

Montefiore | School of Nursing

STUDENT HANDBOOK

2025 – 2026

*Montefiore School of Nursing
53 Valentine Street
Mount Vernon, New York 10550
(914) 361-6221
Fax: (914) 665-7047*

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Please see Student Catalog for Academic Policies

Appendices:

A = Workplace Romance & Fraternization Policy

B = End of Program Student Learning Outcomes

C = Grading Criteria for Clinical Evaluations

D = Patient Information Confidentiality Agreement for All Users

ACADEMIC CALENDAR

Fall 2025 Semester	
Friday, August 1	Deadline for Submission of Official Transcripts to Registrar
Tuesday, Aug. 12 & Thursday, Aug. 14	New Student Orientation
Wednesday, August 13	Tuition Payment Due
Friday, August 15	Registration Dropped for Non-Payment
Saturday, August 16	Clinical Starts for Evening Students
Monday, August 18	Classes Begin Day Students
Saturday, August 23	Deadline for Withdrawal - with Full Refund
Saturday, August 30	Deadline Withdrawal Policy 75% Refund
Saturday, September 6	Deadline Withdrawal Policy 50% Refund
Monday, September 1	No Classes/Clinical -Labor Day
Saturday, September 13	Deadline Withdrawal Policy 25% Refund (No Refunds 100% tuition Liability)
Monday, September 22	Graduation Application Opens (N4 Only)
Friday, October 10	Mid-Term Grade Notification
Friday, October 17	Last Day to Withdraw with a "W"
Saturday, October 18	Withdrawal with a WF WP Period Begins
Wednesday October 29	Graduation Application Deadline (N4 Only)
Monday, November 3	Course Registration Begins for Spring 2025
Monday, November 24	Last Date to Withdraw with WF or WP
Tuesday, Nov. 25-Sunday, Nov. 30	Thanksgiving Break
Friday, December 5	Last Day of Classes
Monday Dec .8-Friday Dec. 12	Final Exam Week
Friday, December 12	Fall Semester Ends
Monday, December 15	Final Grades Due
Tuesday, December 16	Pinning Ceremony
Friday, December 19	Course Registration Deadline for Spring 2025
Friday, January 2	Deadline to Resolve Incompletes from Fall 2025

Spring 2026 Semester	
Friday, January 2	Deadline for Submission of Official Transcripts to Registrar
January 3, 6, 8	New Student Orientation
Monday, January 5	Tuition Payment Due
Wednesday, January 7	Registration Dropped for Non-Payment
Saturday, January 10	Clinical Starts for Evening Students
Monday, January 12	Classes Begin Day Students
Saturday, January 17	Deadline for Withdrawal- with Full Refund
Monday, January 19	No Classes/Clinicals – Martin Luther King Day
Saturday, January 24	Deadline Withdrawal Policy: 75% Refund
Saturday, January 31	Deadline Withdrawal Policy: 50% Refund
Saturday, February 7	Deadline Withdrawal Policy: 25% Refund (No Refunds: 100% tuition Liability)
Monday, February 16	No Classes/Clinicals – President's Day
Tuesday, February 17	Graduation Application Opens (N4 Only)
Friday, March 6	Mid-Term Grade Notification

Friday, March 13	Last Day to Withdraw with a "W"
Saturday, March 14	Withdrawal with WF or WP Period Begins
Tuesday, March 31–Sunday, April 5	No Classes/Clinicals – Spring Break
Tuesday, March 31	Graduation Application Deadline (N4 Only)
Tuesday, April 14	Course Registration for Fall 2025
Friday, April 24	Last Date to Withdraw with WF or WP
Friday, May 1	Last Day of Classes
Monday, May 4–Friday, May 8	Final Exam Week
Friday, May 8	Spring Semester Ends
Monday, May 11	Final Grades Due
Monday, May 11	Pinning Ceremony
Tuesday, May 12	Commencement Ceremony
Friday, June 12	Deadline for Resolution of Incompletes from SP 25

FACULTY & STAFF ROSTER

STUDENT SERVICES

POSITION	NAME	ROOM	NUMBER
Admissions Coordinator/ Registrar	Michael Main	1 st Floor	(914) 361-6472
Financial Aid Administrator	Martine Dorelian	4 th Floor - 408	6081
Student Services Assistant	TBD	1 st Floor	6537

ACADEMIC AFFAIRS

POSITION	NAME	ROOM	NUMBER
Dean	Rebecca Greer	410	(914) 361-6220
Assistant Dean/Faculty	Susan Joseph	409	6315
Faculty	Patricia Coyne	415	6305
Faculty	Benita Jones	405	6306
Faculty	Joan Gibson-Parkes	406	6308
Faculty	Anas Okour	404	6304
Executive Secretary	Liz Chimento	401	6311

TITLE IX COORDINATOR

POSITION	NAME	ROOM	NUMBER	EMAIL
Title IX Coordinator	Frank Di Giovanni	Montefiore New Rochelle Hospital	914-365-3976	fdgiova@montefiore.org

If Mr. Di Giovanni is needed after hours, please notify Campus Security at 914-361-6009 or 914-361-6314.

GENERAL INFORMATION

When students acknowledge receipt of acceptance and enter the Montefiore School of Nursing, they enter into a contractual arrangement with the school. The School Catalog and the Student Handbook are meant to provide direction for faculty and students as to rights and responsibilities toward one another. Here is specific information to give further clarification of those rights and responsibilities.

Student responsibilities include:

- Adhering to the Code of Conduct and policies published in the Catalog and Handbook
- Communicating to Montefiore School of Nursing regarding issues that affect ability to comply with responsibilities as a student
- Following the chain of command to resolve concerns starting with faculty and moving to Assistant Dean, and finally, the Dean if concerns are not resolved
- Following the Grievance Procedure as outlined in the Catalog and Handbook
- Checking your montefiore.org email and Moodle daily for course information and resource materials updates, understanding the instructor may update materials within 2 hours prior to class
- Purchasing textbooks and course resources listed in the course syllabus
- Reading assigned materials prior to class and lab
- Submitting assigned course work by the deadline
- Bringing laptop, with minimum system requirements, to class on exam dates
- Study time outside of class for nursing courses at least 30 hours per week
- Arrival on time for class, clinical rotations, and laboratory experiences
- Reliable transportation

ADMINISTRATIVE HOURS

Academic offices are located on the 4th floor of the school and are generally open Monday through Thursday from 8:30 am to 5:00 pm, Friday from 8:30 am to 4:30 pm. You may reach an Administrative Assistant at (914) 361- 6311 or 6537. The Student Services Office is generally open on Monday through Thursday from 8:30 am-5:00 pm and Friday from 8:30 am - 4:00 pm. Please email or phone Student Services if you need to meet with them after office hours. If you need to speak to the Dean or Asst. Dean, it is best to make an appointment to assure availability. Summer hours vary. You may contact the Financial Aid Administrator at 914-361-6081.

ACCESS

Only students registered for classes at Montefiore School of Nursing are allowed to be on the premises, no guests or children. During the school semester rooms are generally available for study on the 5th floor Monday through Thursday from 8:30 am - 11:30 pm, Friday 8:30 am – 4:00 pm, and most Sundays 10:00 am – 6:00 pm. The Sunday schedule will be posted in Moodle. Students **MUST** exit the building by 11:30 pm Monday through Thursday, 4:00 p.m. on Fridays, and 6:00 pm on Sundays. Failure to comply may result in suspension or termination. The Montefiore School of Nursing assumes **no** responsibility for individuals on premises without authorization. No students are allowed in the SON on the following observed holidays: New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Fall Break, Spring Break, and between the last final exam of the semester and the start date of classes for the upcoming semester.

CANCELLATION OF CLASSES

Cancellation of Montefiore School of Nursing classes and clinical experiences due to extraordinary weather conditions will be determined by the Dean/Assistant Dean. If classes are in session and the student is not able to attend class, the attendance policy remains in effect. The student will be responsible to make-up all missed clinical and lab hours. Make your decision based on your safety. Students will be notified via our mass notification system. Announcements are posted on Moodle.

Cancellation of **Westchester Community College classes** will be announced by Westchester Community College.

The decision whether to attend if classes are in session during inclement weather rests solely with the student.

CODE OF ETHICS

The school adopts the ethical principles/provisions of the American Nurses' Association. Students are expected to adhere to the principles in practice and conduct.

- 1) The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
- 2) The nurse's primary commitment is to the patient, whether an individual, family, group, community or population.
- 3) The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
- 4) The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
- 5) The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
- 6) The nurse, through individual and collective effort, established, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
- 7) The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
- 8) The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy and reduce health disparities.
- 9) The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

CREDIT CARDS

The Montefiore School of Nursing **prohibits** the advertising, marketing, or merchandising of credit cards on college campus to students.

ACADEMIC ADVISEMENT

Students are advised by their nursing course instructor. Students are provided with their academic advisor's name, contact number, etc. at the beginning of each semester. Students should meet with their advisors at least once a semester. The advisor is someone the student can go to when the need arises and who will assist in planning the program of study, clarify areas of concern, and give guidance on academic issues. If the student has continuing concerns after

speaking with his/her advisor, the student is encouraged to speak with the Assistant Dean or Dean. Students should contact the Registrar regarding registration for general education courses.

ACADEMIC CODE OF CONDUCT

Students are expected to conduct themselves with honesty. Behavior that indicates suspicion of, or attempt to, cheat on tests or plagiarize assignments, alter a grade or any other unethical behavior in class or clinical will be grounds for disciplinary action including dismissal.

ACADEMIC HONESTY

As a condition of enrollment, students are expected to adhere to a policy of integrity, which involves not giving or receiving aid on examinations, and if a witness to such a violation, shall notify the instructor involved in the course. Cell phones must be silenced and placed in - front of the classroom prior to and during exams. A break in exam integrity may result in invalidation of all grades. Any student participating in an activity resulting in a break in exam integrity is subject to immediate dismissal from Montefiore School of Nursing.

ACADEMIC INTEGRITY

Students are expected to conduct themselves with honesty and integrity in the classroom, lab, and clinical settings. Behavior that indicates suspicion of violating academic integrity such as **cheating, falsifying a document, altering grades, unethical behavior, plagiarism, and copyright infringement** is grounds for immediate dismissal.

Students may not give or receive aid on examinations, and if a witness to such a violation shall notify the instructor involved in the course. A break in exam integrity may result in invalidation of all grades. Any student participating in an activity resulting in a break in exam integrity is subject to immediate dismissal from Montefiore School of Nursing.

Plagiarism is considered academic dishonesty and will be grounds for dismissal. Plagiarism is using the work, ideas, and/or opinions of another person as if it were your own. Examples of plagiarism may include quoting and/or using someone's work and copying and pasting information from online resources without proper citation and without acknowledgment.

Copyright infringement is reproducing, displaying, and/or distributing another person's work without the person's written permission.

ACADEMIC SUPPORT

Prior to admission to the program, an admission test is administered to help determine specific needs of students so that early intervention can occur to maximize success. The student may bring a copy of the test results to their advisor, who will assist the student in identifying their learning needs.

Instructors provide remediation for test-taking strategies, note taking, study skills, and assistance with clinical skills and understanding of theoretical content. Students who are not passing the nursing course at mid-point are notified by their instructor (advisor). Students receiving this notification are encouraged to make an appointment with their advisor for remediation. Students may independently seek this assistance and are encouraged to do so at the first indication of difficulty mastering course content.

Standardized testing will be utilized throughout the program. Your semester fee will cover all testing costs and specific remediation diagnosed upon your individual test results will be provided. In addition, in the final semester you will be given a diagnostic exam that will help you to prepare for NCLEX RN.

Access: <http://www.atitesting.com>

Montefiore School of Nursing students enrolled at Westchester Community College for general education courses will have access to all Westchester Community College programs and activities including but not limited to support services such as tutoring, learning centers, and libraries at any Westchester Community College campus or online.

HEALTH RECORDS

The student's health record is maintained in the Occupational Health Office. The Occupational Health Office (OHS) may release a copy of the Immunization and Titer Report required for clinical rotation clearance. Upon request of the clinical agency where the student is doing his/her clinical rotation, OHS may release the student's health record. Students are required to keep copies of all documents.

HEALTH SERVICES

The primary concern of the school is the health and welfare of the students. It shows this concern by offering students an environment conducive to health and safety, and an integration of health information throughout the curriculum.

The primary responsibility for health lies with the individual. While enrolled, students should retain their personal primary care providers and health insurance. The school and the hospital cooperatively provide assistance in meeting problems of episodic illness or injury while students are on the premises. When the Occupational Health Office is not open, or when emergency care is needed, students are to report to the Emergency Department. Use of ED cost is the responsibility of the student.

The Occupational Health Office:

- Provides health counseling and referrals as necessary.
- Provides emergency care for accidents or sudden illness occurring on the premises.
- Clears students for class, lab, and clinical rotations following COVID-19 exposure or diagnosis.
- Clears students for return to class, lab, and clinical rotations following illness, injury, surgery, childbirth or other health conditions.

Student responsibilities:

- Provide the school and hospital with information and documentation for the cumulative health record if under the care of a primary care provider for any serious problem that has necessitated significant absence.
- Submit authorization from the healthcare provider to return to class/clinical, without restrictions, after serious or prolonged illness requiring medical care, and submit a clearance form to the instructor.
- Submit authorization from the healthcare provider to return to class and clinical settings, without restrictions, following childbirth.
- Assume responsibility for own health and that of unborn child, as appropriate

- Report accidents or injuries in the hospital or school immediately on the correct form the day the accident occurred.
- Submit the necessary pre-entrance health assessment and initial drug screen.
- Meet the ongoing requirements for a yearly health assessment, immunizations, and current BLS certification for healthcare providers.
- Submit COVID-19 Vaccination records and proof of annual influenza vaccination to MNR - OHS.

Clinical agencies request proof that the student is free of illegal substances and will deny clinical experience to any student testing positive. Students must have a blood sample screened for the presence of illegal substances; this will be required with the health assessment needed for health clearance and will be the student's financial responsibility. Student Services will provide details to direct the student in obtaining the drug screen.

LICENSURE

The Registrar will submit the names of students who successfully completed the nursing program and earned the Associate in Science (Nursing) degree to the New York State Education Department. MSON's program of study is approved in New York State and graduates are eligible to take the NCLEX-RN for licensure in New York following graduation from MSON. Students who wish to be licensed in another state should check with that state's board of nursing to see if MSON's program of study meets the initial licensure requirements for the state in which the graduate intends to practice nursing.

The graduate applies for licensure with the Board of Nursing in the state in which they desire to practice. In New York the graduate applies to the New York State Education Department and pays the fee of \$143.00. The graduate must also register with Pearson Vue to take the exam and pay the \$200.00 exam fee.

Once the student's name has been submitted by the Registrar, the student has submitted their application to the New York State Education Department, and the student has also registered with Pearson Vue, the student will receive an Acknowledgement of Receipt of Registration and Authorization to Test (ATT) from Pearson Vue. The student may then schedule their testing date for NCLEX-RN with Pearson Vue. Graduates who successfully complete the program are also eligible to take NCLEX-PN, if they wish.

A record of a felony conviction may disallow licensure. Students are cautioned that graduation from the school does not ensure licensure. The Office of Professional Discipline (OPD) will review each felony conviction on the grounds of remorse, retribution, and rehabilitation. The decision to grant licensure lies with the OPD and occurs after candidate passes NCLEX-RN. (Refer to Felony Conviction policy in the School Catalog).

LIMITED PERMIT

To be legally employed as a graduate of a program leading to RN licensure in New York State, a permit to practice is required during the interim between graduation and the issuance of a license. Graduates are eligible to apply for a Limited Permit. Detailed information regarding the Limited Permit is given to Nursing 4 students prior to graduation.

NYSED issues limited permits to nursing school graduates who have:

1. applied to NYSED for a licensure as an RN and limited permit; and

2. have met all requirements for licensure as an RN in New York State except for taking the National Council License Examination for Registered Nurses (NCLEX-RN).

A limited permit holder (called a "Graduate Nurse" or "GN") can temporarily practice nursing under RN supervision at the health care facility noted on the limited permit. The GN must be employed by the health care facility and the supervising RN must be on the care unit with the GN when the GN provides care.

A limited permit is valid for up to 1 year or until 10 days after the GN is notified that they failed the NCLEX-RN, whichever happens first. A GN who fails the NCLEX-RN must cease practicing nursing when the limited permit expires. A GN who changes employers will have to obtain a new limited permit from NYSED to practice nursing for the new employer.

New Graduate Practice: If you graduated from a nursing education program registered by NYSED as licensure qualifying for RN and you applied for licensure and a limited permit for RN, **you may be legally allowed to practice nursing for 90 days immediately following graduation.** To find out if you graduated from a qualifying New York nursing school, visit [here](#). During the 90-day period, you must practice nursing as a GN while employed at the health care facility identified on your limited permit application and you must be personally supervised by an RN. The supervising RN must be on the patient care unit with you while you practice nursing.

If you have ever taken the NCLEX-RN, you are not eligible for a limited permit.

STUDENTS' BILL OF RIGHTS AND RESPONSIBILITIES

Nursing Student Bill of Rights and Responsibilities can be found in the Code of Ethics on pages 13 – 17 at the National Student Nurses Association website <https://www.nsna.org/nsna-code-of-ethics.html>

VOICE MAIL

All employees of the school have Voice Mail. Messages should be left at each person's extension. Please do not leave messages with Academic Affairs Assistant unless it is an emergency. Refer to roster listing extensions and room numbers. If voice mail messages are not returned by the next workday, send an email to the person who you are trying to contact.

FACILITIES

AUDITORIUM

Belsky Auditorium is located on the main floor of the school and is accessed through the doors near the elevator. Special events and general assemblies are held there. Students may schedule school related activities in the auditorium by requests to Dean's office.

CLASSROOMS

Most classes are conducted in Belsky Auditorium or classrooms located on the first or third floor of the school. Refer to course syllabus regarding classroom eating policy.

EATING FACILITIES

The cafeteria is on the 2nd floor of the school. Hours are Monday-Saturday, 6:00 am - 3:00 pm. Vending machines are available in the cafeteria. A microwave is also provided for your use in the cafeteria.

STUDENT LOUNGE

The student lounge is located on the 5th floor. There is a microwave, coffee maker, and refrigerator. All food, condiments, plastic containers, etc., left in the refrigerator will be discarded if left for several days. All users must leave the room clean & neat. Alcoholic beverages are not permitted on school or hospital premises.

FACULTY HOURS

Faculty offices are located on the fourth floor of the school. Five office hours a week are posted for each faculty member in the course syllabus. Students are encouraged to email faculty to request an appointment during office hours, or if needed outside posted office hours.

