



ROLLINS COLLEGE POLICY

Title: Sexual and Gender-Based Harassment and Related Misconduct	Type	Key Institutional (KI)
No: KI 1014		Approval Date: Rev. 1, 9-16-2019; Original, 6-5-2018
Responsible Office: VP for Student Affairs;		Reviewed By: Rev. 1: Policy Committee, 9-11-2019; 9-16-2019, President’s Cabinet; 9-16-2019; Approved by President 9-16-2019 Original: President’s Cabinet, 6-5-2018; President, 6-5-2018
Next Review: 2024		Revision No: 1, Staff update, process enhancements, and policy title change.

I. Policy Statement/Introduction

This Policy prohibits all forms of discrimination and harassment based on the following protected statuses; sex, gender, gender identity, gender expression, and sexual orientation. It therefore prohibits sexual harassment, misconduct, and violence in various forms, which by definition involve conduct of a sexual nature and are prohibited forms of sexual or gender-based harassment. This Policy further prohibits Stalking and Interpersonal Violence, which need not be based on an individual’s protected status. Finally, this Policy prohibits Complicity for knowingly assisting in an act that violates this Policy, and Retaliation against an individual because of their good faith participation in the reporting, investigation, or adjudication of violations under this Policy. Rollins students and employees who violate this Policy may face disciplinary action up to and including suspension and dismissal or termination of employment.

A. Notice of Non-Discrimination Based on Protected Status

It is the policy of Rollins not to discriminate on the basis of sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information, physical characteristics, or any other category (collectively referred to as “Protected Status”) protected by federal, state, or local law, in its educational programs, admissions policies, financial aid, employment, or other school-administered programs. The policy is enforced by Rollins and, where applicable, federal laws such as Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. The College is an equal opportunity educational institution.

Rollins does not discriminate on the basis of sex in its educational program and activities or in the context of employment. Sexual harassment, including sexual misconduct as defined in this policy, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. Title IX requires that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual harassment is also prohibited under Title VII of the Civil Rights Act of 1964 and other applicable statutes.

Disability Services

Rollins College is committed to equal access and inclusion for all students, faculty and staff. The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 create a foundation of legal obligations to provide an accessible educational environment that does not discriminate against persons with disabilities. It is the spirit of these laws which guides the college toward expanding access in all courses and programs, utilizing innovative instructional design, and identifying and removing barriers whenever possible.

If you are a person with a disability and anticipate needing any type of accommodation while navigating a Title IX process, whether related to participation in educational programming, filing a report, or participating in a Title IX investigation process whether as a Reporter, Respondent or witness, please notify the Title IX Coordinator as soon as possible. The Title IX Coordinator will work with the [Office of Accessibility Services](#) and you to ensure that a reasonable accommodation is provided timely.

B. Reason/Rationale for Policy

Rollins College is committed to creating and maintaining an inclusive and welcoming community in which students, faculty, and staff can work together in an atmosphere free of discrimination. The College values safety, diversity, equity, and social justice and is firmly committed to maintaining a campus environment free from sex-based discrimination, harassment, and related misconduct and violence. Such behavior is prohibited both by federal law and by College policy and will not be tolerated. Such acts violate the essential dignity of our community member(s) and are contrary to our institutional values. The College is committed to fostering a community that promotes prompt reporting of all types of discrimination and harassment and ensures timely and fair resolution of complaints. The College is committed to taking appropriate action to eliminate sex and gender-based harassment and misconduct, prevent the recurrence of such acts, and address their effects, for both the Reporting Party and the broader community.

As a recipient of Federal funds, the College is required to comply with Title IX of the Higher Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs or activities. The Prohibited Conduct defined in this policy are types of sex discrimination; which is prohibited under Title IX. Rollins is committed to providing programs, activities, and an educational environment free from discrimination in accordance with its [Non-Discrimination Policy Statement](#).

C. Purpose

As part of its commitment to providing a safe and welcoming campus and in compliance with Title IX, VAWA, and guidance from the Office of Civil Rights at the U.S. Department of Education, Rollins College has established a Policy on Sexual and Gender-Based Harassment and Related Misconduct including sexual violence, interpersonal violence, and stalking. The Policy, which is maintained by the Office of Title IX, sets forth:

- definitions of the types of conduct prohibited by the Policy that violate our community standards;
- the definitions of discrimination, sexual violence, harassment, sexual-based hazing/bullying, assault, exploitation, sex-based communication, interpersonal violence, coercion/force, consent, incapacitation, stalking, complicity, and retaliation; and
- identifies the Title IX coordinator and the scope of their role;
- provides information on how a member of the Rollins community can report the occurrence of prohibited conduct;
- the College's procedures for addressing and resolving reports of conduct prohibited by the policy; and
- information as to where a member of the Rollins community can obtain support or access resources, including those available confidentially, and the interim protective measures available to reporters.

This Policy can be used to educate the Rollins community on sexual and gender-based harassment and related misconduct and guide students, faculty, and staff who have been affected by sexual misconduct and harassment in any capacity.

D. Sexual Assault, Sexual Violence, Interpersonal Violence, and Stalking Are Prohibited Forms of Conduct

Just as the College's prohibition of discrimination based on a Protected Status (including Sexual Assault as a form of Sexual Harassment) is grounded in federal law, so is its prohibition against Interpersonal Violence and Stalking. The College's response to Sexual Assault, Sexual Violence, Interpersonal Violence (including domestic and dating violence), and Stalking is governed by the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, 20 U.S.C. § 1092(f) (the Clery Act) and Section 304 of the 2013 Amendments to the Violence Against Women Act.

The College is committed to taking all appropriate steps to eliminate Sexual Assault, Sexual Violence, Interpersonal Violence, and Stalking; prevent the recurrence of such acts; and address their effects, both for the Reporting Party and the broader campus community.

The College recognizes that Sexual Assault, Sexual Violence, Interpersonal Violence, and Stalking encompass a broad spectrum of conduct and will respond according to both the severity of the offense and the threat it poses to the campus community.

II. Audience, Scope and Applicability

A. Academic Freedom and Integrity

The College is committed to the principles of free inquiry and expression as is central to the ethos of a liberal arts education. [This policy upholds the AAUP 1940 Statement of Principles on Academic Freedom and Tenure](#). Vigorous discussion and debate are fundamental to this commitment, and this policy is not intended to restrict teaching methods or freedom of expression, nor will it be permitted to do so. Individual disagreement or discomfort with course content or curriculum, standing alone, is not sufficient for the conduct to constitute prohibited harassment or discrimination.

Prohibited conduct, as outlined in this policy, is not a proper exercise of academic freedom and may not be a legally protected expression. On the contrary, it compromises the College's integrity, as well as its tradition of intellectual freedom and has no place in the classroom or within the ethos of the respectful and inclusive living/learning community that Rollins seeks to embody.

Any concerns about curriculum or course content should be directed to the office of the [Dean of the Faculty](#).

B. Applicability and Coverage Under this Policy

This Policy and associated procedures applies to the conduct of, and protects, all members of the Rollins community, including faculty and adjuncts, staff, temporary employees, student employees, students, alumni, volunteers, officially recognized and unrecognized organizations and groups, and all individuals acting on behalf of, or in representation of the College in any authorized capacity or who are interacting or engaging with students, whether formally or socially. The non-discrimination provisions also apply to contractors and other third parties under circumstances within the College's control. Vendors, visitors, independent contractors, and others who conduct business with Rollins or on College property are also expected to comply with this policy. All members of the community are responsible for conducting themselves in accordance with this Policy and other College policies and procedures. This Policy and associated procedures provide for the prompt and equitable resolution of reports of sexual and gender-based misconduct.

When used in this policy, **Reporting Party** refers to the person(s) who report(s) to the College that they have been the subject of sex or gender-based discrimination, harassment, or misconduct. **Responding party** refers to the person(s) who is reported to have committed acts of sexual misconduct or harassment. A **third party** refers to any other participant in the process, including a witness to the misconduct or an individual who makes a report on behalf of someone else (third-party report). While a third-party can file a report of misconduct, a third-party may not request, initiate or request to terminate a Title IX investigation.

C. Jurisdiction

All individual members and organizations in our community are responsible for their actions and behavior in relation to other members of the community, whether the conduct in question occurred on campus or at a different location. As such, this policy applies to on campus conduct and relevant off campus conduct, including conduct that occurs electronically or through an online medium or platform, if: the conduct occurred in the context of an employment or education program, or activity of the College, had continuing adverse effects on campus, or had continuing adverse effects in an off campus employment or education program or activity. Examples of covered off campus conduct include College-sponsored study abroad, research, or internship programs or employment.

In determining whether the College has jurisdiction over off campus conduct that is not part of an educational program or activity of the College, the Title IX Coordinator, or appropriate designee, will consider the seriousness of the alleged conduct, the risk of harm involved, whether both parties are members of the campus community, and whether the off campus conduct is part of a series of actions that occurred both on and off campus.

Regardless of where the conduct occurred and with whom, the College will offer resources and assistance to community members who report that they were subject to the prohibited conduct defined in this Policy. The College will also assist the Reporting Party in identifying and contacting external law enforcement agencies and community resources.

D. Violence Against Unaffiliated 3rd Parties by a College Student or Employee

This Policy and associated procedures will not investigate claims against a member of the campus community where the events are unrelated to the college, the victim or reporter is an unaffiliated third-party not seeking access to the College's programs or activities and where the event took place on premises outside of the College's jurisdiction. The

applicable Policy and associated procedures for such reports is the [Code of Community Standards](#) administered by the [Office of Community Standards & Responsibility](#) for students. For College employees; reports, investigation, and adjudication will be administered through the [Human Resources Department](#).

E. Reports Involving College Employees

Rollins College reserves the right to make a determination about the most appropriate policy and/or procedure to apply to any given complaint, grievance, or inquiry based on the circumstances and the parties involved in the report or complaint. The Title IX Coordinator, or appropriate designee, will work in consultation with the [Human Resources Department](#), and may include the appropriate Vice President, to make this determination when the report includes matters of sexual and gender-based discrimination, harassment, misconduct or violence, made by any individual, *against* a College *employee* where the College also has a duty to respond under [Title VII](#). The care of students involved in sex-based discrimination reports involving a College employee will still remain with the [Dean of Students](#) even when the matter is adjudicated under Title VII.

