigator trained in sexual assault will respond and continue the investigation.

- Report to Standard College's Title IX Coordinator

Heather Ettus, Title IX Coordinator

Email: hettus@standardcollege.edu

Phone: 703- 891-1787, ext. 106

- Make no report
- Request to be accompanied to the police by a Standard College employee.

Confidentiality Issues

If you wish to confidentially report an incident of sexual assault, Standard College will make every attempt to maintain your confidentiality. There are limited circumstances, however, involving the well-being of the entire community, in which Standard College cannot guarantee that a request for confidentiality will be honored. With any report of sexual misconduct, Standard College has a legal obligation to respond in an appropriate manner and may determine that it has a responsibility to move forward with a complaint (even without the participation of the individual who has alleged the sexual misconduct) in order to protect the rights and safety of this community.

If maintaining confidentiality is your first concern, you should use one of the confidential resources of off-campus organizations listed on the last page of this handout.

Reporting to one of Standard College's instructors and staff is not a way to secure a confidential request. Standard College's instructors and staff are considered Responsible Employees, and accordingly, they have an obligation to report incidents of sexual violence and/or harassment to Standard College's Title IX Coordinator. If you confide in a responsible employee they *are required* to notify the Title IX Coordinator and may reveal details about you and/or the perpetrator.

Standard College's Title IX Coordinator will balance your confidentiality request with its legal obligations to respond effectively to a sexual incident reports. In limited instances where Standard College moves forward with a complaint resolution process without the participation of the individual who has alleged the sexual misconduct, Standard College will have evaluated the request considering the following factors: the seriousness of the alleged conduct, the respective ages and roles of the individual who has alleged the sexual misconduct and the accused, whether there have been other complaints or reports of harassment or misconduct against the accused, and the ability to conduct an investigation without revealing identifiable information, and the extent of any threat to the Standard College community.

When the Title IX Coordinator determines that the individual's request for confidentiality or no action cannot be honored, the individual will be informed about the chosen course of action, which may include an investigation of the incident(s) reported.

Privacy Rights

Standard College shall protect the privacy of individuals involved in a report of sexual harassment or sexual violence to the extent permitted by law. A report of sexual harassment or sexual violence may result in the gathering of extremely sensitive information about individuals in the Standard College community. While such information is considered confidential, Standard College policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of sexual harassment or sexual violence. In such cases, every effort shall be made to redact the records in order to protect the privacy of individuals. An individual who has made a report of sexual harassment or sexual violence may be advised of sanctions imposed against the accused when the individual needs to be aware of the sanction in order for it to be fully effective (such as restrictions on communication or contact with the individual who made the report). In addition, when the offense involves a crime of violence or a non-forcible sex offense, the Family Educational Rights and Privacy Act permits disclosure to the complainant the final results of a disciplinary proceeding against the alleged accused, regardless of whether the College concluded that a violation was committed. Information regarding disciplinary action taken against the accused shall not be disclosed without the accused's consent, unless permitted by law as noted above, or unless it is necessary to ensure compliance with the action or the safety of individuals.

WHAT ARE YOUR RIGHTS?

You have rights

Students and employees who feel they have been a victim of sexual misconduct can meet with a Title IX Coordinator to discuss their rights and options after experiencing an incident of sexual assault, discrimination, or harassment.