NURSING SKILLS LABORATORY

Students practice skills under the guidance of an instructor as part of their course work. In addition, students may be sent to the lab by a clinical instructor to practice a specific skill. The skills lab is available for student practice during open lab and by appointment for instruction. Please see posted hours. Your instructor and faculty advisor are also available to assist you during their posted office hours. Fundamental's lab is on 1st floor, Med-Surg I & II lab on 3rd floor, and Maternal Child Health lab on 3rd floor.

PARKING IN MOUNT VERNON

There is limited street parking in the area, and this should be taken into consideration when attending class or clinical. Alternate side of the street parking and meter expirations are **STRICTLY ENFORCED**. Parking meters in Mt. Vernon are in effect until 8:00 pm. **Suspended alternate side of the street parking for NYC does not include Mount Vernon.** Tickets are a reduced price if paid by the next day. During inclement weather, call the Department of Public Works at (914) 665-2382 for information on suspension of alternate side of the street parking regulations.

Students can park in the lot across the street from the main entrance of the Montefiore Mt. Vernon Hospital. The parking fee is \$12.00 per day or students may opt to pay the discounted rate of \$25.00 per month/\$125.00 per semester (August-December & January-May). Contact Quik Park directly to apply at 914-668-6095 between the hours of 12:00 pm - 4:00 pm - Monday through Friday. Parking is also available in the municipal parking lot located 2 blocks from the school on Stevens Avenue (Between North Fifth & Wilson Avenues). 12-hour meters are available.

Clinical site parking is the responsibility of the student.

RESTROOMS

Restrooms for men and women are located on the second and third floor. The fifth-floor restrooms are for women.

STUDY AREAS

The study areas on the 5th floor are available for student use during the semester on the following days/times: Monday through Thursday - 8:30 am - 11:30 pm; Friday between 8:30 am – 5:00 pm, and most Sundays from 10:00 a.m. – 6:00 p.m. The Sunday schedule will be posted in Moodle. Do not use the library on the 3rd floor for group study. **PLEASE RESPECT THE RIGHTS OF OTHERS AND MAINTAIN CLEANLINESS OF THESE AREAS OR THE**

PRIVILEGE TO USE THESE AREAS WILL BE RESCINDED. CHILDREN ARE NOT ALLOWED IN STUDY AREAS. FOOD OR DRINK RESTRICTED IN COMPUTER ROOMS. Students must maintain the cleanliness of the area.

During the school semester, students may not enter the building before 6:00 am and must leave the building by 11:30 pm Monday - Thursday, and by 5:00 pm on Mondays & Friday; 6:00 pm on Sunday. Students are not allowed in the building when school is closed for the MSON observed holidays: New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Fall Break, Spring Break, and between the last final exam of the semester and the start date of classes for the upcoming semester.

Summer hours vary. Any student who violates this policy is subject to disciplinary measures including suspension and/or dismissal.

TELEPHONES

For emergencies dial 911. To notify campus security in the event of an emergency dial "2222" using the internal phones in the hallways and classrooms which are available on the first, third, fourth and fifth floors for **emergency notification** throughout MSON. These phones may also be used to activate an intercom system throughout the school.

TRANSPORTATION

MTA - NYC Subways, Buses, Trains

<https://new.mta.info>

For all MTA services, dial **511**, the NYS transit & traffic line

Westchester Bee-Line Buses

(914) 813-7777 or

<https://transportation.westchestergov.com/>

SCHOOL SAFETY

Community Resources

Information regarding community resources and counseling sources are available in the Student Services Coordinator's Office on 1st floor or from your faculty advisor. An abridged list is published in your student handbook.

How to Report a Crime

All students have the right to notify campus security, local law enforcement, and/or state police of criminal incidents or emergencies. Campus security department can be reached by calling 914-361-6007 or 6314. In an emergency dial "2222." The Mount Vernon Police can be contacted directly by dialing 911 from any telephone.

Security will record, classify, and log all reports received. Individuals reporting incidents will be informed of their rights and given an opportunity to file a police report for insurance or criminal purposes. All reported incidents are reviewed on an ongoing basis to determine patterns and required corrective action. Third party reports will not be accepted by a police officer.

In the event of a major emergency or anything that poses a threat to students, employees, or others, students will be notified through the mass communication system and email via Moodle.

Montefiore Crime Statistic Information: The Advisory Committee on Campus Safety will provide a hard copy to the individual requesting campus crime statistics, as reported to the United States Department of Education, within 10 days of the request. Statistics Information related to crime statistics at the Montefiore School of Nursing can also be obtained from the Safety and Security Officer at the Montefiore Mount Vernon Hospital. See Student Catalog for specific details. The information can also be viewed at the United States Department of Education website: <http://ope.ed.gov/security>

CODES

Students are oriented to codes for each affiliation.

When a fire alarm sounds, it may be either a drill or the real thing. The paging system for the hospital is not heard in the school; therefore, all fire alarms should be considered the real thing unless otherwise notified.

When school is in session regardless of location, everyone must vacate when the first set of bells ring 5 times.

“IF IT RINGS 5 – GET OUT ALIVE”

Depending on location, the procedure to follow in case of fire or smoke in the school or hospital buildings is:

- remain as calm as possible.
- remove anyone in immediate danger.
- sound the fire alarm at once by pulling the handle all the way down and letting go.
- dial “2222” and give the exact location of fire or smoke.
- close all room and hallway windows and doors.
- do not use elevators.
- do not use telephones except to call the operator; and
- do not return to the building until you are instructed to do so.

Participate intelligently in periodic fire drills. In the event of a fire remember the word ‘RACE’.

“R”	“A”	“C”	“E”
RESCUE	ALARM	CONFINE	EXTINGUISH & EVACUATE

To properly use fire equipment:

- hold the unit upright
- aim at the fuel source
- use a sweeping motion, extending at least 6 inches on each side of the edge of flames
- maintain a proper distance to avoid being splashed by burning liquids
- keep the extinguisher flowing to prevent re-ignition

Fire only Exit doors should not be used except in the event of an emergency. Be advised that these doors are under surveillance and improper use will be reviewed for disciplinary action.

In event of emergency: To exit the SON from the Lobby without a swipe, push red exit button.

Students may be suspended or dismissed for failure to comply with evacuation protocol.

INCIDENT REPORTING

All incidents must be reported on the same day of the occurrence. The person witnessing or experiencing the incident is responsible for filing the report or documenting the incident. Please complete with instructor's guidance.

Students suffering from injuries, including minor ones, must be directed to the **Occupational Health Office/Emergency Dept.** The instructor or another classmate may accompany the student to the Health Office. The incident must be reported to CorVel Nurse Triage Advocacy Line at 1-800-683-6778. The student and instructor will notify CorVel and complete the incident report.

In case of a serious injury go directly to the **Emergency Dept. or call 911** for ambulance assistance and notify Hospital Security.

NAME CHANGE

Students must notify the Student Services Office if they change their name and provide appropriate documentation.

REGISTRATION FOR MASS NOTIFICATION SYSTEM

Students are automatically registered for mass notification when they completed the student contact information form. You must inform the Student Services Office of any changes to your contact information.

REPORTING CRIMES AND EMERGENCIES

Students, faculty, and staff are encouraged to report all suspicious activities and/or persons observed on campus to Hospital Security.

Call 911 and Hospital Security (x-2222) immediately for emergency and criminal incidents.

Calls should be made promptly to improve the ability of Hospital Security or Police to prevent potential crimes, to apprehend suspects, and/or to investigate situations. Upon receipt of a call, a Security Officer will respond immediately to the site of the emergency.

SAFETY OFFICER

Students' alert faculty to concerns & questions about environmental safety issues. If you have any concerns or questions about environmental safety on or near the campus, contact the Safety Manager, Angela Grant at Montefiore Medical Center (718) 920-5077.

SECURITY

It is of utmost importance that students adhere to the following policies:

- The Montefiore SON ID must always be worn during clinical rotations or on the school campus.
- Use your badge to allow **ONLY** yourself into the school building – access is provided through electronic sensors mounted to the outside of the building and exit through sensors on the inside.

- **NEVER** prop the door open.
- During the school semester, students may not be on the premises prior to 6:00 am and are expected to vacate the premises by 11:30 pm Monday through Thursday, 4:00 pm on Friday. Students may not be on the premises on weekends or designated School of Nursing holidays. See Academic Calendar.

Report any unusual person or incident to hospital security at x-2222

- The hospital ID doubles as your college identification and must be worn when at Westchester Community College or affiliating agencies.
- Only the Main Entrances/Exits should be used to enter and exit the building. Fire or Emergency Exits should NOT be used as a means of exiting the building except during a fire or emergency.

ORDERS OF PROTECTION

- Those who have orders of protection must meet with Security Department prior to next class session and follow their protocol, which may include providing a photograph of the individual(s). Faculty & Staff will be alerted as appropriate.

POLICIES

(PLEASE SEE STUDENT CATALOG FOR ACADEMIC POLICIES)

DIPLOMA

Graduates receive a diploma upon successful completion of courses on the Program of Study. A written request is required for a duplicate diploma and MSON charges a fee. A written request and a court order are required for a duplicate diploma with a name change.

FACULTY MAILBOXES

Materials are to be given to an administrative staff member for deposit in faculty mailboxes.

RECORDS

The school adheres to the regulations of the Family Rights and Privacy Act of 1974, which requires the right of access by students to educational records. Although information is not released without student consent, an exception to this occurs when an agency providing financial aid requests a report on student academic progress.

Students need to give three days' notice to review records. Records are not allowed out of the Dean's office.

The permanent record of the student contains:

- The academic transcript
- Transcripts from previously attended colleges and/or high school

REFERENCES

Students are encouraged to request instructor references as they know their clinical performance best. The student/graduate **MUST** write a letter or email requesting the reference to faculty and/or the dean. Processing may take 10 days.

TRANSCRIPTS

Official transcripts are requested through the Student Services office and only released to a school or employer upon written request and authorization. A fee is charged.

DRESS CODE

Appropriate attire must be worn in class and labs. Shorts must be knee length or longer, no plunging necklines or bare abdomen are permitted in class or public areas of the hospital including the cafeteria. Undergarments are not to be visible. No tank tops, no low-rise jeans. Students must wear I.D. badges above the waist while on MSON/Montefiore Hospital's premises. Students must also maintain good personal hygiene. Clinical agency policy re: tattoos will be followed. MSON cannot guarantee clinical experience if the student cannot comply with such policies.

Clinical Attire: The Montefiore School of Nursing uniform is required in the clinical setting except for Mental Health clinical. Hair should be neatly arranged away from the face and above the shoulders. Fingernails must be clean and free of polish or other decorations. Artificial nails are not permitted. The only jewelry permitted is a wedding band, wristwatch, and one pair of small plain stud earrings. Eyebrow, nose, and tongue rings, and bracelets are not permitted.

DOCUMENTATION

Hand-written documents must be legible. Refer to the course syllabus for details regarding submission of assignments.

IDENTIFICATION (ID) BADGE

The hospital identification badge is mandatory on school, hospital, or affiliated agency property. **Students will be asked to leave the property if the required ID is not worn.** This is in keeping with NYS Department of Health requirements and will count as a clinical absence if this occurs in the clinical setting and will count as an absence in the classroom or lab setting. Montefiore School of Nursing ID's must be submitted upon completion or termination of the program.

SOCIAL NETWORKS

Faculty are not to be linked to enrolled students' social networks; nor are students to be invited to communicate with faculty social networks. Anyone involved in placing a posting on a social network that casts a negative light on the MSON program, administration, faculty, or staff may be terminated from the nursing program.

BEHAVIOR/CODE OF CONDUCT

Students are expected to abide by governmental laws and school/hospital policies. Neither exclusively nor inclusively binding, the intent of these guidelines is to provide the student with information relevant to their actions.

Disruptive behavior is defined as speech or action which is disrespectful, offensive, and/or threatening; interferes with the learning activities of other students; impedes the delivery of school services; and/or has a negative impact on the learning environment. Disruptive behavior includes physical, verbal or psychological harassing, threatening, or acting abusively toward the Dean, faculty, staff member, another student or patients. Disruptive behavior also includes consistent late arrival to class, labs, and clinical rotations.

The behavior may stem from a conflict with the instructor, staff or another student, from the course itself, or personal problems that may be causing inappropriate behavior. For example, the student deliberately distracts other students from the task at hand, talks loudly out of turn during lecture, monopolizes the discussion, makes disrespectful comments (written or verbal) to the instructor or to another student, comes late and is disruptive settling in, hinders cooperation, harasses or intimidates an employee or another student.

The following actions are specifically **PROHIBITED** and will lead to disciplinary actions that may include warning, probation, restitution, suspension, expulsion, or dismissal. The following categories and specific situations of impermissible behavior are subject to disciplinary sanctions because they conflict with the fundamental purposes and specific interests of the school.

While these impermissible behaviors are stated as clearly as possible, it should be recognized that any determination as to whether a given act constitutes a violation of the school's special interests will necessarily involve the school applying some degree of judgment to the facts and circumstances as they are presented. Examples include:

- Disruptive behavior
- Consistent late arrival to class
- Any offensive or disorderly act which interferes with the rights of any member of the school community, including sexual harassment, bullying, physical threat.
- Obstruction of teaching, research, administration, and disciplinary procedures or any conduct which disrupts the holding of classes or any other normal functioning of the school.
- Willful or careless destruction, defacement, theft or tampering with school property or the property of others or threatening the destruction of property.
- Removal of books, media, or other materials from the school facilities without following prescribed procedure.
- Willful falsification of information on school or hospital records or willfully providing false information for purposes of obtaining services or furnishing false information or academic credentials with the intent to deceive or mislead.

- Possession, use, or distribution of illegal drugs, chemicals, alcohol, or weapons.
- Giving false alarm of fire, tampering with fire alarm devices, failure to adhere to evacuation procedures or setting any fire.
- Aiding or abetting another person in the violation of a school regulation.
- Cheating on an assignment, quiz, test, or exam.
- Inappropriate/unsafe clinical behavior.
- Use of physical means or abusive language to resolve conflicts.
- Willful violation of established health, safety, and infection control procedures.
- Smoking cigarettes, marijuana, or vaping in the school or hospital.
- Failure to comply with directions of school or hospital officials, including hours of operation.
- Being contemptuous or disorderly on Montefiore School of Nursing property or during clinical rotations.
- Use of disruptive electronic devices such as beepers, cellular phones, etc., in class, lab, or clinical areas.
- Posting pictures on internet or social media of faculty, staff, students, patients or of the school, facilities, exams, tests, quizzes, or logos.
- Taking photographs and or videotaping on school premises or clinical facilities.

Off-campus behavior must comply with applicable federal and state laws. Off-campus behavior shall not be subject to the school's disciplinary procedures unless such behavior indicates that the student represents a danger to the health or safety of members of the school community or the clients it serves.

BEHAVIORAL SANCTIONS

One or more of the following sanctions may be imposed by Assistant Dean/Dean – whenever a student is found to have violated any of the rules of the Code of Conduct.

- | | | |
|------------------|---|--|
| Warning | - | Written or verbal notice to the student that continuation or repetition of specified conduct may be cause for further disciplinary action. If a student is found guilty of further violating this code, the student will usually be subject to more severe disciplinary action. |
| Probation | - | A written notice placing the student on disciplinary probation for a specified period of time. The terms of the probation will be decided in each case. If a student, while on disciplinary probation, is found to have committed further violations of the code, the student may be subject to more severe disciplinary action. |

- Restitution** - Reimbursement for damage to or misappropriation of property, which may take the form of direct financial compensation, of service, or other forms of indirect compensation. Any student who does not make restitution as required, will be deemed to have a financial obligation and will be subject to the provisions of the school's policy regarding delinquent financial accounts.
- Temporary Suspension** - In an emergency, the Dean, or Instructor, are authorized to alter or suspend the rights of a student to be present on campus or to attend classes for an interim period. An emergency will include such situations as when it is believed that the student poses a danger of inflicting bodily harm on self or others, or of inflicting serious emotional distress on others, or creating a substantial disruption of normal campus activities, including classroom instruction.
- Suspension** - Exclusion from classes and from other privileges or activities, or from the campus itself for a specified period.
- Expulsion** - Termination of student status for an indefinite period.
- Dismissal** - Termination of student from MSON. Student may not apply for readmissions if he or she were dismissed for violation of the code of conduct.

DISCRIMINATION

The school is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, color, religion, sex, national origin, disability, age (40 or older) or genetic information (including family medical history). Students who believe that they have been discriminated against are encouraged to contact the Dean in accordance with Title IX regulations.

DRUG AND ALCOHOL USE

Students, faculty, staff and visitors to the campus are prohibited from engaging in actions or situations which recklessly or intentionally endanger mental or physical health or involves the forced consumption of liquor or drugs for initiation into or affiliation with any organization. People engaging in such actions will be subject to disciplinary action which may include civil, criminal, and/or monetary penalties as well as suspension or dismissal from the Montefiore School of Nursing.

The possession, use, or distribution of illegal drugs and alcohol is strictly prohibited in the school or affiliating agencies. Students suspected of using substances will be referred to the Occupational Health Office or Emergency Department for intervention and follow-up. Non-compliance with a drug or alcohol rehab program, or obvious impairment, will lead to progressive disciplinary action.

SUBSTANCE ABUSE and IMPAIRMENT

Assumptions:

- Substance abuse and Impairment compromises student learning and patient safety.
- Substance abusers often need help identifying their problem.
- Addiction is a treatable illness.
- Students with substance abuse problems should have an opportunity for treatment and re-entry into their program of study in a controlled environment.

Questionable Behaviors Indicative of Substance Abuse and/or Impairment include:

Physiological

- slurred or rapid speech
- trembling hands
- persistent rhinorrhea
- altered pupil dilation
- somnolence
- flushed face
- red eyes
- odor of alcohol
- odor of smoke
- unsteady gait
- declining health

Behavioral

- irritability and mood swings
- isolation or avoidance of group work
- pattern of absenteeism and tardiness
- decreased clinical and academic productivity
- fluctuating clinical and academic performance
- change in dress or appearance
- inappropriate responses
- elaborate excuses for behavior
- decreased alertness/falling asleep in class
- dishonesty

The above criteria may be used in determining action.

