

Hood College Prevention and Resource Guide for Sexual Misconduct



Quick Reference Guide

IMPORTANT PHONE NUMBERS – External Resources

Maryland 211

Information and Referral Crisis Intervention Maryland 24/7 hotline.....211

Frederick City Police Department

Emergency..... 911

Non-Emergency.....301-694-2100

Frederick County Sheriff's Office Victim Services Unit.....301-600-1290

Frederick County Department of Social Services.....301-600-4555

Frederick County Department of Child Protective Services.....301-600-2464

Medical Treatment

Frederick Memorial Hospital-ER.....240-566-3300

Heartly House, Inc., 24-Hour Hotline (for Domestic Violence and Sexual Assault)..... 301-662-8800

Maryland Coalition Against Sexual Assault.....301-328-7023

National Domestic Violence Hotline.....800-799-7233

Maryland Network Against Domestic Violence

Statewide Helpline.....800-MD-HELPS

Local Number.....301-429-3601

Rape, Abuse and Incest National Network 24-Hour Hotline.....888-656-HOPE

Hood Internal Resources

Chaplain.....301-696-3436

Ombudsperson.....301-696-3295

Counseling Center.....301-696-3439

Health/Wellness Center.....301-696-3439

Campus Safety.....301-696-3548

Additional resources can be found on the back cover.

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Letter from President Volpe

To: The Hood College Community

Subject: Sexual Misconduct Resource Guide

Hood College has developed this resource guide for faculty, staff and students to provide information that addresses many of the issues that are associated with sexual misconduct on college campuses. Hood College takes alleged incidents of sexual misconduct very seriously. Here are some of the proactive steps the College has taken to combat this problem:

- Board of Trustee Policy 55: Prevention and Resolution of Discrimination, Harassment and Sexual Misconduct was updated to reflect current guidance from the U.S. Department of Education, Office of Civil Rights (OCR), and best practices from Association of Title IX Administrators (ATIXA).
- A cross-functional Title IX Committee, comprising faculty and staff, semi-annually reviews current national trends and applicable campus data to provide recommendations to the senior staff on ways we can improve our response to incidents of sexual misconduct and strategies to help prevent sexual misconduct.
- First-year students receive training on sexual misconduct policies and ways to prevent being victims as well as how to use the various campus resources if they or someone they know is a victim.
- Hood College renewed its long-standing relationship with Heartly House, a local agency that supports victims of sexual assault.
- Hood College developed a partnership with local police agencies to train our campus safety personnel on how to respond to incidents of sexual misconduct and how to conduct investigations.
- Grievance boards receive ongoing training on how to adjudicate these claims in order to have a fair and impartial process.
- Faculty and staff receive periodic training on Policy 55 and ways to support victims. Students also receive training on the issues contained in Policy 55.

It is our sincere hope that these actions and future strategies will help us achieve our goal of providing an academic and work environment in which all persons who participate in College programs and activities can do so in an atmosphere free from all forms of discrimination, harassment and sexual misconduct. These efforts support our mission to educate the next generation of leaders. Hood College values each individual and is committed to help faculty, staff and students be part of a community whose actions demonstrate this commitment.

Please review this guide and participate in the many opportunities that the College provides to inform members of the Hood community about how they can uphold Policy 55 and, when necessary, support individuals who may have experienced incidents of sexual misconduct.

RESOURCE GUIDE FOR RESPONDING TO SEXUAL ASSAULT, SEXUAL HARRASSMENT AND SEXUAL MISCONDUCT AT HOOD COLLEGE

Hood College affirms the principle that its faculty, staff and students have the right to be free from discrimination, harassment and sexual misconduct, including sexual assault by any member of the Hood College community or by others who conduct business with the College or in any other way interact with it in an educational or business context, either on and off campus. The College is committed to the creation and maintenance of an academic and work environment in which all persons who participate in College programs and activities can do so in an atmosphere free from all forms of discrimination, harassment and sexual misconduct as described in Policy 55.

Any act of sexual harassment, sexual assault or sexual misconduct is in direct conflict with Hood College's values. We strongly suggest that when one of these incidents occurs it be reported immediately. The College has a responsibility and a commitment to support the victim, stop the inappropriate behavior, and to prevent its recurrence. Time is of the essence with situations such as these and the administration will respond promptly and appropriately in accordance with Policy 55. At the same time, the College will work to address the victim's concerns about personal privacy and safety and to maintain confidentiality as appropriate.

Unfortunately, rape and sexual assault pose significant health risks for college students. According to the January 2014 *Rape and Sexual Assault: A Renewed Call to Action*, a report written by The White House Council on Women and Girls, it is estimated that 1 out of 5 college women are or will become victims of sexual assault and that the majority of these women will have been victimized by someone they know. The same White House report also stated that 1 out of every 71 college men also faces the sexual violation of rape. As highlighted in the report, the vast majority of sexual assaults are perpetrated by males and that young college women are particularly vulnerable. It also is noteworthy to recognize that other populations are at a higher risk of being sexually assaulted. This includes those individuals in the Lesbian Gay Bisexual Transgender and Queer (LGBTQ) community, minority students and people with disabilities.

College students, men, women and transgendered individuals who are raped or who are victims of sexual harassment or sexual misconduct, will face the multiple effects of the trauma from the incident, which can affect physical and emotional health, affect social relationships and interfere with academic studies. It is important for victims to know that they are not alone and that there is assistance available to help them in the decision-making, reporting and healing processes.

This Resource Guide is designed to help you understand Hood College's policies related to sexual assault, sexual harassment and sexual misconduct, as well as to introduce you to the on-campus and community resources that are available to help you, or someone you know, get the support and care in response to incidents of sexual assault and/or harassment. Please remember that the healing

process is very personal, and different victims may require different approaches to assist them with what they may be experiencing at that a given time.

There may be times when victims need some additional support from more focused resources; please refer to the back of this resource guide.

You will find resources within this guide and at the end that can help you identify ways to stop sexual misconduct on campus. It is everyone's responsibility to:

- Educate yourself and others on the issues involved with sexual misconduct on campus*
- Create a climate where sexual misconduct is not acceptable*
- Intervene when you see situations that may lead to sexual misconduct*

What to do if You are a Victim of Sexual Misconduct

What to do immediately after you've been—or when you know that someone has been—a victim of sexual assault, sexual harassment or sexual misconduct:

If you have been emotionally abused, physically hurt, verbally threatened or inappropriately touched by anyone, whether in a dating relationship or not, or if you know someone who is a victim of sexual violence, this guide has been created to help you know steps you should take and what resources are available to victims and bystanders.

Hood College offers resources that can provide on-campus assistance and/or can make referrals to appropriate off-campus resources; all of these resources are free and confidential.

If you have recently been sexually assaulted:

- **Make sure that you are safe from additional harm.**
- Go to a place where you can feel safe (such as a friend's dorm room, the Department of Campus Safety and Security, etc.)
- Call a trusted friend to be with you for support.
- Contact Residence Life if you need additional support for a safe living space on campus.

Tell someone what happened.

- Notify a resident assistant (RA).
- Talk to a trusted professor or administrator.
- Talk with a counselor at the Counseling Center, 301-696-3440. You may also call the Heartly House hotline at 301-662-8800, or you may call 2-1-1.
- Notify the Department of Campus Safety, 301-696-3548.

Get immediate medical attention

- Treat your injuries. Medical attention is vital to ensure that you have not sustained injuries of which you are unaware and which may need additional treatment.
- Consider going to the hospital. Campus Safety is ready to provide a safe and supportive escort for you to Frederick Memorial Hospital 24/hrs a day, 7 days a week. Hood's campus safety officers are trained in how to assist victims of sexual assault. You can also take a trusted friend or loved one with you to the hospital.
- Speak with a SAFE (Sexual Assault Forensic Exam) Nurse who can help you with your decision-making process and provide information. These nurses are specially trained and certified to work with victims of sexual assault. The exam may begin with some general health questions

including your menstrual cycle (if female) and your use of contraception. The questions are used to gather information for a thorough physical evaluation. If you have visible signs of injuries or signs of force used against you, you may be asked for consent to have photographs taken of the affected areas. Depending on the type of assault, the examination may include taking samples from various parts of your body to test for sperm cells and semen.

- Assess your risk of sexually transmitted diseases or pregnancy. You may be asked to take tests that determine the presence of transmittable infections (blood and urine) to determine what type of treatment you may need.
- Gather physical evidence to be used if you wish to press charges.
- Medical records and physical evidence may be used to assist you in the internal College process as well as legal proceedings you may elect to pursue.
- Sexually Transmitted Infections (STI) are a serious issue to consider after a sexual assault. Medical professionals can help you determine the best course of treatment for an STI.

Preserve all physical evidence

- Avoid washing, using the toilet or changing clothes before your medical examination.
- If clothing is removed, place it in a paper bag and take it along to the examination.

Note: Even if you feel certain that you do not wish to bring charges against your assailant, it is important to gather as much physical evidence as possible should you change your mind at a later date.

To help you recover

- Contact the Hood College Counseling Center to obtain assistance from a variety of campus services, 301-696-3440.
- Confide in a trusted friend or family member.
- Ask friends to walk with you on campus or stay with you overnight.
- Allow extra time to complete academic tasks.
- Discuss any sexual concerns with your partner.
- Give yourself plenty of time to recover from the physical and emotional shock.
- Remember that nobody asks or wants to be sexually assaulted or harassed.

Take back control

- You can decide whether to file an internal Policy 55 complaint, a police report or to press criminal charges.
- You can ask for help when needed. Tell others what you need and don't need.
- Remember that **you are not to blame**.

Regardless if you:

- Have had previous sexual experience.
- Have had previous sexual experience with that individual.
- Decided to be alone with the individual.
- Participated in some consensual bantering, kissing or touching.

- Were not able to say “no” because you were fearful of physical harm or were too shocked to react.
- Had been drinking or using drugs.
- Were dressed in clothing that others may feel was inappropriate or revealing.
- Remember that you never asked to be violated and that you have the right to end whatever physical activity was initiated at any time.

The other person should have:

- Behaved in ways that uphold the values of Hood College.
- Continued to check for your consent as things progressed.
- Acted within the scope of the laws of Maryland.

Healing takes time

- Recognize that traumatic events such as sexual assault can have tremendous physical and emotional consequences. Don’t be afraid to ask for help. You do not need to go through the healing process alone.
- Understand that physical injuries may need follow-up attention and may require the assistance of medical professionals to help in the healing process. Follow the recommendations of health care providers to ensure the best prospects for injuries to heal.
- Realize that emotional scars may require a long-term commitment to the pursuit of multiple options to promote healing. There are many powerful but normal negative feelings that may surface now and in the future as you begin to heal:
 - Fear
 - Shame
 - Embarrassment
 - Disbelief/Denial
 - Emotional shock
 - Depression
 - Passivity
 - Isolation/Loneliness
 - Confusion
 - Paranoia
 - Anxiety
 - Anger
 - Restlessness
 - Sadness
 - Stress
 - Guilt
 - Recurring memories
 - Uncertainty
- Recognize that your emotional well-being can be upset by triggering events or memories.
- Seek help and support when you experience negative triggering events.
 - Surround yourself with friends and family who are compassionate and supportive and who will understand your feelings and emotional swings.

- When away from your familiar places, continue to find ways to make yourself feel safe until you are able to travel with less fear.
- Give yourself permission to talk about the assault with trusted members of your inner circle and other confidential resources such as a social worker, counselor, clergy and/or therapist. Talking about your feelings as the triggering events occur can help you take back control.
- Find ways to be involved in positive experiences and interactions.
 - Participate in activities that bring you peace, relaxation and fun. Exercise is a good way to help you build up positive reserves and strength.
 - Learn stress reduction techniques and use them as needed.
- Visit the Hood College Sexual Assault Resource Room in LB 4013 to read books on surviving and coping after sexual assault or use other resources to help in the healing process. All you need to do is request the key for Study Room 4013 at the Circulation Desk.

How to Help a Victim of Sexual Assault, Harassment or Misconduct:

Please remember that this is a very traumatic event for the victim and may have long-term consequences for that individual.

Listen without judging

- Find a private place where the person can tell you what happened without being interrupted.
- Do not assume that a person who is acting calmly and rationally has not been affected by the assault.
- Do not minimize what has happened to the victim.
- Avoid asking questions that imply that the victim was responsible for what happened.
- Do not touch the victim without first asking for permission. Do not assume that physical contact will be comforting or welcome.

Let the person make the decisions

- Help the victim plan for the immediate future by providing information about local resources.
- Separate your feelings about the incident from what may be in the best interest for the victim.

Provide protection

- Suggest calling the Department of Campus Safety and Security, 301-696-3548 (non emergency) or 301-696-3111 (on-campus emergency)
- Explore immediate safety needs (including shelter), offer a secure place to sleep.
- Make a plan for companionship if the victim does not wish to be alone.

Attend to the victim's medical needs

- Make a plan for someone to accompany the person to the hospital or doctor's office.
- Provide information about the Hood College Counseling Center to arrange treatment services, 301-696-3440.
- Provide information about the Heartly House 24-Hour Hotline, 301-662-8800.