F. Reports Involving Minors

Individuals who suspect that a minor is being harmed or observe a minor being harmed should contact law enforcement. Winter Park Police can be reached at (407) 644-1313 or if a minor is in imminent danger, dial 911.

In addition, under Florida law, any person who knows of or reasonably suspects abuse, neglect, or abandonment of a minor, or exploitation of a vulnerable adult has an obligation to report that suspicion to the Florida Department of Children & Families. Reports can be made by calling Florida Abuse Hotline by dialing 1-800-96-ABUSE or online at <http://www.myflfamilies.com/service-programs/abuse-hotline/report-online>. More information is located here: <http://www.myflfamilies.com/service-programs/abuse-hotline>

Under Florida law, College employees are mandated to report any abuse of a minor (under the age of 18) to the Florida Abuse Hotline. The College must comply with all state and federal laws within the context of reports of crimes involving minors on campus, including sexual assault. The College's Child Protection Policy is located here: <http://www.rollins.edu/human-resources/documents/policies/general-policies/child-protection-policy.pdf>

III. Resources, Support Information, and Assistance

A. Office of Title IX

The Office of Title IX has primary responsibility for administering this Policy and oversees the investigation, response to, and resolution of all reports of Prohibited Conduct as outlined in this Policy; however, questions, concerns, and/or reports may be addressed to any of the on-campus individuals or offices in the Resources section of this policy. The Office of Title IX and specifically, the Title IX Coordinator, will maintain all reports of sex and gender-based harassment and related misconduct.

B. Title IX Coordinator and Deputy Coordinators

The College has a designated Title IX Coordinator to direct the Office of Title IX and Deputy Title IX Coordinators. The Title IX Coordinator oversees the College's investigation, response to, and resolution of all reports of prohibited conduct based on sex as defined in this Policy. The Title IX Coordinator is also responsible for oversight of education and training in the campus community, and for coordinating compliance with the legal requirements and best practices under Title IX. The Title IX Coordinator and Deputies are:

- knowledgeable and trained in College policies and procedures and relevant state and federal laws;
- available to advise any individual, including a Reporting Party, a Responding Party, or a third party, about College and community resources and reporting options;
- available to provide assistance to any College employee regarding how to respond appropriately to a report of Title IX-related Prohibited Conduct, Interpersonal Violence, Stalking, and related Complicity and Retaliation;
- participate in ensuring the effective implementation of this Policy, including monitoring compliance with all procedural requirements, record keeping, and timeframes; and
- responsible for overseeing training, prevention, and education efforts and periodic reviews of climate and culture.

Rollins College Title IX Coordinator

Sarah Laake, Director and Title IX Coordinator
Rollins College – Office of Title IX
1000 Holt Avenue, Box 2776
Winter Park, FL 32789
Office Location: Campus Center 103
(407) 691-1773 | Rollins.edu/TitleIX
slaake@rollins.edu | TitleIX@rollins.edu

Concerns about the College's application of Title IX under this policy may be addressed to the United States Department of Education, Office of Civil Rights:
1-800-421-3481
OCR@ed.gov

Rollins College Deputy Title IX Coordinators

The Title IX Coordinator or Deputy Coordinators can help any College community member understand the policy and the options for resolving concerns raised under this policy.

<p>Matt Hawks AVP, Human Resources & Risk Management 1000 Holt Avenue, Box 2718 Winter Park, FL 32789 Office location: Troutman Building, 2nd floor (407) 646-2577 mhawks@rollins.edu</p>	<p>Pennie Parker Director of Athletics, Sr. Woman Administrator 1000 Holt Avenue, Box 2730 Winter Park, FL 32789 Office location: Alford Sports Center, 2nd floor (407) 646-2636 pparker@rollins.edu</p>
--	--

IV. Prohibited Conduct and Applicable Definitions

This Policy prohibits discrimination and harassment based on the following protected statuses; sex, gender, gender identity, gender expression, and sexual orientation. In addition, the policy addresses a broad spectrum of behavior, all of which fall under the broad umbrella of sex discrimination.

A. Discrimination and Harassment Based on Protected Statuses Under this Policy

1. Protected Statuses Under this Policy

- Gender: an individual's socially-constructed status based on the behavioral, cultural, or psychological traits typically associated with societal attribution of masculinity and femininity, typically related to one's assigned sex at birth.
- Gender Expression: how someone expresses gender through appearance, behavior, or mannerisms. A person's gender expression may or may not be the same as their gender identity or assigned sex at birth.
- Gender Identity: the gender with which an individual identifies psychologically, regardless of what gender was assigned at birth.
- Sex: an individual's biological status of male or female, including pregnancy. Conduct of a sexual nature is by definition based on sex as a protected status.
- Sexual Orientation: the inclination or capacity to develop intimate emotional, spiritual, physical, and/or sexual relationships with people of the same sex or gender, a different sex or gender, or irrespective of sex or gender.

2. Discrimination

Discrimination is any unlawful distinction, preference, or detriment to an individual as compared to others that is based on an individual's protected status as defined above, and that is sufficiently serious to unreasonably interfere with or limit:

- Access to employment or conditions and benefits of employment (e.g., hiring, advancement, assignment);
- A student's or admission applicant's ability to participate in, access, or benefit from educational programs, services, or activities (e.g., admission, academic standing, grades, assignments, campus housing, athletics, student internships or employment);
- Ability to participate in a volunteer activity; or
- Ability to participate in, access, or benefit from the College's programs.

Discrimination includes failing to provide reasonable accommodations, consistent with state and federal law, to a qualified person with a disability.

3. Harassment

Harassment is a type of discrimination that occurs when verbal, physical, electronic, or other conduct based on an individual's protected status, interferes with that individual's, (a) educational environment (e.g., admission, academic standing, grades, assignment); (b) work environment (e.g., hiring, advancement, assignment); (c) participation in a College program or activity (e.g., campus housing, athletics); or (d) receipt of legitimately-requested services (e.g., disability or religious accommodations), thereby creating hostile environment harassment or quid pro quo harassment, as defined below.

- **Hostile Environment Harassment**

Unwelcome conduct based on a protected status, that is so severe, persistent, or pervasive that it alters the conditions of education, employment, or participation in a College program or activity, thereby creating an environment that a reasonable person in similar circumstances and with similar identities would find hostile, intimidating, or abusive. A single isolated incident of harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a pattern of incidents to demonstrate the existence of a hostile environment, particularly if the harassment is physical, involved physical touching of oneself or another or exposure of oneself.

- **Quid Pro Quo Harassment**

Unwelcome conduct based on a protected status, where submission to or rejection of such conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual's education, employment, or participation in a College program or activity.

- **Additional Guidance about Discrimination and Harassment**

Consistent with the definitions provided above, conduct that constitutes discrimination and harassment may also include, but is not limited to:

- May be blatant and involve an overt action, threat, or reprisal; or may be subtle and indirect, with a coercive aspect that is unstated but implied.
- May or may not include intent to harm. Intent is not a valid defense to discrimination and harassment.
- May not always be directed at a specific target.
- May be committed by anyone, regardless of protected status, position, or authority. While there may be a power differential between the Reporting Party and the Responding Party – perhaps due to differences in age or educational, employment, positional, or social status – discrimination and harassment can occur in any context.
- May be committed by a stranger, an acquaintance, or someone with whom the Reporting Party has a current or previous relationship, including a romantic or sexual relationship, platonic, or professional relationship.
- May be committed by or against an individual or by or against an organization or group.
- May occur in the classroom, in the workplace, in residential settings, or in any other setting.
- May be a pattern of behavior or, if sufficiently severe, a one-time event.
- May be committed in the presence of others, when the Reporting Party and Responding Party are alone, or through remote communications, including email, text messages, or social media.
- May take the form of threats, assault, property damage, economic abuse, and violence or threats of violence.
- May include harassing or retaliatory behavior directed to a sexual or romantic partner, family member, friend, or pet of the Reporting Party.
- This is not an exhaustive list.

B. Prohibited Conduct Including Sexual Misconduct

This section of the policy addresses a broad spectrum of behavior, all of which fall under the broad definition of sexual harassment.

1. Sexual or Gender-Based Harassment

This type of conduct may include, but is not limited to:

- a. unwelcome sexual advances, requests for sexual favors and other verbal, physical, or electronic conduct of a sexual nature that creates a hostile, intimidating, or abusive environment; or
- b. verbal, physical, or electronic harassment or threats based on sex, gender, sexual orientation, or sex-stereotyping that creates a hostile, intimidating, or abusive environment, even if those acts do not involve conduct of a sexual nature; or
- c. harassment for exhibiting what is perceived as a stereotypical characteristic for one's sex or for failing to conform to stereotypical notions of masculinity and femininity, regardless of the actual or perceived sex, gender, sexual orientation, gender identity, or gender expression of the individuals involved; or
- d. unwanted and unsolicited sexual advances, requests for sexual favors, and other deliberate or repeated communication of a sexual nature, whether spoken, written, physical or pictorial.

This type of conduct shall constitute sexual or gender-based harassment when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, academic status or participation in College-sponsored activities;
- Rejection of such conduct is used as the basis, implicitly or explicitly, for imposing adverse terms and conditions of employment, academic status or participation in College-sponsored events; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or learning environment

A single isolated incident of sexual or gender-based harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a pattern of incidents to demonstrate the existence of a hostile environment, particularly if the harassment is physical, involved physical touching of oneself or another or exposure of oneself.

Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Examples include, but are not limited, to:

- Making demeaning sexist statements, humor or jokes about sex or gender-specific traits, crude sexual remarks, offensive stories, remarks of a sexual nature about a person's clothing or body, remarks about sexual activity or experiences, sexual innuendo or other suggestive comments, offensive notes, sexual propositions, or insults and threats that an individual communicates are unwanted and unwelcome.
- Displaying or circulating of written materials or pictures degrading to an individual(s) or gender group.
- Engaging in inappropriate or unwelcome physical contact or suggestive body language, such as touching, patting, pinching, hugging, kissing or brushing against an individual's body.
- Giving undue and unwelcome attention, such as repeated inappropriate flirting, compliments about clothing or physical attributes, staring or making sexually oriented gestures.
- Making a student's work or an employee's job more difficult because of that person's sex, gender identity, or sexual orientation.
- Using a position of power and authority to: 1) threaten or punish, either directly or by implication, for refusing to tolerate harassment, refusing to submit to sexual activity, or for reporting harassment; 2) promise rewards in return for sexual favors.
- Engaging in demeaning verbal and other expressive behavior of a sexual or gendered nature in settings.
- This is not an exhaustive list.