Procedure

- student privacy and an opportunity to explain the behavior will be provided
- the faculty member may request an immediate urine drug/alcohol screen at the main campus hospital or an affiliating agency
- if substance abuse is suspected, the student will not be allowed to drive home and will be escorted to the Emergency Department
- the faculty member, student and Dean will meet to review the incident(s)
- the student will be referred to Occupational Health Services and/or the Employee Assistance Program for follow-up
- if the student follows the prescribed treatment, follow-up and monitoring, she/he may return to the program of study without academic consequences
- an appeal process is available through the Behavioral Grievance Policy

BEHAVIORAL GRIEVANCE POLICY

PURPOSE: In order to facilitate the protection of student rights and privileges, the following systematic procedure has been established. Any student who has a non- academic grievance will follow this procedure.

DEFINITIONS OF GRIEVANCE TERMINOLOGY:

- **Academic:** Any issue that concerns the student's academic performance such as grades on a test or clinical component which result in or affect a grade will not be subject to this grievance procedure. Refer to the Grade Appeal Policy for guidance on academic grievances in the Student Catalog.
- **Non-Academic:** Any injustice or unfair treatment that a student feels has been incurred which is not related to his/her academic performance or evaluation.
- **Grievant:** The student filing a grievance under this procedure.
- **Respondent:** The person or institution defending against the grievance.
- **Grievance Committee:** The Grievance Committee is responsible for hearing and determining the validity of a grievance advanced to Step II and decides if the appeal will be granted. The Grievance Committee shall be composed of the Assistant Dean, three faculty members (one full-time faculty and two adjunct or per-diem faculty), a student representative from the MSON Advisory Council or the President of Student Council. If a member of the Committee is involved or has a conflict of interest, an alternate will be appointed by the Dean. The Assistant Dean (or Dean, if applicable) will chair the Grievance Committee.
- **Grievance Appeal Committee:** The Grievance Appeal Committee is responsible for reviewing a student appeal of the Grievance Committee's decision. The Grievance Appeal Committee shall consist of the President of MSON.

GRIEVANCE PROCEDURE: The student who believes that he/she has a grievance will go through the following steps:

- **STEP I:** Within 5 days after the alleged incident, the student will confer with the person with whom they have a grievance (i.e., faculty member or advisor) stating the evidence and reason for questioning the incident. The faculty member or advisor will review the matter and discuss the reasons for the incident in question with the student.
- **STEP II:** If these discussions are not adequate to resolve the matter to the student's satisfaction, within 5 days he/she may then submit a written signed grievance stating: 1) the nature of the grievance, 2) the person(s) or policy to which it is directed, 3) documentation of the efforts made to resolve the issue(s), and 4) the reasons for the student's continuing dissatisfaction to the Assistant Dean. The Assistant Dean will then call upon the Grievance Committee to review the grievance and make a decision.

GRIEVANCE COMMITTEE PROCEDURE

1. Upon receipt of the Step II request, the Assistant Dean shall make reasonable efforts to convene the committee to meet within five (5) days of receipt of the Step II request or as soon as is practicable. The Grievant shall be notified in writing of the date and time of the conference. Failure of the Grievant to appear at the conference shall result in the grievance being withdrawn and dismissed.
2. Participation in the conference is limited to the Grievance Committee members, the Grievant, the Respondent, one advisor for the Grievant, and one advisor for each Respondent. However, the advisor(s) must be another student, employee, or friend, and not legal counsel. Advisors are permitted to speak only to the person(s) they are advising and not actively participate as a spokesperson or vocal advocate.
3. The Assistant Dean or designee shall convene and conduct the conference. The Grievant shall have the burden of establishing the validity of the grievance.
4. The Grievance Committee shall receive evidence through testimony and written documentation. Signed written statements may, when necessary, be submitted by individuals and witnesses if unable to attend. The Grievance Committee shall determine what evidence it deems relevant and is not limited to the standard legal rules of evidence.
5. The Grievant may make statements relevant to the grievance and/or present evidence.
6. Witnesses are called individually in the order designated by the Grievant and then in the order designated by the Respondent. The Grievance Committee may direct questions to the Grievant, Respondent and witnesses, and each party may reasonably direct questions to the other party and their witnesses.
7. Summary statements may be made by the parties.
8. The Grievance Committee will deliberate in closed session to reach a decision. The decision of the Grievance Committee will be by closed ballot. A majority vote is necessary to reach a decision. The Grievant will be notified in writing of the Grievance Committee's decision.

APPEAL PROCEDURE: For Code of Conduct Violations and non-academic grievances in which the student wishes to appeal a determination by the grievance committee, the student will follow the following steps:

- **STEP I:** Within 5 days of the determination, the student will submit a written appeal to the Dean stating circumstances surrounding the determination, the persons involved in the Code of Conduct Violation or other non-academic grievance, findings of the determination, and reasons for the appeal.
- **STEP II:** The Dean will call upon the Grievance Appeal Committee to review the appeal.

The written appeal must specify the grounds for the appeal. No additional substantive information may be submitted by any party. The Dean and Vice President/Executive Director of Montefiore New Rochelle Hospital will review the record of the proceedings and may consult with the Grievance Committee members for any needed clarification. The appeal decision will

be sent to the Grievant within five (5) days to ten (10) days of receipt of the appeal request. The decision of the Dean and President of MSON shall be final.

The New York State Education Department will assist in the resolution of student complaints about academic quality, refunds, and proper application of published Montefiore SON policies. The State Education Department (S.E.D.) will not act until all grievance procedures at the School of Nursing have been followed. Additionally, S.E.D. will not intervene when the complaint concerns a grade or an examination request. **The New York State Education Department, Education Building, Albany, New York 12234.**

Complaints about discrimination against enrolled students on the part of the institution or faculty should be filed with the U.S. Office of Civil Rights at <http://www.state.gov/s/ocr/>

SMOKING

Montefiore School of Nursing is a smoke free campus. Smoking and vaping, without exception, are prohibited in any school or hospital building, or on hospital property. Violation of this policy may lead to dismissal.

STATUS CHANGE

It is imperative that students inform the school office in writing of any changes in name, address, telephone number and email address as well as any changes in the name and telephone number of the person to be notified in case of an emergency. Complete the form in the Student Services Office.

WEAPONS

The possession or use of lethal weapons on school or hospital premises is strictly prohibited. Students found in violation of this policy are subject to criminal prosecution and disciplinary action including immediate dismissal.

CLINICAL

EPIC TRAINING / PATIENT RECORDS ACCESS

EPIC: Students attending clinical rotations will be granted EPIC access. Modules have been developed that must be viewed prior to attending clinical so students are prepared to use the system once on the units. Students will be notified how to access the modules. You must **remember and retain** your password to prevent the need to have it reset. MSON does not have access to your password. **DO NOT SHARE YOUR USER-ID OR YOUR PASSWORD.**

CLINICAL ASSIGNMENTS

Student assignments are made in the clinical area without regard to sex in accordance with Title IX, Education Amendment of 1972, prohibiting sex discrimination in education. Assignments are based on individual needs and the discretion of the instructor. Clients have a right to know that the person assigned to their care is a student and client objections to such care will be respected and honored.

STUDENT NURSE DRESS CODE ON CLINICAL UNITS

The following guidelines for attire will be **STRICTLY ENFORCED**. The student uniform is worn at all clinical sites except for mental health clinical rotations.

Student identification badge must be worn above the waist.

All parts of the uniform should be clean, neat, and laundered after each use.

White shirts may be worn under uniforms.

All white shoes/leather sneakers must be polished and have clean laces.

Clogs and sandals are prohibited in the clinical area.

Lab coats, jackets or sweaters are not worn during clinical experiences. The WHITE Snap Front Warm Up Jacket with embroidering is permitted. No fragrances can be worn. Jewelry may only consist of a smooth band and 1 pair of small, studded earrings. Hair should be neatly arranged, secured off the face, free of ornaments, and above the collar. Nails must be manicured, kept short and have no polish. Artificial nails or wraps are not permitted.

Required accessories include a watch with a second hand, black pens, stethoscope, writing paper and penlight. If a student requires eyeglasses for reading, they must bring them to class/clinical.

The clinical dress code holds for public functions. **Students will receive a verbal warning and will be asked to leave the clinical area if they are inappropriately attired. This will count as a clinical absence. A second violation of the dress code will result in clinical failure and failure of the associated nursing course.**

STUDENT NURSE ATTIRE ON BEHAVIORAL HEALTH UNITS

Professional business attire is required for behavioral health clinical experiences. No jeans, no tight clothing, bright colors, no bare midriffs or plunging necklines. Skirts should be knee length, flat shoes, no sneakers, and no jewelry around the neck.

REMEMBER – WE ARE GUESTS IN THE CLINICAL AREA. The following guidelines should be observed in the clinical area:

- Courtesy in speech and manner.
- No offensive or disorderly acts; no taking of photographs permitted.
- No gum, mints, snacks or drinks.
- Safeguarding the client's right to privacy and confidentiality.
- No cell phones or pagers are to be used in audible mode on clinical units. No personal use of cell phones is permitted in the clinical area. Certain areas of health care facilities prevent any cell phone use. No texting.
- Smart devices may be used for accessing academic information only, with the permission of the clinical instructor.
- Observance of all HIPAA policies.

OBSERVATIONAL CLINICAL

Evening students will be required to attend 2 -3 clinical activities for observational experiences during weekday hours. Students assigned to observational clinical (pull out) are there only to observe. Students may not deliver or assist in the delivery of nursing care unless their clinical instructor is present.

It is the students' responsibility to attend. Students may not switch without faculty approval. Students are not permitted to enter late; and the event will be considered absent time. Failure to complete the required hours for the pullout experience without faculty approval to do so may result in clinical failure. This includes arriving at the site late and/or leaving the site early. Students must observe only and are not allowed to provide patient care during these experiences since they are not directly supervised by faculty.

DRESS CODE IN SKILLS LAB

Students are required to wear lab coats during skills lab and Open Lab instruction. Lab coats must be clean, and shoes must be closed toe shoes.

EVALUATIONS

Students are evaluated based on the end of program student learning outcomes. Refer to course syllabus for evaluation process.

During evaluations, students meet with the clinical instructor and can discuss clinical progress. Signing evaluations merely indicates that the student has read the evaluation. It does not imply total agreement. It is, therefore, imperative that you write comments when you disagree. During the clinical experience students may receive a Guidance or Counseling record if the clinical objectives are not met and the student did not perform the objective satisfactorily. The student's signature indicates that they have been in receipt of the Guidance/Counseling record and can comment on the record.

At the end of each nursing course, the final evaluation becomes part of the student's permanent record. The student signs this summary at the end of each course. This record documents attendance and lateness, and states whether the clinical component was passed or failed.

LIABILITY

The school does not require students to carry their own liability insurance. The hospital insurance covers students who practice under the direction of a nursing instructor. **No student may provide nursing services to a client without the presence of an instructor on the unit. Administration of medication without an instructor present is not permitted. Students are legally responsible for their own actions.**

N95 MASKS

Students may be assigned to care for a client requiring this mask. Students will be fit tested annually prior to the beginning their clinical experience.

SERVICES

LIBRARY/RESOURCE CENTER

Students have access to the online library through links in Moodle and may use the computers located on the third floor of the school. A copy machine is available on the third floor. The librarian is based at Montefiore Medical Center from 9:00 am to 5:00 pm. Marie Elias, Interim Library Director, Health Sciences Library can be reached at melias@montefiore.org or telephone number 718-920-2310. Students have access to the Westchester Community College (WCC) library when enrolled at WCC.

The Mount Vernon Public Library is located on Second Avenue between First and Second Streets. Students must show school ID and proof of address when applying for card accessing privileges. Residents of Westchester County who have current local cards may already have borrowing privileges.

Electronic Library Resources: Students have access to the following electronic library resources:

- EBSCO & EBSCO Dynamic Health Library
- OVID Library

Students and faculty may access these through Moodle/Universal Forms/Library Resources.

COMPUTER LAB

Computers are located on the 3rd floor of the school in the library. Students have access to computers during normal operating school hours. Eating, drinking, using cell phones and talking which is disturbing to others is prohibited. Students will read the “Patient Confidentiality Agreement” (in appendix) and sign a statement that they have done so. These policies are also required for EPIC.

The Library and the School of Nursing computers have internet access. Students may be online only for research pertaining to School of Nursing matters. No one is permitted to use internet for personal matters, including accessing personal email. Students are not to download any programs from computers. Anyone found in violation of these or any laws and/or copyright regulations are subject to severe penalties, not limited to possible termination from the program.

HEALTH COUNSELING AND GUIDANCE

The Employee Assistance Program (EAP) is available to students. Please see the Dean, Faculty, or Coordinator of Student Services for additional information. EAP offers counseling, information resource benefits, and online resource centers. Students may contact EAP directly for free, confidential assistance 24 hours a day, seven days a week at: 1-844-300-6072 or at clientservice@carebridge.com. The website address is www.myliferesource.com. This service is confidential, and the school is not notified when students use this service.

988 CRISIS AND SUICIDE PREVENTION

At the 988 Suicide & Crisis Lifeline, they understand that life's challenges can sometimes be difficult. Whether you, a friend, or loved one are facing mental health struggles, emotional distress, alcohol or drug use concerns, or just need someone to talk to, caring counselors are available 24/7/365. Conversations are free and confidential. You are not alone. More information can be found at <https://988lifeline.org/>

In addition to the EAP program, below is a partial list of community agencies that students might find useful. Students assume full responsibility for any fees. Contact each agency directly for information. Confidentiality is maintained.

**CDC HIV
Center for Disease Control**

**Hotline 800-232-4636
1-800-CDC-INFO**

**New York State HOPEline
Office of Addiction Services and Support**

Helpline 1-877-8-HOPENY

**THE COUNSELING CENTER
(Therapy–Individual/Couples/Child/Family)
<https://counselingcenter.org>**

**180 Pondfield Road
Bronxville, New York
(914) 793-3388**

**MOUNT VERNON NEIGHBORHOOD
HEALTH CENTER
PLANNED PARENTHOOD
NEW ROCHELLE HEALTH CENTER**

**107 West 4th Street, Mt. Vernon, NY
(914) 699-7200
150 Lockwood Avenue, Suite LL-1
New Rochelle, NY 10801
(914) 632-4442**

**FAMILY SERVICES OF
WESTCHESTER
www.fsw.org**

**2 Wilson Place, 2nd Floor
Mt. Vernon, NY 10550
914-668-9124**

**Main Office: 2975 Westchester Avenue
Suite 401, Purchase, NY 10577
914-937-2320**

**WESTCHESTER JEWISH
COMMUNITY SERVICES
www.wjcs.com**

**Headquarters: 845 N. Broadway
White Plains, NY 10603
914-761-0600**

**MY SISTERS PLACE
www.mspny.org**

**Crisis Hotline (800) 298-7233 (SAFE)
Administrative Offices:
3 Barker Avenue
White Plains, NY 10601, 914-683-1333**

**HOPE'S DOOR
www.hopesdoorny.org**

**Crisis Hotline: 888-438-8700
Main Office - 50 Broadway
Hawthorne, NY 10532
(914) 747-0828**

WESTCHESTER COUNTY SERVICES

www3.westchestergov.com

DRUG AND ALCOHOL ABUSE PREVENTION

The Institution annually distributes information regarding the Employee Assistance Counseling Services and flyers titled “Using Carebridge for Assistance with Your Substance Abuse” and “Treatment Approaches for Drug Addiction.” Students are notified by the publishing of the same document in the Fall Term Schedule of Classes. Students get a flyer with information regarding the substance abuse counseling benefit through the Employee Assistance Program that is part their Nursing 1 orientation packet and a speaker from the EAP discusses this benefit during orientation. More information can be found at www.myliferesource.com

SCHOOL ACTIVITIES

CLASS ORGANIZATIONS AND OFFICERS

Each class elects’ officers (President, Vice President, Treasurer and Secretary), and establishes its own activities in keeping with the belief that students should have self-governance and an open forum for resolving problems. Class officers must be in good academic standing and be capable of accepting the responsibility of office. All class officers are members of Student Council. The Class President is a member of the Grievance Committee. Elections are held during Nursing 1 & Nursing 3.

GRADUATION & PINNING

The graduation fee entitles students to their diploma, diploma cover, school pin, lamp, cap and gown, and guest invitations.

Commencement and the awarding of diplomas takes place at the end of the spring semester. Students are recognized for achieving a cumulative grade point average of 3.5 or higher. The student may attend the ceremony after s/he completes the entire program. Students will be allowed to walk with their cohort if they lack 3 credit hours or less in a liberal arts course. Official transcripts, degree, and permission to take the NCLEX-RN exam will be withheld until the student successfully completes the course.

The pinning ceremony will be held each semester.

NATIONAL STUDENT NURSES’ ASSOCIATION (NSNA)

NSNA is an organization of nursing students for nursing students. Its goal is to establish a firm foundation and communication network for nursing students. Membership is optional for students.

RECRUITMENT

Students are encouraged to be involved in organized recruitment activities. Students can share their knowledge and experience and portray a positive image of nursing.

SCHOOL COMMITTEES

Students are encouraged to enhance personal and professional growth by attending meetings of school committees. Students are welcome to attend meetings of the Faculty Organization Committee to discuss academic policies. Students are also invited to attend Curriculum

Committee meetings to have input into curriculum development. Please contact the Assistant Dean for the Curriculum Committee schedule and request an item be placed on the meeting agenda. Please contact the Dean for Faculty Organization meeting schedule and request an item be placed on the meeting agenda.

Students may attend the first 10 minutes of the meeting to discuss concerns.

STUDENT COUNCIL

The Montefiore School of Nursing Student Council (MSON Student Council) is the student government organization for the Montefiore School of Nursing. The MSON Student Council consists of individuals elected by each nursing class to handle matters as they pertain to the entire School of Nursing. The organization's mission is to create a positive and professional atmosphere for students through sponsoring various activities within MSON as well as representing MSON in the community through service projects. The Student Council meets monthly.

The purposes of the Student Council are:

- a. to serve as the official student body organization of Montefiore School of Nursing.
- b. to serve as an intermediary between the student body and Montefiore School of Nursing administration and nursing school faculty.
- c. to organize community and social activities.
- d. to execute other functions and duties as determined by the Constitution.
- e. to act as the student body service organization for Montefiore School of Nursing.
- f. to provide programs representative of fundamental interests and concerns to nursing students.

The officers of Student Council will consist of the Nursing 4 Class Student Council Officers: President, Vice-President, Secretary, and Treasurer. One member of the faculty and the Coordinator of Student Services will act as advisors. Each class representative will cast one vote. Other students may attend meetings that do not involve grievance issues.

CONSTITUTION AND CITIZENSHIP DAY

The school notifies faculty and students of educational events and provides a link with information pertaining to the United States Constitution at the Office of Financial Aid on September 17th of each year. This event includes free informational materials educating students about the United States Constitution. This information is highlighted on Moodle each year.