Victim Rights

- o Victims have the right to report to law enforcement and to be assisted by Standard College campus authorities in so doing.
- o Victims have the right to decline to report to law enforcement.
- o Victims have the right to report the crime to Standard College by contacting the Title IX Coordinator.
- o Victims have the right to request a change in their academic schedule or a no-contact order, regardless of whether the victim chooses to report the crime to local law enforcement.
- o Victims have the right to request a protective order from the State of Virginia.
- o Victims have the right to request confidentiality from the accused.
- o Victims have the right to file a complaint with the U.S. Department of Justice and/or the U.S. Department of Education Office for Civil Rights. The addresses are listed below.
- o Victims may obtain a sexual assault medical forensic examination at a hospital, regardless of their decision to report to law enforcement.
- o Victims have the right to request remedial and responsive actions from Standard College to restore a sense of safety and ability to participate in Standard College programs and activities.
- o Victims have the right to disciplinary proceedings that provide a prompt, fair, and impartial investigation and resolution.
- o Victims have the right to refuse to have an allegation resolved through mediation procedures.
- o Victims have the right to the same opportunity to have others present throughout disciplinary proceedings as the accused, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
- o Victims have the right to disciplinary proceedings that are conducted by a Title IX Coordinator who received annual training on the issues related to domestic violence, dating violence, sexual assault and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- o Victims have the right to an investigation using the preponderance of the evidence standard to determine whether the alleged incident occurred. "Preponderance of the evidence" means "more likely than not."
- o Victims have the right to be simultaneously informed, in writing, of the outcome of any disciplinary proceeding;
- o Victims have the right to appeal the results of the proceeding.

- o Victims have the right to the right to know the range of sanctions the institution can impose on the accused student.
- o Sanctions that may be imposed following a final determination of responsibility for sexual assault, domestic violence, dating violence and/or stalking include: written reprimand, disciplinary probation, removal from a course in progress, enrollment restrictions on a course or program, or suspension and/or expulsion from Standard College.
- o Victims have the right to be free from retaliation for filing an institutional complaint.

State of Virginia Rights to Victims

In Virginia, victims of crimes have the right to be accorded fairness, dignity and a respect by the officers, employees and agents of the Commonwealth, as well as and access to a meaningful role in the criminal justice process.

These rights may include, but not be limited to, the following:

1. The right to protection from further harm or reprisal through the imposition of appropriate bail and conditions of release;
2. The right to be treated with respect, dignity and fairness at all stages of the criminal justice system;
3. The right to reasonable and appropriate notice, information, restitution, protection.
4. The right to address the circuit court at the time sentence is imposed;
4. The right to receive timely notification of judicial proceedings;
5. The right to restitution;
6. The right to be advised of release from custody or escape of the offender, whether before or after disposition; and
7. The right to confer with the prosecution.

Reporting to Law Enforcement

Fairfax County Police Department
Main Address: 12000 Government Center Parkway, Fairfax, VA 22035
General Information: 703-324-7329
FOR EMERGENCIES CALL 911
For Non-Emergencies: 703-691-2131
For Out-of-Area Emergency: 703-691-2233

Reporting to Standard College Title IX Coordinator

Title IX Coordinator: Heather Ettus
Telephone: 703. 891. 1787
Email: hettus@standardcollege.edu

Reporting to U.S. Department of Justice and/or the U.S. Department of Education Office for Civil Rights

The OCR National Headquarters is located at:

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100

Telephone: 800-421-3481
FAX: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov

Changes to Academic Situations

Students and employees who believe they are a victim of sexual assault, dating violence, domestic violence or stalking are encouraged to speak with Standard College's Title IX Coordinator, Heather Ettus, to discuss options to change an academic situation to request a no-contact order or to find about information about the State of Virginia's protective orders.

Ms. Heather Ettus can be reached by telephone at 703-891-1787 or by email at hettus@standardcollege.edu

Standard College has the option to immediately implement an interim remedy to protect the safety and well-being of students and employee. The interim remedies include a change in the academic schedule and/or issuing a no-contact order between the victim and the accused.

Protective Orders for Sexual Assault, Domestic Violence, Dating Violence and Stalking

Standard College fully supports a student's wish to obtain a protective order from the State of Virginia and will honor and comply with such an orders.

The State of Virginia provides protective orders for people in danger of death, sexual assault or bodily injury.

What are Protective Orders? They are legal documents issued by a judge or magistrate to protect the health and safety of a person who is alleged to be a victim of any act involving violence, force or threat that results in bodily injury or places that person in fear of death, sexual assault or bodily injury.