2. Sexual or Gender-Based Hazing/Bullying

This type of conduct may include sexual activities where consent is questionable due to the coercive dynamics and peer pressure inherent in hazing. Reports of hazing and bullying of a sexual nature may be assessed by the Title IX Coordinator in consultation with the Dean of Students and the Director of Community Standards & Responsibility or the Dean of Faculty and AVP of Human Resources, to determine whether the report will be processed under the

Title IX policy, the Code of Community Standards, or other appropriate policy within the employment context. None of these options preclude the Reporting Party from accessing resources, support services, or interim measures of protection. The definition of Sexual or Gender-based Hazing/Bullying is an extension of the definition of Sexual Harassment above (including context about a single isolated incident) and is an extension of the definition of Hazing found in the [Code of Community Standards](#).

The conduct shall constitute sexual or gender-based hazing/bullying when:

- Submission to such conduct is made, either implicitly or explicitly, a term or condition of an individual's initiation, affiliation, membership or participation in College-sponsored organizations, activities, or professional advancement (such as athletics, fraternity/sorority life, other student or professional organizations, tenure process, etc.);
- Rejection of such conduct is used as the basis, implicitly or explicitly, for imposing adverse terms and conditions of initiation, affiliation, membership, or participation in College-sponsored organizations, activities, or professional advancement; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's ability to affiliate with a group or organization or creating an intimidating, hostile, or offensive environment.

Examples include, but are not limited, to:

- Any form of sexual cruelty, whether implied, coercive, threatened or required, such as:
 - sexual contact or penetration with any type of object or body part in any bodily orifice, including “elephant walks” of any kind.
 - performance of any sexual act on any other person regardless of whether or not that person is consenting to sexual contact.
- Any form of emotional hazing or humiliation of a sexually explicit or degrading nature, whether implied, coercive, threatened, or required, such as:
 - disrobing or exposing the intimate body parts for any reason including for the purposes of body shaming, such as: “public body-critiquing assembly”, circling the fat on the intimate parts of the body, marking the intimate parts of the body for any reason including branding, “boob ranking”, etc.
- Any form of hazing that creates a sexually hostile environment, such as:
 - performing chants, hurling slurs, hanging banners, or distributing flyers with words or messaging of a sexually explicit or degrading nature, etc.
 - circulating sexually explicit or degrading content, whether hard copy or electronically, within the context of hazing.
- Any conduct of a sexually explicit or degrading nature committed within the context of hazing/bullying that meets the definition under any other form of prohibited conduct under this policy.
- This is not an exhaustive list of examples.

The [Code of Community Standards](#) defines Hazing as follows:

A dangerous, mean-spirited, and hurtful way to condition a person or people for initiation, membership, or affiliation into a group or organization. Hazing can be physical or mental in nature. Rollins College does not tolerate hazing activities of any kind.

The Chad Meredith Act makes dangerous hazing a crime in Florida. The bill, named for a University of Miami freshman who drowned in a campus lake while trying to join a fraternity in 2001, makes hazing that results in serious injury or death a felony punishable by up to five years in prison, even if the victim consents.

The College abides by Florida state laws regarding hazing. The law states that the following practices will not be permitted:

- Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under sanction of a postsecondary institution

- Pressuring or coercing a student into violating state or federal law
- Brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of food, liquor, drug, or other substance
- Any other forced physical activity which could adversely affect the physical health or safety of the student
- Any activity which could subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the student

The above activities are considered hazing, whether the student who is the subject of hazing agrees to participate or not. The hazing policy applies to students and other persons associated with any student group, team, or organization.

Additional guidelines and resources about hazing can be found at www.ncaa.org, www.figg.org, and www.hazingprevention.org.

3. Sexual Violence

Sexual Violence – whether attempted or completed – is prohibited. This type of conduct is defined as having or attempting to have sexual contact or sexual intercourse with another individual without consent, including instances where the individual is/was incapable of giving consent because of their age or because of their temporary or permanent mental incapacity. This includes sexual contact or sexual intercourse achieved by the use of threats, physical force or sexual coercion, where an individual did not consent to a particular sexual act or series of acts, or where an individual had not given or had withdrawn consent due to incapacitation or for any other reason. The behavior may involve individuals who are known to one another or have an intimate and/or sexual relationship, or may involve individuals not known to one another. Sexual violence includes fondling and sexual assault is defined as follows:

a. Fondling: Non-consensual Sexual Contact

Having or attempting to have sexual contact with another individual, without consent. Sexual contact includes but is not limited to touching of another person’s clothed or unclothed body, including but not limited to the mouth, neck, buttocks, anus, genitalia, or breast, by another individual with any part of the body or any object in a sexual manner. Causing the other to touch one's intimate parts or another’s body for one’s own sexual gratification; and partially or fully disrobing of another individual without consent, are also forms of non-consensual sexual contact.

b. Sexual Assault: Non-consensual Sexual Intercourse

Having or attempting to have sexual intercourse with another individual, whether clothed or unclothed, without consent. Sexual intercourse includes but is not limited to vaginal or anal penetration, however slight, with any part of the body or any object in a sexual manner, or oral copulation by mouth-to-genital contact (oral sex). In addition, non-consensual condom removal during sexual intercourse, known as “stealthing,” by any party, without the consent of all parties engaged in an otherwise consensual sexual encounter, is considered sexual assault.

4. Sexual Coercion or Force

Coercion or force includes conduct of an intimidating nature - which may or may not be severe and/or pervasive, express or implied threats of physical, emotional or social harm, pressure and/or oppressive behavior – that would reasonably place an individual in fear of immediate or future harm and that is employed to persuade or compel someone to engage in sexual contact while wrongfully impairing or eliminating an individual’s ability to exercise their own free will to choose whether or not to engage in intimate contact.

Examples of coercion or force may include but are not limited to:

- causing the deliberate incapacitation of another person by administering a drug, intoxicant or similar substance that impairs the person’s ability to give consent;
- threatening or using physical force, including the imposition of one’s body mass, hands, arms or legs, to confine, imprison, or otherwise physically tie or hold someone back or down, block the exit, or to in any way

prohibit an individual's ability to freely and safely exit a space or to choose to remove themselves from a space;

- conditioning an academic benefit or employment advantage on submission to the sexual contact – “quid pro quo”;
- threatening to harm oneself if the other party does not engage in sexual contact or if the other party ends the relationship;
- threatening to disclose an individual's personally sensitive information, such as sexual orientation, if the other party does not engage in the sexual contact;
- threatening social repercussions or consequences for if the other party does not engage in the sexual contact is also considered coercive; and/or
- leading a person to verbalize “yes” under pressure, emotional duress or physical force.

5. Sexual-Based Communication

Speaking to, or directing any kind of communication, words or images of a sexual nature at another person that are not welcomed by the receiving party. If the communication is unwelcome; that is, if it occurs without the other person's consent or participation, it may create a hostile learning and living environment. Sexual-based communication can include interactions in person, by phone, electronic messages and photos including requests for sexually explicit content, written words or images such as graffiti and social media postings.

6. Sexual Exploitation

When an individual takes non-consensual or abusive sexual advantage of another, for any purpose, including sexual arousal or gratification, financial gain, for their own personal benefit; or to benefit anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to:

- taking sexual advantage of another person without consent;
- taking advantage of another's sexuality;
- extending the bounds of consensual sexual contact without the knowledge of the other party.
- inducing incapacitation for the purpose of taking sexual advantage of another person;
- threatening to disclose an individual's sexual orientation or gender identity including transgender status;
- prostituting another person (i.e. personally gaining money, privilege, or power from the sexual activities of another person);
- non-consensually capturing images, video, photography, audiotaping, or any other form of media, of nudity or sexual activity regardless of whether that activity was consensual;
- non-consensually sharing, distributing, streaming or threatening to share, distribute or stream images, video, photography, audiotaping, or any other form of media of nudity or sexual activity that was previously captured or shared with consent by an individual of age – known as “revenge porn”;
- allowing others to observe a personal act of consensual sex without knowledge or consent of the partner;
- engaging in voyeurism (“peeping tom”) or otherwise observing another individual's nudity or sexual contact, or allowing another to observe the same, without knowledge and consent of all parties involved;
- knowingly or recklessly exposing another individual to a sexually-transmitted infection, without the individual's knowledge; and/or
- knowingly failing to use contraception without the other party's knowledge and consent.

7. Interpersonal Violence

Interpersonal Violence is commonly referred to as intimate partner violence, dating violence, domestic violence and relationship violence. It can occur between individuals who are dating, married, hooking up, or who reside together. It can occur between individuals of the same or opposite sex. Interpersonal violence can encompass a broad range of abusive behavior committed by a person who is or has been:

- in a romantic or intimate relationship with the Reporting Party (of the same or different sex);
- the Reporting Party's spouse or partner (of the same or different sex);

- the Reporting Party's family member; or
- the Reporting Party's cohabitant or household member, including a roommate. *

*Reports of Interpersonal Violence involving a cohabitant or household member (roommate) will be assessed by the Title IX Coordinator in consultation with the Dean of Students and the Director of Community Standards & Responsibility to determine whether the report should be handled under the Title IX process or the CSR process. Neither option precludes the Reporting Party from accessing resources, support services, or interim measures of protection.

The nature and existence of the reported relationship will be gauged by its length, type, and frequency of interaction. Reports of Interpersonal Violence involving students that do not involve one of these specified relationships or do not involve an individual's protected status will be resolved under the [Code of Community Standards](#), which is overseen by the Office of Community Standards & Responsibility. Reports involving faculty and staff where both partners in the relationship are employees of the College may be referred to or managed in conjunction with the Human Resources Department for investigation and adjudication at the discretion of the Title IX Coordinator, or appropriate designee, in consultation with the head of Human Resources.

Interpersonal Violence includes physical, sexual, emotional, economic, or psychological actions or threats of actions toward a partner or individual that a reasonable person in similar circumstances and with similar identities would find intimidating, frightening, terrorizing, or threatening. Such behaviors may include threats of violence to one's self, to a family member, to a pet, or threats to destroy personal property.