PERSONAL SAFETY

SAFETY PRECAUTIONS

A successful campus safety program needs the cooperation, involvement, and support of students, staff, and faculty. Exercise these simple, common-sense precautions:

- travel and park in lighted areas; travel in pairs if possible; be aware of your surroundings.
- report any suspicious person or activity; report all incidents no matter how minor; report losses immediately.
- lock your vehicle and store valuables out of view.
- never loan keys to anyone as they are easily lost, stolen, or duplicated; and
- mark or engrave your belongings; do not leave belongings/valuables unattended.

Safety Tips:

Most important – BE AWARE. When walking, be aware of what is going on around you. Walk assertively. If you look like you know where you are going and what is happening around you, you are less likely to become a target for crime.

Use the buddy system. Do not study alone in classrooms during non-business hours. If studying after hours is necessary, make sure that you have a study partner.

Carry a cell phone, even if it is for emergencies only. You can get a pre-paid phone.

Trust your instincts. If something “feels wrong” (with a person, building, situation, etc.) something probably is wrong. Even if you don’t know why you are uncomfortable, change your plans, move away from the person, get out of the area – whatever is necessary to make the feeling go away.

If you feel like you are being followed, stay in well-lit areas, and go into a building where there are other people such as a store or restaurant. If these are not available, join a group of people and ask them to walk with you until it is safe.

Report Suspicious Activity. If you see a person who is acting suspiciously or some type of activity that doesn’t look right, or you feel like you are being followed, call security, dial “0” for operator, or the police immediately and report it.

TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS

MSON makes timely warnings to the campus community about certain crimes reported to campus security authorities or local police agencies and considered threats to students and employees. MSON also follows emergency notification as well as emergency response and evacuation procedures if there is an immediate threat to the health or safety of students or employees occurring on campus.

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Montefiore School of Nursing has a Comprehensive Emergency Management Plan (CEMP) for emergencies and disasters. The plan is located in the Student Services Office, Dean’s office, hallways, classrooms and is posted in Moodle.

Institutional security policies and crime statistics – CLERY (Campus Security Act)

All institution policies and crime statistics, along with annual reports and CLERY Act information can be found on the Campus Public Safety Office website at <https://www.montefiorehealthsystem.org/SchoolofNursing>

Campus Crime Log

The campus security department maintains and makes available a campus crime log.

Annual Security Report

An annual campus security report is made available by Campus Safety. These statistics are published in a report covering the previous three calendar years. Campus Safety submits a statistical report the US Department of Education on an annual basis.

SUBSTANCE ABUSE

The physical effects of alcohol and sedating drugs are very similar and include impaired judgment and motor coordination, disinhibition, dizziness, confusion and extreme drowsiness. If enough alcohol or sedating substances are consumed, an individual may fall unconscious or may not remember the details of what occurred. Depending on the substance and the presence of alcohol and other drugs in the person's system, more dangerous and sometimes life-threatening side effects may occur.

Substance abuse counseling is available through the Employee Assistance Program. To reach the EAP clientservice@carebridge.com. The website address is www.myliferesource.com This service is confidential, and the school is not notified when students use this service.

Penalties Associated with Impairment and Drug-Related Offenses

The use and sale of illicit drugs by students and employees is strictly prohibited in accordance with federal and state regulations and laws. Any student or employee found to be using, possessing, manufacturing, or distributing controlled substances in violation of the law on Institution property or at Institution events may be subject to both administrative disciplinary actions and criminal proceedings. All drug related violations by students on campus and at Institution sponsored events off campus may be handled under procedures outlined in the Student Conduct Code. The Institution will take appropriate personnel actions for infractions by employees, up to and including termination. Violations of state and federal laws may be referred to the appropriate authorities.

BULLYING

Montefiore School of Nursing is committed to protecting its' students, employees, and applicants for admission from bullying, harassment, or discrimination for any reason and or any type. The school believes that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all applicable state and federal laws. Conduct that constitutes bullying, harassment, or discrimination, as defined herein is prohibited.

I. Definitions

A. "Bullying" means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an employee or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to unwanted teasing, cyberbullying, cyberstalking, sexual, religious, or racial harassment, public humiliation, threatening, physical violence, and theft.

B. "Cyberbullying" is defined as the willful and repeated harassment and intimidation of a person using digital technologies, including, but not limited to, email, blogs, texting on cell

phones, social websites (e.g., MySpace, Facebook, Twitter, etc.), chat rooms, “sexting”, instant messaging.

II. Reporting

Complaints of bullying should be reported immediately to Assistant Dean, Coordinator of Student Services, or the Dean.

III. Disciplinary Action and Due Process.

Violations of this policy by students are subject to disciplinary action in accordance with School policy as outlined in the Behavior/Code of Conduct section of the Student Handbook. Those accused of such violation will receive due process as outlined in the Behavioral Grievance Policy found in the Student Handbook.

Violations by faculty or staff of the Montefiore School of Nursing will be subject to disciplinary action and due process as outlined in Faculty Handbook or Policy of the Montefiore New Rochelle Hospital.

CRIME INFORMATION

Bias Crimes Information

Generally, a person commits a hate crime when he or she commits a specified offense and is motivated in whole or in part by bias on the part of the offender toward the race, color, national origin, gender, religion, age (sixty or older), or disability of the victim.

Penalties for bias related crimes range from monetary fines up to a minimum of twenty years in prison, depending on the nature of a specific offense. Specific information regarding hate crime offenses and related penalties may be obtained from article 485 of the New York State Penal Law.

Whenever a member of the college community becomes a victim of a bias related crime, that member shall notify the Montefiore Mount Vernon Hospital Security Department as soon as possible. The Security Department will respond, ascertain information for a report, and make the following notifications as appropriate:

- Local police and Other notifications where warranted.

All reports of bias crimes will be investigated, and perpetrators will be subject to administrative discipline consistent with Montefiore Mount Vernon Hospital/School of Nursing policies and procedures as well as criminal prosecution as allowed by law.

The Security Department utilizes the following methods to advise students, faculty and staff about security measures on campus:

- Postings on Student Bulletin Boards on the 3rd floor at the School of Nursing
- Emails as appropriate to the Dean

Sexual Crimes Information

Montefiore School of Nursing is committed to creating a community free from violence. Sexual assault, harassment, dating/domestic violence and stalking as defined by State and Federal law will not be tolerated at School of Nursing supported events or activities, on or off campus. The

School of Nursing will act, as needed, to discourage, prevent, correct and if necessary, discipline behavior that violates this standard of conduct. Such discipline will depend on the nature of the offense and may range from a disciplinary warning up to and including expulsion or dismissal from the school. Please see Title IX Misconduct Policy and Complaint Procedures for Students.

Substance Abuse and Sexual Assault

Some Basic Facts on the criminal use of sedating substances to facilitate sexual assault:

For centuries alcohol has been used to facilitate sexual assault. Today it remains the substance most frequently associated with date rape, and the most accessible sedating substance. Other sedating drugs are increasingly being misused to commit sexual assault by spiking victims' beverages. These are referred to by a number of street names of which you should be aware. These include Liquid Ecstasy, Liquid X, Grievous Bodily Harm and Easy Lay for GHB, and Special K for ketamine. Common street names for Rohypnol include Roofies, Roachies, La Rocha and the forget pill.

How to reduce the risk of being drugged and sexually assaulted:

- Do not leave beverages unattended.
- Do not take any beverages, including alcohol, from someone you do not know well and trust.
- At a bar or club, accept drinks only from the bartender or server.
- At parties, do not accept open-container drinks from anyone.
- Be alert to the behavior of friends and ask them to watch out for you. Anyone extremely intoxicated after consuming only a small amount of alcohol may be in danger.
- Limit alcohol consumption so you are better able to assess your surroundings and eat substantive food before drinking to help curb its sedating effects.
- When drinking in social settings, make arrangements with a friend so that you can leave together.

Most importantly, remember that whether you follow these tips or not, if someone sexually assaults you, it is not your fault. You are never to blame for someone else's actions.

Precautions

Even the best self-defense program cannot completely prevent sexual assault.

Be aware that everyone is a potential victim of sexual assault. The most vulnerable target is a woman alone. It is a myth that assault is provoked by a woman's dress or mannerisms. Opportunity and vulnerability are the key factors. Over 80 percent of all sexual assaults are committed by an acquaintance of the victim, but almost half of these victims tell no one about the attack. Many attacks begin with casual conversation. If your gut-level response to a stranger or friend is uneasiness, try and get out of the situation as quickly as possible, even if it means being rude or making a scene. The keys to prevention are awareness, trusting your intuition, and assertive behavior. Take the time to think ahead about what you might do in the event of an attack.

The following tips are designed to increase your awareness of personal safety and to encourage you to think ahead about how you would react if you were assaulted:

- Be alert to your surroundings
 - Know your route and stay in well-lit areas.

- Walk confidently. Walk with other people whenever possible.
 - Consider carrying a whistle on your key chain and use it if you find yourself in danger.
 - Know the locations of public and blue light telephones and keep change handy.
 - If you are walking alone, don't use headphones; they distract you and prevent you from being alert.
- If you travel by car
 - Always keep your car locked, while you are riding and when it is parked.
 - When returning to your car, do so with your keys in your hand.
 - Check the back seat before you get in.
 - After you get in, re-lock the car immediately and keep the windows up.
 - Do not stop to assist stalled drivers. Drive on and call the police. Do not accept assistance if your car is stalled. Tell anyone who offers help to call the police.
 - Do not pick up hitchhikers.
- If you travel by bus
 - Go to the bus stop with other people whenever possible, particularly at night.
 - Don't accept rides from strangers.
- If you feel you are being followed
 - Walk to the nearest occupied or well-lighted building, not to your car or a bus stop. If on campus, contact security for assistance; if off-campus, call the police. Note the appearance of the person or persons; note the license plate number of the car. Your personal safety should come before the security of belongings, such as books, bags, etc. When in doubt, leave them behind.
- If you feel threatened
 - Shout "Leave me alone." Others may hear you and/or the potential criminal may be frightened away.
 - Trust your instincts. If you feel in danger, you probably are and don't be embarrassed to seek assistance.
- At home, keep the doors and windows locked. Ask repair, service or delivery persons for identification or have them wait outside while you call to verify their employment.
- Learn to defend yourself.
- Teach children about the potential for sexual assault and what to do if they are ever approached inappropriately. Children should be told that they are never responsible for sexual assault and to tell a trusted adult if an assault should ever occur.
- Report all incidents to Security if on campus, to the police if off campus.

Sexual Harassment

Sexual harassment includes any unwanted verbal or physical sexual advances, requests for sexual favors, sexually explicit derogatory remarks, and sexually discriminating remarks which

are offensive or objectionable to the person at whom they are directed, or which cause a person discomfort or humiliation.

Sexual harassment can be as subtle as a look or as blatant as rape. Women are most often, though not solely, its victims.

Verbal harassment may include “humor” or “jokes” about women, sex, or sexual orientation, or remarks connecting a person’s sex with intellectual or academic abilities. Whether verbal or physical, sexual harassment is an act of aggression. It is a violation of both federal (Section 703 of the Civil Rights Act of 1964 and Title IX Education Amendments of 1972) and New York State Human Rights law. Verbal harassment may include sexual innuendos and comments and sexual remarks about clothing, body, or sexual activities; suggestive or insulting sounds; sexual propositions, invitations or other pressure for sex (“My office hours are limited. Why don’t you come by my house, or we can have dinner, and get to know each other better in privacy.”); implied or overt threats (“It’s simple; if you want to pass the course, you have to be nice to me and sex is the nicest thing I can think of. It’s up to you.”)

Physical harassment may include patting, pinching or other inappropriate touching or feeling; brushing against the body; attempted or actual kissing or fondling; coerced sexual intercourse. Other kinds of sexual harassment may include leering or ogling (for example, an advisor who meets with a student and stares at her breasts); obscene gestures. If you feel you are being sexually harassed at The Montefiore School of Nursing, you may request help from several sources: **School Personnel**
Allegations of sexual harassment should be reported to the School’s Dean extension 6220 or your faculty advisor.

Title IX Violation

For crimes of violence, including, but not limited to sexual violence, MSON shall make a notation on the transcript of students found responsible after a conduct process that they were "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation." For a Respondent who withdraws from the MSON while such conduct charges are pending, and declines to complete the disciplinary process, MSON shall make a notation on the transcript of such students that they "withdrew with conduct charges pending." In cases of suspension, MSON will consider removing the notation one year after conclusion of the suspension. Requests should be sent to Title IX Coordinator. Notations for expulsion shall not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

NAME	PHONE NUMBER	WEBSITE
Safe Horizon Domestic Violence, Child Abuse, Rape & Sexual Assault, Human Trafficking, Stalking, Youth Homelessness	Domestic Violence Hotline: 1-800-621-HOPE (4673) Crime Victims Hotline: 1-866-689-HELP (4357) Rape & Sexual Assault Hotline: 1-212-227-3000	www.safehorizon.org
Office for the Prevention of Domestic Violence - New York State Domestic and Sexual Violence	NY State Hotline 1-800-942-6906 TEXT – 844-997-2121	www.opdv.ny.gov
Westchester County – Office for Women Domestic Violence Resources	Family Helpline/Hotline Weekdays 9am – 5pm (914) 995-5972 Weekend & After Hours (914) 995-2099 Sexual Assault Hotline 1-833-220-2444	www.women.westchestergov.com
Hopes Doors Domestic Violence, Emergency Shelter, Support and Counseling, Referrals for Assistance.	Crisis Hotline 1-888-438-8700	www.hopesdoorny.org
My Sister's Place Domestic Violence, Emergency Shelter, Support and Counseling, Legal Services, Human Trafficking	1-800-298-SAFE (7233)	www.mspny.org
Pace Women's Justice Center Legal Assistance, Orders of Protection, Custody, Divorce, Wills	Legal Advice Helpline (914) 422-4069	www.law.pace.edu/wjc
Westchester Community Opportunity Program (WESTCOP)/Victims Assistance Program (VAS) Early Childhood Development, Community Action Partnerships, Support Services for Veterans and Their Families, Victims Assistance, Weatherization, Foster Grandparent Program	Local Hotline Number: (914) 345-9111 Victim Assistance Program Hotline (855) 827-2255	www.westcop.org
The Samaritans Helping People in Crisis (Suicide Prevention, etc.)	Completely Confidential Crisis Hotline: 212-673-3000	http://samaritansnyc.org/
National Hotlines	National Domestic Violence Hotline - 1-800-799-7233 National Sexual Assault Hotline 1-800-656-4673 (HOPE) National Hotline for Crime Victims 1-855-4-VICTIM (1-855-484-2846) National Alliance on Mental Illness 1-800-950-6264 (NAMI) National Hotline for Suicide Prevention – 988	www.victimsofcrime.org/

APPENDIX A

Montefiore | School of Nursing

Workplace Romance and Fraternization Policy

I. Purpose

Montefiore School of Nursing (“MSON”) is committed to creating and maintaining an environment in which learning and working can take place in an atmosphere of professionalism and mutual respect. MSON recognizes that certain relationships and conduct in the educational setting have the potential to compromise, or appear to compromise, the fairness and objectivity of educational decisions and the discharge of other professional duties. Romantic relationships and/or sexual conduct that occur in the context of educating, supervising, evaluating or mentoring students can be disruptive to the educational environment. Similarly, MSON’s mission is promoted by professionalism in all relationships and conduct between supervisors and employees. MSON recognizes the potential for a conflict of interest when a romantic relationship and/or sexual conduct occurs between a supervisor and his or her employee. As a result, MSON has adopted this policy to ensure that such relationships and conduct do not hinder the fulfillment of MSON’s mission.

II. Scope

This policy applies to all MSON employees and students.

III. Policy

A. Students

The integrity of the educator-student relationship is the foundation of MSON’s educational mission. These relationships vest considerable trust in the educators who educate, supervise, evaluate and mentor students. Given the inequality in such relationships, it is imperative that the integrity of the educational process not be jeopardized by creating a conflict of interest or impairing the learning environment for the student involved in the relationship, as well as for other students. Accordingly, all Educators are prohibited from pursuing or engaging in a romantic relationship and/or sexual conduct with any student over whom the educator currently has, or may reasonably expect to have, educational, supervisory, academic or mentoring responsibilities.

If any of these prohibited relationships or conduct exists, it must be immediately disclosed to MSON by both parties by notifying in writing the Dean, the Montefiore New Rochelle Director of Human Resources, and the Director of Compliance, who is MSON’s Title IX Coordinator. Furthermore, both parties should cooperate in making alternative educational, supervisory, academic or mentoring arrangements necessary to protect the student against academic, professional or financial hardship.

B. Employees

Romantic relationships and/or sexual conduct between supervisors and their employees are also prohibited. MSON recognizes the potential for a conflict of interest when a romantic relationship and/or sexual conduct occurs between a supervisor and his or her employee. Such relationships and/or conduct can interfere with a supervisor’s ability to evaluate an employee or may give rise to the perception that the supervisor’s evaluation is biased. These relationships and/or conduct also have the inherent potential to create an uncomfortable or hostile work environment for those involved in the relationship and/or conduct as well as other employees who are aware of the relationship and/or conduct. If such relationships or conduct exists, the supervisor must immediately disclose the existence of the relationship and/or conduct to the Montefiore New Rochelle Hospital Director of Human Resources so that MSON may assess if the conflict of interest can be eliminated through transfer of either

the supervisor or employee, reassigning the responsibility to evaluate the employee to a different supervisor, or other appropriate action.

C. Exceptions

Exceptions to this policy (such as in the case of a marital relationship) will be considered on a case-by-case basis by MSON's Dean and Montefiore New Rochelle Hospital Director of Human Resources. A request for an exception must be made in writing by both parties.

D. Reporting and Violations of this Policy

Any student with questions about this policy is advised to consult with MSON's Title IX Coordinator.

In addition, a student may lodge a complaint regarding an alleged violation of this policy with MSON's Title IX Coordinator. All other individuals may contact Montefiore New Rochelle Hospital's Director of Human Resources with questions about this policy or to lodge a complaint regarding an alleged violation of this policy.

Violations of this policy will be dealt with in accordance with the disciplinary procedures contained in the relevant handbooks, policies, and procedures.

E. Contact Information

Rebecca Greer, Dean (914) 361-6220

Emy Velez, Director of Human Resources, Montefiore New Rochelle Hospital
(914)-365-4806

Frank Di Giovanni, Director of Compliance (914) 361-3976

IV. Definitions

"Educators" refer to faculty, staff, administrators and any other members of the MSON community who educate, supervise, evaluate or mentor students.