In Virginia, there are 3 kinds of Protective Orders that can protect you and others in your family or home:

- Emergency Protective Order (expires at the end of the third day following issuance or the next day court is in session, whichever is later)
- Preliminary Protective Order (lasts 15 days or until a full hearing)
- Protective Order (may last up to 2 years)

How will I know when the Emergency Protective Order ends? You should look on the order for the date and time it expires. If you need protection for a longer period of time, you must ask the court for a Preliminary Protective Order.

Where do I go to request a Preliminary Protective Order? If the person from whom you want protection is a family or household member or a juvenile, or if you are a juvenile, you should go to the juvenile and domestic relations district court. Otherwise, you should go to the general district court.

How do I get a Preliminary Protective Order? You must fill out court forms. If this matter will be in the juvenile and domestic relations district court, you file the forms with the Court Services Unit. If it will be in the general district court, you file the forms in the general district court clerk's office. You then may go into a courtroom where a judge may ask you questions to decide whether to give you a Preliminary Protective Order.

How much does it cost to file for a Protective Order? There is no cost.

What should I bring with me? You should bring the name, address and identifying information of the person from whom you are seeking protection and a full description of the event that led you to seek a protective order. The address should be the place where the person can be found and not a P.O. box. You should also bring your copy of the Emergency Protective Order and information about the warrant or petition alleging an act of violence, force or threat, if either was issued.

How long should I expect to spend at court? You should allow at least two hours to complete your paperwork and file it with the court.

How long does a Preliminary Protective Order last? If the judge gives you a Preliminary Protective Order, it will last 15 days or until the full hearing. The full hearing is when both you and the other person get to present evidence before the court. The judge will tell you when the full hearing is, and it will be written on the Preliminary Protective Order.

What if I do not go to the full hearing? If you do not go to the full hearing, the Preliminary Protective Order ends on the date of the hearing.

What if I believe the other person is not coming to the hearing? You should go to court on that day anyway and ask the court for a Protective Order.

When does the Protective Order take effect? A Protective Order is not effective until the person is "personally served." To be served, a law enforcement officer or court official must give the Protective Order to the person from whom you want protection. You should give law enforcement information about how to find the person. (Address, phone number, place of work, photograph, etc.)

How will I know if the person against whom the order was issued has been served? You can call law enforcement and ask if the person has been served. What if the person against whom the order was issued does not obey the order? You should tell law enforcement. The person can be arrested and criminal charges filed.

What if the person comes to my house or work place? You should call law enforcement and tell them you have a Protective Order against the person.

What if I need to change part of the Protective Order? You must fill out and file forms with the court.

What is a "no contact" provision in a Protective Order? No contact means the other person cannot contact you directly or indirectly except as authorized by the court.

What if I must sometimes contact the other person? You should tell the judge that at the hearing.

If I go to another state, will my Protective Order be valid in that state? Federal law requires all states to enforce protective orders issued by other states. You should contact the nearest court in that state for more information.

To make a safety plan, call: Virginia Family Violence and Sexual Assault Hotline 1-800-838-8238 (v/tty)
For additional information on how court works, call: Virginia Department of Criminal Justice Services, Crime Victim Assistance INFO-LINE 1-888-887-3418

For legal help, call: Legal Aid Hotline 1-866-LEGLAID (1-866-534-5243)
Virginia Poverty Law Center (Family & Sexual Violence) 1-800-868-8752
Virginia State Bar Lawyer Referral Service 1-800-552-7977
You may also hire an attorney to represent you.

For assistance filling out protective order petition forms online:
You can go to www.courts.state.va.us, click Online Services, then Assistance with Protective Orders (I-CAN!).