8. Stalking

Stalking includes repeated (more than one instance) of unwanted attention, harassment, physical, verbal or written (including electronic) contact, or any other course of conduct directed at an individual that is reasonably regarded as sufficiently serious to alarm or place that individual in fear of physical, emotional or psychological harm or injury to their own personal safety or the safety of others; or to create a hostile, intimidating, or abusive environment that is capable of causing substantial emotional distress for a reasonable person in similar circumstances and with similar identity as the Reporting Party.

This includes but is not limited to engaging in stalking behaviors directly, indirectly, or through third-parties - by any action, method, device, or means- follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. Cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, GPS or other similar devices or forms of contact are used to pursue, harass or make unwelcome contact with another person, is covered by this definition and prohibited under this policy.

Stalking and cyber-stalking may involve individuals who are known to one another or who have a current or previous relationship, or may involve individuals not known to one another.

9. Complicity

Complicity is any act that knowingly aids, facilitates, promotes, or encourages acts of prohibited conduct by another individual.

10. Retaliation

Engaging in acts or attempts to retaliate or seek retribution, or words taken against an individual that would discourage a reasonable person from engaging in protected activity. Protected activity includes an individual's good faith:

- participating in the reporting, investigation, or resolution of an alleged violation of this Policy;
- expressing opposition to policies, practices, or actions that the individual reasonably believes are in violation of this Policy; or
- requesting for accommodations on the basis of sex or pregnancy.

Retaliation may include, but is not limited to, intimidation, threats, coercion, or adverse employment or educational actions. Retaliation may include continued abuse or violence, other forms of harassment, and slander and libel. Violation of a No Contact Order does not in-and-of itself substantiate a Retaliation claim. Retaliation may be found

even when an initial report was made in good faith but was not substantiated under the evidentiary standard required by Title IX.

All participants to a Title IX investigation and resolution process are protected from retaliation. Retaliation may be committed by the Responding Party, the Reporting Party, or any other individual or group of individuals, regardless of College affiliation or participation in the investigation. Reasonable steps will be taken to prevent, investigate and resolve retaliation claims.

During the investigation and resolution of violations under this Policy, reasonable steps will be taken to protect the Reporting Party, the Responding Party, Witnesses and any other participants in the reporting, investigation, and resolution process from Retaliation, including the Title IX Coordinator, Title IX Investigator, sanctioning body and appellate body. Any individual who engages in Retaliation will be subject to prompt and appropriate disciplinary action.

Individuals who have a concern about Retaliation should contact the Title IX Coordinator for assistance in addressing the concern. If the concern about Retaliation involves the Title IX Coordinator, an individual may contact the Vice President of Student Affairs.

C. Relevant Definitions

1. Consent

Consent is the communication of an informed, knowing, voluntary and ongoing decision, free from coercion or pressure, and made by each participant to a sexual encounter. Consent is gained when all parties involved exchange mutually understandable, affirmative words or clear, unambiguous behavior or actions indicating agreement to freely participate in sexual contact. Relying on non-verbal communication can lead to misunderstandings.

Consent is **not** to be inferred from silence, passivity, or a lack of resistance, or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent. There is no requirement that an individual verbally or physically resist unwelcome sexual contact for there to be a violation of this Policy. There is a difference between “unwelcome” behavior and the absence of consent. While it may be possible for a person to consent to unwelcome behavior, consent cannot be given while under express or implied threat, pressure, duress, intimidation, or oppressive behavior – see definition of Sexual Coercion above for more details.

The following further clarifies the definition of consent:

- If at any time it is reasonably apparent that either party is hesitant, confused, unsure, non-participatory or limp, non-verbal, verbally or physically resists, both parties should immediately stop and obtain mutual verbal consent before continuing such activity.
- Each individual must be informed or aware of what type of sexual contact they are being asked to consent to.
- Each participant in an intimate encounter is expected to obtain and give consent to each progressive act of sexual contact. Consent to one form of sexual or intimate contact does not constitute consent to engage in any or all forms of sexual or intimate contact. Nor does consent to sexual contact with one person constitute consent to sexual contact with any other person. Additionally, consent to sexual contact on one occasion is not consent to engage in sexual contact on another occasion.
- Consent may be withdrawn by either party at any time. Withdrawal of consent requires an outward demonstration, through understandable words or actions that clearly indicate that a party is no longer willing to engage in sexual contact and a desire to end sexual contact. Once withdrawal of consent has been expressed, sexual activity must cease immediately.
 - The College recognizes that students may consensually choose to engage in BDSM or other rough sexual encounters. In these instances, it is important for students to understand both their own and their partner’s limitations and boundaries through clear and timely communication. Serious accidental injuries may occur during otherwise consensual sexual encounters. Students should have open and honest conversations and negotiations with one another before engaging in this type of sexual contact and should be aware of any associated risks.

- Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual contact to their partner. Even in the context of a relationship, there must be mutual consent that clearly indicates a willingness to engage in sexual contact.
- Consent cannot be obtained by coercion or force or by taking advantage of one's inability to give consent because of incapacitation or other circumstances. An individual who is physically incapacitated from alcohol or other drug consumption (whether voluntarily or involuntarily), or is unconscious, unaware or otherwise physically helpless or incoherent is considered unable to give consent. For example, one who is asleep or passed out cannot give consent.

2. Intoxication or Incapacitation

An individual who is incapacitated is unable to give consent to sexual contact. States of incapacitation include sleep, unconsciousness, intermittent consciousness, or any other state where the individual is unaware that sexual contact is occurring. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact.

Alcohol or drug use is one of the prime causes of incapacitation. Where alcohol or drug use is involved, incapacitation is a state beyond intoxication, impairment in judgment, or "drunkenness." Because the impact of alcohol or other drugs varies from person to person, evaluating whether an individual is incapacitated, and therefore unable to give consent, requires an assessment of whether the consumption of alcohol or other drugs has rendered the individual physically helpless or substantially incapable of:

- making decisions about the potential consequences of sexual contact;
- appraising the nature of one's own conduct;
- communicating consent to sexual contact; or
- communicating unwillingness to engage in sexual contact.

Where an individual's level of impairment does not rise to incapacitation, it is still necessary to evaluate the impact of intoxication on consent. In evaluating whether consent was sought or given, the following factors may be relevant.

- Intoxication may impact one's ability to give consent and may lead to incapacitation (the inability to give consent).
- A person's level of intoxication is not always demonstrated by objective signs; however, some signs of intoxication may include clumsiness, difficulty walking, poor judgment, difficulty concentrating, slurred speech, vomiting, combativeness, or emotional volatility.
- An individual's level of intoxication may change over a period of time based on a variety of subjective factors, including the amount of substance intake, speed of intake, body mass, and metabolism.

No matter the level of an individual's intoxication, if that individual has not knowingly agreed to engage in sexual contact, there is no consent.

Anyone engaging in sexual contact must be aware of both their own and the other person's level of intoxication and capacity to give consent. The use of alcohol or other drugs can lower inhibitions and create an atmosphere of confusion about whether consent is effectively sought and freely given. If there is any doubt as to the level or extent of one's own or the other individual's intoxication or incapacitation, the safest course of action is to forgo or cease any sexual contact. A Responding Party's intoxication is never an excuse for or a defense to committing sexual or gender-based harassment, sexual violence, sexual assault, or interpersonal violence, and it does not diminish an individual's responsibility to seek and obtain consent to engage in sexual contact.

An individual in a blackout state may or may not meet the definition of incapacitation. Such an individual may appear to act normally but may not have later recall of the events in question. The extent to which a person in this state affirmatively gives words or actions indicating a willingness to engage in sexual activity and the other person is unaware – or reasonably could not have known – of the alcohol or drug consumption or blackout, must be evaluated in determining whether it could be considered that consent had been given.

V. Procedure or Application

A. Reporting an Incident of Misconduct to the College

The College encourages all community members to report information about any type of sexual misconduct or harassment involving a student, staff or faculty member. Third-party reports are accepted and reports can also be submitted anonymously using the [Sexual Misconduct Reporting Form](#). The College is committed to providing reporting opportunities through multiple contact points across campus that are broadly accessible to all community members. Detailed information about how and where to file a report is outlined in this policy and on the Title IX website at Rollins.edu/TitleIX.

Making a report to the College means disclosing what occurred, in person, by telephone, in writing, by e-mail, online, or anonymously. The College encourages Reporters to select and directly inform one of these designated Reporting Options.

- [Campus Safety](#) (available 24/7/365): (407) 646-2999
- [Title IX Coordinator](#): (407) 691-1773
- [Community Standards & Responsibility](#): (407) 691-1337
- [Office of Student Affairs & Dean of Students](#): (407) 646-2345
- [Human Resources Department](#): (407) 646-2369
- [Office of the Dean of Faculty](#): (407) 691-1268
- Notifying any faculty or staff member designated as a Responsible Employee; see page 27 of this policy for more information about Responsible Employees
- Local Law Enforcement – a Reporting Party may file a report with the [Winter Park Police Department](#) or other law enforcement agency (depending on location of incident).

In turn, these Reporting Options will immediately refer the report to the Title IX Coordinator to assure consistent application of this policy. Similarly, when an individual chooses to share information with a College employee designated as a Responsible Employee, the report will be shared with the Title IX Coordinator. College faculty and staff are trained on their reporting obligations and students are informed of these obligations via the disclosure statement on classroom syllabi and in various other training programs.

Initial Assessment of Reports

Consistent with the procedures outlined in this policy, upon receipt of a report, the Title IX Coordinator, or appropriate designee, will conduct an Initial Assessment to determine whether the alleged conduct presents a potential violation of the policy and whether further action may be warranted based on the alleged conduct. The assessment will consider the factors listed below. The Title IX Coordinator will offer appropriate resources to support the Reporting Party (e.g., medical care, counseling resources, safe housing) at the conclusion of the initial assessment, and offer options for resolution. If the Initial Assessment generates a report, which is not in all circumstances, it is considered an internal document and will not be shared with the Reporting or Responding parties involved in the report although the outcome of the assessment will be shared.

Initial Assessment Factors:

- the incident or behavior at issue and its applicability to the prohibited conduct outlined in the Title IX policy;
- any risk of harm to the parties, any other individuals, or the broader campus community;
- the Reporting Party's desired course of action; and
- the necessity for any interim protective measures to protect the safety of the Reporting Party, any other individuals, or the campus community as outlined in this policy.

