



Student Complainant: Notification of Rights and Options

Dear Student:

If you have been hurt on campus by sexual harassment, sexual assault, domestic violence, dating violence, or stalking, Southside College of Health Sciences (SCHS) is here to help. You have the right to learn in a safe and welcoming environment. Sexual harassment and violence are unacceptable, and SCHS policy prohibits sexual harassment, sexual assault, domestic violence, dating violence, and stalking.

The following information provides a summary of your rights and options and an outline of steps to take depending on what services you want or need.

Unsure of where to start?

You may want more information or to talk to someone confidentially as you decide what you would like to do moving forward. You can access crisis counseling, information, and support by connecting with the resources listed below.

First Steps: Things to Consider

Are you in danger?

If yes, call 911.

You may also reach out to the Director of Governance and Compliance by calling (804) 627-5300, and we will help you make plans for your next steps.

Do you need medical attention?

You can receive medical attention at any medical facility; however, certain facilities have specially-trained staff to help survivors of sexual assault. The following hospitals have sexual assault nurse examiners at their emergency departments:

Bon Secours Southside Medical Center
200 Medical Park Blvd
Petersburg, Virginia 23805
(804) 765-5000

Bon Secours Memorial Regional Medical Center
8260 Atlee Road
Mechanicsville, VA 23116
(804) 281-8574

Bon Secours St. Mary's Hospital
5801 Bremon Road
Richmond, VA 23226

(804) 281-8574

Bon Secours Richmond Community Hospital
1500 N. 28th Street
Richmond, VA 23223
(804) 281-8574

Bon Secours St. Francis Medical Center
13710 St. Francis Boulevard
Midlothian, VA 23114
(804) 281-8574

Title IX Coordinator

The Title IX Coordinator is responsible for the prompt response to reports of sexual harassment, sexual assault, domestic violence, dating violence, and stalking. To make a report against a student or employee, contact the Title IX Coordinator. The name and contact information for the Title IX Coordinator is:

Title IX Coordinator
Monique Bates, Director of Governance and Compliance
8550 Magellan Parkway, Suite 1100
Richmond, VA 23227
(804) 316-9606

General Information

- ☐ *Options.* You have several options, including, but not limited to:
 - Contacting parents or a relative
 - Seeking legal advice
 - Seeking personal counseling
 - Obtaining supportive measures
 - Filing a formal complaint and pursuing disciplinary action
 - Notifying law enforcement authorities
 - Pursuing civil legal action against the perpetrator
 - Requesting that no further action be taken
 - Requesting further information about the investigation and resolution process
- ☐ *Notifying Authorities.* You may choose to report to law enforcement, you may choose to report through our campus crime report process (available at <https://www.schs.edu/report-incidentcrime>), you may report to both, or may choose to access neither of these options. There are people on who can assist you in contacting law enforcement if you choose to do so. During regular business hours, you can call the College's main number at (804) 627-5300 and ask for either the Dean of Administration or Title IX Coordinator.
- ☐ *Restraining Orders.* If you have obtained a temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court, you may provide

such information to the Title IX Coordinator. If provided, the College will take all reasonable and legal action to implement the order.

- ☐ *Requesting Changes to Your Current Situation or Other Protective Measures.* The Title IX Coordinator will contact you to discuss the availability of supportive measures, such as changes to your academic or working situation. The College will make supportive measures available to you if they are reasonably available, regardless of whether you choose to file a formal complaint or report the incident to local law enforcement. Please contact the Title IX Coordinator if you want information about taking a leave of absence and related financial aid information.
- ☐ *Preservation of Evidence.* It is extremely important that you preserve evidence as it may be necessary to prove the complaint you are making or needed to obtain a protection order. In the case of physical violence, including sexual assault, domestic violence, and dating violence, you should go directly to the emergency room and should not bathe, urinate, douche, brush teeth, drink liquids, or change clothes until after you are examined and, if necessary and you so choose, a rape examination is completed by a trained forensic professional at the hospital. Save items you were wearing, sheets, or towels in a paper bag. Completing a forensic exam does not require you to file a police report or report to the institution, although we encourage these reports if you are comfortable doing so. Medical exams can also address other physical needs or trauma and assess for sexually transmitted infections or pregnancy. Evidence in electronic formats should also be retained (e.g., text messages, emails, photos, social media posts, screenshots, etc.). This type of evidence is important and may be the only available evidence in cases of sexual harassment or stalking.

Institutional Procedures

- ☐ The College's ADM 9.06 Title IX Sexual Harassment Policy ("Policy") (available at: <https://www.schs.edu/students/policies>) governs complaints of quid pro quo sexual harassment, hostile environment sexual harassment, sexual assault, domestic violence, dating violence, and stalking. The procedures in the Policy:
 - Provide a prompt, fair, and impartial investigation and resolution of your formal complaint, under the evidentiary standard of preponderance of the evidence—i.e., more likely than not that the alleged conduct occurred.
 - Are carried out by College officials who receive training on the issues related to quid pro quo sexual harassment, hostile environment sexual harassment, sexual assault, domestic violence, dating violence, and stalking; the scope of the College's education programs or activities; how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability; and how to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
 - Provide you and the respondent the right to have a support person/advisor accompany you to all aspects of the investigation and adjudication process. Except as explained in the Policy, a support person/advisor may not advocate for a party like an attorney would in court.