Encourage the preservation of evidence

- Explain the need to avoid showering, brushing teeth, going to the bathroom or any other behavior that would eliminate physical evidence.
- Assist in preserving each piece of clothing in a separate paper bag to avoid contamination.

Suggest counseling resources

- Hood College Counseling Center, 301-696-3440.
- Heartly House, 301-662-8800.
- Check with the victim's health insurance provider.

Continue to be available

- Check in periodically to see how the person is coping.

- Do not assume that the person has recovered if they show no outward signs of distress.

Follow mandatory reporter requirements if you are a Hood faculty or staff member

- Review information in Policy 317.
- Report required information to appropriate administrator.

Seek support yourself

- Talk through feelings with a friend or a professional.
- Know your own limits and be honest with the victim if you feel unable to meet their needs.

Information for Concerned Bystanders to Help Intervene in a Developing Sexual Misconduct Situation

Bystanders can play an important role by intervening in situations that could end in sexual misconduct or violence. Anyone can be a bystander; however, it takes knowledge and courage to become an intervener. One of the most powerful tools that can be used is for the active bystander to show concern for the intended target of sexual violence. There are ways to diffuse a situation that can promote active-bystander safety and the safety of the targeted victim. Early intervention is the best tool for preventing physical and sexual violence. Learn about interpersonal violence and use that knowledge to stop inappropriate, unacceptable and illegal behaviors. Remember, sexual violence is against the law. Perpetrators can suffer severe real-life consequences including long prison sentences.

This information is being provided to help you and others you may know to be ready to intervene when necessary. Knowledge is power. It helps to promote courage by giving you the confidence to know what to do and how to do it in order to prevent a terrible outcome from sexual violence. This information will introduce you to the skills needed to take action before a situation can take a very ugly turn for the worse.

- 1) **Recognize coercive and dangerous situations.** Be observant, and if you notice that someone is not behaving toward an individual in ways that promote dignity and respect, pay attention to see if the disrespect, intimidation and/or isolating behavior is escalating.
 - a. Is the intended victim sober or intoxicated?
 - b. Is this an emergency?
- 2) **Assess the level of danger** for the intended victim and for yourself as the active bystander. Be aware of the offender's sobriety, dangerousness, level of escalation and support entourage.
 - a. Is the intended victim aware of the situation?
 - b. Are others aware of the situation?
- 3) **Determine the best approach.** Don't be afraid to enlist others to help you in the intervention. There is safety in numbers.
 - a. Use a strategy that will protect the victim and minimize anger being transferred to you and/or others who help intervene.
 - i. Step in and separate the two people if safe to do so.
 - ii. Use a distraction to separate the two people and remove the intended victim from the situation.
 - iii. Ask friends of the intended victim to help you intervene.
 - iv. Ask friends of both the intended victim and the offender to intervene.
- 4) **Take action.** Be honest about why you are taking the action that may help to diffuse the situation.
 - a. Try to take a positive approach.
 - b. Avoid physical violence.
 - c. Be direct about why the action is being taken.
 - d. Keep yourself safe.
 - e. Contact the appropriate authorities if necessary

If your friend is the one who is acting inappropriately, you can intervene by reminding the individual that you are someone who cares and that you don't want to see your friend do something that

he/she may regret later. You can also let the perpetrator know that this behavior may lead to criminal activity. For instance, getting a victim drunk so that he/she cannot give consent to sexual activity is sexual violence and is punishable by law; it is also a violation of Hood College policy.

What Hood Faculty, Staff and Students Can Do to Help Stop Sexual Violence

Faculty:

- 1) Learn about policies and procedures that are in place to help address issues of sexual violence.
- 2) Report as quickly as possible to the appropriate College resources information received from students regarding sexual violence.
- 3) Participate in sexual violence educational and prevention programming on and off campus.
- 4) Incorporate gender equity and respect into course curriculum, as appropriate and relevant to subject matter.
- 5) Address issues of gender equity and respect as expected classroom behaviors in the course syllabus.
- 6) Volunteer to lead workshops for faculty, staff and students on sexual violence prevention.
- 7) Encourage students to participate in college-sponsored and off-campus activities that promote awareness and prevention of sexual violence.
- 8) Network with your colleagues to bring in outside experts to campus for lectures and sexual assault prevention programs.
- 9) Learn about the resources that the College has for survivors of sexual assault.
- 10) Demonstrate your commitment to stopping sexual violence by speaking out when the subject is being discussed as acceptable behavior.
- 11) Help develop materials to promote healthy relationships on campus.
- 12) Volunteer to be a Title IX Committee Member to help the College monitor its success in stopping sexual violence.
- 13) Volunteer to be on the Policy 55 Grievance Board to help review sexual violence allegations.
- 14) Encourage student participation in College-sponsored surveys on sexual assault issues.
- 15) Be a sponsor for student groups that promote gender equity, respect and healthy relationships.

Staff:

- 1) Learn about policies and procedures that are in place to help address issues of sexual violence.
- 2) Report as quickly as possible to the appropriate College resources information received from students regarding sexual violence.
- 3) Participate in sexual violence educational and prevention programming on and off campus.
- 4) Volunteer to lead workshops for faculty, staff and students on sexual violence prevention.
- 5) Encourage students to participate in college-sponsored and off-campus activities that promote awareness and prevention of sexual violence.
- 6) Learn about the resources that the College has for survivors of sexual assault.
- 7) Demonstrate your commitment to stopping sexual violence by speaking out when the subject is being discussed as acceptable behavior.
- 8) Help develop materials to promote healthy relationships on campus.
- 9) Volunteer to be a Title IX Committee Member to help the College monitor its success in stopping sexual violence.

- 10) Volunteer to be on the Policy 55 Grievance Board to help review sexual violence allegations.
- 11) Encourage student participation in College-sponsored surveys on sexual assault issues.
- 12) Be a sponsor for student groups that promote gender equity, respect and healthy relationships.

Students:

- 1) Recognize that the majority of sexual assaults that happen on and off campus involve the use of alcohol and/or drugs by the victim, the alleged offender or both.
- 2) Remember that victims are never to blame for a sexual assault and that sexual assault is a serious crime.
- 3) Students should try to minimize situations in which they may become a victim.
 - a. Make a plan when going out
 - i. Know with whom you will be going out and where you will be going.
 - ii. If drinking is going to be part of the time out, make a pact to have a sober person drive and act as a responsible escort to get you home.
 - iii. Drinking games are high-risk behaviors that can be a precursor to sexual assault.
 - iv. So that you can know for sure what's in it, don't accept a drink that you have not poured for yourself.
 - v. So you can know for sure that nothing has been "slipped into" it, don't leave your drink unattended.
 - vi. Don't stay at a party where people are binge drinking.
- 4) Students cannot use a lack of sobriety as an excuse for committing sexual assault.
- 5) Understand the myths and realities regarding rape:
 - a) The majority of rapes are committed by people whom the victim knows, not strangers.
 - i) Statistics show that:
 - (1) First-year students are more vulnerable to rape on college campuses.
 - (2) Men can be victims of rape, sexual abuse and sexual violence.
 - b) The majority of rapists are not sociopaths or psychopaths, not mentally ill, nor do they have a criminal record.
 - c) Rape does not necessarily involve violence; it does involve power and control.
 - d) Going out on a date does not entitle the other party to sexual contact without consent.
 - e) People who become sexually aroused do not have to act on their sexual urges.
- 6) Learn about policies and procedures that are in place to help address issues of sexual violence.
- 7) Report information reported by other students regarding sexual violence as quickly as possible to the appropriate College resources.
- 8) Participate in sexual violence educational and prevention programming on and off campus.
- 9) Join clubs and organizations that promote respect, gender equity and civility.
- 10) Make your values about appropriate dating and social relationships known to your friends and others.

Hood College Policies

Sexual Assault Policy

Mandatory Reporter Policy

***Policy 55: Prevention and Resolution of
Discrimination, Harassment and Sexual Misconduct***

SEXUAL MISCONDUCT, SEXUAL VIOLENCE & RELATIONSHIP VIOLENCE POLICY

Sexual misconduct, including sexual and relationship violence, is one of the most serious violations of Hood's values of honor and respect, and no form of sexual misconduct is acceptable within our community. This policy provides an overview of the community's expectations; related policies that provide further clarifying information, resolution methods, and statements regarding confidentiality and rights can be found at www.hood.edu/campus-services/human-resources/policies-and-procedures.html. Such related policies function in concert with this policy and include the "Prevention and Resolution of Discrimination Harassment and Sexual Misconduct Policy" (Board Policy 55), and the "Mandatory Reporting Policy" (HR Policy 317).

Sexual misconduct is a broad term that encompasses sexual violence, nonconsensual sexual contact, sexual harassment, sexual assault, sexual exploitation, sexual intimidation and relationship violence. All forms of sexual misconduct are prohibited in the Hood community. Students, faculty, staff and other members of the Hood community who are found to have engaged in sexual misconduct will be subject to sanctions that reflect the seriousness of the offense, the circumstances of the occurrence and any prior violations of College behavioral standards. Such sanctions may include, but are not limited to, probationary status, loss of College housing and/or separation from the institution on a temporary or permanent basis.

Relationship violence is a type of sexual misconduct occurring between individuals connected through a current or past relationship.

Sexual violence is a specific form of sexual misconduct that refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. Some forms of sexual violence, often referred to as sexual assault or rape, are punishable by both civil and criminal legal action. In addition, this policy prohibits retaliation against anyone who files a complaint under this policy or participates in any investigation of a complaint.

Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate sexual relationship. Sexual misconduct can be committed by men or women and can occur between people of the same or different sex. Both acts of sexual misconduct and attempts to commit acts of sexual misconduct are considered violations of this policy. Further, acting in a manner that facilitates or enables an act of sexual misconduct by another, or attempting to do the same, is a violation of this policy.

Sexual misconduct may be forcible or nonforcible. When an act constituting sexual misconduct is committed either by force, threat, intimidation or through the use of the victim's mental or physical helplessness (of which the accused was aware or should have been aware), the act may be considered forcible. This distinction informs how the College reports incidents under applicable law; forcible offenses are not necessarily "worse" than nonforcible offenses.

Sexual misconduct may be a form of sex discrimination prohibited by federal and state discrimination laws, including Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act.

Support in matters of sexual misconduct may be requested on a 24-hour basis by contacting Campus Safety at 301-696-3548 or ext. 3548 on campus. Support is also available on a 24-hour basis from the Heartly House Crisis Hotline at 301-662-8800. Further information about support, including confidential on-campus options and external options, is available at the end of this policy. Additionally, any student who reports a sexual misconduct incident is entitled to support through a change in residence (if living in College housing) and/or an adjustment in class schedule (if the situation allows).

CONSENT

Consent (also referred to as effective consent) means a knowing, voluntary and affirmatively communicated willingness to participate in a particular sexual activity or behavior. It must be given by a person with the ability and capacity to exercise free will and make a rational, reasonable judgment. Consent may be expressed by either words or clear, unambiguous actions. Words or actions constituting consent create a mutually understandable permission regarding the conditions of sexual activity. It is the responsibility of the person who wants to engage in (initiate) sexual activity to ensure that he or she has the consent of the other(s) to engage in the activity. Consent must be present throughout the sexual activity and may be withdrawn at any time. If there is confusion as to whether there is consent or whether prior consent has been withdrawn, it is essential that the participants stop the activity until the confusion is resolved.

To give consent, one must be of legal age. Lack of protest or resistance is not consent. Nor may silence, in and of itself, be interpreted as consent. Previous relationships, including past sexual relationships, do not imply consent to future sexual acts, nor does consent to one form of sexual activity automatically imply consent to other forms of sexual activity.

Consent cannot be obtained by the use of physical force, threats, intimidating behavior or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure used. When someone makes it clear that he or she does not want sex, that he or she wants to stop, that he or she does not want to do certain things or that he or she does not want to go beyond a certain point, continued pressure can be coercive.

Consent cannot be obtained from an incapacitated individual. A person who engages in sexual activity with another whom the person knows, or should know, is incapacitated has not obtained consent and is in violation of this policy. The relevant standard is whether a sober, reasonable person in the same position should have known that the other party was incapacitated and therefore unable to consent. Incapacitated, for the purposes of this policy, means that the person's decision-making ability is impaired such that the person lacks the ability to understand the "who, what, where, why or how" of their sexual interaction. Incapacitation may result from:

- Sleep or unconsciousness
- Temporary or permanent mental or physical disability
- Involuntary physical restraint
- The influence of alcohol, drugs or medication (including, but not limited to substances such as Rohypnol, Ketamine, GHB, Burundanga and similar substances).

TYPES OF SEXUAL MISCONDUCT

Nonconsensual Sexual Contact

Nonconsensual sexual contact is any intentional sexual touching, however slight, with any object by one person upon another person without effective consent, or forcing an unwilling person to engage in sexual touching of another. Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another, or the clothing covering such parts, or any other bodily contact in a sexual manner (including other nonconsensual contact undertaken with the *intention* of sexual pleasure or arousal for a person or persons involved). Effective consent is defined above (see "Consent").