If the Initial Assessment determines that there is a chargeable offense under the Title IX policy, the Title IX Coordinator will advise the Reporting Party of their right to request a Title IX Investigation or the College's requirement to conduct an investigation. If an investigation occurs, the Title IX Coordinator will present the Responding Party with a Notice of Investigation letter that includes specific details about the report received, the relevant charges and applicable definitions under the policy, and specifics about the nature of the allegations.

Use of a coordinated, student-centered approach will allow the College to respond promptly and equitably to eliminate the conduct, prevent its recurrence, and address its effects. At the discretion of the Title IX Coordinator, the initial assessment may be conducted in consultation with any of the following parties as appropriate and based on a legitimate need to know:

- any of the Deputy Title IX Coordinators,
- the AVP of Student Care & Dean of Students or appropriate designee,
- the AVP of Public Safety & Campus Security or appropriate designee,
- the Director of Community Standards & Responsibility or appropriate designee,
- the AVP of Human Resources & Risk Management or appropriate designee, and/or
- the Dean or Associate Dean of the Faculty, or appropriate designee.

Where the College has received a report of sexual misconduct or harassment but the Reporting Party requests that they remain confidential and/or requests that the College not pursue an investigation, the College must balance this request with its responsibility to provide a safe and non-discriminatory environment for all members of the community. The College is required to take all reasonable steps to investigate and respond to a complaint, but its ability to do so may be limited by the Reporting Party's request. However, the College may conduct further investigation, or take other appropriate measures without the Reporting Party's consent under compelling circumstances, including:

- evidence of a pattern of repetitive behavior by the responding party,
- the use of force or threat of force by the responding party, or
- the use of a weapon by the responding party.

The Reporting Party will be informed whenever possible of any action the College takes to resolve the complaint, including further investigation and corrective or disciplinary steps. Outside of these compelling circumstances, the College is typically able to honor a Reporting Party's request not to investigate.

The College recognizes that deciding whether to make a report and choosing how to proceed are personal decisions. At the time a report is made, a Reporting Party does not have to decide whether to request any particular course of action. Choosing to make a report, and deciding how to proceed after making the report, is a process that unfolds over time. The College will make every effort to respect an individual's autonomy in making the determination as to how to proceed. Resources are always available to support a Reporting Party regardless of the course of action chosen at the time of reporting and there is no time limit on reporting or the entitlement to access resources and support services under this policy.

All individuals are encouraged to make a report, regardless of when or where the incident occurred, and to seek any necessary help from campus or community resources. An incident does not have to occur on campus to be reported to the College. Off campus conduct that adversely affects or has the potential to adversely affect the Rollins community also falls under this policy when the victim or reporter is being excluded from participation in, denied the benefits of, or subjected to discrimination under an educational program or activity sponsored by the College. The College provides resources to both the reporting party and responding party in making decisions, obtaining information about options under this policy, and assists each parties in the event that a report of sexual harassment or misconduct is made.

B. Amnesty

Our goal is that all individuals report all incidents of sexual misconduct so that those affected can receive the support and resources needed. Therefore, violations of the College's alcohol and illegal substances policies by a Reporting Party are exempt from disciplinary action in situations where sexual misconduct or harassment also occurs. However, the College may initiate an educational discussion about the use of alcohol or drugs and their impact.

C. Statement Against Retaliation

Although Rollins acknowledges that extreme emotions and stress often accompany incidents of sexual harassment and misconduct, the College does not condone any person engaging in any type of retaliation. The College views retaliation complaints with great seriousness. All individuals are strongly encouraged to report any concerns about retaliation to Campus Safety, the Title IX Coordinator or the Dean of Students. The College will respond to reports of retaliation. Retaliation is a distinct category of prohibited conduct under this policy.

D. False Reporting

Submitting of a good faith complaint, concern or report of harassment will not affect the Reporting Party's employment, grades, academic standing, or work assignments. However, an individual found to have made a false complaint or to have knowingly and willingly given false information during an investigation will be subject to disciplinary action. False reports are not the same as unverifiable reports. Some reports are simply not verifiable even when they are true due to a lack of evidence to arrive at the evidentiary standard.

D. Responsible Employees

Faculty, staff, Resident Assistant's and all Peer Educators; other than those outlined in this policy as Confidential Resource Employees; are **legally required** to report information about any type of sexual misconduct or harassment that they become aware of involving any member of the community.

Responsible Employees will safeguard an individual's privacy, but are required to immediately share all details about a report of prohibited conduct, including the known details of the incident (e.g., date, time, location), the names of the parties involved, a brief description of the incident and if the incident has been previously reported, with the Title IX Coordinator or Deputy Title IX Coordinator in person, by telephone, by email or using the online [Sexual Misconduct Reporting Form](#). Responsible Employees *must not* submit the Sexual Misconduct Reporting Form anonymously. Such reporting ensures timely support for all parties and enables an effective and consistent institutional response while remaining in compliance with the federal mandates of Title IX. Failure to report information timely can result in disciplinary action.

E. Confidential Resource Options

Confidential Resource Employees are not obligated to report disclosures of sexual misconduct to the Title IX Coordinator. Confidential Resource Employees will not share information about an individual (including whether that individual has received services) without the individual's express written permission, unless there is a continuing threat of serious violence to the patient/client or to others or there is a legal obligation to reveal such information (e.g., suspected abuse or neglect of a minor). The following is a list of Confidential Resources available to any community member:

Confidential Resources On-Campus

- Rollins Wellness Center – includes all medical professionals and mental health professionals within Counseling & Psychological Services.
 - 407-628-6340
 - wellnesscenter@rollins.edu
 - Rollins.edu/wellness-center
 - Location: 118 W. Fairbanks Ave
- The Dean of Religious Life or College Chaplain
 - Rev. Katrina Jenkins
 - 407-646-2440
 - kejenkins@rollins.edu
 - Location: Knowles Memorial Chapel

*Please note that faculty, including adjuncts, or staff who hold active mental health licensure *are not* acting within the scope of their licensure when performing their teaching responsibilities or within their personal non-clinical office setting. Therefore, these individuals *are not* considered Confidential Resource Employees under this policy and should act within the scope of their Responsible Employee reporting obligations if they learn about sexual misconduct or harassment impacting a member of the campus community on or off campus while acting outside of the scope of their licensure.

Confidential Resources Off-Campus

- [Employee Assistance Program](#) (EAP) (for faculty, staff and their household members)
 - (877) 398-5816
- [Victim Service Center of Central Florida](#)

- 407-500-4325
- [Harbor House of Central Florida](#)
 - 407-886-2856
- [Zebra Coalition](#) (LGBTQ+ resource)
 - 407-228-1446
- [Planned Parenthood of Greater Orlando](#)
 - 800-230-7526

F. 3rd-Party Employees & Community Members

In recognition of the understanding that centralized reporting is an important tool to address, end and prevent prohibited conduct, all other employees, including 3rd-party employees on campus, such as dining service staff and bookstore staff, are strongly encouraged to share any information about such conduct with the Title IX Coordinator, or other appropriate office who can receive reports listed in section V of this Policy. Similarly, all students (who are not otherwise required to report as a Responsible Employee) are strongly encouraged to report and usually may remain anonymous in doing so.

VI. Interim Protective Measures and Informal Resolution

When a report is received, the Title IX Coordinator, and if necessary, in consultation with other administrators, will offer, but may also impose, reasonable and appropriate interim protective measures when necessary to protect the safety of the parties or witnesses involved. Interim protective measures are temporary actions taken by the College to ensure equal access to its education programs and activities and foster a more stable and safe environment during the process of reporting, investigation, and/or adjudication. Interim protective measures may be applied to or requested by the Reporting Party, the Responding Party, and other involved individuals as appropriate to ensure their safety and well-being. Interim protective measures may be requested by the parties or the College at any time, regardless of whether any particular course of action is sought by the Reporting Party.

Interim protective measures are initiated based on information gathered during a report and are not intended to be permanent resolutions; hence, they may be amended or withdrawn as additional information is gathered. Mediation is never appropriate in sexual violence cases and will not be considered as a form of informal resolution. The Title IX Coordinator, in consultation with other administrators, will maintain consistent contact with the parties so that all safety, emotional, and physical well-being concerns can be reasonably addressed.

All individuals are encouraged to report concerns about the adequacy of the interim protective measures or failure of another individual to abide by any interim protective measure to the Title IX Coordinator, the Dean of Students, or in matters where there is an immediate safety concern, to Rollins Campus Safety. The College will take appropriate, responsive, and prompt action to enforce Interim Protective Measures and/or to respond to reports of Retaliation.

For a listing of services and resources that may be offered, see the Campus and Community Resources section of this policy. The range of interim measures include:

- 1) No Contact Order· The College may impose, or the Reporting Party or Responding Party may request, communication and contact restrictions to prevent further potentially harmful interaction between individuals. A no contact order, in and of itself, is a non-disciplinary measure. **NOTE:** Violations of a no contact order will be addressed under the [Code of Community Standards](#) and sanctions can be imposed separately from any Title IX Investigation outcomes (if applicable).
- 2) Academic, Employment or Living Arrangements· The Reporting Party or Responding Party may request a change in academic, employment or living arrangements. Upon request, the College will inform the Reporting Party or Responding Party of the options and will accommodate the request if those changes are reasonably available. In some cases, the College may initiate these changes without a request. **NOTE:** Academic accommodations are always at the discretion of the college. These may include, but are not limited to:
 - Providing alternative course completion options
 - Changing classes, including the ability to drop from a course without penalty or to transfer sections
 - Rescheduling of exams and assignments

- Relocation of test-taking to a safe location outside of the classroom
 - Change in work schedule or job assignment
 - Change in campus housing if available
 - Limiting access to each other’s residential facilities
 - Granting a voluntary leave of absence
 - Providing a Campus Safety escort to ensure safe movement between classes and activities if there is an imminent threat to personal safety
 - Providing academic support services, such as tutoring
 - Other safety protocol as appropriate and warranted given specific circumstances at the discretion of the College
- 3) Medical and Emotional Support: The Reporting Party and Responding Party may access medical care and/or mental-health counseling services as desired. The Rollins Wellness Center provides counseling and medical services to students. Counseling services for employees through the Employee Assistance Program or assist in providing a referral to off campus agencies. Counseling and emotional support is available to any member of the College community including Responding Parties to an investigation.
- Arranging for medical services at the Wellness Center
 - Arranging for contact with external resource providers such as the local rape crisis center, local domestic violence shelter, or other relevant provider
 - **NOTE:** individuals in need of immediate medical assistance should call 911 or Campus Safety at (407) 646-2999.
- 4) College-imposed leave, Administrative Hold, or separation for the Responding Party: Where the Responding Party is a student, cases involving violence will be immediately referred to the Dean of Students who may convene the Behavioral Threat Assessment Team (BETA) to consult on whether the Responding Party poses a serious threat of disruption to the academic process or a continuing danger to members of the College community or College property. The Title IX Coordinator will serve as a member of the BETA Team in these circumstances. The Dean of Students, or appropriate designee, will make the final determination about whether or not a Responding Party will be placed on an imposed leave, administrative hold or separation.
- 5) Any other measure, as determined by the Title IX Coordinator, which can be tailored to the involved individuals to achieve the goals of this policy, including mediation where appropriate, and only with consent and participation from all of the parties involved. See section on Mediation below for additional details.