"Students" refer to those enrolled in any and all educational and training programs at MSON and its affiliated schools.

"Supervisors" refers to someone who has professional authority over another, either directly or through a chain of command at MSON. For purposes of this policy, supervising an employee includes, without limitation, hiring, evaluating, assigning work, or making decisions or recommendations that confer benefits such as promotions, raises or other remuneration, or performing any other function that might affect employment opportunities.

V. Effective Date

VI. Policy Management and Responsibilities

MSON's Human Resources Department is the Responsible Office under this Policy. MSON's Dean is the Responsible Executive, and MSON's Title IX Coordinator is the Responsible Officer for management of this policy.

VII. Approved (or Revised)



Responsible Executive

08/05/2025

Date

APPENDIX B

END OF PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of the Montefiore School of Nursing Associate Degree Program the graduate will:

1. Communicate effectively with clients, colleagues, intraprofessional, and interprofessional health team members through caring modalities and advanced information and communication technologies.
2. Apply critical thinking skills and demonstrate intellectual curiosity, critical reasoning, problem solving skills, and creativity through utilization of the nursing process when delivering client centered care.
3. Practice culturally competent, holistic client centered care to a variety of individuals, families, and communities.
4. Apply leadership concepts, principles of advocacy and decision making in the provision of quality client care, healthcare team coordination and accountability for delivery of care in a variety of settings.
5. Accept responsibility and accountability for personal and professional behavior and the ethical, legal and professional standards of the discipline of Nursing.
6. Apply knowledge and experience in identifying client needs that will direct clinical judgments and actions resulting in optimal client outcomes and minimize the risk of harm through system effectiveness and individual performance.
7. Prioritize and delegate nursing care, incorporating knowledge of growth and development, population health, health promotion, and disease prevention to achieve optimal health outcomes.
8. Evaluate alterations in physiological, psychological, and psychosocial integrity in order to provide safe and effective nursing care to clients and their families.

APPENDIX C

Grading Criteria for Clinical Evaluations:

- 4 Criterion met consistently and independently. Is consistent in safe performance and student demonstrates clinical preparation.
- 3 Criterion met in a safe manner. Needs average guidance to organize and deliver care.
- 2 Criterion met at minimum level. Needs guidance, structure, prompting, and direction to meet criterion successfully.
- 1 Criterion not met as behavior/skill was either not demonstrated correctly or student did not perform despite the opportunity to do so. Does not perform the behavior or skill consistently. Requires maximum assistance to function. Is unsafe/does not meet required agency, regulatory, nursing standards when functioning in the clinical area. Uses poor judgment & is consistently unprepared for clinical experiences.

Nursing 4 Students are expected to score a minimum of 3.50 and maximum of 4.0 to pass clinical.

Nursing 3 Students are expected to score a minimum of 3.00 and maximum of 3.25 to pass clinical.

Nursing 2 Students are expected to score a minimum of 2.50 and maximum of 2.75 to pass clinical.

Nursing 1 Students are expected to score a minimum of 2.00 and maximum of 2.25 to pass clinical.

APPENDIX D



Patient Information Confidentiality Agreement for All Users

Name: _____ Position: _____

Confidentiality Agreement/Computer Access Agreement:

I recognize that, in the course of performing services at Montefiore, I may gain access to Montefiore patient information, which is protected by federal and state law and by Montefiore Administrative Policies and Procedures.

I may be assigned a unique computer identification number and instructed to develop a personal password so that I may access Montefiore electronic medical record systems. In order to receive an identification number and password, I will be required to complete training in the use and responsibilities of the Montefiore electronic medical record systems. I understand that my access identifiers are the equivalent of my legal signature and I will take all reasonable and necessary precautions to protect them in order to maintain confidentiality of patient information stored in Montefiore electronic medical record systems, I agree that:

- I will keep confidential all patient information to which I gain access whether in the direct provision of care or otherwise.
- I will access and use patient information only on a "need to know" basis as necessary for the provision of patient services and/or hospital operations.
- I will disclose patient information only to the extent authorized and necessary to perform my job responsibilities.
- I will not discuss patient information in public places or outside of work.
- It is my obligation and responsibility to ensure the confidentiality of all patient information.
- I will keep my computer identification number and passwords confidential and will not share them with anyone for any reason. I understand that I will be responsible for all transactions performed using my access identifiers.
- I will not attempt to access information in the system using a user ID and password other than my own.
- I will not leave an in-hospital or remote computer terminal unattended without first logging off.
- I will take all reasonable and necessary precautions to ensure both in-hospital and remote terminals are protected from unauthorized access.
- I will contact security administration (718-920-4554) immediately if I have reason to believe that my computer identification number or password has been revealed for any system or if I suspect any unauthorized access to patient information.
- I will inform Montefiore's security administration (718-920-4554) if I leave my current employment so that my access to all Montefiore electronic medical record systems will be deactivated.

It is my responsibility to maintain the confidentiality of Montefiore's patient information even when I am no longer a member of Montefiore's workforce or no longer permitted access to the Montefiore information systems.

I understand that Montefiore will use my identification number and/or password to monitor Montefiore electronic medical record systems by means of patient and user-specific audit trails and that my use of the systems may be audited at any time. It is my obligation and responsibility to protect my unique user identification number and password from improper use, and not to do so is a breach of Montefiore policy, which will result in disciplinary action including possible loss of access to the Montefiore electronic medical record systems and/or dismissal.

Signature: _____

Date: _____

Date revised October 2017

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Sex Discrimination and Sexual Misconduct Policy and Complaint Procedures for Students

**(Including Sexual Harassment, Sexual Abuse/Assault, Stalking, Domestic Violence &
Dating Violence)**

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I. Purpose

This Policy outlines standards of behavior and procedures for responding to sex discrimination, Title IX Sexual Harassment and sexual misconduct at Montefiore School of Nursing (also referred to as “MSON”). Other forms of discrimination or harassment are addressed in the MSON Student Handbook.

II. Scope

To Whom Applicable

This Policy applies to all MSON students, as well as faculty, administration (whether supervisors, administrators, and managers), and other staff, whether full-time or part-time (hereinafter collectively, “employees”), employees of contracted service providers, interns, volunteers, visitors, and other third-parties conducting business with the College, and covers their treatment of each other as well as others with whom they come into contact at or near MSON and/or at MSON-sponsored and affiliated activities and events.

Where Applicable

This Policy is intended to protect all afore-mentioned individuals and applies to conduct that occurs on MSON premises, in buildings owned or controlled by a student organization officially recognized by MSON at MSON-sponsored and affiliated activities and events, and/or other circumstances where MSON exercises substantial control over the accused and the context, including, but not limited to, overnight trips, service learning programs and internships, practicums, preceptorships, study or research abroad, work-related travel, off-site conferences, and to all forms/uses of technology by all individuals covered by this policy. MSON may also address off-campus behavior that occurs other than at MSON-sponsored or affiliated events if it determines that the behavior, or the continued presence of the accused perpetrator creates or contributes to a hostile environment, or impairs, obstructs, substantially interferes with or adversely affects the mission, processes or functions of MSON.

Sex discrimination, Title IX Sexual Harassment or sexual misconduct in any form (including Sexual Harassment, Sexual Abuse/Assault, Stalking, Domestic Violence and Dating Violence) is a violation of this policy and will be dealt with seriously, promptly and thoroughly. If any of the principles and procedures in this policy are inconsistent with those contained in another MSON policy, the principles and procedures in this policy will control, except that this policy does not override any applicable rights or provisions contained in any collective bargaining agreement or faculty policy.

Which Procedures Applicable

The specific set of investigative and disciplinary procedures that apply will depend on the parties involved as follows:

- If a student is involved as either an alleged victim (the “Complainant”) or an accused (the “Respondent”), the procedures set forth herein will apply.
- Where both the Complainant and Respondent are employees, faculty, or volunteers, the procedures set forth in the Title IX Policy and Complaint Procedures for Employees or Human Resources Policy Number 9.1, Non-Discrimination and Anti-Harassment (Including Sexual Harassment) will apply.
- Where a Respondent is both a student and an employee, faculty, or volunteer, the Title IX Coordinator will determine which of these procedures applies based on the circumstances (such as whether the student or employee role predominates, particularly in reference to the relevant incident).

MSON disciplinary authority may not extend to the third parties mentioned above (employees of contracted service providers, interns, volunteers, visitors, and other third-parties conducting business with the College) who are not students, employees, or faculty of MSON. However, a Report or Complaint that such a person engaged in Prohibited Conduct against a student will be investigated in accordance with this policy as will a Complaint of Prohibited Conduct by such a third party about a student. A Report or Complaint that such a third party engaged in Prohibited Conduct against an employee will be investigated in accordance with Human Resources Policy Number 9.1, Non-Discrimination and Anti-Harassment (Including Sexual Harassment), as will a Report or Complaint of Prohibited Conduct by such a third party about an employee.

III. Policy

III.A. Executive Summary

The following is a brief summary of the policy. Please read the full policy for more details, including definitions and examples of sex discrimination, Title IX Sexual Harassment and other sexual misconduct; Complaint Reporting Procedures and Guidelines; and the Investigation & Resolution processes.

MSON prohibits discriminatory practices, sexual harassment and sexual misconduct of any kind and in any form. Detailed definitions of Prohibited Conduct under this policy are set forth in Section III.C.

Complaints and Reports (each defined in Section III.F) may be made to MSON’s Title IX Coordinator or alternate, Security Manager, Dean, Assistant Dean, or Deputy General Counsel, as set forth in Section III.F.1. Complaints and Reports also may be made to any other MSON personnel including Student Services.

There is no time limit on when a Report or Complaint can be made.

No MSON employee may discourage an individual from making a Report or Complaint.

Any MSON employee (other than an employee serving in a privileged professional capacity or designated as a confidential resource as set forth in Appendix F) with any knowledge of Prohibited Conduct by employees, students, or third parties, must report the incident to the Title IX Coordinator or alternate, Security Manager, Dean, or Assistant Dean, even if the individual complaining of such sex discrimination, sexual harassment or sexual misconduct is not interested in filing a formal Complaint. If anyone other than the Title IX Coordinator receives the Report or Complaint, they must immediately report it to the Title IX Coordinator. See Section III.D.1.

MSON will respond to all Reports and Complaints promptly, thoroughly, fairly and impartially, pursuant to the procedures set forth in Section III. Reports and Complaints will be overseen by the Title IX Coordinator.

MSON expects all members of the MSON community to cooperate with investigations.

Retaliation is prohibited against anyone who filed and/or participated in the investigation of a Report or Complaint, even if the Report or Complaint is unsubstantiated.

Those who knowingly make a false report will be subject to serious disciplinary action.

Individuals not wishing to make a Report or Complaint have the option of instead anonymously calling the Montefiore Health System Confidential Compliance Hotline, as set forth in Section III.F.1. Alternatively, an individual may confidentially the Carebridge Employee Assistance Program, which will not trigger any investigation (see Appendix F).

Individuals who allege they are victims of Sexual Abuse/Assault, Stalking, Domestic Violence, or Dating Violence (defined in Section III.C.) have the right (i) to make a report to the Security Department, local law enforcement and/or State Police or choose not to report; (ii) to report the incident to MSON; (iii) to request MSON's assistance in notifying law enforcement authorities; (iv) to be protected by MSON from retaliation for reporting an incident; and (v) to receive assistance and resources from MSON.

Any questions regarding this policy may be directed to MSON Title IX Coordinator:

Frank Di Giovanni
Director, Compliance
Montefiore New Rochelle Hospital
16 Guion Place
New Rochelle, NY 10801
fdigiova@montefiore.org
(914) 365-3976

III.B. Statement of Non-Discrimination

MSON is committed to the principles of non-discrimination. MSON prohibits discrimination on the basis of race, religion, color, creed, age, national origin or ancestry, sex, marital status, sexual orientation, gender identity and expression, physical or mental disability, pregnancy-related condition, veteran or disabled veteran status, military status, pregnancy status, genetic predisposition/carrier status, citizenship status, familial status, domestic violence victim status, prior arrest or conviction record, or any other personal characteristic protected under applicable federal, state or local law.

While this policy prohibits and addresses sex discrimination, MSON's non-discrimination prohibits and addresses other types of discriminatory and related conduct.

III.C. Prohibited Conduct and Definitions

MSON is committed to maintaining an academic, work and living environment in which all individuals are treated with respect and dignity. Each individual at MSON has the right to learn in a safe environment that promotes equal opportunities for all. This policy prohibits sex discrimination, Title IX Sexual Harassment and sexual misconduct of any kind ("Prohibited Conduct," as set forth below). Where Prohibited Conduct has occurred, MSON will act promptly to stop it, prevent its recurrence, and discipline and/or take other appropriate action against those responsible.

This policy is not intended to regulate protected speech. However, freedom of speech and academic freedom are not limitless and do not protect speech or expressive conduct that violates this policy or otherwise violates federal, state or local anti-discrimination laws.

III.C.1. Prohibited Conduct

There are three main categories of prohibited conduct recognized by this Policy: Sex Discrimination, Title IX Sexual Harassment and other Sexual Misconduct.

- Sex Discrimination – Discrimination based on sex.
- Title IX Sexual Harassment – A categorical term, the United States Department of Education defines Title IX Sexual Harassment to include conduct on the basis of sex that occurs in MSON's education program or activity, against a person in the United States that that satisfies one or more of the following:
 - An MSON employee conditioning the provision of an aid, benefit or service on an individual's participation in unwelcome sexual conduct;
 - Unwelcome conduct that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to MSON's education program or activity; or

- Sexual Assault, Dating Violence, Domestic Violence or Stalking, as defined below.
- Sexual Misconduct is an umbrella term that refers to all Sexual Harassment, Sexual Exploitation, Sexual Assault, Domestic Violence, Dating Violence and Stalking that does not meet the categorical definition of Title IX Sexual Harassment.

Prohibited Conduct for purposes of this policy's definitions of sex discrimination and sexual misconduct includes discrimination or harassment based on, sex, sexual orientation, gender identity or expression, pregnancy-related condition, or pregnancy status.¹

This Policy also prohibits Retaliation (Section III.M) and Knowing False Claims or Information (Section III.N).

Applicable laws that prohibit such discrimination and harassment include, but are not limited to, the following: Title VII of the Civil Rights Act of 1964 ("Title VII"), which prohibits discrimination on the basis of sex, pregnancy status, and other characteristics; Title IX of the Education Amendments of 1972 ("Title IX"), which prohibits discrimination on the basis of sex; Violence Against Women Act of 1994 ("VAWA"); Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"); N.Y. Executive Law, art. 15, §290 et seq. (Human Rights Law); and Title 8 of the Administrative Code of the City of New York (Human Rights Law).

This policy prohibits discrimination against or harassment of any individual's characteristic or perceived characteristic based on sex, sexual orientation, gender identity or expression, pregnancy status, pregnancy-related condition, or sexual and reproductive health decisions, whether or not it rises to the level of unlawful discrimination or harassment.

Examples of conduct that may violate this policy include the use of slurs, jokes, stereotyping, or intimidating, hostile, or violent acts directed at any individual because of their protected class status as described above, as well as the failure to provide equal consideration, acknowledgment or access to educational opportunities to equally qualified individuals. Harassment does not have to include intent to harm or be directed at a specific target. Prohibited harassment may involve a single episode or ongoing behavior depending on the severity of the issue. In addition, this policy forbids not only verbal and physical harassment but also harassment in any medium, including email and electronic social media.

Discrimination and harassment can take many forms, including, but not limited to, Sexual Harassment, Sexual Abuse/Assault, Stalking, Domestic Violence and Dating Violence. These and related terms are defined below. Such behaviors are prohibited by this policy as well as federal, state and local laws. Anyone found responsible by MSON for such conduct will face serious disciplinary sanctions, including suspension or expulsion from MSON for students, and

¹ MSON also prohibits discrimination or harassment based on all other characteristics protected by applicable laws, ordinances and regulations (see Section III.B). Discrimination based on a characteristic not listed here is covered by MSON's general non-discrimination policy.

disciplinary sanctions for employees as set forth in Human Resources Policy Number 9.1, Non-Discrimination and Anti-Harassment (Including Sexual Harassment), .

III.C.2. Sexual Harassment

Sexual harassment is offensive and includes harassment on the basis of actual or perceived sex, sexual orientation, gender identity or expression, pregnancy status, pregnancy-related condition, or sexual and reproductive health decisions. Sexual Harassment in any form is prohibited and constitutes a violation of this policy, regardless of whether it rises to the level of being unlawful. MSON may be liable for harm to victims of Sexual Harassment by MSON employees, students and others, and harassers may also be individually subject to liability.

For purposes of this policy, Sexual Harassment refers to any *unwelcome* or *unwanted* sexual advances, requests for sexual favors, or other verbal, physical, demonstrative, or electronic conduct or communication of a sexual nature, or which is directed at an individual because of the individual's sex, when:

- *Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational experience; or*
- *Submission or rejection of such conduct is used as the basis for a decision regarding an employment, academic, or other College-related activity affecting such individual; or*
- *Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or participation in a College program, department or extra-curricular activity; or*
- *Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working, learning, studying, or school environment.*

Examples of conduct which may constitute Sexual Harassment include, but are not limited to: verbal comments of an overtly sexual nature, whether in the form of jokes, innuendoes, slurs, or other statements; the use of sexual teaching materials or comments of a sexual nature not relevant to the material being taught or any other academic purpose; remarks of a sexual nature about an individual's clothing or body; remarks speculating about an individual's sexual orientation, activity or previous sexual experiences; verbal harassment or abuse of a sexual nature; making offensive gender-based remarks; the display or transmission of sexually offensive objects, photographs, drawings, graffiti, email, electronic social media communications, computer graphics or programs when sexual content is not relevant to any academic purpose; non-verbal behaviors of a sexually degrading or offensive nature, such as gesturing, or leering; unwanted touching, hugging, or brushing against an individual's body; requests, demands or persistent pressure for sexual favors, particularly when accompanied by an offer of rewards or threats of retaliation concerning work, grades, promotions, tenure or any

other academic or related decision; and Sexual Abuse/Assault (“sexual violence”). In certain circumstances, such conduct may also constitute Title IX Sexual Harassment (see categorical definition above).

III.C.3. Sexual Exploitation

Sexual exploitation is unwelcome surveillance or acts that violate a person’s right to privacy in connection with their body and/or sexual activity, including, but not limited to:

- Viewing another person’s sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person’s consent;
- Recording images (e.g. video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness where that person would have a reasonable expectation of privacy, without that person’s consent;
- Disseminating or explicitly threatening to disseminate images (e.g. video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness where that person would have a reasonable expectation of privacy, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure;
- Using or installing, or permitting the use or installation of a device for the purpose of recording another person’s sexual activity, intimate body parts or nakedness in a place where the person would have a reasonable expectation of privacy, without that person’s consent;
- Exposing one’s genitals in non-consensual circumstances; or
- Inducing incapacitation for the purpose of making another person vulnerable to sexual misconduct.