Relationship Violence

Acts, threats or a pattern of abusive behavior of a physical or sexual nature by one partner intended to control, intimidate, manipulate, humiliate, frighten, coerce or injure the other constitute relationship violence. Relationship violence can occur between current or former romantic/intimate partners who have dated, lived together, currently reside together (on or off campus) or who are otherwise connected through a past or existing relationship. It can occur in opposite-sex and same-sex relationships and can be perpetrated by a spouse, ex-spouse, a current or former boyfriend or girlfriend or a current or former dating partner. Relationship violence is sometimes referred to as intimate partner violence, domestic violence or dating violence.

Sexual Assault

Sexual assault offenses include, but are not limited to, forcible and nonforcible sex acts such as rape, forcible sodomy, incest or any forcible or nonforcible sexual penetration or intercourse (anal, oral or vaginal), however slight, with any object; sexual intercourse by a person upon another person without effective consent also constitutes sexual assault. Sexual penetration includes vaginal or anal penetration by a penis, object, tongue or finger and oral copulation by mouth-to-genital or genital-to-mouth contact. Effective consent is defined above (see "Consent").

Sexual Exploitation

Sexual exploitation occurs when a person takes nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited, and that behavior does not otherwise constitute sexual assault, nonconsensual sexual contact or sexual harassment.

Examples of sexual exploitation include, but are not limited to: making public sexual activity with another, without that person's consent; prostituting or causing the prostitution of another; photographing, video recording (or transmission) or audio recording (or transmission) of private sexual activity and/or intimate body parts (including genitalia, groin, breasts or buttocks) without the knowledge and consent of all persons involved; going beyond the boundaries of consent (such as allowing third parties to observe private sexual acts of a participant without the participant's consent); voyeurism; and/or knowingly transmitting HIV or an STI to another person.

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written or physical conduct of a sexual nature when a) submission to such conduct is made a condition of one's employment or participation in an educational program, or b) when submission to (or rejection of) such conduct is used by the offender as the basis for making personnel or educational decisions, or c) when such conduct has the purpose or effect of unreasonably interfering with one's work or academic performance or creating a hostile or offensive work/educational environment or limiting one's ability to participate based on sex. For an expansive definition and examples, please see the Prevention and Resolution of Discrimination Harassment and Sexual Misconduct Policy at www.hood.edu/campus-services/human-resources/policies-and-procedures.html.

Sexual Intimidation

Threatening to sexually assault another person, stalking (including cyber stalking) and any nonconsensual disrobing of another or nonconsensual (or indecent) exposure to another by a man or woman are examples of sexual intimidation.

REPORTING AND RESOLUTION OF SEXUAL MISCONDUCT

Hood College supports the right of a victim of sexual misconduct to decide how to best utilize the various College, Frederick community and private resources, while also recognizing our responsibility as an institution to address alleged sexual misconduct in a manner that preserves a safe, healthy and functional academic environment. Should an incident occur on the campus or at a College-sponsored event, staff will take prompt action to support the victim, may involve law enforcement authorities and will take disciplinary actions where appropriate utilizing the methods contained in the policy statements and procedures regarding discrimination, harassment and sexual misconduct at Hood College, which are found on the website above.

Members of the College community who are the victims of, or who have knowledge of, sexual misconduct occurring on campus property, or occurring in the course of a College-sponsored activity, or perpetrated by a member of the College community, are urged to report the incident to the Department of Campus Safety promptly. Persons who are victims of sexual misconduct will be advised by the Department of Campus Safety of their option to file criminal charges with local police of the jurisdiction where the sexual misconduct occurred, if such misconduct may also have violated

the law. The Department of Campus Safety will provide assistance to a person wishing to reach law enforcement authorities.

In reporting a case of sexual misconduct, victims have several options:

Confidential Support Options

Any of the following trained persons can provide confidential support to victims. These resources are not required to disclose identifying information to the College or file a report of the incident that includes identifying details: counselors at Counseling Services, the Health Services staff and/or the Dean of the Chapel. For more information about confidentiality, see the related policies at www.hood.edu/campus-services/human-resources/policies-and-procedures.html.

Outside and Personal Support Options

Outside sources may also provide assistance. Such resources include: Heartly House at 301-662-8800; RAINN, a national victim assistance agency, at 800-656-HOPE; or the Rape Treatment Center at www.rapetreatmentcenter.org.

Personal support may also come from friends and family.

Options for Medical Attention

Medical attention may be sought from the emergency room at Frederick Memorial Hospital. The Department of Campus Safety can arrange transportation to the hospital. The Frederick City Police can meet victims there or FMH will contact the police. If you report the assault to the police and a SAFE (Sexual Assault Forensic Exam) exam is done, you will not be charged for the ER visit. The nurse will offer to contact Heartly House. A trained victim advocate will come to the hospital to provide emotional support and information. The SAFE exam has two main purposes: To care for the victim's needs and to collect appropriate evidence in the event of criminal prosecution. Do not shower or bathe prior to this exam.

It is also possible to receive medical attention from the Hood College Health Services. Health Services can provide testing for sexually transmitted diseases and emergency contraception. Health Services cannot collect evidence for possible prosecution.

Counseling or a referral from Counseling Services may also be obtained.

Options for Reporting the Incident

Report the assault to the Frederick City Police and request that charges be filed. Reporting the incident to the police and/or filing charges does not prevent reporting to campus authorities. Likewise, reporting to campus authorities does not limit the ability to report to the police/file charges.

Report the assault to campus authorities. The College has designated certain officials as "responsible officials." A report to these individuals is an official report to the College, which necessitates a response by the College. Responsible officials include most directors, deans, vice presidents (unless listed as confidential options, above), supervisors and residence life staff who work directly in the housing environment (including RAs). For more information on reporting and confidentiality, see the Mandatory Reporting Policy at www.hood.edu/campus-services/human-resources/policies-and-procedures.html.

File charges through the College's internal judicial system as appropriate. Students should file a report with the Dean of Students, the Ombudsperson or the Executive Director of Human Resources. When a report is made to a responsible official, action may proceed automatically as part of Hood's obligation. Students may also initiate action by filing a written complaint with the individuals above. The judicial process utilized for cases that involve sexual misconduct is defined in the Prevention and Resolution of Discrimination, Harassment and Sexual Misconduct Policy. For more information about this process, see that policy, available at www.hood.edu/campus-services/human-resources/policies-and-procedures.html.

Statements made at community events designed to promote awareness of and/or education about sexual misconduct are not generally considered "notice" to the institution under the guidelines of Title IX, though the institution may utilize such information to identify trends and address community-level needs.

317– Mandatory Reporting Process for Clery Act, Title IX, and COMAR Regulations

317.01 Statement:

The Code of Maryland (COMAR) regulations on child abuse and two federal laws (the Clery Act and Title IX of the Education Amendments Act of 1972) establish affirmative duties to report information to the appropriate College and/or law enforcement officials. Hood College expects all employees to comply with mandatory reporting requirements as outlined in the procedures below. Human Resources will be available to consult with departments, supervisors and individuals to ensure compliance with all applicable laws and regulations for mandatory reporting. It is important to note that all employees who hear, see or suspect something are expected to act upon that information as quickly as possible by bringing it forward to an appropriate “Responsible College Official” as outlined in this policy.

317.02.1 Philosophy:

Hood College is committed to providing a safe, discrimination-free and harassment-free living, learning and working environment while complying with the various federal and local laws and regulations. As part of its commitment, the College will train employees on the types of crimes and or incidents that must be reported to protect students, faculty, staff, visitors and other members of the campus community from criminal and discriminatory or harassing behavior.

317.02.2 Procedures:

Definitions of affirmative duties to report:

The Clery Act creates a duty for colleges and universities who receive federal aid to disclose information about crime on and around campus and to publish the data in an annual security report to the college community, to potential applicants and to the U.S. Department of Education.

Title IX of the Educational Amendments Act of 1972 (Title IX), Title 20 U.S.C. Sections 1681-1688 create a duty for the reporting of complaints of discrimination, harassment and sexual assault to responsible college officials by designated employees. The statistics are maintained by the Title IX coordinator and trends are reported to the Title IX and Policy 55 Committee: Prevention and Resolution of Discrimination Harassment and Sexual Misconduct at Hood College. The Title IX and Policy 55 Committee reviews the trends and makes recommendations as appropriate to the Title IX Coordinator and the president of the College.

Code of Maryland, Family Law, Title 5-Children, Subtitle 7-Child Abuse and Neglect, Section 5-704 (Md. Code Ann. Fam. Law § 5-701) creates a duty for the reporting of child abuse, child sexual abuse and/or child neglect through an oral and written report to the local department of social services or, in abuse cases, to the local law enforcement department and the local state’s attorney, not later than 48 hours after the contact, examination, treatment or other circumstances that lead you to believe that the child has been subjected to abuse or neglect.

Mandatory reporters:

Many College employees have been designated as mandatory reporters and it is each individual employee’s responsibility to ensure that he/she understands the law(s) that form the basis for the mandates. Each of these laws has reporting requirements. Please review the chart below for particulars:

Clery Act:	Title IX	Code of Maryland, Family Law, Title 5 – Children, Subtitle 7-Child Abuse and Neglect, Section 5-707
<p>What must be reported:</p> <ul style="list-style-type: none"> • Criminal homicide (murder and manslaughter) • Sex offenses, forcible & non-forcible • Aggravated assault • Robbery • Burglary • Motor vehicle theft • Arson • Hate crimes, including any of the above crimes, or any other crime causing bodily injury, if motivated by hate • Liquor Law, Drug, and Weapons Offenses 	<p>What must be reported:</p> <ul style="list-style-type: none"> • Any acts of discrimination or harassment based on protected categories: an individual’s sex, race, color, sexual orientation, gender identification, religion, age, disability, national origin or any classification currently protected under federal, state, or local anti-discrimination statues • Sexual harassment, sexual assault, sexual misconduct relationship violence, sexual violence or sexual assault • Hate crimes to include bias based on a victim’s national origin or gender identity 	<p>What must be reported:</p> <ul style="list-style-type: none"> • Child Abuse - Physical or mental injury of a child by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member, under circumstances that indicate that the child’s health or welfare is harmed or at substantial risk of being harmed. (includes sexual abuse) • Child Neglect -Leaving a child unattended or other failure to give proper care and attention to a child by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of the child under circumstances that indicated that the child’s health or welfare is harmed or placed at substantial risk of harm and or mental injury to the child or

		<p>substantial risk of mental injury</p> <ul style="list-style-type: none"> • Child Sexual Abuse - An act or acts involving sexual molestation or exploitation of a child by a parent or other person who has permanent or temporary care/custody or responsibility for supervision of a child, or by any household or family member. Includes but not limited to: incest, rape, sexual offense of any degree, sodomy, and unnatural and perverted sexual practices whether physical injuries are sustained or not.
<p>A mandatory reporter, also known as a Campus Security Authority (CSA), is defined in the law as having significant responsibility for student and campus activities.</p>	<p>A mandatory reporter is one who has responsibility to address and remedy sexual misconduct and gender-based discrimination and harassment; also, those whom a student or another employee would reasonably believe have such authority or obligation are designated as Reporters.</p>	<p>A mandatory reporter is required to do internal reporting to the Director of Campus Safety and Security or his/her designee. The Director of Campus Safety and Security will assist employees with the appropriate external reporting to social agencies and law enforcement.</p>
<p><u>Reporters:</u></p> <ul style="list-style-type: none"> • Vice Presidents, Deans, Associate Deans, and the Provost. • Employees in supervisory or management roles • Residence Life employees • Faculty members responsible for supervising any activities or programs, whether on or off campus, co-curricular or extra-curricular, that include direct contact with students outside of the classroom (such as academic advisors, sponsors of student groups, etc.) • Campus safety officers and communications staff 	<p><u>Reporters:</u></p> <ul style="list-style-type: none"> • Vice Presidents, Deans, Associate Deans, and the Provost. • Employees in supervisory or management roles • Professional staff members in Residence Life who work directly in the residence halls or apartments • Faculty members responsible for supervising any activities or programs that include direct contact with students outside of the classroom, whether on or off campus, co-curricular or extra-curricular, (such as academic advisors, sponsors of student groups, internships, etc.) • Campus safety officers and communications staff 	<p><u>Reporters</u></p> <ul style="list-style-type: none"> • "Educator or human service worker" means any professional employee of a private educational facility. • "Educator or human service worker" includes: any teacher; any counselor; or any social worker; • At Hood College, all employees are designated as reporters.

<p><u>Confidential Resources:</u></p> <ul style="list-style-type: none"> • Dean of the Chapel, Doctors, Health Center staff, or Counselors in the Counseling Center, who only provide care to individual students should report incident data without victim-identifying information. 	<p><u>Confidential Resources:</u></p> <ul style="list-style-type: none"> • Dean of the Chapel, Doctors, Health Center staff, or Counselors in the Counseling Center, who only provide care to individual students should report incident data without victim-identifying information. 	<p><u>Confidential Resources:</u></p> <p>There are <u>no</u> confidential resources under this act.</p>
<p><u>Non-Reporters</u></p> <ul style="list-style-type: none"> • Administrative staff not responsible for students (e.g., payroll, accounts payable, administrative assistants, facilities) • Individual faculty who do NOT serve as advisors to registered student organizations 	<p><u>Non-Reporters</u></p> <ul style="list-style-type: none"> • Administrative staff not responsible for students (e.g., payroll, accounts payable, administrative assistants, facilities) • Individual faculty who are NOT responsible for supervising any activities or programs that include direct contact with students outside of classroom, whether on or off campus, co-curricular or extra-curricular, (such as academic advisors, sponsors of student groups, internships, etc.) • In the event that a non-reporter receives information regarding any such incident, the individual must notify his/her immediate supervisor. 	<p>Non-Reporters</p> <ul style="list-style-type: none"> • All employees are expected to report this information immediately to the Director of Campus Safety or his/her designee.