Off Campus Support Groups

- **Inova Hospital Services** are available 24 hours a day, 365 days a year.
Telephone: 703-776-6666 (option 3)
After regular business hours, please call 703-776-4001; Ask to page FACT nurse
Location: 3300 Gallows Rd, Falls Church, VA 22042
- **Family Violence & Sexual Assault of Virginia Hotline** offers safety and support and information about sexual assault, stalking, controlling behavior, or intimate partner violence. Telephone Contact: 1-800-838-8238 (24 hours). Email contact: <http://www.vsdvalliance.org>
- **Virginia Crime Victim Assistance** INFO-LINE (statewide) 1-888-837-3418. For over thirty years, the Virginia Victim Assistance Network has worked to minimize the impact by united a cadre of professionals who volunteer their time to ensure the rights of victims and witnesses of crime through: diagnosing, assessing, and advocating for the needs of victims and their families; promoting policies and legislation to protect the rights of the victims of human tragedy; producing professional development and encouraging collaboration to ensure the continued growth of our members; and fostering accountability through the criminal justice system.
- **RAINN (Rape, Abuse & Incest National Network)** is the nation's largest anti-sexual violence organization. RAINN created and operates the National Sexual Assault Hotline (800.656.HOPE, online.rainn.org y rainn.org/es) in partnership with more than 1,000 local sexual assault service providers across the country and operates the DoD Safe Helpline for the Department of Defense. RAINN also carries out programs to prevent sexual violence, help survivors, and ensure that perpetrators are brought to justice
- **Alcoholics Anonymous** is a “fellowship of men and women who share their experience, strength, and hope with each other that they may solve their common problem and help others to recover from alcoholism.” Telephone contact: 703-876- 6166. Email contact: www.aavirginia.org
- **Al-Anon** offers support to friends and family of problem drinkers. Telephone Contact: 703-534-HELP (4357) Email contact: info@alanonva.com
- **Fairfax Detoxification Center** - Short-term residential substance abuse program for adults to safely detoxify from the effects of drugs and/or alcohol. Services include medical detoxification, buprenorphine detoxification, outreach and

social detoxification. Diversion to Detox - Mobile team of CSB staff responds to police requests to intervene at the scene of a potential arrest to refer the individual instead to detoxification services.

Telephone Contact: 703-502-7000 Email contact: www.fairfaxcounty.gov/csb

Location: 4213 Walney Road, Chantilly, VA 20151

- **Inova Comprehensive Addiction Treatment Services (CATS)** offer a series of structured programs that provides effective, compassionate treatment for individuals dealing with all forms of chemical dependency. These include addiction to alcohol, prescription drugs, heroin, cocaine and other drugs. Telephone Contact: 703-289-7560 Email contact: www.inova.org Location: 3300 Gallows Road, Falls Church, VA 22042

- **Marijuana Anonymous (MA)** is a fellowship of men and women who share their experience, strength, and hope with each other that they may solve their common problem and help others to recover from marijuana addiction. Telephone Contact: 1-800-766-6779 Email contact: www.marijuana-anonymous.org

- **Narcotics Anonymous (NA)** is a nonprofit fellowship or society of men and women for whom drugs have become a major problem. Telephone Contact: National Number; 703-435-1230 Email contact: www.cprna.org

- **SMART Recovery** provides support to individuals who are considering or engaging in abstinence from any type of addictive behavior. Telephone Contact: 703-486-0202. Email contact: smartrecovery.org

- **The Office of Federal Student Aid** provides grants, loans, and *work-study* funds for college or career school.

We provide more than \$120 billion in federal student aid each year to help pay for college or career school.

Go to: <https://fafsa.gov/>

- **Ayuda (Falls Church Office)** Adjustment of Status, Asylum applications, Deferred Action for Childhood Arrivals (DACA), Employment authorization, Family-based petitions, NACARA, Naturalization/Citizenship, Removal hearings, Special Immigrant Juvenile Status, T visas, Temporary Protected Status (TPS)

(703) 444-7009, <http://www.ayuda.com>

2755 Hartland Rd, Suite 100, Falls Church, VA 22043