III.C.4. Sexual Assault

Sexual Assault is any nonconsensual sexual act, including:

- **Sexual Assault: Contact (Fondling)** is any sexual contact, including sexual touching for the purpose of sexual gratification of either party or degrading or abusing such person, without a person’s consent. Sexual touching includes contact under or over clothing with another person’s private body parts, including the anus, breasts, buttocks, genitals, groin or inner thigh; touching another person anywhere with any of those body parts; making another person touch any of those body parts under or over clothing; or the emission of ejaculate on the clothing or body of another person.
- **Sexual Assault: Penetration** – is any form of vaginal, anal, or oral penetration or attempted penetration, however slight, by a penis, object, tongue, or finger without a person’s consent.
- *Sexual Assault includes the crimes of incest or statutory rape.*

III.C.5. Affirmative Consent (“Consent”)

Affirmative Consent is defined as a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate Consent. This

definition does not vary based upon a participant's sex, sexual orientation, gender identity or expression.

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute Consent to any other sexual act;
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol;
- Consent may be initially given but withdrawn at any time;
- Consent cannot be given when a person is incapacitated (as hereafter described);
- Consent cannot be given when it is the result of any coercion, Intimidation, force, or threat of harm; and
- When Consent is withdrawn or can no longer be given, sexual activity must stop.

Children under 17 years of age cannot legally consent under New York State Law to having sex or sexual contact with an adult (i.e., someone who is 17 years of age or older). **Any sexual contact in New York between a child under 17 and an adult is a crime, and any such illegal behavior between a member of the MSON community who is under 17 and a member who is an adult will be reported to an appropriate law enforcement agency. Other jurisdictions may have different standards, and any illegal behavior in such jurisdiction also will be reported to the appropriate law enforcement agency.**

Additionally, state law identifies certain other individuals who are incapable of Consent, including, the mentally disabled, mentally incapacitated, physically helpless, and certain persons who are committed to the care and custody of a client or patient of a health care provider or certain governmental departments, offices or agencies (including a hospital, or the following New York State agencies: the Department of Corrections and Community Supervision, the Office of Children and Family Services, the Office of Mental Health, the Office for People With Development Disabilities, or the Office of Alcoholism and Substance Abuse Services), where the actor is an employee or volunteer of such agency or health care provider.

III.C.6. Incapacitation

Incapacitation occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot Consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to Consent.

Evaluating incapacitation requires an assessment of an individual's:

- Decision-making ability;
- Awareness of consequences;
- Ability to make informed judgments;
- Capacity to appreciate the nature and the quality of the act; and
- Level of consciousness.

An individual who engages in sexual activity with someone the individual knows or reasonably should know is incapable of making a knowing, reasonable decision about whether to engage in sexual activity is in violation of this policy.

Alcohol and Other Drugs: In general, sex while under the influence of alcohol or other drugs poses a risk to all parties. Alcohol and drugs impair a person's ability to provide Affirmative Consent, awareness of the consequences, and ability to make informed judgments. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person's level of intoxication. If there is any doubt as to the level or extent of the other individual's intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity.

Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual misconduct and does not diminish one's responsibility to obtain Affirmative Consent.

See Appendix C for the Student Alcohol and Drug Use Amnesty Policy.

III.C.7. Stalking

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others, or to suffer substantial emotional distress (i.e., significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling). Such a course of conduct means two or more acts, including, but not limited to, acts in which the stalker 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. Stalking may include contact through a third party.

Examples of conduct that may constitute prohibited Stalking include, but are not limited to: unwelcome/unwanted communications of any type, including face-to-face, telephone calls, voice messages, e-mail, text messages, postings, written letters or notes and unwanted gifts; use of threatening words or conduct; pursuing or following; observing and/or surveillance; trespassing or vandalism; entering or remaining on or near a person's property, residence,

classroom, place of employment or any other location where the person is present; interfering with or damaging a person's property, including pets; and engaging in other unwelcome contact.

This Policy addresses stalking that is based on sex. All other stalking will be addressed under other applicable policies.

III.C.8. Dating Violence

Dating violence is violence committed by a person who is or has been in a romantic or intimate relationship with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating Violence does not include acts covered under the definition of Domestic Violence.

Regarding the appropriateness of romantic or sexual relationships between MSON employees and students, see MSON's Workplace Romance & Fraternization Policy.

III.C.9. Domestic Violence

Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabitated with the victim as a spouse or intimate partner under applicable law, by a family or household member as defined by New York State law, or by any other person against an adult or youth victim who is protected from that person's acts under applicable law.

Examples of conduct that may constitute, whether alone or in combination, Domestic Violence include, but are not limited to: a pattern of name-calling, insults, put-downs; keeping or limiting a person from contacting family or friends; withholding money, food or other necessities; stopping a person from getting or keeping a job, getting to class, or staying in school; actual or threatened physical harm; Sexual Abuse/Assault ("*sexual violence*"); Stalking; possessiveness or extreme jealousy; Intimidation; physical assault or threats thereof; and emotional isolation/manipulation.

III.D. Bystander Intervention & Employees' Duty to Report

MSON expects all members of the MSON community to take reasonable and prudent actions to prevent or stop an act of discrimination, harassment, or sexual misconduct, and provide assistance if an act has occurred. As discussed below, taking action or providing assistance may include direct intervention, calling law enforcement, or seeking assistance from a person in authority. Employees who are not confidential resources or serving in a privileged professional capacity (as set forth in Appendix F) also have a duty to report.

Bystander Intervention

If someone suspects a friend, acquaintance, or stranger may be in a high-risk situation for becoming a victim, is being victimized, or has been victimized, it is important to decide as a bystander whether there is a safe and reasonable way to intervene effectively.

1) **Do's:**

Remind friends that Affirmative Consent is required, and it is the difference between sex and Sexual Assault and that someone can be too intoxicated to Consent.

Take the initiative to help friends who aren't thinking clearly from becoming targets of violence or take steps to stop a friend who chooses to use violence.

When possible, prevent an intoxicated friend/person from going to a private location without an acquaintance or friend.

Contact the Security Department, the Title IX Coordinator or another person of authority who can assist.

2) **Don'ts:**

Don't let friends engage in activities, such as excessive alcohol/drug consumption, that impedes judgment and therefore could lead to actions, including sexual advances that are unwelcome and/or endanger the rights, safety, and well-being of others.

Don't let friends walk/run alone in secluded areas or at night.

Don't leave a friend or acquaintance alone at a party.

Don't place yourself in a vulnerable situation where you are unable to voice Consent.

III.D.1. Employees' Duty to Report

Any employee (other than an employee serving in a privileged professional capacity or as a confidential resource as set forth in Appendix F) with any knowledge, whether from firsthand observation, having been confided in or having heard about it in some other fashion, of a known or suspected instance of Prohibited Conduct *must* immediately report the incident to the Title IX Coordinator, Deputy General Counsel, Security Manager, Dean or Assistant Dean, even if the alleged victim of such discrimination or harassment is not interested in filing a Complaint.

Employees who knowingly allow Prohibited Conduct to continue without reporting it will be disciplined.

Additionally, all employees have a duty to report immediately to the New York State Register of Child Abuse and Maltreatment (800-342-3720) if they have reasonable cause to suspect abuse or maltreatment of minors (individuals under the age of 18).

However, no employee is authorized to investigate or resolve a suspected violation of this policy without the involvement of the Title IX Coordinator.

If you are not sure what your duty or role is in a given situation, please contact the Title IX Coordinator.

III.E. Title IX Coordinator

Any questions, concerns, Reports or Complaints about this policy, Prohibited Conduct, and/or Title IX should be directed to the Title IX Coordinator:

Frank Di Giovanni
Director, Compliance
16 Guion Place
Montefiore New Rochelle Hospital
New Rochelle, NY 10801
fdigiova@montefiore.org
914-365-3976

Title IX prohibits discrimination on the basis of sex in education programs and activities, including admissions and employment. Sexual Harassment and Sexual Assault are forms of sex discrimination prohibited by Title IX. MSON has designated an individual to coordinate its efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for ensuring Title IX compliance at MSON, as well as compliance with this policy. The Title IX Coordinator is available to respond to inquiries about the application of Title IX and its regulations at MSON. The Title IX Coordinator is also responsible for overseeing all Title IX Reports and Complaints and other complaints under this policy, identifying and addressing any patterns of systemic problems that are found based on review of such Reports or Complaints or otherwise, and providing education and training about this policy to the MSON community

In the event of Mr. Di Giovanni's absence (or in the event of a conflict of interest), his duties will be carried out by:

Emy Velez
Human Resources
Montefiore New Rochelle Hospital
16 Guion Place
New Rochelle, New York 10801
evele@montefiore.org
(914) 365-4806

In addition to the Title IX Coordinator or the alternate Title IX Coordinator named above, inquiries regarding Title IX may be directed to the United States Department of Education's Office of Civil Rights ("OCR"). This agency may be contacted as follows:

United States Department of Education, Office for Civil Rights

400 Maryland Avenue, SW
Washington, DC 20202-1475
Telephone: (202) 453-6020
Fax: (202) 453-6020
TDD: (800) 877-8339
Email: OCR.DC@ed.gov

III.F. Complaint & Reporting Procedures

For purposes of this policy, a "Complaint" is defined as a written document (in hard copy or electronic format) that is filed by anyone who believes they have been subjected to Prohibited Conduct (the Complainant or their legal guardian). The document must contain the Complainant's physical or digital signature or otherwise indicate that the Complainant is the person filing the Complaint. The Title IX Coordinator also has the authority to initiate a Complaint. Other reports or complaints, such as verbal complaints or any complaints by individuals who have knowledge of Prohibited Conduct but are not the alleged victim (Reporters), will be deemed to be "Reports".

The procedures for investigating and resolving Complaints and Reports depend on who is involved.

- If a student is a Complainant, or Respondent, the procedures set forth herein (in Sections III.F. through III.I.) will apply.
- If only employees, faculty, and/or volunteers are involved, the procedures set forth in Human Resources Policy Number 9.1, Non-Discrimination and Anti-Harassment (Including Sexual Harassment) will apply.
- Where a Respondent is both a student and an employee, faculty, or volunteer, the Title IX Coordinator will determine which of these procedures applies based on the circumstances (such as whether the student or employee role predominates, particularly in reference to the relevant incident).

For more information on which procedures apply, see Section II. If you have any questions, such as which set of procedures apply, please contact the Title IX Coordinator.

There is no time limit on when a Complaint or Report pursuant to this policy can be made to MSON, however, evidence may be lost and MSON's ability to investigate and respond may be affected by any delay in reporting.

MSON strongly encourages alleged victims to promptly file a Complaint or for other persons with knowledge to promptly make a Report in order to ensure campus safety and to preserve important evidence that may be essential for a thorough and fair resolution, including future legal and proceedings. Evidence preservation is particularly important because as time goes by, an investigation becomes more difficult. Memories may become unreliable, and information and witnesses may become unavailable.

MSON employees may not discourage an individual from reporting Prohibited Conduct covered by this policy. Furthermore, any attempt to retaliate against or penalize an alleged victim or any other person who reports or participates in the resolution of an incident is strictly prohibited, and any party found to have engaged in retaliation will be subjected to discipline (see Section III.M).

III.F.1. How to File a Complaint or Make a Report to College Officials

Anyone who wishes to file a Complaint or make a Report regarding a violation of this policy may do so at any time by contacting any of the following:

Title IX Coordinator

Title IX Coordinator
Frank Di Giovanni
Director, Compliance
Montefiore New Rochelle Hospital
16 Guion Place
New Rochelle, NY 10801
fdigiova@montefiore.org
(914) 365-3976

Assistant Director of Human Resources
Emy Velez
Human Resources
Montefiore New Rochelle Hospital
New Rochelle, New York 10801
evele@montefiore.org
(914) 365-4806

Dean
Dr. Rebecca Greer
Montefiore School of Nursing
53 Valentine Street
Mount Vernon, New York 10550
rgreer@montefiore.org
(914) 361-6220

Assistant Dean
Dr. Soosannamma Joseph

Montefiore School of Nursing
53 Valentine Street
Mount Vernon, New York 10550
soojoseph@montefiore.org
(914) 361-6315

Deputy General Counsel
Loren Ratner, Esq.
Montefiore New Rochelle Hospital
16 Guion Place
New Rochelle, New York 10801
lratner@montefiore.org
(914) 365-4319

Individuals not wishing to make a Report or Complaint may instead anonymously call the Confidential Compliance Hotline. MSON will investigate anonymous calls to the extent possible, and also keep records of and report certain anonymous calls pursuant to the requirements of the federal Clery Act. However, all anonymous callers should be aware that reporting anonymously may affect the College's ability to investigate and respond effectively. To the extent there is a concern regarding retaliation for making a call or filing a Complaint or Report, any such retaliation is prohibited and MSON will take steps to prevent such retaliation as well as strong responsive actions should it occur (see Section III.M). Anonymous calls may be made as follows:

Montefiore Health System Confidential Compliance Hotline

1 (800) 662-8595

See Appendix F for information regarding confidential support services. See Appendix D for the Student Alcohol and Drug Use Amnesty Policy.

In addition to the options listed above, Sexual Abuse/Assault, Stalking, Domestic Violence, and Dating Violence may also or instead be reported to other personnel identified by MSON as "campus security authorities" in the Annual Security Reports it publishes in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "*Clery Act*"), including:

Security Department

Don Mosher, Security Manager
Montefiore New Rochelle Hospital
16 Guion Place
New Rochelle, New York 10801
(914) 365-3562
dmosher@montefiore.org

Frederick Cabbell, Jr., Security Manager
Montefiore Mount Vernon Hospital
53 Valentine Street
Mount Vernon, New York 10550
(914) 361-6007
fcabbelljr@montefiore.org

MSON Office of Student Services
(914) 361-6537

Students who allege they are victims of Sexual Abuse/Assault, Stalking, Domestic Violence, or Dating Violence (defined in Section III.C.) have the right (i) to make a report to the Security Department, local law enforcement and/or State Police or choose not to report; (ii) to report the incident to MSON; (iii) to request MSON's assistance in notifying law enforcement authorities; (iv) to be protected by MSON from retaliation for reporting an incident; and (v) to receive assistance and resources from MSON. Complaints or Reports under this policy and complaints with law enforcement may be filed simultaneously.

MSON will cooperate with police investigations, but will not delay its investigation of a Complaint in the absence of extenuating circumstances and will conduct its investigation simultaneously with any police/legal system investigation. The school and police/legal system work independently from one another. Because the standards for finding a violation of criminal law are different from the standards in this policy, criminal investigations or reports are not solely determinative of whether or not misconduct under this policy has occurred.²

When any of these aforementioned individuals or any other MSON employee (other than someone serving in a privileged professional capacity or as a confidential resource as set forth in Appendix F) is first notified of a Report or Complaint, that person must promptly inform the Title IX Coordinator of the complaint. If the Complaint involves an allegation of Prohibited Conduct, the Title IX Coordinator will promptly inform Deputy General Counsel of such Complaint. No MSON employee is authorized to investigate or resolve a suspected violation of this policy without the involvement of the Title IX Coordinator

III.F.2. Other Resources and Reporting Options

Regardless of whether a victim of sexual violence wants to file a Complaint or make a Report to either MSON or the local police, he/she should promptly seek medical attention both to address his/her own health and to preserve potential evidence should he/she later decide to file charges or obtain a protective order.

² For an explanation of the differences between MSON's and law enforcement's complaint and investigation procedures, see Appendix E.

For information on resources including emergency assistance, hospitals, law enforcement, security, medical care, mental health treatment, counseling, and other support services, see Appendix F. If desired, MSON can assist with accessing these resources.

III.F.3. Confidentiality in Complaints & Reporting

MSON will maintain as confidential the identity of anyone who makes a Report or Complaint, Respondent(s), and witnesses, except as required by FERPA, as defined below, or a government investigation, hearing, or judicial proceeding, or as otherwise required by law, and except that where a Complaint is filed, MSON must give notice to Complainant and Respondent of the identities of any individuals involved as well as certain information regarding the incident (see Section III.F.5). In all instances, MSON will endeavor to maintain the Complainant's and Respondent's privacy and reveal the parties' identities only to those individuals who need to know it in order for an investigation to commence or continue (as applicable) and the matter to be resolved.

MSON is not able to guarantee confidentiality because doing so may limit MSON's ability to provide parties with notice of allegations in a Complaint, to investigate the allegations and respond effectively, to ensure a safe, non-discriminatory and harassment-free environment and/or to comply with crime reporting or other legal requirements. In addition, consistent with law, information regarding violations of this policy may be shared among MSON personnel as appropriate and necessary.

To the extent there is a concern regarding retaliation for making a Report or Complaint, any such retaliation is prohibited and MSON will take steps to prevent such retaliation as well as strong responsive actions should it occur (see Section III.M.). However, even MSON officers and employees who cannot guarantee confidentiality will maintain the privacy of the parties' involved to the greatest extent possible. The information provided by the parties involved to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution.

Clery Act: MSON has an obligation to report certain crimes in its annual security report pursuant to the Clery Act. However, it will do so in an anonymized manner that identifies neither the specifics of the crime nor the identity of the alleged victim or the reporting individual. The Clery Act also requires the College to issue timely warnings of certain crimes that represent a serious or continuing threat to students and employees, except in those circumstances where issuing such a warning may compromise current law enforcement efforts or when the warning itself could potentially identify the reporting individual; that a reporting individual shall not be identified in a timely warning.

FERPA: The Family Educational Rights and Privacy Act allows institutions to share information with Parents when: (i) there is a health or safety emergency, or (ii) when the student is a dependent on either parent's prior year federal income tax return. However, MSON will

generally not share information about a report of Domestic Violence, Dating Violence, Stalking, or Sexual Assault with Parents without the permission of the reporting individual.

III.F.4. When a Report is Made

Following a Report of an incident to the Title IX Coordinator, the Complainant will be immediately advised in writing of MSON's policies and procedures, as described herein, including the availability of interim protective measures and accommodations (see Section III.G), and next steps and procedures, including any option for filing a Complaint, if the reporting individual is the alleged victim of the Prohibited Conduct.