Internal Reporting:

1. Sexual Assault or other Sexual Misconduct (See Policy 55 for definitions). Information should be reported to the Director of Campus Safety or his/her designee and the Executive Director for Human Resources (or in his/her absence), the Vice President for Student Life or the Vice President for Finance in accordance with Policy 55 and with the victim's direction and following the appropriate protocol for confidentiality. In the event that the victim may be

subject to further harm (either by the alleged offender or the victim's intent for self-injury) the veil of confidentiality is lifted and Hood College is required to respond to promote victim safety. Please preserve any evidence that has been brought to your attention and give it to the Director of Campus Safety or his/her designee.

2. Discrimination or harassment (See Policy 55 for definitions). Information should be reported to the Executive Director for Human Resources (or in his/her absence), the Vice President for Student Life or the Vice President for Finance in accordance with the victim's direction and following the appropriate protocol for confidentiality. In the event that the victim may be subject to further harm (either by the alleged offender or the victim's intent for self-injury) the veil of confidentiality is lifted and Hood College is required to respond to promote victim safety. Please preserve any evidence that has been brought to your attention and give it to the Executive Director of Human Resources, or in his/her absence the Vice President for Student Life or the Vice President for Finance in accordance with Policy 55 requirements.
3. Child Abuse, Child Sexual Abuse or Child Neglect (See COMAR Fam. Law § 5-701 for definitions). Information must be reported in an expedient manner to the Director of Campus Safety (or his/her designee). Also, the Director of Campus Safety or his/her designee will help an employee notify the appropriate external authorities within 48 hours. Please preserve any evidence that has been brought to your attention and provide it to the Director of Campus Safety for appropriate chain of custody requirements. This information also must be reported to the Executive Director of Human Resources, or in his/her absence the Vice President for Student Life or the Vice President for Finance in accordance with Policy 55 requirements.

Reporting Guidelines:

An employee may initially be able to withhold personally identifiable information (the name of the victim, the name of the accused individual and other identifying details about witnesses, location, etc.) in cases where the alleged victim is hesitant to have a formal report made. However, Responsible College Officials may need additional information from the reporter and it is an employee's job to cooperate fully with these campus officials to provide the requested information. These Responsible College Officials will share information on a "need to know" basis and will be required to take steps to stop the behavior, assist the victim, inform the accused and prevent future recurrence of the identified issues.

Prohibition of Retaliation:

Hood College is committed to protecting individuals from unlawful retaliation for good faith actions in reporting or participating in an investigation pertaining to alleged violations of laws and regulations.



POLICY STATEMENT 55
Prevention and Resolution of Acts of Harassment, Discrimination, and Sexual Misconduct

(Approved by Board of Trustees October 17, 2014)

PURPOSE:

To establish guidelines governing the prohibition of those acts of discrimination, harassment (including bullying), sexual harassment, relationship violence, sexual assault, and stalking at Hood College, hereinafter collectively referred to as “discrimination, harassment, and sexual misconduct,” and to provide for prompt and equitable resolution of complaints by members of the Hood College community alleging any of these offenses carried out by employees, students or other third parties, in accordance with Section 504 of the *Rehabilitation Act of 1973* (Section 504), 20 U.S.C. § 794, and Title IX of the *Education Amendments of 1972* (Title IX), 20 U.S.C. § 1681, in accordance with their implementing regulations, at 34 C.F.R. §§ 104.7(b) and 106.8(b). Additional statutory authorities include: Title VI 42 U.S.C. § 2000d; Title VII of the *Civil Rights Act of 1964*, as amended, 42 U.S.C. § 2000e; *Age Discrimination in Employment Act* of 1967 29U.S.C. §623; *Campus Sexual Violence Elimination Act* (SaVE Act) as part of the *Violence Against Women Reauthorization Act* (VAWA) 2013; *Maryland Code*; *Frederick County Code*, Sec. 1-2-93.

DEFINITIONS:

Academic Freedom: The professional judgment extended to faculty in determining the appropriate content and presentation of academic material.

*Hood College is committed to the principles of free inquiry and free expression. The College's policy against discrimination, harassment, and sexual misconduct, and retaliation is not intended to stifle this freedom, nor will it be permitted to do so. However, **prohibited discrimination, harassment, sexual misconduct, and retaliation are neither legally protected expression nor the proper exercise of academic freedom, and such conduct is incompatible with the values of Hood College.***

Bullying: A form of harassment that is a reckless or an intentional attempt, whether by a single individual or a group, to demean, intimidate, or abuse another individual, or to create a hostile or offensive environment. Bullying is behavior which may include verbal, physical, or written conduct or intentional electronic communication, and may involve threats, assault, stalking, malicious destruction of, or tampering with, the personal property of the victim, or other methods of coercion. It may occur repeatedly over time, and is often characterized by an imbalance of power between the aggressor and the victim. Bullying creates a hostile environment by unreasonably interfering with an individual’s opportunities, performance, or physical or psychological well-being. It is motivated by an actual or perceived personal characteristic (such as race, national origin, marital status, sex, sexual orientation, gender

identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability), and can substantially disrupt the orderly functioning of an institution of higher education.

Complainant: Any person from the Hood community (including others such as contractors, vendors, and volunteers) who believes she/he may have been the victim of discrimination, harassment or sexual misconduct, or who believes she/he may have witnessed such behavior, and who has opted to bring a complaint regarding the behavior to College officials. Complainants are encouraged to preserve any and all evidence, to the extent possible, of the alleged acts of discrimination, harassment, or sexual misconduct.

Consent: A knowing, voluntary, and affirmatively communicated willingness to participate in a particular sexual activity or behavior. It can only be given by a person with the ability and capacity to exercise free will and to make a rational, reasonable judgment. Consent may be expressed by either words or clear, unambiguous actions. Words or actions constituting consent create a mutually understandable permission regarding the conditions of sexual activity. It is the responsibility of the person who wants to engage in or initiate sexual activity to ensure that he or she has the consent of the other(s) to engage in the activity.

- b) Lack of protest or resistance is not consent. Nor may silence, in and of itself, be interpreted as consent.
- c) Previous relationships, including past sexual relationships, do not imply consent to future sexual acts.
- d) Consent to one form of sexual activity cannot automatically imply consent to other forms of sexual activity.
- e) To give consent, one must be of legal age.
- f) Consent must be present throughout the sexual activity and may be withdrawn at any time. If there is confusion as to whether there is consent or whether prior consent has been withdrawn, it is essential that the participants stop the activity until the confusion is resolved.
- g) Consent cannot be obtained by the use of physical force, threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure used. When someone makes it clear that he or she does not want sex, that he or she wants to stop, that he or she does not want to do certain things, or that he or she does not want to go beyond a certain point, continued pressure can be coercive.
- h) Consent cannot be obtained from an incapacitated individual. A person who engages in sexual activity with another whom the person knows, or should know, is incapacitated, has not obtained consent and is in violation of this policy. The relevant standard is whether a sober, reasonable person in the same position should have known that the other party was incapacitated and therefore was unable to consent. Incapacitated, for the purposes of this policy, means that the person's decision making ability is impaired such that the person lacks the ability to understand the "who, what, where, why, or how" of their sexual interaction. Incapacitation may result from:
 - Sleep or unconsciousness.
 - Temporary or permanent mental or physical disability.
 - Involuntary physical restraint.

- The influence of alcohol, drugs, or medication (including, but not limited to, substances such as Rohypnol, Ketamine, GHB, Burundanga, and similar substances).

Discrimination: Treating one individual differently from another individual with respect to the terms and conditions of her/his employment or student status because of that individual's sex, race, color, sexual orientation, gender identification, religion, age, disability, national origin or any classification currently protected under federal, state or local anti-discrimination statutes.

Harassment: An attempt to demean, intimidate, or abuse another individual, or to create a hostile or offensive environment on the basis of another's sex, race, color, sexual orientation, gender identification, religion, age, disability, national origin, or any classification currently protected under federal, state or local anti-discrimination statutes.

The Parties: The Complainant and the Respondent in a complaint of possible discrimination, harassment, or sexual misconduct that has been brought to the attention of Hood College officials.

Preponderance of the Evidence: All evidence is examined in its totality and weighed according to its probable truth and accuracy. In other words, the standard of proof is met when *it is more likely than not* that the situation occurred based on the evidence collected. The standard of proof for all matters reviewed under this policy is preponderance of the evidence.

Relationship Violence (includes dating violence and domestic violence): Acts, threats or patterns of abusive behavior of a physical or sexual nature by one partner intended to control, intimidate, manipulate, humiliate, frighten, coerce, or injure the other partner. Relationship violence can occur between current or former romantic/intimate partners who have dated, lived together, currently reside together (on or off campus), who are, or have been, married, or who are otherwise connected through a past or existing relationship. It can occur in opposite-sex and same-sex relationships and can be perpetrated by a spouse, ex-spouse, a current or former boyfriend or girlfriend or a current or former dating partner. Relationship violence is sometimes referred to as intimate partner violence, domestic violence, or dating violence.

Respondent: Any person from the Hood community (including others such as contractors, vendors, and volunteers) who is named by a complainant as the alleged perpetrator of possible instances of discrimination, harassment or sexual misconduct that have been brought to the attention of Hood College officials.

Responsible College Official: Any Hood College official who is charged with receiving, investigating, and/or referring to others, complaints of possible discrimination, harassment or sexual misconduct. These include the Vice Presidents (excluding the Provost), the Executive Director for Human Resources, the Title IX Coordinator, and the Ombudsperson.

Retaliation: Any action or attempt by an individual or group which has the intention and/or effect of preventing another individual or group from filing, pursuing, or exploring a report, grievance, and/or remedy as provided for in this policy, or any retributive act perpetrated against an individual because he or she filed, pursued, or explored reporting, lodging a grievance, or seeking a remedy for acts of discrimination, harassment, or sexual misconduct.

Sexual Assault: An offense of a forcible or non-forcible sex act which may include, but is not limited to, the following: rape, sodomy, incest, or any forcible or non-forcible sexual penetration or intercourse (anal, oral or vaginal), however slight, with any object, or sexual intercourse by a person upon another person without effective consent. It may also include unwanted sexually obscene communications (in person, by phone, texting, email or social networking).

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:

- a) When submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's employment or participation in an education program;
- b) When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or educational decisions affecting the individual subject to sexual advances; or
- c) When such conduct has the purpose or effect of unreasonably interfering with the individual's work and/or academic performance or creating an intimidating, hostile, or offensive work or educational environment, or that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the College's programs, based on sex.

The following are **examples of sexual harassment**:

- Unwelcome sexual advances. This includes patting, pinching, brushing up against, hugging, kissing, fondling, or any other similar physical contact considered unwelcome by another individual;
- Requests or demands for sexual favors. This includes subtle or blatant pressures or requests for sexual favors accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment status, or educational evaluation or record;
- Verbal abuse that is sexually oriented and considered unwelcome by another individual. This includes commenting about an individual's body or appearance where such comments are beyond mere courtesy; telling "dirty jokes" that are clearly unwelcome and considered offensive by others or any other tasteless, sexually oriented comments, innuendos, or actions that offend others;
- Engaging in sexually oriented conduct that would unreasonably interfere with another's academic or work performance. This includes extending unwanted sexual attention to someone that reduces his/her personal productivity or time available to work at assigned tasks; or
- Creating a work or learning environment that is intimidating, hostile or offensive because of unwelcome sexually oriented conversations, suggestions, requests, demands, or physical contact.

Sexual Misconduct: A broad term that encompasses sexual violence, nonconsensual sexual contact, sexual harassment, sexual assault, sexual exploitation, sexual intimidation, and relationship violence.

- a) Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate sexual relationship. Sexual misconduct can be committed by men or women and can occur between people of the same or different sex.
- b) Sexual misconduct may be forcible or non-forcible. When an act constituting sexual misconduct is committed either by force, threat, intimidation, or through the use of the victim's mental or physical helplessness (of which the accused was aware or should have been aware) the act is considered forcible.
- c) Sexual misconduct may be a form of sex discrimination prohibited by federal and state discrimination laws, including Title IX of the *Education Amendments of 1972* and Title VII of the *Civil Rights Act*.

Sexual Violence: Physical sexual acts perpetrated against a person's will, or where a person is incapable of giving consent, due to the victim's physical incapacity, mental disability, or use of drugs and/or alcohol. Sexual violence, often referred to as sexual assault or rape, will be subject to College sanctions, and is punishable by both civil and criminal legal action.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others and/or suffer substantial emotional distress. Stalking includes repeated (more than once) implicit or explicit harassing or threatening behaviors. Examples may include (but are not limited to) following a person; appearing or leaving messages or objects at a person's home, place of business, classroom, or other places a person is known to frequent; making harassing phone calls; sending messages by mail or electronic means, including emails, social media messages, or texts; vandalizing personal property; surveillance, whether directly or by electronic means; gaining unauthorized access to personal, medical, financial, or any other identifying or personal information without explicit permission; and accessing email, phone, social media, or other forms of personal communication in order to follow or monitor another's activity.