- Ensure that both you and the respondent are notified simultaneously in writing of the outcome of the investigation and resolution proceedings, the procedure to appeal the outcome, any change to the outcome that occurs before the outcome is final, and when such outcome becomes final.
 - Prohibit retaliation by the respondent or anyone else against you for the purpose of interfering with any right or privilege secured by Title IX and its implementing regulations or because you have made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Policy.
- ☐ If you desire to have a support person/advisor but cannot find someone that you are comfortable with, please contact the Title IX Coordinator for assistance in doing so.
- ☐ You are prohibited from retaliating against the respondent or against anyone else who participates in the investigation.

Possible Interim Measures and Sanctions

- ☐ *Supportive Measures.* At any time during the investigation and adjudication process, the College may implement supportive measures for the parties or witnesses for the protection of those involved and to ensure equal access to the College's educational programs and activities. These may include separating the parties, placing limitations on contact between the parties, emergency suspension, or making alternative academic or workplace arrangements. Such measures are not considered disciplinary in nature. The College will also take reasonable and legal action to implement any court restraining or no-contact order. Both parties must honor any supportive measures; violating them is a violation of College policy separate from the allegations of the complaint.
- ☐ *Sanctions.* If there is a finding that a violation of the Policy has occurred, sanctions may include counseling or training, separation of the parties, and/or discipline of the respondent, including written reprimand, probation, suspension, demotion, termination, or expulsion.
- ☐ *Remedies.* The College will provide persons who have experienced sexual harassment, including sexual assault, domestic violence, dating violence, or stalking, ongoing remedies as reasonably necessary to restore or preserve access to the College's education programs or activities.

Confidentiality

- ☐ If you decline to file a formal complaint, the College will not take any further action to investigate or adjudicate the matter unless the College determines that closing the matter would be clearly unreasonable. For example, the Title IX Coordinator may file a formal complaint on behalf of the College where the respondent may pose a continuing threat to the College community.

- ☐ Throughout the investigation and adjudication of your complaint, the College will maintain as confidential any supportive measures provided to you, to the extent maintaining such confidentiality does not impair the College's ability to provide such measures.
- ☐ The College is required by law to make certain statistical disclosures of crimes reported to it. If you report an incident that is a crime, the College will make the statistical disclosure without disclosing personally identifying information about you.

Resources Available

Your immediate and long-term safety is what's most important. The resources and options outlined below may be helpful as you decide what next steps are a good fit for you. The StudentLife Student Assistance Program is free, confidential and provides professional consultation and referral to assist with a wide spectrum of school, work, family, and personal issues. StudentLife services are available by dialing 1-855-695-2818 or logging onto <https://student.mylifematters.com/login>.

Below is a list of additional community resources available to you:

Police Emergency	911	Virginia Human Services Referral	211
Police Non-Emergency	520-9300	Better Business Bureau	648-0016
Police Criminal Records Unit	520-9310	Capital Area Agency on Aging	343-3000
Magistrate's Office	748-1410	Family Life Line	282-4255
Circuit Court Clerk	520-9364	Richmond Academy of Medicine	643-6631
General District Court Clerk	520-9346	Poison Hotline	1-800-222-1222
Juvenile/Domestic Court Clerk	501-4688	Central Virginia Legal Aid Society	648-1012
Juvenile Court Services Unit	451-0213	24hr Domestic/Sexual Abuse	612-6126
Commonwealth's Attorney	520-9293	Salvation Army	225-7470
Colonial Heights Victim/Witness	520-9258	Alcohol & Drug Helpline	1-800-821-4357
VA Family Violence & Sexual Assault Hotline	800-838-8238	Domestic Violence Shelter	804-796-3066
National Anti-Violence Project Hotline	212-714-1141	The VA LGBTQ Partner Abuse & Sexual Assault	866-356-6998
Fan Free Clinic	804-358-6343 Ext. 153	Richmond Victim/Witness Program	804-646-7665
Emergency Mental Health Services	727-8484	Commonwealth Catholic Charities	285-5900
Colonial Heights Youth & Human Services	520-9286	Social Security Administration	1-800-772-1213
Child Abuse/Neglect Hotline	1-800-552-7096	Virginia Lawyer Referral Service	1-800-552-7977
VA Missing Children Clearinghouse	1-800-822-4453	Polaris - Human Trafficking	1-888-373-7888

The following visa and immigration assistance resources may also be helpful to you:

- Immigration Advocates Network: <https://www.immigrationadvocates.org/nonprofit/legaldirectory/>
- U.S. Citizenship and Immigration Services: <https://www.uscis.gov/about-us/find-a-uscis-office/field-offices>

Additional Information

Please see the SCHS's policies ADM 9.02 - Voluntary Reporting of a Crime and ADM 9.06 – Title IX Sexual Harassment for more information about sexual harassment, sexual assault, domestic violence, dating violence, and stalking and reporting conduct in violation of College policies. These policies are available at <https://www.schs.edu/students/policies>.

Sincerely,

A handwritten signature in black ink, appearing to read "Benji Djeukeng", followed by a small dash.

Benji Djeukeng, PhD
Dean of Administration