Reports will be overseen by the Title IX Coordinator, in consultation with the Deputy General Counsel as appropriate. Every effort will be made, consistent with the need to discharge MSON's responsibilities and protect the safety of the MSON community, to respect the wishes of the alleged victim regarding further investigation. A Complaint will not be pursued without the alleged victim's consent, unless MSON is obligated to do so or, in its judgment, the allegations are serious enough to warrant further action. MSON at all times reserves the right to proceed as necessary to protect the safety of the campus community and workplace and to maintain compliance with all applicable laws and regulations. The Title IX Coordinator therefore reserves the right to file a Complaint even if the alleged victim chooses not to do so. In such instance, the Title IX Coordinator would not be considered a party, but rather the alleged victim would be referred to as the "Complainant," regardless of whether the alleged victim actually filed the Complaint.

III.F.5. When a Complaint is Filed

When a Complaint alleging Prohibited Conduct is filed by a Complainant or the Title IX Coordinator, the Complainant (alleged victim) will be immediately advised in writing of MSON's policies and procedures, as described herein, including their rights and options, the availability of interim protective measures and accommodations (see Section III.G.), and next steps in terms of investigation and procedures. The Title IX Coordinator will discuss the Complainant's rights and options, as well as any confidentiality concerns.

When a Complaint alleging Title IX Sexual Harassment under this policy is filed by a Complainant or initiated by the Title IX Coordinator, MSON will provide written notice to the parties who are known, as follows:

- a) Notice of MSON's Complaint, Investigation, Resolution, & Grievance Procedures
- b) Notice of the allegations, including:

- sufficient details and time to allow for preparation of a response before any initial interview, including:
 - i. the identities of the parties involved,
 - ii. the alleged conduct constituting Prohibited Conduct with reference to applicable provisions in this policy,
 - iii. the date, time, location and factual allegations concerning the incident,
 - iv. a reference to the specific prohibited conduct the Respondent is alleged to have engaged in, and
 - v. possible sanctions;
- a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- a statement that the parties may have an advisor of their choice who may be, but is not required to be, an attorney;
- an explanation that the parties may inspect and review evidence; and
- a reference to the prohibition on knowingly making false statements or knowingly submitting false information during the grievance process.

Complaints will be overseen by the Title IX Coordinator, in consultation with the Senior Counsel as appropriate. Where multiple Complaints arise out of the same factors or circumstances, MSON reserves the right to consolidate the Complaints for purposes of Investigation, Informal Resolution, Title IX Grievance Procedures, and/or General Grievance Procedures, as appropriate.

Every effort will be made, consistent with the need to discharge MSON's responsibilities and protect the safety of the MSON community, to respect the wishes of the Complainant regarding further investigation. A Complaint will not be pursued if the Complainant notifies the Title IX Coordinator in writing that he or she wishes to withdraw the Complaint, unless MSON is obligated to do so or, in its judgment, the allegations are serious enough to warrant further action. MSON at all times reserves the right to proceed as necessary to protect the safety of the campus community and workplace and to maintain compliance with all applicable laws and regulations.

III.F.6. Withdrawing or Dismissing a Complaint

A Complaint may be dismissed or withdrawn in several circumstances:

- If the Complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Complaint;
- If the Respondent is no longer enrolled or employed by MSON; or
- If specific circumstances prevent MSON from gathering evidence sufficient to reach a determination on the Complaint or the allegations therein.

In addition to the discretionary dismissal bases above, a Title IX Formal Complaint must be dismissed, if, at any time after receipt of the Title IX Formal Complaint, MSON determines that conduct in a Complaint alleging Title IX Sexual Harassment does not meet the definition of that term; in such instances, MSON will dismiss the Complaint as to such conduct (although a Complaint may be pursued for other Prohibited Conduct).

If a Complaint is dismissed or withdrawn, any investigation or resolution or grievance procedures will be suspended, and MSON will promptly send written notice of the dismissal or withdrawal and the reason(s) for such dismissal or withdrawal. The dismissal of a Complaint of Title IX Sexual Harassment may be appealed according to the process set forth in Appendix A.

III.G. Interim Protective Measures and Accommodations

MSON may take reasonable and prudent interim measures to protect and ensure safety, prevent retaliation, avoid an ongoing hostile environment, and/or restore or preserve equal access to MSON's nursing program. Interim measures may be available to the Complainant, the Reporter (if different than the Complainant), the Respondent, and all third-party witnesses pending resolution of the Complaint or the Report, regardless of whether the Complainant or Reporter chooses to report the conduct to campus security or local law enforcement. Interim measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, restrictions on contact (MSON-issued "no contact" orders),³ leaves of absence, increased security and monitoring of certain areas of the campus, bans from areas of campus, and changes to academic, transportation, employment, or working situations (including transferring to a different class, and changing work or clinical assignment schedules). Non-student employees may also be placed on administrative leave. Otherwise, a Respondent will be subject to emergency removal from MSON's nursing program or activity only if MSON determines that doing so is necessary to prevent an immediate threat to physical health or safety, and MSON also provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

³ No contact orders prohibit continued intentional contact with the Complainant. If the accused/Respondent and Complainant/reporting individual observe each other in a public place, it shall be the responsibility of the accused/Respondent to leave the area immediately and without directly contacting the reporting individual. MSON may establish an appropriate schedule for the accused/Respondent to access applicable institution buildings and property at a time when such buildings and property are not being accessed by the Complainant/reporting individual. Intentional and/or continued violations of a MSON-issued "no contact" order is a violation of this policy and may result in additional misconduct charges and additional disciplinary sanctions including suspension and expulsion for students, or up to and including termination of employment for employees.

Individuals may discuss their options for any such interim measures or accommodations, as applicable, with the Title IX Coordinator, who may assist with identifying and obtaining reasonably available accommodations. Upon request by the Complainant or Respondent, an individual's request for an interim measure or accommodation will be afforded a prompt review, reasonable under the circumstances, of the need for and terms of any such interim measure and accommodation that directly affects him or her, including potential modification, and shall be allowed to submit evidence in support of his or her request.

MSON may also assist an individual with obtaining an Order of Protection or other protective measures via reports to law enforcement or otherwise. If an Order of Protection or the equivalent is received by MSON, individuals have a right to receive a copy of it, and have an opportunity to meet or speak with an MSON representative, or other appropriate individual, who can explain the order and answer questions about it, including information about the accused's responsibility to stay away from protected persons. An explanation of the consequences for violating such an order will also be explained, and may include, but not be limited to, arrest, as well as suspension or expulsion for students, and termination for employees. If an Order of Protection or the equivalent is violated, campus security may provide assistance by calling on and assisting local law enforcement in effecting an arrest for such violation.

Interim measures may be modified as necessary throughout while the complaint is pending.

MSON also will consider the safety of the MSON community when making decisions regarding appropriate interim measures. MSON will endeavor to maintain as confidential any accommodations or protective measures to the extent that maintaining them would not impair the ability of MSON to provide such measures.

III.H. Investigation of Reports & Complaints

MSON will respond to all Reports and Complaints in a prompt, thorough, fair, and impartial manner. All Reports or Complaints of Prohibited Conduct under this policy will be overseen by the Title IX Coordinator.

III.H.1. Investigation of Reports and Complaints

Upon receipt of a Report or Complaint of Prohibited Conduct, or upon receiving information which MSON determines on its own warrants further investigation (even if no Complaint is filed or even if a Complaint is filed and later withdrawn), a fair, prompt, and impartial investigation will commence in accordance with the procedures set forth below, assuming one or more of the parties (Respondent and/or Complainant) are students. (As discussed above in Section II above, if only employees are involved, the procedures set forth in Human Resources Policy Number 9.1, Non-Discrimination and Anti-Harassment (Including Sexual Harassment) will apply). The investigation will be conducted by officials who are impartial, with no conflict of interest or bias for or against Complainants or Respondents generally, or an individual

Complainant or Respondent. Training for such officials will be conducted pursuant to Section III.K.

Generally, the investigation will be conducted by the Title IX Coordinator, the Security Department or another appropriate entity as determined by MSON (it being understood that MSON reserves the right to use an outside individual or organization to conduct or assist with the investigation). Depending on the nature of the allegations, the investigation may include interviews with the Complainant and Respondent, interviews of witnesses, collection of documentation (including email and other communications relevant to the complaint), a review of documents or any other steps deemed important by the investigator in order to thoroughly and fairly conduct the investigation. The investigator will consult with the Deputy General Counsel, as appropriate, throughout this process. MSON will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

The Title IX Coordinator (or other designated investigator) will seek to conclude the investigation as promptly as practicable, and in any event generally within 30 business days after receipt of the Respondent's statement regarding the allegations, and generally within 40 business days after receipt of the formal Complaint. The facts and circumstances of each case may make it necessary to extend the resolution timeline (see Section III.J.).

Where a Report has been made, but no Complaint filed, the alleged victim may nevertheless decide at any point during the investigation to file a Complaint, or the Title IX Coordinator may initiate the Complaint process should it determine the allegations are serious enough to initiate the Complaint process, such action would trigger all procedures applicable to Complaints, including the provisions in Section III.F.5. Otherwise, investigation of a Report may be discontinued for failure to file a Complaint.

If, in the course of an investigation of a Complaint, MSON decides to investigate allegations that were not included in the notice regarding the original Complaint allegations (as discussed in Section III.F.5.), MSON will provide notice of the additional allegations to all parties whose identities are known, pursuant to the process set forth in Section III.F.5.

All members of the MSON community are encouraged to cooperate with investigations. However, in no event will a Complainant or Respondent be compelled to participate in the investigation. Further, MSON's ability to compel a third party to participate in the investigation process may be limited.

Advisors of Choice: Parties may be accompanied to any meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney.

Advisors must sign an Advisor Conduct Agreement prior to participating in MSON's grievance process. MSON will not limit the choice or presence of the advisor for a party in any meeting or

proceeding, however, advisors must comply with the Advisor Conduct Agreement or they may be restricted from participation in MSON's grievance process. If an advisor violates the Advisor Conduct Agreement and is prohibited from participating in MSON's grievance process, the party will be permitted to select another advisor of choice.

Investigation of Formal Complaints of Title IX Sexual Harassment

Any party who is invited or expected to participate in any investigative interview or other meeting will be provided with written notice of the date, time, location, participants, and purpose of the interview or meeting, with sufficient time for the party to prepare to participate. Parties will have the same opportunities to have others present during any interview or other meeting, including the opportunity to be accompanied by an advisor of their choice (who may, but need not be, an attorney), and any restrictions on advisors' participation will apply equally to both parties. The burden of proof gathering evidence rests with MSON and not on the parties, except that MSON cannot access a party's records maintained by a medical or other professional without the voluntary, written consent of that party.

Parties will have equal opportunities to present witnesses and other inculpatory and exculpatory evidence. Neither party is restricted from discussing the allegations under investigation or from gathering and presenting relevant evidence.

Parties will have an equal and timely opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Complaint, including information that may exonerate or show responsibility.

The parties and their advisors must sign an Agreement Not to Disseminate the evidence file or any other information obtained solely through the grievance process, for any purpose unrelated to the grievance process itself.

Such evidence will be provided regardless of whether MSON intends on relying on such evidence. Each party will have the opportunity to meaningfully respond to such evidence prior to the conclusion of the investigation. Prior to completion of the investigation, MSON must send to each party and the party's advisor (if any), the evidence subject to inspection and review in an electronic format or hard copy, and give the parties at least 10 business days to submit written response. The investigator will consider such written responses prior to completion of the Investigative Report.

III.H.2. Confidentiality During Investigations & Grievance Procedures

Information gathered during the Investigation, Informal Resolution, Title IX Grievance Procedures, and Grievance Procedure processes will be handled by MSON with due diligence and care. Discreet inquiry, corrective counseling, and trust will be stressed by MSON in dealing with all Complaints and Reports. MSON will maintain as confidential records and information

concerning investigations, except as required by FERPA or a government investigation, hearing, or judicial proceeding, or as otherwise required by law, and except that where a Complaint is filed, MSON must give notice to Complainant and Respondent of the identities of any individuals involved as well as certain information regarding the incident (see Section III.F.5). In all instances, MSON will endeavor to maintain the Complainant's and Respondent's privacy and reveal the parties' identities only to those individuals who need to know it in order for an investigation to commence or continue (as applicable) and the matter to be resolved.

MSON is not able to guarantee complete confidentiality because doing so may limit MSON's ability to provide parties with notice of allegations in a Complaint, to investigate the allegations and respond effectively, to ensure a safe, non-discriminatory and harassment-free environment and/or to comply with crime reporting or other legal requirements. In addition, consistent with law, information regarding violations of this policy may be shared among MSON personnel as appropriate and necessary. Even MSON officers and employees who cannot guarantee confidentiality will maintain the privacy of the parties' involved to the greatest extent possible. The information provided by the parties involved to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution.

III.I. Resolution & Grievance Procedures

In any investigation of a Complaint involving a student as either a Complainant or Respondent, there are two sets of procedures that might apply, depending on the type of Prohibited Conduct described in the Complaint:

- For Complaints regarding Title IX Sexual Harassment (as defined in Section III.C.1), the Title IX Grievance Procedures will generally apply, as set forth in Section III.I.2 below. If the Respondent is a student, the parties (Complainant and Respondent) may instead choose to participate in the Informal Procedures set forth in Section III.I.1. Informal resolution is not available if the Respondent is an employee.
- For Complaints regarding sex discrimination and sexual misconduct that do not meet the categorical definition of Title IX Sexual Harassment, the General Grievance Procedures will apply (see Section III.I.3.), unless the parties instead choose to participate in the Informal Procedures set forth in Section III.I.1.

As discussed above in Section II, if only employees and/or third-parties are involved, the procedures set forth in Human Resources Policy Number 9.1, Non-Discrimination and Anti-Harassment (Including Sexual Harassment) will apply. If you have any questions, such as to which set of procedures apply, please contact the Title IX Coordinator.

Regardless of which process is used, it will be conducted by officials who are impartial, with no conflict of interest or bias for or against either the Complainant or Respondent. Training for officials involved in the resolution and/or grievance processes will be conducted pursuant to Section III.K.

III.I.1. Informal Resolution Process

The Informal Resolution Process may apply only where:

- a Complaint has been filed;
- all parties receive a written notice disclosing: the allegations in the Complaint, their options to pursue Title IX or General Grievance Procedures, the requirements of the informal resolution process (including the circumstances under which it precludes the parties from resuming Title IX Grievance Procedures or General Grievance Procedures arising from the same allegations), and the consequences resulting from participating in the Informal Resolution Process;
- all parties voluntarily agree to pursue the Informal Resolution Process, and sign written consent to do so; and
- the Respondent is not an employee.

The Informal Resolution process will be overseen by officials who are impartial, with no conflict of interest or bias for or against Complainants or Respondents generally, or an individual Complainant or Respondent. Training for such officials will be conducted pursuant with Section III.K.

Informal means of addressing the issues raised in a Complaint may include, but are not limited to:

- An informal direct discussion between the Complainant and the Respondent in the presence of the Title IX Coordinator
- Requesting additional education for the area or department where the Complaint originated; or
- Commencing mediation of the Complaint. The Complainant and the Respondent must agree to mediation if mediation is to go forward. **Mediation is optional.** The mediator will be designated by the Title IX Coordinator within 10 business days after the parties' agreement to participate in mediation. The mediator will contact the parties to set the date, time, and location of the mediation session(s). Only the mediator and the parties will be participants in the mediation session(s), except as provided below. During the mediation process, the mediator normally will: (i) ask the parties to give their version of the incident, including both factual information and their feelings; (ii) identify key issues; (iii) seek the agreement of both parties on the issues; (iv) facilitate discussion; and (v) work with both parties to develop a written document that will include a statement of

agreement. If either party is dissatisfied with the mediation process at any time prior to the signing of a mediation agreement, that party may request that the mediation process cease.

The Complainant or Respondent may at any time prior to resolution decide to withdraw from the Informal Resolution Process and instead proceed with the Title IX or General Grievance Procedures process (see Sections III.I.2. and III.I.3.) by notifying the Title IX Coordinator of his or her desire to do so. No negative inference may be drawn from such a request.

III.I.2. Title IX Grievance Procedures

The Title IX Grievance Procedures apply to Complaints of Title IX Sexual Harassment that a Complainant has filed with the Title IX Coordinator (see Section III.F.1).

For more information about the Title IX Grievance Procedures, please refer to **Appendix A**. In certain circumstances, parties may voluntarily agree to pursue an Informal Resolution Process in lieu of Title IX Grievance Procedures (see Section III.I.1.).

III.I.3. General Grievance Procedures

The General Grievance Procedures apply to Complaints of sex discrimination and sexual misconduct that do not meet the categorical definition of Title IX Sexual Harassment that are covered by the Title IX Grievance Procedures (see Section III.I.2). For more information about the General Grievance Procedures, please refer to **Appendix B**. Parties may voluntarily agree to pursue an Informal Resolution Process in lieu of General Grievance Procedures (see Section III.I.1.).

III.I.4. Remedies and Sanctions

MSON has the discretion to issue any disciplinary action it deems appropriate up to, and including expulsion and/or termination.

If MSON determines that an individual is responsible for prohibited conduct, sanctions which may be imposed by MSON include suspension or expulsion for students and up to and including termination of employment for employees. Other sanctions that may be imposed include a warning, disciplinary probation, restriction from employment by MSON, removal from courses or activities, loss of privileges, no contact, exclusion from areas of the campus and facilities, removal or non-renewal of scholarships, a notation on the Respondent's official MSON transcript, community service, restitution, and a fine. In addition, the Respondent may also be required to undergo an assessment and treatment by a therapist or counselor, attend an intervention treatment program and/or issue a letter of apology.

Students suspended or expelled for committing an act of Sexual Abuse/Assault, Stalking, Domestic Violence, Dating Violence, or a “violent crime,” as defined by the Clery Act,⁴ will have a notation placed on their transcript as follows: “suspended after a finding of responsibility for a code of conduct violation” or “expelled after a finding of responsibility for a code of conduct violation.” MSON will consider requests to remove transcript notations. Requests for removal of a transcript notation should be sent to the Title IX Coordinator. A transcript notation will not be removed prior to one year after conclusion of the suspension. If a finding of responsibility is vacated for any reason, a corresponding transcript notation will be removed. Expulsion notations will not be removed in any case. If an accused student withdraws from MSON while charges are pending and declines to complete the disciplinary process the following notation will be placed on his/her transcript: “withdrew with conduct charges pending.”

In addition to any disciplinary action, MSON may take action to eliminate a hostile environment created by discrimination, harassment or sexual misconduct, to prevent the recurrence of the discrimination, harassment or sexual misconduct, and to address the effects of the discrimination, harassment or sexual misconduct on the parties involved, the witnesses and the MSON community, as appropriate. Such efforts may include additional training and awareness programs for the MSON community.