GENERAL POLICY:

Hood College affirms the principle that its faculty, staff, and students have the right to be free from discrimination, harassment and sexual misconduct by any member of the Hood College community, or by others who conduct business with the College or in any other way interact with it in an educational, extra-curricular, or business context, either on or off campus. The College is committed to the creation and maintenance of an academic and work environment in which all persons who participate in College programs and activities can do so in an atmosphere free from all forms of discrimination, harassment, and sexual misconduct on the basis of the characteristics described and defined above.

There will be no adverse action or retaliation against any individual for reporting an incident of discrimination, harassment or sexual misconduct, or for participating in, or cooperating with, an investigation into the circumstances of an alleged incident.

Any individual who believes that she/he has been subject to discrimination, harassment or sexual misconduct, or who has witnessed what he/she believes to be discrimination, harassment or sexual misconduct, should report such conduct promptly, using the complaint procedures outlined below. All complaints of discrimination, harassment and sexual misconduct will be investigated as appropriate. Confidentiality will be preserved consistent with applicable laws and the College's responsibility to investigate and address such complaints. In this policy, the College provides for adequate, reliable, and impartial investigation into complaints (including protection against conflicts of interest), with the opportunity to present witnesses and other evidence. In cases of physical threats, discrimination, and sexual misconduct, the College will take appropriate and immediate steps to end the offensive or threatening behavior and to provide a safe environment that does not interfere with the complainant's right to pursue an education.

The College will take whatever action may be needed to prevent, correct, and, if necessary, discipline, behavior which violates this policy. Any individual, who is determined to have committed acts of discrimination, harassment, sexual misconduct or retaliation, will be subject to appropriate disciplinary action, as described below. The Provost, the Executive Director of Human Resources, and the Title IX Coordinator will monitor the process and outcomes, as necessary, and will see that action is taken to prevent discriminatory or retaliatory effects on the complainant and others, as necessary and appropriate.

The College recognizes and will uphold its responsibility to inform its constituencies, including students, faculty and staff, about this policy and will provide appropriate information and/or training in recognizing and addressing harassment, discrimination and sexual misconduct to all members of the College community on a regular basis. Such information and/or training will be included in, but will not necessarily be limited to, orientations for employees and students, a semi-annual informational letter, College web pages, and periodic or one-time training programs, as appropriate.

Complaints of discrimination, harassment and sexual misconduct are treated as very serious matters by Hood College. Accordingly, anyone who files a complaint which is knowingly false is subject to discipline. This provision is not intended to discourage, in any way, the reporting of complaints by individuals who believe they are the victims of discrimination, harassment or sexual misconduct.

Complainants and respondents will receive formal written notice, simultaneously, of the outcome of any investigation into the circumstances and/or finding, and of any action to be taken.

MANDATORY REPORTING UNDER THE CLEARY ACT, TITLE VII, AND TITLE IX:

Many Hood College employees are designated as mandatory reporters. Please refer to Policy 317 Mandatory Reporting Process.

It is the responsibility of all Mandatory Reporters to recognize acts of harassment, discrimination and sexual misconduct and to take necessary action to ensure that such instances are addressed swiftly, fairly and effectively, including reporting such incidents to the appropriate College officials designated under this policy. Failure to comply with these requirements will be treated as a failure to fulfill a responsibility fundamental to the terms of employment and may result in counseling and/or discipline as appropriate.

REPORTING GUIDELINES:

When any employee becomes aware of an alleged act of sexual harassment, discrimination or sexual assault, the employee must promptly contact the Title IX Coordinator or the Executive Director for Human Resources. The Title IX Coordinator or the Executive Director for Human Resources will promptly inform the Department of Campus Security about the report.

Rather than speaking to a complainant about confidential information, the employee should offer to refer or accompany the complainant to the Counseling Service or the Health Center. The complainant can also be referred to the Heartly House crisis hotline, which is available 24 hours a day, seven days a week, for crisis calls (301-662-8800, TTY: 301-662-1565). Additionally, the Heartly House crisis hotline is available to faculty and staff at any time to provide guidance on how to handle a situation.

APPLICATION OF POLICY:

The College has considered the rights and concerns of both the complainant and respondent in establishing the following procedures for applying this policy.

- I. **Faculty:** This policy applies to all discrimination, harassment and sexual misconduct incidents involving College faculty, as defined in the *Faculty Code* (tenured, probationary tenure track and special appointments), against other faculty, staff, students or others. If, following an investigation, the responsible College official determines that a grievance board hearing involving a faculty member as the respondent is warranted, the Faculty Board of Review or appropriate subcommittee of the Faculty Board of Review, as provided in the *Faculty Code*, will hear the case. If the Faculty Board of Review determines that the faculty member has committed discrimination, harassment or sexual misconduct, the Provost, or the Provost's designee in consultation with the Faculty Personnel Committee (which recommends sanctions), will proceed with appropriate discipline, as provided in the *Faculty Code* under sections 4.5 "Dismissal for Cause," and 4.6.1 "Sanctions for Cause." The respondent may appeal the decision to the President. Adjunct faculty are provided the same protections as College staff.

- II. Staff:** This policy applies to all discrimination, harassment and sexual misconduct incidents involving College staff employees, including adjunct faculty, against other staff, faculty, students or others. Depending upon the severity of the offense, any College staff employee who violates this policy will be subject to appropriate disciplinary action, as outlined in this document, including, but not limited to, oral or written reprimand, reassignment, demotion, denial of performance salary increase, suspension with or without pay, and/or termination.
- III. Students:** This policy applies to all discrimination, harassment, and sexual misconduct incidents involving College students against other students, faculty, staff or others. Depending upon the severity of the offense, any student who violates this policy will be subject to appropriate disciplinary action, as outlined in this document, including, but not limited to, a conference to discuss the offending behavior and its consequences, a letter placed in the student's file, denial of student privileges, disciplinary or Dean's probation, suspension, and/or expulsion from the College.
- IV. Others:** This policy applies to all discrimination, harassment and sexual misconduct incidents involving others (including, but not limited to, contractors, vendors and volunteers) against faculty, staff, students, or others. In accordance with the operating procedures described below and dependent upon the level of control that the College has over the respondent, the College will take appropriate action against others in the College community who engage in acts of discrimination, harassment or sexual misconduct, whether on or off campus. The appropriate administrative officer and/or the Executive Director of Human Resources will work with the respondent's employer, or, in the case of a volunteer, the individual him/herself, to effect a resolution.

OPERATING BODIES:

- I. Title IX Coordinator:** The President of Hood College will appoint an employee to the position of Title IX Coordinator, and this position will be clearly identified to the College community. The Title IX Coordinator will receive such training in, and education about, policies and practices designed to eliminate harassment, discrimination and sexual misconduct as is necessary to be well prepared for her/his responsibilities. Accordingly, the Title IX Coordinator will be positioned to assist the parties in navigating the grievance process. The Title IX Coordinator will be the chair of the Title IX Compliance Committee and will report Title IX trends to the committee members for the purpose of developing strategies to address Title IX issues and to uphold the spirit and letter of Title IX legislation. The Title IX Coordinator will disseminate information to the College community regarding this harassment, discrimination and sexual misconduct policy, what constitutes harassment, discrimination and/or sexual misconduct, what the individual can do to address questions or concerns, and where to go for help. Further, the Title IX Coordinator will organize and implement, with the Ombudsperson, educational programs and campaigns on such topics for the College at large. The Title IX Coordinator will report annually to the President regarding campus harassment, discrimination and sexual misconduct complaint trends and the Title IX Committee recommendations for addressing compliance issues at Hood College.

- II. Ombudsperson:** The President of Hood College will appoint an employee to the position of Ombudsperson, and this position will be clearly identified to the College community. The Ombudsperson will receive such training in, and education about, policies and practices designed to eliminate harassment, discrimination and sexual misconduct as is necessary to be well prepared for her/his responsibilities. The Ombudsperson will disseminate information to the College community regarding this harassment, discrimination and sexual misconduct policy, what constitutes discrimination, harassment or sexual misconduct, what the individual can do to address questions or concerns, and where to go for help, and will organize and implement, with the Title IX Coordinator, educational programs on such topics for the College at large. The Ombudsperson will report annually to the President regarding campus discrimination, harassment, or sexual misconduct complaint trends.
- a) Any member of the College community may ask general questions about procedures or seek advice from the Ombudsperson.
 - b) Any member of the College community may ask general questions about procedures or seek advice from the Ombudsperson.
 - c) Any person who speaks with the Ombudsperson regarding questions of harassment, discrimination and sexual misconduct will be apprised of the role of the Ombudsperson:
 - a. The Ombudsperson can consult with any individual or group in an informational capacity, providing general education as to the laws and College policy in this area.
 - b. The Ombudsperson can offer the following services to any individual who feels that she/he has been subject to discrimination, harassment or sexual misconduct:
 - i. The Ombudsperson provides general information regarding the College's harassment, discrimination and sexual misconduct policies.
 - ii. The Ombudsperson initially discusses what actions a complainant is seeking in response to the alleged discrimination, harassment or sexual misconduct.
 - iii. The Ombudsperson explains the avenues for informal and formal action, including a description of the complaint procedure detailed below.
 - iv. The Ombudsperson should advise the complainant that the College has a responsibility to investigate the circumstances of harassment, discrimination and sexual misconduct complaints and to take steps to correct the situation, and that, accordingly, any information provided by the complainant may be referred to the responsible College official to initiate an investigation into the circumstances, thereby potentially compromising the confidentiality of information provided by the complainant. Every effort will be made to preserve confidentiality if the complainant requests it, but he or she should understand that some breach may be necessary in order to help to insure the safety, not only of the complainant, but of others in the Hood community. The Ombudsperson will immediately refer complaints of sexual misconduct to the Executive Director of Human Resources or the Title IX Coordinator, or their designees, as they cannot be resolved through mediation.

- v. The Ombudsperson advises the complainant that confidentiality will be preserved consistent with applicable laws and the College's responsibility to investigate and to address such complaints. In all instances, however, the Ombudsperson will inform the Executive Director of Human Resources or her designee of the complaint; the Executive Director of Human Resources or her designee reserves the right to conduct an inquiry or investigation into the circumstances, as appropriate.

III. The Executive Director of Human Resources may receive complaints of discrimination, or harassment, and may refer them to the Ombudsperson in the event that the complainant opts for an informal resolution procedure (cases of sexual misconduct are not subject to resolution by mediation); the Executive Director of Human Resources is responsible for coordinating the Administrative Response phase; he/she, or the Title IX Coordinator, or their designees, will coordinate, in instances of a formal complaint procedure, the Internal Investigation Phase, and, as necessary, will refer formal complaints to the appropriate grievance board, all as set out in this policy, below.

IV. Other College resource persons, including, but not limited to, supervisors, employees of the, Residence Life Professional Staff, and Resident Assistants, who receive complaints of possible discrimination or harassment, **will refer** such complaints to the Ombudsperson or the Executive Director of Human Resources. Cases of possible sexual misconduct should be referred directly to the Executive Director for Human Resources or the Title IX Coordinator, or their designees, as they cannot be resolved through mediation.

V. Grievance Boards: The Vice President for Finance will appoint staff employees, the Vice President for Student Life will appoint students, and the faculty will elect faculty members, to a standing College Grievance Board to receive complaints by faculty, staff, students and others, of harassment, discrimination, and sexual misconduct. Faculty will elect faculty members to a standing Faculty Board of Review, which will receive complaints of harassment, discrimination and sexual misconduct against faculty members. All members of the College community are expected to cooperate fully with both grievance boards and with College officials.

a) College Grievance Board:

- The College Grievance Board will be composed of six (6) voting members: two faculty members elected by the faculty, two administrators appointed by the Vice President for Finance, and two students appointed by the Vice President for Student Life. In addition, two alternates will be elected or appointed from each of the above-named constituencies, as appropriate. Both the faculty's selections and the Vice Presidents' appointments will be guided by considerations of continuity, experience, sensitivity to the concerns of faculty, staff and students, and respect for the diversity of the College community. Recommendations for College Grievance Board membership may be made by any member of the Hood community; in addition, the Vice President for Finance and the Vice President for Student Life may solicit recommendations from appropriate representative groups.
- The Vice President for Finance and the Vice President for Student Life may seek the advice of the existing College Grievance Board on new appointments. All members

will serve at least one two-year term. Normally, service will be limited to two (2) two-year terms.