VII. Investigation and Resolution Procedures

A. Coordination with Law Enforcement

Various behaviors prohibited by this policy constitute crimes under the law. If and when a Reporting party comes forward with information that leads the College to believe that what occurred may constitute a crime under the law, the Title IX Coordinator, or appropriate designee, will inform the Reporting Party of their right to file a report with the appropriate law enforcement agency. The Title IX Coordinator, or appropriate designee, will facilitate that process with the Reporting Party as much as possible.

A Reporting Party who wishes to report to Law Enforcement, may assist the process by:

- preserving all evidence, including electronic and forensic, and
- seeking a sexual assault medical exam at the local [Victim Service Center](#).

Because the goals and objectives of the College’s Title IX policy differ from those of the civil and criminal justice systems, proceedings under the College’s Title IX policy are independent of civil and criminal processes and may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. On campus investigation and response does not preclude, limit or require a students or employees access to the state and federal justice system. The College will not file a police report about the incident on the Reporting Party’s behalf unless compelling circumstances

exist, such as reports involving minors, as outlined in Section II. F. of this policy. The College's response to a report is not impacted by the Reporting Party's decision to file a criminal complaint or the outcome of the criminal investigation.

Notifying the [Winter Park Police Department](#) (WPPD) will generally result in the Reporting Party and, in some cases the Responding Party, being contacted by a police officer. The police department determines if a criminal investigation will occur and if the case will be referred for prosecution. A case not referred for criminal prosecution will still receive a College response.

Under Florida state law, sexual misconduct (as defined in this policy) may constitute a criminal act. However, the College conducts investigations and renders resolutions in an educational, non-criminal context. An act not criminally prosecuted may still violate College policy. To the extent permitted or required by law, the College will cooperate with outside investigators. However, outside law enforcement agencies do not respond to Title IX violations, and respond only to allegations of criminal behavior. As a result, if the alleged sexual misconduct may also be a crime, the College encourages reporting to both the College and to local law enforcement.

B. Procedures for Investigating Sexual Misconduct and Harassment Reports

The College will respond promptly and equitably when any incident of sexual misconduct or harassment is alleged against a faculty, staff, or student. This includes a direct complaint or if the College becomes aware of an incident by other reliable means. The College's response may take a number of discretionary forms. This includes offering reasonable protection and services to the Reporting Party or others, conducting an initial assessment, a Title IX inquiry or review, conducting an investigation, and imposing corrective action, including sanctions. A Reporting Party reserves the right to end any informal resolution process and commence the formal stage of a complaint process at any time including a request for investigation. More information about informal resolution is located in Section VI of this policy.

The Title IX Investigator will conduct the investigation. The College reserves the right to determine whether audio recording or transcription is necessary for any case. Participants will be asked for consent to audio record. The Title IX Coordinator will oversee the process and logistics, including requests for interim measures outlined in this policy. Prior to the investigation, both parties will have the opportunity to meet individually with the Title IX Coordinator to review the investigation process and be informed in writing of their rights and responsibilities. Each party will receive a Notice of Investigation Letter as well as a Bill of Rights. The Reporting Party and the Responding Party will **not** be in the same room at the same time during the investigation process. During the investigation, each party will have the opportunity to:

- participate in a one-on-one meeting with the investigator,
- provide a written response,
- have a Title IX Process Advisor if desired, and
- provide names of relevant witnesses.

Mediation

Mediation is never appropriate in sexual violence cases and will not be considered as a form of informal resolution. In cases where mediation may be appropriate after thorough evaluation by the Title IX Coordinator, or appropriate designee, consent and voluntary participation from all of the parties involved is required – if consent and voluntary participation by all parties cannot be gained, mediation is not an option.

Rights of Each Party

The Reporting Party and the Responding Party to a Title IX investigation each have rights. The rights of each party are outlined in the [Reporting Party Bill of Rights](#) and the [Responding Party Bill of Rights](#). These documents are posted on the Title IX website and each party will be informed of the rights of both parties and will be provided with these documents when placed on Notice of Investigation by the Title IX Coordinator or designee.

Respondent Participation

According to the [Responding Party Bill of Rights](#) document, the Responding Party has the right to participate or to decline to participate in the investigation process. However, an investigation may still occur and decisions will be made based on the available information. A Respondent's decision not to participate does not forfeit their right to appeal the outcome of the investigation. However, it does forfeit the Respondent's opportunity to Appeal based on New Information. The Appeal process is not a second opportunity to decide to participate in the investigation process.

Submitting the results of a lie-detector test or other similar assessment in lieu of participating in the investigation is not permitted.

Process Advisor

Both the Reporting Party and the Responding Party have the right to have a Title IX Process Advisor present in any meetings. This individual may not actively participate in the meeting, but is there to support and advise the party. The Title IX Process advisor cannot serve as a witness in the investigation. In order to best advise the party, the Title IX Process Advisor is strongly encouraged to meet with the Title IX Coordinator to learn about the process and should read the Title IX policy in its entirety. The Title IX Process Advisor may be anyone, including a staff, faculty, parent, or attorney. The Title IX Coordinator will not communicate with the Title IX Process Advisor in lieu of communicating with the student or party directly. The student or party may be asked to sign a consent form for the Title IX Process Advisor to receive information about the case file and to sit in meetings. A mental health counselor from the Rollins Wellness Center can sit in Title IX meetings with a student to provide emotional support but cannot act as a student's Title IX Process Advisor.

Relevant Witnesses

Character witnesses are not considered relevant witnesses to an investigation. The Title IX Investigator will make determinations about the relevance or viability of any given witness. The College reserves the right to call as a witness, anyone it deems as having relevant information to an investigation, regardless of whether that individual was named as a witness by either party, and regardless of their current affiliation to the College. All witnesses are protected from retaliation under this policy. Reporting and Responding parties must refrain from contact with and collusion or attempts to interfere with witnesses on their statements to investigators.

Relevant Information

During the investigation process, the Title IX Investigator will determine whether the following information may be relevant to the current investigation.

- Prior Title IX allegations, reports, violations and/or investigation outcomes on record with the [Office of Title IX](#).
- Prior Title VII allegations, reports, violations and/or investigation outcomes on record with the [Human Resources Department](#) (employees only).
- Prior [Code of Community Standards](#) violations and investigation outcomes on record with the office of [Community Standards & Responsibility](#).
- Prior consensual relationship between the parties.
- The relationship and/or sexual history of the Reporting Party is typically not relevant and may not be permitted. Prior sexual history of the Responding Party may be considered relevant where there is a repetitive pattern of behavior.
- The results of a lie-detector test or other similar assessment are typically not reliable and therefore, are not be permitted.

Evidentiary Standard

The level of proof necessary to support a finding of responsibility is by a preponderance of the evidence. Preponderance of the evidence represents the amount of evidence that is enough to find that the claim is more likely true than not true. It is the amount of evidence that is enough to demonstrate the charge as more likely than not. An investigation conclusion of *Not Responsible* is not a judgment about whether or not an incident occurred as reported. Rather, it is a statement that the investigation itself was unable to locate sufficient evidence to make a finding of responsibility based on the preponderance standard. This standard is permissible according to the Office of Civil Rights at the Department of Education and is consistent with other conduct policies across the College.

Concluding Investigations

At the conclusion of the investigation, the Title IX Investigator will prepare an investigation report. The investigation report will summarize the information gathered and include a detailed findings-of-fact and analysis based on relevant information presented during the investigation and the unique facts of the case. This report will be forwarded to the Title IX Coordinator.

The Title IX Coordinator will provide both Reporting and Responding Parties equal access to review and comment upon the investigation report prior to convening the three-person panel that will determine responsibility. Both Reporting and Responding Parties will have 5 business days from receipt of the investigation report to submit written comments, questions, or additional information to the Title IX Coordinator. A request for an extension of up to 3 business days may be granted for good cause. The deadline to receive written comments to the investigation report will be stated in the correspondence from the Title IX Coordinator. If Reporting and/or Responding Parties submit a response to the investigation report, the Title IX Coordinator will provide the response(s) to the Title IX Investigator to review and make any changes/additions to the report at the discretion of the Title IX Investigator.

Once the designated timeframe to receive written comments to the investigation report has elapsed, the Title IX Coordinator will convene the three-person panel that will determine responsibility. The panel will consider the record as a whole, including the nature of the alleged conduct and the context in which it occurred. Both Reporting and Responding Parties will receive written notification of the outcome of the investigation from the Title IX Coordinator.

The 3-person panel will be composed as follows and convened by the Title IX Coordinator.

- When the Respondent is a student or student organization: the Director of Community Standards & Responsibility, the Dean of Students and the Head of Human Resources – or designees.
- When the Respondent is a faculty member: the Vice President of Academic Affairs /Provost, the Dean of Faculty, and the Head of Human Resources – or designees.
- When the Respondent is a Staff member: the respective Vice President and the respective Dean or Director for the employment area, and the Head of Human Resources – or designees.

Sanctioning Process

If the Responding Party is found to be in violation of the policy, this 3-person panel will also determine corrective action. A party found responsible for a violation of the Title IX policy could receive sanctions ranging from educational requirements, counseling, a written warning, probation, and/or suspension. In some cases, a student found responsible may be dismissed from the College. Review the [Code of Community Standards](#) for a full listing of possible student sanctions. Sanctions for employee Respondents include disciplinary action up to and including termination of employment. The Human Resources Department in collaboration with the corresponding Vice President or designee will act as the sanctioning body.