- The Vice President for Finance will appoint the chairperson of the College Grievance Board. The chairperson will act as convener of the College Grievance Board and will facilitate administrative operations and equitably assign to College Grievance Board members responsibilities for Board activity.
- The primary responsibility of the College Grievance Board is to promptly review complaints and to examine any evidence of harassment, discrimination and sexual misconduct filed against staff, students and others, and to report its finding to the Provost or the Provost's designee. The College Grievance Board generally will be available to consult with the College community on issues of discrimination, harassment and sexual misconduct. In addition, the College Grievance Board will function as a source of consultation and support to the Ombudsperson and the Title IX Coordinator.

b) Faculty Board of Review (FBR) and the Faculty Personnel Committee (FPC):

- The Faculty Board of Review will be composed of six (6) voting faculty members, elected by the faculty. It will review complaints in accordance with the procedures outlined in this policy. In implementing this policy, a primary responsibility of the Faculty Board of Review is to promptly consider and adjudicate complaints of harassment, discrimination, and sexual misconduct filed against faculty members, and to determine recommended findings. They will refer their recommended findings to the Provost.
- The members of the Faculty Board of Review will elect the chairperson of the Faculty Board of Review. The chairperson will act as convener of the Faculty Board of Review and will facilitate administrative operations and equitably assign responsibilities for Board activity to Faculty Board of Review members.
- The Faculty Personnel Committee will determine and recommend appropriate discipline or sanctions in cases where faculty members are the respondents and the FBR's findings are that harassment, discrimination and/or sexual misconduct have taken place. They will consult with the Provost and make their recommendations as she/he develops an appropriate resolution.
- The Faculty Board of Review generally will be available to consult with the College community on issues of discrimination, harassment, and sexual misconduct. In addition, the Faculty Board of Review will function as a source of consultation and support to the Ombudsperson and the Title IX Coordinator.

c) Grievance Board for Allegations of Sexual Misconduct:

- The College Grievance Board will be convened solely with faculty and staff members, i.e., without student members, in cases of sexual misconduct. In order to promote confidentiality to the greatest extent possible and to assure appropriate reporting, students will be not permitted to serve on cases involving allegations of sexual assault or other sexual misconduct. One faculty alternate and one staff alternate will be called to complete the complement of Grievance Board Members.
- The Faculty Board of Review will handle allegations of sexual misconduct involving faculty as accusers or as victims per the procedures described above.

RIGHTS OF THE PARTIES:

- I.** At each step of the process, whether an informal or formal procedure is chosen, and regardless of the nature of the allegation, both the complainant and the respondent have the right to an advocate or counsel present at any proceedings regardless of the type of resolution procedure chosen. However, the advocate or counsel may not participate in the proceedings or examine witnesses.
- II.** The complainant has the right to file a grievance, to present supporting evidence, and to reply to the respondent's information at each step of the process.
- III.** The respondent has the right to be informed of all charges and of any evidence against him/her used to evaluate those charges, to bring evidence, and to reply to the complainant's information at each step of the process.
- IV.** The parties have the right to be protected against conflict of interest by decision makers at all steps of the process as set forth below. A conflict of interest exists when a decision maker in a grievance procedure has a personal or professional relationship with any of the parties that could in any way compromise the process or present the appearance of conflict of interest.
 - a)** Either the complainant or the respondent, when made aware of the composition of the grievance board, may request that a member (or members) of the board recuse him/herself if she or he feels there may be a conflict of interest.
 - b)** It is incumbent upon a grievance board member, when she or he learns the identities of the complainant and the respondent, to recuse him/herself if he or she feels there may be a conflict of interest.
 - c)** When a grievance board member has recused her/himself, she/he is obligated to maintain confidentiality regarding the complaint.
- V.** The parties have the right to a prompt and impartial internal investigation into the circumstances and prompt resolution procedures, regardless of the nature of the allegation.
 - a)** Complainants who are victims of alleged sexual assault will be advised of their rights to file internal formal complaints, criminal complaints, or both. Support persons for both complainant and respondent will be offered.
 - b)** Complainants who are victims of alleged sexual assault, relationship violence and/or stalking will be provided with appropriate options to provide for their individual safety.
 - c)** Both parties have the right, and are encouraged, to contact law enforcement or legal counsel for assistance and/or to legal protections and remedies.
 - d)** Both parties have the right to use College resources to help navigate the grievance process. The College will conduct affirmative outreach to both parties and make appropriate resources available.
- VI.** Both parties will be notified simultaneously and in writing of the outcome of the proceeding, appeal procedures; any change to the result before it becomes final; and when the result becomes final.

VII. Both parties have the right to seek internal and judicial no-contact orders, restraining orders and protective orders.

OPERATING PROCEDURES:

I. Intake or Complaint Phase:

- a) **Harassment or Discrimination:** Complaints of harassment and discrimination *should be brought to the College as soon as possible after the most recent instance of possible discrimination or harassment*, but might not be heard if brought more than 180 days afterward, unless there are immediate and compelling reasons to do so. Any member of the College community who believes that she/he has been the victim of discrimination or harassment, or who believes she/he has witnessed such behavior, should report this belief to College resource persons as outlined above, who will then make appropriate referrals; or, to the Ombudsperson, who will receive the complaint and assist in the resolution processes described below; or, to a responsible College official, who, as appropriate, may also make referrals to the Ombudsperson.
- b) **Sexual Misconduct:** Complaints of sexual misconduct *should be brought to the College as soon as possible after the most recent instance of possible sexual misconduct*, but might not be heard if brought more than 365 days afterward, unless there are immediate and compelling reasons to do so. Any member of the College community who believes that she/he has been the victim of sexual misconduct, or who believes she/he has witnessed such behavior, should report this belief to College resource persons as outlined above, who will then make appropriate referrals; or, to the Title IX Coordinator or the Executive Director for Human Resources, who will receive the complaint and assist in the resolution processes described below; or, to a responsible College official, who, as appropriate, may also make referrals to the Title IX Coordinator or the Executive Director for Human Resources.
- c) The “**responsible College official**” is designated as follows:
 - **For students:** the Executive Director of Human Resources, the Title IX Coordinator, or the Vice President for Student Life and Dean of Students.
 - **For staff:** the Executive Director of Human Resources, Title IX Coordinator, or the Vice President for Finance.
 - **For faculty:** the Executive Director of Human Resources, Title IX Coordinator, or the faculty member’s Department Chair.
 - **For others:** the Executive Director of Human Resources, Title IX Coordinator, or the Vice President for Finance.
- d) **Who may bring a complaint:** Any member of the College community who believes that she/he has been the victim of discrimination, harassment, or sexual misconduct by a student, staff member, faculty member, or other individual doing business with the College or engaging in College-sponsored activities, or any member of either group who believes she/he has witnessed such proscribed behavior, may bring the matter to the person designated by the College to handle such complaints, either the Ombudsperson, or the Title IX Coordinator, or a responsible College official, as defined above. Complaints received by other College officials will be referred to one of these persons. All responsible College officials will make reports to the Title IX Coordinator.
- e) **Anonymous complaints:** If information about an alleged case of discrimination, harassment, or sexual misconduct is received from an anonymous third party (such as from a witness to an incident or in an anonymous letter), the responsible College official

will take appropriate action considering the source and nature of the information, the seriousness of the alleged incident, the specificity of the information, the objectivity and credibility of the source of the report, whether any individuals can be identified who were subjected to the alleged conduct, and, if so, whether those individuals want to pursue the matter. Victims who wish to make anonymous complaints will be advised that confidentiality will be preserved consistent with applicable laws and the College's responsibility to investigate and address such complaints.

- f) **Responsibility to notify the Executive Director of Human Resources or Title IX Coordinator:** In each instance of a complaint of harassment, discrimination, or sexual misconduct, regardless of whether the complaint will be handled through a formal or informal process, the responsible College official must inform the Executive Director of Human Resources or her designee (unless the Executive Director of Human Resources is acting also as the responsible College official) and the Title IX Coordinator or her designee of the complaint. The Executive Director of Human Resources or her designee reserves the right to conduct an investigation into the circumstances, as appropriate.
- g) **Confidentiality:** If a complainant requests that her/his name not be revealed, the responsible College official should inform the complainant that the request may limit the College's ability to respond. If the complainant continues to ask that her/his name not be revealed, the responsible official should take all reasonable steps to effectuate an investigation into the circumstances and response to the complaint consistent with that request, as long as doing so does not preclude the College from responding effectively to the behavior and preventing further such behavior toward others. In accordance with various laws and regulations, the College will provide information to regulatory agencies and others and protect the identity of the victim to the extent permissible by law.
- h) **Determination of the procedure to be employed in resolving complaints:** The Ombudsperson, the Title IX Coordinator, or the responsible College official, in the initial interview with the complainant, will discuss what actions the complainant is seeking in response to the alleged harassment, discrimination, or sexual misconduct. The interviewer explains the avenues for informal and formal action, and will outline the complaint procedures described below. Based upon that information, the complainant may opt for either procedure unless the complaint involves alleged sexual misconduct, which cannot be resolved through the informal process. At this point, any necessary referrals (such as, to the Ombudsperson from the Vice President for Student Life) are made, and the chosen procedure will begin, as outlined below. The complainant, at his or her discretion, may opt, at any time during the informal process, to begin the formal procedure.
 - **Written statement of the complaint:** After an initial meeting with the responsible College official, the complainant is strongly advised to submit a written statement to the responsible official, though a written statement is not required. The written statement should contain the following information: date(s), specifics of incident(s), and names of witnesses, to be used in the Investigation Phase, in the event that the formal procedure is chosen. The responsible College official will inform the respondent of the allegation and of the identity of the complainant. The responsible official will give a written statement of the complaint to both parties. In the event that the complainant does not provide a written statement, the responsible official may proceed in accordance with the procedure below, after summarizing in writing, the information provided by the complainant, including the

date(s), specifics of incident(s), and names of witnesses. This summary will be signed by the complainant.

- **The written statement or summary of the complaint** will be provided to the respondent. Every effort will be made to protect the complainant from adverse acts committed in retaliation for having made the complaint.

II. Administrative Response Phase: If the complaint involves what may be harassment, a physical threat, sexual misconduct, or the violation of a criminal statute, the person receiving the complaint will, *with proper regard for the need for timeliness given the nature of the complaint, promptly* refer the matter to the responsible College official and/or external authorities (which may include law enforcement or other bodies external to the College) and other College officials, as necessary, to see that prompt and reasonable steps are taken (including, as appropriate, interim steps) to address threats, to respond to possible violations of criminal statutes, and, in cases of sexual misconduct or illegal harassment, to address any ongoing sexual misconduct, harassment, or possible hostile environment, pending further review as provided in this policy and as appropriate, regardless of whether the victim objects to the harassment, sexual misconduct, or bullying, or asks the College to act.

III. Determination of Complaint Resolution Process:

a) Informal Complaint Resolution Process: The complainant, in consultation with the Ombudsperson, will determine an appropriate approach to resolving the complaint. In accordance with federal guidelines, allegations of sexual misconduct cannot be mediated and will be immediately referred to the Title IX Coordinator. *Normally, a resolution strategy should be determined and implemented within sixty (60) business days of receipt of the complaint.* In all cases, the College will work to insure an adequate, reliable, and impartial investigation into the circumstances and resolution of complaint. Informal approaches may include, but are not limited to:

- **Direct communication between the complainant and the respondent.** The complainant should make it clear to the respondent that he/she considers the behavior in question to be offensive. The complainant may take this step with or without the assistance of the Ombudsperson;
- **Mediation by the Ombudsperson**, through interviewing the parties individually or jointly, to resolve the situation on an informal basis. (It should be noted that since this is an informal proceeding, the Ombudsperson's responsibility does not include determination of truth or blame in a situation, but emphasizes education, the resolution of misunderstanding between the parties, and relief from the discrimination, or harassment, which is the subject of the complaint). After three months, or other appropriate period as determined by the mediator, the mediator will follow up with the parties to determine the success of the agreed-upon resolution.
- In cases of sexual misconduct direct communication with the respondent and mediation are not available as options for resolution of the complaint, that is, the formal procedure is the only option for resolution available in such cases, and they should be referred to the Title IX Coordinator or the Executive Director of Human Resources.
- **Other procedural responsibilities** of the Ombudsperson in the informal resolution procedure include:

- i. The Ombudsperson will advise the complainant that the College has a responsibility to investigate the circumstances of complaints and to take steps to correct the situation, and that accordingly, any information provided by the complainant may be referred to the responsible College official to initiate the investigation, thereby potentially compromising the confidentiality of information provided by the complainant;
 - ii. The Ombudsperson will advise the complainant that confidentiality will be preserved consistent with applicable laws and the College's responsibility to investigate and address such complaints. In all instances, however, they will inform the Executive Director of Human Resources or her designee of the complaint; the Executive Director of Human Resources or her designee reserves the right to conduct an investigation, as appropriate;
 - iii. The Ombudsperson should initiate whatever steps she deems appropriate to effect an informal resolution of the complaint that is acceptable to both parties. The complainant has the right to end the informal process at any time and to begin the formal complaint process before the responsible College official;
 - iv. The Ombudsperson should maintain a written record of all contacts, activities, and outcomes, using the *Documenting Discrimination, Harassment and Sexual Misconduct Complaint/Resolutions Form*, and will notify the parties of outcomes and resolutions simultaneously and in writing, as appropriate.
 - v. In the interest of maintaining confidentiality, the Ombudsperson will maintain records in such a way as to keep the identities of the parties separate from the descriptions of the proceedings.
 - vi. The Ombudsperson does not have the authority to apply any direct sanctions or disciplinary action for violation of this policy. If she feels such actions may be warranted, she should refer the matter to the Executive Director of Human Resources or the Vice President for Finance for formal investigation and possible action.
- **If informal mediation, as mentioned above, is not successful**, a formal complaint may be made to the appropriate responsible College official or the Title IX Coordinator or the Executive Director of Human Resources by the complainant, the respondent, or the Ombudsperson.
- b) **Formal Complaint Resolution Process:** In all formal resolution proceedings, the College will work to insure an adequate, reliable, and impartial investigation into the circumstances and the evidence to resolve complaints, through the use of appropriate training for responsible College officials and grievance board members, the multi-level review structure, the pre-appointment of grievance boards, and, as appropriate, the appeal process. The formal process will be documented at each step in accordance with the *Documenting Discrimination, Harassment and Sexual Misconduct Complaint/Resolutions Form*.

IV. Notification to the appropriate Grievance Board: Regardless of whether the complainant has initiated or participated in the informal procedure, she or he may initiate the formal resolution procedure at any time within the time frame for filing complaints. *Promptly after the complainant opts for the formal complaint resolution procedure*, the responsible College official will notify the chairperson of the appropriate grievance board (the Faculty Board of Review in cases where a tenured, probationary tenure track, or special appointment faculty member is named as the respondent, and the

College Grievance Board in cases where a staff member, student, or other person is named as the respondent) of the complaint and will transmit to the chairperson of the appropriate grievance board the written statement (or, in cases where no written statement was provided by the complainant, the written summary) and any other materials provided by the complainant and/or discovered in a College investigation of the complaint.

IV. Investigation Phase: In the event that the case is not resolved at the Administrative Response Phase, the responsible College official, as outlined in **Definitions**, above, may, *normally, within ten (10) business days of receipt of the complaint*, conduct (or direct) an investigation, as appropriate, into the particular circumstances. At this point the parties will be provided the opportunity to submit relevant evidence and supporting documentation. The responsible College official may also refer the complaint to the Executive Director of Human Resources who may then involve Campus Safety as necessary in making a determination as to whether there is evidence suggesting that harassment, discrimination or sexual misconduct has occurred and, thus, whether it is suitable for the appropriate grievance board to conduct a hearing. If so, the Executive Director of Human Resources or her designee will refer the matter to the grievance board for a finding, as set out below.

VI. Hearing and Findings Phase: *Normally within thirty (30) business days of receipt of the complaint, it will be heard by the appropriate grievance board.* The procedures below apply to both the College Grievance Board and the Faculty Board of Review.

- a) If the Executive Director of Human Resources or the Title IX Coordinator concludes that the complaint merits consideration by a grievance board, the parties involved will be identified to the appropriate grievance board. That grievance board will determine if, in their estimation, the facts of the case support the need for a hearing. If so, they will, via such a hearing, and using the “preponderance of the evidence” standard, determine whether a) discrimination, harassment, or sexual misconduct did occur, or b) whether discrimination, harassment or sexual misconduct did not occur, and will notify the parties (in writing and simultaneously), and appropriate responsible College officials of their finding.
- b) A grievance board member who identifies a potential conflict of interest will be required to withdraw from consideration of the complaint. In the event of a recusal, the appropriate alternate will serve in his/her stead.
- c) Grievance board members will maintain confidentiality to the extent possible during the hearing, and will not discuss the complaint before or after the hearing, nor will they discuss it among themselves except during grievance board proceedings; they may discuss the complaint with the responsible College official(s) on a need-to-know basis, but will maintain confidentiality to the extent possible.
- d) The grievance board may conduct its inquiry into, and review of, the evidence developed in the Investigation Phase in the manner it deems appropriate, within the guidelines set out in this policy. Absent extraordinary circumstances, the inquiry should, at the least, include interviews of the complainant and respondent, which should be conducted as soon as possible. Each party will be given the opportunity to present witnesses and other evidence. Additionally, each party may be accompanied by an

advocate or counsel at his or her discretion; however, the advocate or counsel may only act in a consultative capacity and may not speak for the party he or she is assisting.

- e) The purpose of these interviews is to clarify what incidents occurred and what views each interviewee holds. The respondent will be informed of the name of the complainant as well as the substance of the complaint. The grievance board may use these interviews to identify additional witnesses. It is strongly advised that all six members of the grievance board be present, but no fewer than four members should be in attendance. The members of the grievance board who are present at the interviews will report on the substance of the interviews to the full grievance board.
- f) It may be necessary for members of the grievance board to interview persons other than the complainant and the respondent. These interviews should be conducted by at least two grievance board members. The interviews must be coordinated in advance with the chair of the grievance board. When the appropriate information and views are collected, the members of the grievance board who conducted the interviews will report to the full grievance board.
- g) It may be necessary for the grievance board to request that the Provost grant it additional time in which to complete its process. In all cases, the grievance board must make a good faith effort to make its inquiry, to review the evidence, and to render a finding in a timely fashion, but should it find, for example, that a witness is unavailable for a short time or that additional evidence has been identified that must be considered, the Provost may opt to grant an extension. The chair of the grievance board will notify the parties in that event.
- h) Before the grievance board makes its final recommendation, the complainant and the respondent will each be given a written summary of the evidence that will be used by the grievance board in making its finding, and they also will be given the opportunity to make final statements in response to that summary. The evidence will be kept on file in the Human Resources Department **for three years** and can be viewed by the parties upon request. Identifying information should be kept separately from descriptions of incidents and other actions or proceedings in order to maintain confidentiality.
 - The full circumstances of the situation will be considered in the review of the evidence and inquiry into cases of possible discrimination, harassment, or sexual misconduct.
 - In determining whether the alleged conduct constitutes discrimination, harassment, sexual misconduct, or otherwise inappropriate conduct, the grievance board will consider the record of the incident as a whole and the totality of the circumstances, including the context in which the alleged incidents occurred.
- i) After reviewing the information, and reaching a determination based upon the preponderance of the evidence, the grievance board will report its finding. The finding will be either that:
 - The preponderance of evidence *does not* indicate that discrimination, harassment, sexual misconduct, or other inappropriate conduct took place, or,
 - The preponderance of evidence *does* indicate that discrimination, harassment, sexual misconduct, or other inappropriate conduct took place.
- j) The College Grievance Board's finding will be determined by a majority vote of the board members. If the grievance board is evenly split and is unable to reach a decision as to whether or not discrimination, harassment, or other inappropriate conduct took place, the chair of the grievance board will call upon an unseated grievance board alternate from the constituency of the respondent to cast a deciding vote. In cases of

sexual misconduct, the chair of the grievance board will break the tie. In the case of the Faculty Board of Review, an alternate will be selected from the faculty at large to review the notes of the proceedings and any other evidence, and to cast the deciding vote.

- k) Based upon the finding of the College Grievance Board, the Provost, or designee, will determine the resolution, including any sanctions or discipline. However, the Provost has the option to reject the finding of the College Grievance Board based upon her review of the evidence, and then to determine a suitable resolution. The Provost or designee, as appropriate, may consult with other College officials, in considering her/his decision.
- l) In cases where the respondent is a tenured, probationary tenure track, or special appointment member of the faculty:
 - The Faculty Board of Review will send its finding of whether or not harassment, discrimination, or sexual misconduct occurred to the Provost, who will determine the resolution of the complaint, and who will consult with the Faculty Personnel Committee (FPC) to determine any discipline or sanctions, as appropriate. If termination for cause is the recommended sanction, the Provost will notify the President.
 - The Provost may reject the determination of the Faculty Board of Review, and must state her reasons for doing so in writing to the faculty member/respondent and the FBR, and also must provide an opportunity for responses from them before implementing her resolution. In cases where the resolution results from a finding that harassment, discrimination and/or sexual misconduct did occur, the Provost will proceed in consulting with the FPC to determine discipline or sanctions.
 - In a case of the sanction of termination for cause, the President will be notified of such by the Provost. If he is in concurrence with that recommendation, he will send the recommendation to the Board of Trustees, who will render the final decision regarding the sanction.
 - The Provost and President, as appropriate, may consult with each other or other College officials, in considering their decisions.

VII. Notice to Parties Phase: *Normally within ten (10) business days after the completion of the Hearing and Findings Phase, the Provost, or designee, will inform the grievance board and the parties of the final resolution of complaints referred to her/him/them. The parties will be notified simultaneously and in writing.*

VIII. Actions Phase:

- a) **Discipline:** *Normally within ten (10) business days of the completion of the Notice Phase, if a finding of harassment, discrimination, or sexual misconduct is reported by the grievance board to the Provost, she, or her designee, will proceed with appropriate discipline and/or corrective action. The Provost's decision regarding discipline for staff, students or faculty may be appealed to the President or the President's designee, and any appeal will be considered in accordance with the standards outlined below. The Provost will be authorized to take actions he/she deems appropriate against persons who are not College students, staff, or faculty, and for whom there is no opportunity for review. The Provost will inform both parties of the action(s) to be taken to equitably resolve the complaint and of any actions to be taken to prevent recurrence.*

IX. Appeal Phase:

a) **Appeal:** *Normally within ten (10) business days of the completion of the Actions Phase*, in the event that either of the parties disagrees with the finding of the grievance board and/or the Provost's determination (or the Provost's determination in consultation with the Faculty Personnel Committee, for faculty respondents) of appropriate resolution and/or discipline and sanctions, he or she may appeal the decision to the President of the College, providing the appeal meets at least one of the standards outlined below.

- **Standard for appeal:** Either party, *normally within ten (10) business days of notification of the finding, resolution, and/or discipline and sanctions*, may present a written request for a review of the finding, resolution, and/or discipline and sanctions, based upon one or more of the standards outlined below. The appellant party should include in the appeal any information that substantiates his or her belief that the appeal is justified according to the standards.

i. One or more procedural errors occurred. Examples:

- A grievance board member should have recused himself/herself but did not.
- Witnesses were inappropriately disallowed.
- The finding is clearly at odds with the evidence presented.

ii. New information that was not previously available or known has come to light, which might include additional witnesses or additional evidence.

iii. The appellant has reason to believe that the sanction or discipline is inappropriate.

b) **Hearing of appeal by the President of the College:**

- If, upon reviewing the written appeal, the President determines that the information provided therein indicates that the appeal is warranted according to one or more of the standards, and, thus, that there is a compelling reason to reverse or modify a grievance board finding, or the Provost's resolution, and/or disciplinary action and sanctions, he will consult with the Provost or other College officials and/or other parties as appropriate to resolve the appeal issue. The complainant and the respondent, as well as the chair of the reporting grievance board, will be notified, simultaneously and in writing, of any changes to the finding, resolution, disciplinary actions or sanctions, resulting from the appeal.

- If, upon reviewing the written appeal, the President determines that the information provided therein indicates that the appeal is not warranted according to one or more of the standards, he will notify both parties, simultaneously and in writing, as well as the chair of the reporting grievance board, that the original finding, resolution, and/or disciplinary action and sanctions will stand.

- Notwithstanding the absence of an appeal, the President may, at her/his discretion and at her/his own initiative, review the procedures and evidence in accordance with the standards for appeal set out above, and modify or reverse the findings, resolution and/or discipline and sanctions.

- When a written appeal is received by the President, he/she *will notify both parties of the outcome, in writing and simultaneously, within 10 business days of receipt of the appeal.*

c) Request for Review by the Board of Trustees, where the respondent is a member of the Faculty (tenured, probationary tenure track, special appointments): As provided in the *Faculty Code*, 4.6.5, in the case of the sanction of termination for cause, the faculty respondent may request that the Board of Trustees review the record of the case concomitant with its responsibility to consider a Presidential recommendation of termination.

X. Variations in Processing of Complaints: The steps outlined above may be modified on a case-by-case basis as appropriate, including when the complainant asks not to be identified until a later date (for example, until the end of a course, or after an examination, or after annual contracts are issued). In all cases, the complainant will not be subject to retaliation by the respondent, however, as much information as possible will be shared with the respondent to enable him/her to answer the complaint.

a) In general, a request to delay personal identification and action upon such a complaint may be honored, and the complaint may be held until the specific date requested by the complainant, where such a request is deemed not inconsistent with the College's obligation to investigate and take corrective action as appropriate and with regard for due process.

b) It is recommended that action be taken within 180 days following receipt of a formal complaint by the responsible official, except in cases of alleged sexual misconduct, where one year is allowed. Complainants should be advised that a long time lapse before beginning the investigation into the circumstances could limit the College's ability to respond and could impair the investigation of the complaint, and that complaints lodged more than 180 days (or one year in sexual misconduct cases) after the incident may not be heard unless there are immediate and compelling reasons to do so.

XI. Prohibition against Retaliation: There will be no adverse action against any individual for reporting an incident of discrimination, harassment, or sexual misconduct, or for participating in or cooperating with an investigation into an alleged incident. This may include, but is not limited to the following: threatening of witnesses, denial of rights to participate in College-sponsored programs, character assassination, intimidation by supervisors or faculty members, and other forms of unprofessional, inappropriate or inequitable behavior toward the complainant, the respondent, or witnesses and bystanders. Any violation of this prohibition against retaliation will be treated as a separate incident under these procedures, although it may be addressed in the same investigation.

XII. Additional Information: The President will, from time to time, consult with the Ombudsperson, the Title IX Coordinator and/or responsible College officials on general policy and procedural issues related to harassment, discrimination, and sexual

misconduct, and may receive from the Ombudsperson, Title IX Coordinator and/or responsible officials, recommendations on such issues, including the prevention of such incidents of discrimination, harassment and sexual misconduct. Grievances and grievance outcomes will be used to inform administrators of the need for operational changes.