Sanctions are determined after consideration of several factors, including but limited to:

- the Responding Party's prior conduct history (if any) including evidence of a pattern of relevant misconduct,
- the severity of the incident,
- the Responding Party's willingness to accept responsibility for their actions, and
- College precedent in other cases with similar violation(s).

A Responding Party not found responsible for a Title IX policy violation, but found to have abused alcohol or drugs, will be referred to [Community Standards & Responsibility](#). CSR will determine whether or not to charge the student with a violation under the [Code of Community Standards](#).

Process Timeline

The College is committed to ensuring timely and fair resolution of complaints. Every reasonable attempt will be made to close a Title IX Investigation within a reasonable period of time in a manner that is both thorough and efficient, however, the College recognizes that there are unforeseeable circumstances that may cause delays in the process, including but not limited to the circumstances and nature of the report, the availability of the Title IX Investigator and the availability of relevant witnesses and other parties. The Office of Title IX will make efforts to keep the parties informed about the status of the investigation. The appeal process timeline is separate from the investigation process timeline.

Appeals Process

Specific to this policy, both the Reporting Party and the Responding Party have a right to appeal the outcome of the investigation. The appeal will be reviewed by a Vice President of the College's choosing (the appellate body). Neither party is entitled to receive a copy of the other party's intent to appeal form or related documents submitted in a request for appeal, although each party has the right to be informed that the other party has exercised their right to appeal by

submitting relevant documentation within the appellate window; such notification will come from the Title IX Coordinator. The party who does not initiate the appeal process may be informed about which of the appellate ground(s) the other party has indicated that they intent to on. This party has the right to prepare a written statement to the appellate body such as a personal impact statement or provide other supporting information *not* already outlined in the investigation report.

Mere dissatisfaction with the investigation outcome or process is not a valid basis for appeal. The appeal shall consist of a plain, concise and complete written statement outlining the grounds for appeal and all relevant information to substantiate the basis for the appeal. Receipt of the written appeal will be acknowledged in writing by the Title IX Coordinator.

Appeals must be based on the following grounds:

- the sanction(s) imposed is/are inappropriate for the violation of College policy,
- the preponderance of evidence standard was or was not met, or
- new information.*

*If either party believes that there is new evidence or relevant facts that were not brought out in the investigation, *which may be sufficient to alter the finding*, they may make a request that this information be considered. This information will be reviewed by the appellate body to determine whether or not the new information may be sufficient to alter the finding of the investigation. If it is determined that the new information offered may be sufficient to alter the finding, the appellate body will remand the investigation back to the Title IX Investigator to gather and analyze the new information. An amended investigation report will be generated and sent back to the 3-person panel to reconsider the original decision and sanctions in light of the new information. If it is determined by the appellate body that the new information offered is not sufficient to alter the finding, the appellate body will consider only the existing investigation record and appeals submission(s) based solely on the other appellate ground(s) argued in the party's appeal request.

The Intent to Appeal Form and related documentation must be submitted via the [online reporting form](#) to the Title IX Coordinator no later than 5 business days after the date of the final Investigation Outcome Letter. A request for an extension of up to 3 business days may be granted for good cause. The deadline to submit an appeal will be stated in the letter. The Title IX Coordinator will forward the final Investigation Report and appeals statements received to the appellate body for review. The appellate body will inform the Title IX Coordinator and both the Reporting Party and Responding Party in writing of the outcome of the appeal process by email. If either party files an appeal, the implementation of any sanctions will be delayed pending the decision of the appellate body. The decision of the appellate body is final.

VIII. PRIVACY, CLERY REPORTING, AND RECORDS

For any report under this Policy, every effort will be made to respect and safeguard the privacy interests of all individuals involved in a manner consistent with the need for a careful assessment of the allegation and any necessary steps to eliminate the conduct, prevent its recurrence, and address its effects. Privacy and confidentiality have distinct meanings under this Policy. Please note that limitations of confidentiality may exist for individuals under the age of 18 as outlined in Section II. F. of this policy.

A. Privacy

Privacy generally means that information related to a report of sexual misconduct or harassment will be shared only with those College employees who have a legitimate "need to know" in order to assist in the active review, investigation, or resolution of the report. All College employees who are involved in the review, investigation or resolution of a report have a responsibility regarding the safeguarding of private information. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process. If the decision is made to pursue an investigation, information related to the report must be shared with the Responding Party. Information regarding a report will not be shared with either parties' parents or guardians unless:

- the party is a minor (and sharing is permissible under the [Family Education Rights and Privacy Act](#) (FERPA));
- the party has signed a waiver that is compliant with FERPA; or
- there is an articulable threat to the health or safety of the party or other individuals in the community.

Clery Reporting

If a report of misconduct poses an ongoing or immediate threat to members of the campus community or is a Clery Reportable Crime, a [Timely Notification Bulletin](#) must be sent campus-wide to protect the health and safety of the community. In these cases, the College may not be able to maintain the same level of privacy. Immediate threatening circumstances include, but are not limited to:

- reported incidents of misconduct that include the use of force, a weapon, or
- other circumstances that represent a serious and ongoing threat to the Rollins community.

According to the Campus Safety TWN Policy, Issuing Timely Notification Bulletins will be considered for the various crimes, if reported to the Campus Safety Department within 30 days of the date they occurred. The AVP of Public Safety or a designee will develop Timely Notification Bulletins for the campus community to notify members of the community about serious crimes against people that occur on campus where it is determined that the incident may pose an **ongoing** threat to members of the campus community.

The Reporting Party will be informed when a report triggers the College's requirement to send a [Timely Notification Bulletin](#) under the [Clery Act](#). A Responding Party, even if known, will not be informed in advance of the college exercising its responsibility under the [Clery Act](#). No additional notices will be sent to the campus community at the conclusion of a Title IX investigation regardless of the outcome.

B. Release of Information

The Office of Title IX will provide aggregate data to Rollins [Campus Safety](#) about reports that trigger Clery reporting requirements, even when the report does not trigger a [Timely Notification Bulletin](#).

Pursuant to the [Clery Act](#) and the 2013 Amendments to the Violence Against Women Act, anonymous statistical information regarding reported criminal incidents must be shared with the Rollins [Campus Safety](#) department for inclusion in the Campus Crime Log. This information will also be included in the College's [Annual Safety, Fire & Security Report](#) (ASFSR). The College may also share aggregate and non-personally identifiable data about reports, outcomes, and sanctions.

C. Records

All College processes under Title IX are conducted in accordance with the requirements of College policy, the [Clery Act](#), and the Violence Against Women Act, and records generated as a result of these processes are protected by [FERPA](#). No information, including the identity of the parties, will be released from such processes except as required or permitted by law or College policy.

Under federal law, the [Office of Title IX](#) is required to maintain records of all reports under this policy and their outcomes. These records may be used in aggregate form to track patterns and systemic issues. In addition, the office of the [Dean of Students](#), the office of [Community Standards & Responsibility](#) and the [Human Resources Department](#) may also generate, hold or access records in cases where the investigation resulted in sanctions.

As it relates to a Title IX initial assessment, if the assessment of a Title IX complaint generates a written report, which is not in all cases, it is considered an internal document to the College and may not be shared with the Reporting or Responding parties involved in the report although the outcome of such assessment will be shared with the parties. As it relates to Title IX Investigations, only the Reporting and Responding parties have the right to receive documentation generated as a result of the investigation. That documentation must be relevant to each party. Not every document submitted by a party may be accessible to the other party. Each party is entitled to receive the Notice of Investigation Letter, the Investigation Report and exhibits, and the final Investigation Outcome Letter. As it relates to the Title IX appeals process, neither party is entitled to receive a copy of the other parties documented request for appeal submission, although both parties have the right to be informed that the other party has exercised their right to appeal and submitted relevant documentation within the appellate window, such notification will come from the Title IX Coordinator.

The Office of Title IX will not release information related to sexual misconduct reports to the parents, attorneys, or other third parties outside of the investigation without express written permission from the student and including the submission of an *Authorization for Release of Information Under Title IX* form as well as a FERPA release on file with the Office of Student Records. The College is required by law to disclose any records under subpoena from an authorized

state or federal court. The Office of Title IX will not communicate with a parent or attorney in lieu of communicating directly with the student or party.

D. Reports to Regional Accreditor

The College is required to notify its regional accreditor, the Southern Association of Schools and Colleges (SACSCOC), should the U.S. Department of Education's Office of Civil Rights (OCR) investigate the College for possible violations of Title IX of the Education Amendments of 1972. To maintain compliance with this requirement, the Title IX Coordinator will notify the College's SACSCOC Liaison of any such OCR investigation and provide copies of all correspondence between the institution and OCR for transmittal to SACSCOC.

IX. Education and Prevention Programs

The College is committed to offering educational programs to promote awareness and prevention of prohibited conduct. Educational programs include an overview of the College's policies and procedures; relevant definitions, including prohibited conduct, discussion of the impact of alcohol; consent; safe and positive options for bystander intervention; review of resources and reporting options available for students, faculty, and staff; and information about risk reduction. Incoming first year students, student athletes and new employees will receive primary prevention and awareness programming as part of their orientation. Returning students, athletes and employees will also have ongoing opportunities for training and education. On-line training programs can be accessed through the [Safe @Rollins website](#). In addition, more information about education and prevention programs can be found by contacting the [Office of Title IX](#).

As part of the College's commitment to provide an educational and work environment free from prohibited conduct, this policy will be disseminated widely to the College community through e-mail communication, publications, websites, new employee orientations, student orientations, and other appropriate channels of communication.

Bystander Intervention

The College provides extensive bystander intervention education in both online and in-person training programs offered during orientations and at various points in time throughout the year. The College encourages all community members to take reasonable and prudent actions to prevent or stop discrimination, harassment and related misconduct of any kind. Taking action may include direct intervention when safe to do so, enlisting the assistance of friends, contacting law enforcement, or seeking assistance from a person in authority. Community members who choose to exercise this pro-social responsibility will be supported by the College and protected from retaliation. To foster a climate that encourages prevention and reporting of discrimination, harassment, and related misconduct, the College will actively promote prevention efforts, educate the community, respond to all reports promptly, provide interim protective measures to address safety and emotional wellbeing, and act in a manner that recognizes the inherent dignity of the individuals involved. The [Office of Title IX](#) is available to provide bystander intervention education as needed/requested.