Resources for Hood College’s Diverse Community

GENERAL RESOURCES

IMPORTANT PHONE NUMBERS

Frederick City Police Department

Emergency..... **911**
Nonemergency.....301-694-2100

Frederick County Sheriff’s Office Victim Services Unit.....301-600-1290

Frederick County Department of Social Services.....301-600-4555

Frederick County Department of Child Protective Services.....301-600-2464

Medical Treatment

Frederick Memorial Hospital-Emergency Room.....240-566-3300

Heartly House, Inc., 24-Hour Hotline.....301-662-8800

Maryland 211 Information and Referral Crisis Intervention Maryland 24/7 hotline.....211

Maryland Coalition Against Sexual Assault.....301-328-7023

Maryland Network Against Domestic Violence

Statewide helpline.....800-MD-HELPS
Local number.....301-429-3601

National Domestic Violence Hotline.....800-799-7233

Rape, Abuse and Incest National Network 24-Hour Hotline.....888-656-HOPE

Hood Internal Resources

Chaplain	301-696-3436
Ombudsperson	301-696-3295
Counseling Center	301-696-3439
Health/Wellness Center	301-696-3439
Campus Safety	301-696-3548

Hood College Resources

IMPORTANT PHONE NUMBERS

Department of Campus Safety

Emergency.....	301-663-3111
Nonemergency.....	301-696-3548

Director for Campus Safety

Director of Campus Safety Direct Line	301-696-3548
Whitaker Campus Center, Room 219	

Hood College Counseling Center	301-696-3440
Corner of Whitaker Parking Lot, White house	

Hood College Health Center	301-696-3439
Corner of Whitaker Parking Lot, White house	

Director of Residence Life

TDB	301-696-3577
Whitaker Campus Center, Student Life Suite, Room 223	

Executive Director of Human Resources/Title IX and Section 504 Coordinator

Carol Wuenschel.....	301-696-3592
Alumnae Hall, Room 312	

Ombudsperson

Wanda Ruffin.....	301-696-3295
Rosenstock Hall, Room 27	

Dean of the Chapel

Rev. Beth O'Malley301-696-3436
Coffman Chapel, Room 8

Vice President for Student Life and Dean of Students

Olivia White301-696-3573
Alumnae Hall, Room 203

Director of Multicultural Affairs and International Student Programs

Kiran Chadda.....301-696-3799
Whitaker Campus Center, Room 222

Area Coordinator, Diversity Initiatives

Travis Eichelberger.....301-696-3653
Whitaker Campus Center, Student Life Suite, Room 227

Interim Vice President, Academic Affairs and Provost

Edgar Schick..... 301-696-3623
Alumnae Hall, Room 104

Community Activist: Supporting Hood 's diverse community in the Frederick Area

Jeanie R. Cronin.....(day) 301-696-3473, (evening) 301-524-1500
Tatem, Room 222

Vice President of Finance and Treasurer

Charles Mann.....301-696-3554
Alumnae Hall, Room 103

Associate Director of Athletics, Title IX Resource for Athletics

Staci Brennan.....301-696-3785
Athletic Center, Room 207

Disability Services Coordinator and Section 504 Resource for Student Services

Lauren Reis301-696-3421
Rosenstock Hall, Center for Academic Achievement and Retention (CAAR), Room 322

Additional and Focused Resources (some may appear in multiple places)

Frederick County Department of Social Services: www.fcdss.info. Their mission is to aggressively assist and empower people in economic need, provide prevention services and protect vulnerable children and adults.

Heartly House: www.heartlyhouse.org. Heartly House provides comprehensive services for victims and survivors of domestic violence, rape/sexual assault and child abuse.

Maryland Coalition Against Sexual Assault: www.mcasa.org. Their mission is to help prevent sexual assault, advocate for accessible, compassionate care for survivors of sexual violence, and to work to hold offenders accountable.

Maryland County-based Resources: mnadv.org/find-help/find-your-local-program/. The programs listed by county in this website are the state-recognized, primary purpose domestic violence Maryland programs that offer comprehensive domestic violence services (24-hour hotline, access to shelter, counseling services and advocacy). Communications with them are confidential and the individual can remain anonymous.

National Sexual Violence Research Center (NSVRC): www.nsvrc.org/. The NSVRC provides leadership in preventing and responding to sexual violence through collaboration, sharing and creating resources, and promoting research.

Pandora's Project: www.pandys.org. This nonprofit organization is dedicated to providing information, support and resources to survivors of rape and sexual abuse and their friends and family. They have been devoted to recovery and healing since 1999.

Rape, Abuse, and Incest National Network: www.rainn.org.) The nation's largest anti-sexual violence organization, RAINN created and operates the National Sexual Assault Hotline (800.656.HOPE and online.rainn.org) in partnership with more than 1,100 local rape crisis centers across the country and operates the DoD Safe Helpline for the Department of Defense. RAINN also carries out programs to prevent sexual violence, help victims and ensure that rapists are brought to justice.

Sexual Assault Legal Institute (SALI): www.mcasa.org/for-survivors/maryland-rape-crisis-and-recovery-centers-3/. SALI provides legal services to sexual assault survivors statewide, as well as legal training and technical assistance for professionals working with sexual assault survivors.

Diverse Resources:

For Children and Families

Frederick County Department of Social Services: www.fcdss.info. Their mission is to aggressively assist and empower people in economic need, provide prevention services and protect vulnerable children and adults.

Heartly House: www.heartlyhouse.org. Heartly House provides comprehensive services for victims and survivors of domestic violence, rape/sexual assault and child abuse.

Joyful Heart Foundation: www.joyfulheartfoundation.org. Their mission is to heal, educate and empower survivors of sexual assault, domestic violence and child abuse, and to shed light into the darkness that surrounds these issues.

Maryland Network Against Domestic Violence: www.mnadv.org. MNADV is the state domestic violence coalition that brings together victim service providers, allied professionals and concerned individuals for the common purpose of reducing intimate partner and family violence and its harmful effects on our citizens. The Network accomplishes this goal by providing education, training, resources and advocacy to advance victim safety and abuser accountability.

Military Family Advocacy: Fort Detrick Family Advocacy Program. Frederick, MD 21701. (301) 619-7171. Family Advocacy Programs help both victims and abusers with counseling services and other support services.

Peaceful Families Project: www.peacefulfamilies.org/. PFP is a national organization with international reach devoted to ending domestic violence in Muslim families by facilitating awareness workshops for Muslim leaders and communities, providing training and technical assistance for professionals, conducting research and developing resources.

Phynyx Ministries: www.phynyxministries.com/. This is a Christian-based website dedicated to victims of sexual assault. It provides helpful information to help victims break their silence and begin to heal from being sexually assaulted.

For Individuals with Disabilities

Deaf Abused Women's Network: www.deafdawn.org/. DAWN's mission is to promote healthy relationships and end abuse in the deaf community of the Washington, D.C., area. They provide survivors of abuse with the help they need to heal and progress with their lives and educate the deaf and hearing communities on the issues and how to foster positive relationships.

Resources for special populations: mnadv.org/about-domestic-violence/special-populations/. Domestic violence does not affect just one type of person, it affects people of all races, ethnicities, religions, sexual orientations and genders. Learn about special assistance for different populations at this site.

For Friends and Family of Victims

Pandora's Project: www.pandys.org. This nonprofit organization is dedicated to providing information, support and resources to survivors of rape and sexual abuse and their friends and family. They have been devoted to recovery and healing since 1999.

U. S. Department of Veterans Affairs, The National Center for PTSD: www.ptsd.va.gov/public/PTSD-overview/basics/index.asp. The National Center for PTSD is dedicated to research and education on trauma and PTSD. Their work is to assure that the latest research findings help those exposed to trauma.

For the International Community

ASHA for Women: ashaforwomen.org/. A Rockville, Md., nonprofit organization dedicated to providing community-based, culturally competent support to South Asian women living in abusive marriages and homes. One of the first South Asian domestic violence prevention organizations formed in the United States, ASHA has been serving the legal, financial and emotional needs of South Asian women in the Washington, D.C., metro area for 20 years. Created to circumvent many of the language, cultural and social barriers that can stop many from seeking help, ASHA has committed itself to preventing abuse victims from falling through the cracks within the domestic violence service system.

Asian and Pacific Islander Institute on Domestic Violence (API): apiidv.org/. API is a national resource center on domestic violence, sexual violence, trafficking and other forms of gender-based violence in Asian and Pacific Islander communities. It serves a national network of advocates, community-based organizations, national and state programs, legal, health and mental health professionals, researchers, policy advocates and activists from social justice organizations working to eliminate violence against women.

Resources for Special Populations: mnadv.org/about-domestic-violence/special-populations/. Domestic violence does not affect just one type of person, it affects people of all races, ethnicities, religions, sexual orientations and genders. Learn about special assistance for different populations at that site.

For LGBTQ Individuals

Gay Men’s Domestic Violence Project: www.glbtdv.org/. GMDVP is a leader in serving gay men, bisexual men and transgendered people.

Maryland Network Against Domestic Violence: www.mnadv.org. MNADV is the state domestic violence coalition that brings together victim service providers, allied professionals and concerned individuals for the common purpose of reducing intimate partner and family violence and its harmful effects on our citizens. The Network accomplishes this goal by providing education, training, resources and advocacy to advance victim safety and abuser accountability.

The Network/La Red: tnlr.org/. The Network/La Red is a national leader in domestic violence for lesbians, bisexual women and transgendered people.

The Northwest Network: <http://nwnetwork.org/>. The Northwest Network has articles on domestic violence in LGBTQ communities and offers assistance to organizations nationally.

Resources for Special Populations: mnadv.org/about-domestic-violence/special-populations/. Domestic violence does not affect just one type of person, it affects people of all races, ethnicities, religions, sexual orientations and genders. Learn about special assistance for different populations at that site.

For the Military and Veterans

Maryland Network Against Domestic Violence: www.mnadv.org. MNADV is the state domestic violence coalition that brings together victim service providers, allied professionals and concerned individuals for the common purpose of reducing intimate partner and family violence and its harmful effects on citizens. The Network accomplishes this goal by providing education, training, resources and advocacy to advance victim safety and abuser accountability.

Military Family Advocacy: Fort Detrick Family Advocacy Program. Frederick, Md., 21701. (01-619-7171. Family Advocacy Programs help both victims and abusers with counseling services and other support services.

U. S. Department of Veterans Affairs: The National Center for PTSD: www.ptsd.va.gov/public/PTSD-overview/basics/index.asp. The National Center for PTSD is dedicated to research and education on trauma and PTSD. Their work is to assure that the latest research findings help those exposed to trauma.

For Men who are Victims

Gay Men's Domestic Violence Project: <http://www.glbtdvp.org/>. GMDVP is a leader in serving gay men, bisexual men and transgendered people.

Military Family Advocacy: Ft. Detrick Family Advocacy Program. Frederick, Md., 21701. (301) 619-7171. Family Advocacy Programs help both victims and abusers with counseling services and other support services.

1in6: www.1in6.org. Their mission is to help men who have had unwanted or abusive sexual experiences in childhood live healthier, happier lives. Their mission also includes serving family members, friends and partners by providing information and support resources on the web and in the community.

Resources for special populations: mnadv.org/about-domestic-violence/special-populations/. Domestic violence does not affect just one type of person, it affects people of all races, ethnicities, religions, sexual orientations, and genders. Learn about special assistance for different populations at that site.

For those interested in Prevention [Should have something on Intervention and other entries?]

Men Can Stop Rape: <http://www.mencanstoprape.org/>. The mission of Men Can Stop Rape is to mobilize men to use their strength for creating cultures free from violence, especially men's violence against women.

Maryland Coalition Against Sexual Assault: www.mcasa.org. Their mission is to help prevent sexual assault, advocate for accessible, compassionate care for survivors of sexual violence, and to work to hold offenders accountable.

For various Religious Affiliations

Directory of Domestic Violence Programs Serving Muslims: apiidv.org/resources/programs-serving-muslims.php#programsMuslims. API provides information on programs for a wide variety of organizations serving Muslim women, immigrant and refugee women from the Middle East and Central, East, South, Southeast and West Asia. API has not systematically been able to list resources for African American Muslims (i.e., indigenous Muslims) or refugees from Africa (e.g., Somalis) and Europe (e.g., Bosnians).

Jewish Coalition Against Domestic Abuse (JCADA): <http://jcada.org/www>. JCADA's mission is to *support* victims of domestic abuse to become empowered and obtain safe environments; *educate* community professionals and others about domestic abuse and appropriate responses to it; and *prevent* future generations from suffering domestic abuse by raising awareness.

Peaceful Families Project: <http://www.peacefulfamilies.org/>. PFP is a national organization with international reach devoted to ending domestic violence in Muslim families by facilitating awareness workshops for Muslim leaders and communities, providing training and technical assistance for professionals, conducting research and developing resources.

Resources for special populations: <http://mnadv.org/about-domestic-violence/special-populations/>. Domestic violence does not affect just one type of person, it affects people of all races, ethnicities, religions, sexual orientations and genders. Learn about special assistance for different populations at that site.