X. Annual Review

This Policy is maintained by the [Office of Title IX](#). Title IX Coordinator will review this policy on an annual basis and present any proposed changes to a small advisory group. The review will capture evolving legal requirements, evaluate the supports and resources available to the parties, and assess the effectiveness of the resolution process (including as to the fairness of the process, the time needed to complete the process, and the sanctions and remedies imposed, and the appeal process).

XI. Related College Policies or Applicable Publications

- Amorous Relationships with Students Policy: <http://www.rollins.edu/human-resources/documents/policies/general-policies/amorous-relationships-with-students-075000.pdf>
- Amorous Relationships Between Supervisors and Subordinates Policy: <http://www.rollins.edu/human-resources/documents/policies/general-policies/amorous-relationships-between-supervisors-and-subordinates-076000.pdf>
- Campus Violence Prevention Policy: <http://www.rollins.edu/human-resources/documents/policies/general-policies/campus-violence-prevention-088000.pdf>

- Child Protection Policy: <http://www.rollins.edu/human-resources/documents/policies/general-policies/child-protection-policy.pdf>
- Code of Community Standards & Responsibility (Ay17-18): <http://www.rollins.edu/community-standards-responsibility/documents/code-of-community-standards.pdf>
- Disability Policy Under the Rehabilitation Act and the Americans with Disabilities Act: <http://www.rollins.edu/human-resources/documents/policies/general-policies/disability-policy-under-the-rehabilitation-act-of-1973-ada-035000.pdf>
- Disciplinary Procedure for Staff: <http://www.rollins.edu/human-resources/documents/policies/conduct-performance/disciplinary-procedure-staff-600100.pdf>
- Discrimination Grievance Procedure for Faculty and Staff: <http://www.rollins.edu/human-resources/documents/policies/communications/grievance-procedure-staff-faculty-700100.pdf>
- Discrimination Grievance Procedure: Students Reporting Discrimination by Faculty or Staff: <http://www.rollins.edu/human-resources/documents/policies/communications/discrimination-grievance-policy-for-students.pdf>
- Domestic Violence Leave Policy: <http://www.rollins.edu/human-resources/documents/policies/absences-from-work/domestic-violence-leave-500750.pdf>
- Employee Assistance Program Policy; <http://www.rollins.edu/human-resources/documents/policies/benefits/employee-assistance-program-eap-300370.pdf>
- FERPA policy: <http://www.rollins.edu/ir/policies-procedures/ferpa-policy.html>
- Staff Grievance and Dispute Resolution Procedures: <http://www.rollins.edu/human-resources/documents/policies/communications/grievance-procedure-staff-700100.pdf>
- Guidelines for Supporting and Addressing Needs of Transgender and Gender Non-conforming Employees: <http://www.rollins.edu/human-resources/documents/policies/general-policies/transgender-gender-non-conforming-employees-policy.pdf>
- Non-discrimination Policy Statement: <http://www.rollins.edu/human-resources/documents/policies/general-policies/nondiscrimination-policy-statement-030000.pdf>
- Prohibition on Firearms Policy: <http://www.rollins.edu/human-resources/documents/policies/general-policies/firearms-prohibition-081000.pdf>
- Sexual Harassment Policy: <http://www.rollins.edu/human-resources/documents/policies/general-policies/sexual-harassment-050000.pdf>
- Undue Influence policy: <https://rpublic.rollins.edu/sites/IR/Shared%20Documents/KI%201010%20Undue%20Influence%20Policy%2010-14-16.pdf>
- Violation of Local, State or Federal Laws Policy: <http://www.rollins.edu/human-resources/documents/policies/general-policies/laws-violation-of-local-state-or-federal-laws-085000.pdf>

XII. Effective Date

This policy is effective immediately and supersedes all previously issued versions.

XIII. Rationale for Revision

Rev. 1: staff update and process enhancement; policy title changed from *Title IX* to *Sexual and Gender-Based Harassment and Related Misconduct*.

Revisions based on federal legal compliance regulations, federal guidance from the Office of Civil Rights at the Department of Education (OCR-DOE) and Title IX best practices. Revisions take place on a revolving basis as updates in the law are received from the OCR-DOE and changes are always effective immediately.

[XIV. Appendices/Supplemental Materials](#)

CONFIDENTIAL Health and Safety Resources for Support After Sexual or Relationship Violence

The following is a list of Confidential Resources available to any community member. If you need support and want to talk to someone about your options or needs confidentially, one of the options listed here can help. Not every individual will be prepared to make a report to the College or local law enforcement and that's ok. The important thing is to get help when you need it.

The first priority for any individual who has been assaulted is to get to a safe place. If you are in imminent danger, call 911 or Campus Safety at (407) 646-2999. When necessary, seek medical attention. The following is a list of options of where to seek medical or mental health support:

Rollins Wellness Center offers the following services:

(407) 628-6340 | wellnesscenter@rollins.edu | Rollins.edu/wellness-center | Located on campus

Health Services:

Students may seek medical attention, Plan B, STD/STI testing or seek answers to their questions and concerns by visiting the health center. Confidentiality laws protect the conversations you have with medical staff in the course of care or treatment.

Counseling & Psychological Services:

Students have the opportunity for one-on-one counseling on campus in the Office of Counseling and Psychological Services (CAPS). Confidentiality laws protect the conversations individuals have with a counselor. Services are provided free of charge. Counselors are available to meet with students by appointment or almost immediately in crisis situations.

In a mental health emergency, call 911 or the After-hours Crisis Phone: (833) 848-1761

24-Hour Sexual Assault Hotline: The VSC operates a 24 hour a day, 7 day a week Sexual Assault Hotline. The hotline is for anyone seeking immediate telephone crisis intervention services or information on sexual assault. The hotline is operated by certified Sexual Assault Counselors. Certified Sexual Assault Counselors are trained to provide immediate crisis intervention and ongoing support.

National Sexual Assault Hotline (call or chat):
(800) 656-HOPE | online.rainn.org

Acute Sexual Assault Services (within 120 hours following the sexual assault):

Services include providing immediate support and advocacy to both reporting and non-reporting victims of sexual assault. Services can include forensic evidence collection by a Sexual Assault Nurse Examiner (SANE) that occurs in a private facility which offers a calming home-like environment. A Victim Advocate is available to accompany the survivor during the exam, and all information provided to the advocate is confidential. Services can be received regardless of whether a survivor reports the crime to law enforcement. You do not need medical insurance to receive care.

Victim Service Center of Central Florida offers the following services:

(407) 500-4325 | <https://www.victimservicecenter.org/>

Emergency Room/Local Hospital and Primary Care Physicians:

The closest hospital to campus is [Winter Park Memorial Hospital](#) (407) 646-7320. Please note that area hospitals are required by Florida law and/or policy to contact local law enforcement but you will not be required to report the incident. The ER may have law enforcement transfer you to the local rape crisis center. Emergency rooms see patients in order of the severity of their symptoms and you may not receive the fastest care from an emergency room. You should not need medical insurance to receive medical care.

Your Primary Care Physician or a specialist (i.e., gynecologist, urologist), can also offer you services and support but you may need to make an appointment and there may be a waiting period. If you need medical attention right away, consider accessing one of the other options.

[Harbor House of Central Florida](#): Confidential Crisis Hotline for relationship violence concerns: (407) 886-2856, these are all available 24/7/365.

Dating Abuse Helpline: (866) 331-9474 | loveisrespect.org

Domestic Violence Hotline: (800) 799-7233 | thehotline.org

Stalking Resource Center: (855) 484-2846 | victimsofcrime.org

[Zebra Coalition](#) LGBTQ+ resource: (407) 228-1446, 24/7/365

[Planned Parenthood of Greater Orlando](#): (800) 230-7526

Human Trafficking Resource Center: (888) 373-7888 | traffickingresourcecenter.org

Suicide Prevention Lifeline: (800) 273-8255 | suicidepreventionlifeline.org

The [Employee Assistance Program](#) (EAP) (for faculty, staff and their household members):
Call (877) 398-5816, 24/7/365

The Dean of Religious Life or College Chaplain
Rev. Katrina Jenkins | (407) 646-2440 | kejenkins@rollins.edu | Location: Knowles Chapel

Reporting Options

These are your options of people or places you can go if and when you're ready to file a report or complaint about sexual misconduct that happened to you or someone you know. You can still access support services even without formally reporting and you can also ask questions and/or report without disclosing the name of the alleged perpetrator until you're ready.

Rollins College Title IX Coordinator

Sarah Laake
Director and Title IX Coordinator
Rollins College – Office of Title IX
1000 Holt Avenue, Box 2776
Winter Park, FL 32789
Office Location: Campus Center 103
(407) 691-1773 | Rollins.edu/TitleIX
slaake@rollins.edu | TitleIX@rollins.edu

Deputy Title IX Coordinator

Matt Hawks
AVP, Human Resources & Risk Management
1000 Holt Avenue, Box 2718
Winter Park, FL 32789
Office location: Troutman Building, 2nd floor
(407) 646-2577
mhawks@rollins.edu

Deputy Title IX Coordinator for Athletics

Pennie Parker
Director of Athletics, Sr. Woman Administrator
1000 Holt Avenue, Box 2730
Winter Park, FL 32789
Office location: Alford Sports Center, 2nd floor
(407) 646-2636
pparker@rollins.edu

[Campus Safety](#) (available 24/7/365)
(407) 646-2999

[Community Standards & Responsibility](#)
(407) 691-1337

[Dean of Students & Student and Family Care](#)
(407) 646-2345

[Human Resources Department](#)
(407) 646-2369

Office of the Dean of Faculty (407) 691-1268	Notifying any faculty or staff member that you trust and feel comfortable with can help you. They are Responsible Employees and are required to share information with the Title IX Coordinator.
Local Law Enforcement – You may file a report with the Winter Park Police Department or other law enforcement agency (depending on location of incident). This is entirely your decision.	
NOTE ABOUT MINORS: If you are a minor under the age of 18 and considering reporting, please read over section II, F. <i>Reports Involving Minors</i> on page 4 of this policy. You may wish to speak with a Confidential Resource for support before formally reporting an incident of sexual misconduct to one of the Reporting Options listed here.	
Anonymous Reporting – A reporting party or third party can file a report with the College without disclosing his/her name and/or the name of the responding party by utilizing the Sexual Misconduct Report Form .	