More information about possible sanctions can be found in **Appendices A and B**.

III.J. Time Limits

MSON will exercise due diligence in complying with the stated time limits set forth in this policy. However, stated time limits may be extended for good cause depending on the nature of the allegations, the time of year, and any other unforeseen or extenuating circumstance. Good cause may include considerations such as the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. All parties will be notified in writing of any delay or extensions and the reason therefore. Any party may request an extension of any deadline by submitting a written request to the Title IX Coordinator detailing the reason for such request and the amount of additional time requested. The Title IX Coordinator has the discretion to grant or deny any such request.

III.K. Education/Training

As part of MSON’s commitment to providing a safe, non-discriminatory and harassment-free environment, this policy shall be disseminated widely to the MSON community through publications, websites, student orientations, new employee orientations, current employee training and other appropriate channels of communication. MSON also provides training

⁴ “Violent crimes” defined by the Clery Act are murder, sexual offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, and arson.

programs for MSON employees and students to promote awareness and a safe and respectful MSON environment.

Additionally, officials and/or Decisionmakers involved in responding to Reports and Complaints (as further set forth in Appendix A), conducting investigations and/or overseeing resolution and grievance procedures will receive appropriate training consistent with applicable law, including, as applicable, training on:

- the scope of the recipient's education program or activity,
- Prohibited Conduct and the definition of Title IX Sexual Harassment
- how to conduct an investigation and grievance process that protects the safety of victims and the rights of Respondent and promotes accountability (including hearings, appeals, and informal resolution processes),
- the effects of trauma,
- how to serve impartially (including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias),
- issues of relevance of questions and evidence (including on when the Complainant's sexual predisposition or prior sexual behavior are not relevant),
- issues of relevance to create an investigative report that fairly summarizes relevant evidence, and
- technology to be used at a live hearing.

III.L. Documentation of Investigations and Resolution & Grievance Procedures

The Title IX Coordinator will maintain records of all Complaints (both formal and informal), investigations, findings (including the basis for those findings) and appeals. These records will be kept on file in accordance with MSON's records and retention policy.

Parties have the right to access a full and fair record of any disciplinary hearing involving allegations of Title IX Sexual Harassment. Such records shall be preserved and maintained for at least five years from the hearing and may include a transcript, recording or other appropriate record.

The Title IX Coordinator also will inform the applicable Registrar if any transcript notations are required (see Section III.I.4).

III.M. Retaliation

This policy prohibits retaliation against any individual for the purpose of interfering with any Title IX right or privilege, or because the individual has made a report or Complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy, even if the Complaint is unsubstantiated. Retaliation includes threats, intimidation, coercion, discrimination, reprisals, harassment, and/or any other adverse action threatened (expressed or implied) or taken, including charges against an individual for code of conduct violations that do not involve sex discrimination or Title IX Sexual Harassment, but arise out of the same facts or circumstances as a Report or Complaint of sex discrimination, or a Report or Complaint of a Title IX Sexual Harassment, for the purpose of interfering with Title IX rights or privileges. Retaliation may take place in person, over the telephone or through electronic or social media means. Regardless of how it manifests itself, retaliation is prohibited. MSON will maintain as confidential the identity of anyone who makes a Report or Complaint, Respondents, and witnesses, except as required by FERPA or a government investigation, hearing, or judicial proceeding, or as otherwise required by law, and except that where a Complaint is filed, MSON must give notice to Complainant and Respondent of the identities of any individuals involved.

Retaliation is a serious violation of this policy, as well as federal, state and local law. Anyone who either observes or becomes aware of such retaliatory behavior is strongly encouraged to report it to the Title IX Coordinator, and all MSON employees are under a business duty to do so. Complaints alleging retaliation may be filed according to the procedures in Section III.F, or (for violations that do not involve students) the procedures in Human Resources Policy Number 9.1, Non-Discrimination and Anti-Harassment (Including Sexual Harassment). Violations of this prohibition will be addressed through the procedures outlined in this policy.

III.N. Knowing False Claims or Information

MSON considers any allegation of discrimination, harassment or sexual misconduct a serious matter and encourages individuals to report all incidents to MSON. All good faith reports will be treated seriously. Any individual who knowingly files a false claim, or who *knowingly* provides false information during an investigation or proceeding may be subject to appropriate disciplinary action, up to and including suspension and expulsion for students and termination of employment for employees.

III.O. Re-Evaluation

MSON reserves the right to modify and/or amend any or all of the terms and/or procedures outlined herein at any time, in its sole discretion. In the event MSON determines that circumstances warrant modification or amendment of this policy, timely notice of the same will be communicated to all affected parties. This policy is made available to the entire faculty, staff, and student body of MSON, as well as all interested others, and can be accessed via the MSON

website or can be obtained from the Title IX Coordinator, Deputy General Counsel, Dean, Assistant Dean or the MSON Office of Student Services.


IV. Effective Date & Implementation

This Policy is effective February 4, 2025, and will apply to all complaints of prohibited conduct received on or after that date and any open complaints or investigations still pending upon the effective date.

V. Policy Management and Responsibilities

MSON's Human Resources department is the Responsible Office under this Policy. The Vice President Executive Director of Montefiore New Rochelle Hospital Anthony J. Alfano is the Responsible Executive, and the Dean of MSON Rebecca Greer is the Responsible Officer for the management of this Policy.

VI. Approved (or Revised)

	08/05/2025
Responsible Executive	Date

Appendix A: Title IX Grievance Procedures

These Procedures will apply to Complaints of Title IX Sexual Harassment, following an Investigation and Investigative Report, unless the parties voluntarily agree to instead participate in the Informal Resolution Process where permitted. These Procedures are intended to implement 34 C.F.R. 106.45, and as such, should be interpreted consistently with its requirements.

The Hearing

The Title IX Coordinator (or his/her designee) will provide all parties involved with a copy of these Procedures:

- 1) Following the Investigation and issuance of the Investigative Report, the Complaint will proceed to a live Hearing, which will be conducted by a neutral Decisionmaker appointed by MSON (MSON reserves the right to appoint more than one neutral Decisionmaker to a given case). The Decisionmaker(s) will not have a conflict of interest or bias for or against Complainants or Respondents generally, or an individual Complainant or Respondent. Training for the Decisionmaker will comport Section III.K. The Title IX Coordinator will coordinate details of the Hearing and parties' submissions, but will not serve as a Decisionmaker.
- 2) At least 10 business days before the Hearing date, parties will receive notice of the Hearing date, the Complaint which will be heard at the Hearing, and a copy of the Investigative Report.
- 3) The Respondent will be presumed to be not responsible for the alleged conduct unless and until proven otherwise under a clear and convincing standard of evidence.
- 4) Parties will have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. However, at least 5 business days before the Hearing date, parties must:
 - a. Submit the name of their Advisor who will assist them at the hearing. The Advisor may be, but is not required to be, an attorney. If a party does not submit the name of an Advisor, MSON will select and provide an Advisor without charge for purposes of the Title IX hearing.
 - b. Submit any request that the Hearing be conducted virtually via live video, with the parties located in separate rooms. The parties must be able to simultaneously see and hear the party or witness that is answering questions.
 - c. Submit a written response, if any, to the Investigative Report

- d. Submit a list of any evidence or witnesses the party wishes to present at the Hearing, including names of possible witnesses, the nature and description of possible evidence, and any relevant supplemental information that becomes available after the Investigation.
- 5) Prior to the hearing, the Decisionmaker(s) will review the Investigative Report, as well as any submissions from the Complainant or Respondent. The Decisionmaker(s) may ask that witnesses attend the Hearing, so that they may be asked questions in person.
- 6) The burden of proof is on MSON to gather sufficient evidence to reach a determination regarding responsibility. MSON will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of the following:
 - a. Information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
 - b. A party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless MSON obtains that party's voluntary, written consent to do.
 - c. Evidence that relates to a party's sexual interests or prior sexual conduct, unless evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the Complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged prohibited conduct.
- 7) The Decisionmaker will preside over the Hearing, and may question the parties in order to assist him/her in deciding whether or not the charges are supported by clear and convincing evidence.
- 8) The Hearing will be recorded via audio recording, audiovisual recording, or transcript, and will be made available to the parties for inspection and review in sufficient time to allow them to meaningfully prepare for an appeal.
- 9) The parties are encouraged to attend the Hearing, so that they are given a full opportunity to explain their positions. However, the Decisionmaker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the Hearing.
- 10) At the Hearing, MSON will make available for parties' inspection, review, and use, all evidence obtained as part of the investigation that is directly related to the allegations in the Complaint.

- 11) At the Hearing, each party's Advisor will be given an opportunity to ask the other party and any witnesses all relevant questions and follow-up questions in real time, including questions challenging credibility. The party may not personally ask such questions.
- 12) Before a Complainant, Respondent or witness answers a question from an Advisor, the Decisionmaker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Past findings of Domestic Violence, Dating Violence, Stalking, or Sexual Assault may be admissible solely for purposes of determining appropriate sanctions.
- 13) The Advisor must abide by the Decisionmaker(s)' determination as to whether a question is relevant. The Advisor may be asked to leave the meeting/proceeding if he/she deviates from his/her role. In such case, the party would have an opportunity to appoint a different Advisor, or MSON would appoint an Advisor for the party. The Advisor will be subject to the same confidentiality expectations applicable to others in attendance at the meeting/proceeding.
- 14) The Decisionmaker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions at the hearing.
- 15) The Decisionmaker(s) will objectively evaluate all relevant evidence—including both inculpatory and exculpatory evidence.
- 16) Credibility determination will not be based on a person's status as a Complainant, Respondent, or witness.
- 17) Parties have the right make an impact statement related to appropriate sanctions.
- 18) Within 10 business days of the Hearing, the Decisionmaker(s) will issue a written decision on whether the Respondent is responsible for the alleged violation(s). The written determination will be provided to both parties simultaneously, and will include:
 - a. Identification of the allegations potentially constituting Title IX Sexual Harassment;
 - b. A description of the procedural steps taken from the receipt of the Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and Hearings held;
 - c. Findings of fact supporting the determination;
 - d. Conclusions regarding the application of MSON's Sex Discrimination and Sexual Misconduct Policy and Complaint Procedures for Students to the facts;

- e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions MSON imposes on the Respondent, the rationale for each sanction, and whether remedies designed to restore or preserve equal access to MSON's education program or activity will be provided by MSON to the Complainant; and
- f. MSON's procedures and permissible bases for the Complainant and Respondent to Appeal.

Appeal Process

Both parties have the right to appeal from a determination regarding responsibility and from a dismissal of a Complaint or any allegations therein. The appeal must be submitted to the Title IX Coordinator within 5 business days of the date of the determination or dismissal of the Complaint. A request for an appeal must consist of a plain, concise, and complete written statement outlining the grounds for the appeal. In all cases, there are three possible grounds for appeal:

- Existence of a procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
- The Title IX Coordinator, investigator(s), or Decisionmaker(s) had a conflict of interest for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

Upon receipt of an appeal, the Title IX Coordinator will promptly notify the other party in writing that an appeal was filed, and provide a copy of the appeal. The appeal will be referred to an **Appeal Panel**, which will include the Dean (or his/her designee) and at least one other individual to be selected by the Dean and the Title IX Coordinator. The Appeal Panel will not include any of the following: the Title IX Coordinator, anyone who investigated the Complaint, or any Decisionmakers involved in the determination regarding responsibility or dismissal of the Complaint. Both parties will receive notice of the appointment of the Appeal Panel.

Within 10 business days after receiving notice of the appointment of the Appeal Panel, parties may submit a written statement supporting or challenging the outcome.

The appeal will be conducted in a fair and impartial manner. The appeal is not a re-hearing of the underlying matter. The Appeal Panel will review the written investigation report, decisions and all supporting documents, and also may consult with both parties. The Appeal Panel (by majority vote of panelists, or by unanimous decision if less than 3 panelists) can affirm the original determination of responsibility, alter the determination of responsibility either in whole or in part, and/or alter the sanctions, depending on the circumstances. The matter can also be

referred back for further investigation or consideration if appropriate. The Appeal Panel will issue its written decision within 10 business days from the date of the submission of all appeal documents by both parties. The decision will describe the result of the appeal and the rationale for the result. The Title IX Coordinator will simultaneously notify the parties as soon as practicable of the decision.

Appeal decisions are final.

If there is no appeal, the Title IX Coordinator will simultaneously notify the parties that the initial decision is final because the time for an appeal has expired.

Timing

MSON will endeavor to fully resolve all Complaints of Title IX Sexual Harassment generally within 60 business days after receipt of the formal Complaint. The 60-day time period may be extended depending on the nature of the allegations, the time of year, and any other unforeseen or extenuating circumstance.

Confidentiality

Parties have the right to choose whether to disclose or discuss the outcome of this process. However, subject to the exceptions discussed in Section III.H.2 and unless otherwise required by law, MSON will to the extent possible maintain as confidential all information obtained during the course of this process and will refrain from public release of such information until the appeals panel makes a final determination.

Appendix B: General Grievance Procedures For Complaints of Prohibited Conduct Not Covered by Appendix A

These Procedures will apply to Complaints of Prohibited Conduct not involving Title IX Sexual Harassment, following an Investigation and Investigative Report, unless the parties voluntarily agree to instead participate in the Informal Resolution Process where permitted. The Title IX Coordinator (or his/her designee) will provide all parties involved with a copy of these procedures.

- 1) The Title IX Coordinator (or his/her designee) will request the Complainant to provide to the Title IX Coordinator, within 5 business days after the Title IX Coordinator's request and preferably in writing, a description of all facts that bear on the allegations; specifically, the details surrounding the accusation, names of possible witnesses, and the nature and description of possible evidence. The Complainant is expected to share with the Title IX Coordinator, or other appropriate investigative entity as designated by MSON, any relevant supplemental information that subsequently becomes available.
- 2) The Title IX Coordinator (or his/her designee) will promptly inform the Respondent in writing (and send a copy to the Complainant) of the allegations (including the date, time, location, nature of the alleged misconduct, and factual allegations) and ask the Respondent to respond to them within 5 business days after such notice. Such response should include all facts that bear on the allegations, including the names of possible witnesses and the nature and description of possible evidence, and may also include defenses the Respondent will claim. The Respondent is expected to share with the Title IX Coordinator, or other appropriate investigative entity as designated by MSON, any relevant supplemental information that subsequently becomes available. The Title IX Coordinators (or his/her designee) may ask to meet with the parties separately to discuss the allegations.
- 3) Where appropriate, in the judgment of the Title IX Coordinator both the Complainant and the Respondent may be invited to engage in mediation or conciliation.
- 4) The Title IX Coordinator may also work with Senior Counsel, as appropriate, in responding to the receipt of a Complaint.
- 5) The Title IX Coordinator (or other designated investigator) will fully, fairly and impartially investigate the complaint, and each party equally will have the opportunity to present witnesses and other evidence to the investigator. Each party and appropriate officials will also be afforded equal and timely access to information that will be used to adjudicate the Complaint.
- 6) Both parties will be advised by the Title IX Coordinator (or his/her designee) that reasonable efforts will be made by MSON to protect the privacy of the parties, and to

maintain confidentiality to the extent possible and as is consistent with investigative needs and applicable laws (see Sections III.F.3 and III.H.2.).

- 7) The Title IX Coordinator will explore possible interim protective measures and accommodations with both parties.
- 8) The Title IX Coordinator (or other designated investigator) will endeavor, as promptly as feasible, to interview all relevant parties and review all evidence, including witnesses and evidence identified by the parties.
- 9) The Title IX Coordinator (or his/her designee) will provide the Complainant and the Respondent with periodic status updates.
- 10) Each party will be provided written notice in advance of any interview or hearing, with sufficient time to prepare for meaningful participation. The Title IX Coordinator (or other designated investigator) will seek to conclude the investigation as promptly as practicable, and in any event generally within 30 business days after receipt of the Respondent's statement regarding the allegations, and generally within 40 business days after receipt of the formal complaint. The facts and circumstances of each case may make it necessary to extend the resolution timeline (see Section III.J.).
- 11) The Title IX Coordinator (or other designated investigator) will compile a written neutral investigation Report, summarizing the evidence and making findings of fact and conclusions, and will then determine the credible evidence and make a finding as to whether this policy has been violated. A finding of a violation of this policy will be based on a preponderance of evidence (i.e., that it is more likely than not that the discrimination or sexual misconduct occurred).
- 12) The Title IX Coordinator will simultaneously inform the parties of the conclusion of the investigation and the finding. The Complainant and Respondent may respond to such findings in writing, including an impact statement, and such response will be furnished to the appropriate disciplinary authority along with the investigation's findings. Neither the Complainant nor the Respondent is entitled to receive a copy of the internal investigative report or any other related documents. If MSON determines to furnish a document to one party, it will also simultaneously furnish a copy to the other party.
- 13) Findings and recommendations concerning a Respondent will be promptly referred to the Dean for consideration of appropriate disciplinary action. The Dean will consult with the Title IX Coordinator and the designated investigator (as applicable) to review the findings and recommendations, as well as any responses to such findings or impact statements received from the Complainant or Respondent.
- 14) The Title IX Coordinator will simultaneously notify the parties as soon as practicable of the sanctions to be imposed, except that the Complainant will only be notified of

sanctions that directly relate to said Complainant. Such notice may also include any other remedial or preventative action being taken or provided by the school.

- 15) Either party may appeal the outcome within 5 business days of notice of the outcome or in the case of a finding of responsibility, within 5 business days of notice of the sanctions to be imposed on the Respondent.

Appeal Process

Both parties have the right to appeal from a determination regarding responsibility. The appeal must be submitted to the Title IX Coordinator in writing and must consist of a plain, concise, and complete written statement outlining the grounds for the appeal. In all cases, there are three possible grounds for appeal:

- Existence of a procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
- The Title IX Coordinator, investigator(s), or Decisionmaker(s) had a conflict of interest for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

Upon receipt of an appeal, the Title IX Coordinator will promptly notify the other party in writing that an appeal was filed, and provide a copy of the appeal. The appeal will be referred to an **Appeal Panel**, which will include the Dean (or his/her designee) and at least one other individual to be selected by the Dean and the Title IX Coordinator. The Appeal Panel will not include any of the following: the Title IX Coordinator, anyone who investigated the Complaint, or any Decisionmakers involved in the determination regarding responsibility or dismissal of the Complaint. Both parties will receive notice of the appointment of the Appeal Panel.

Within 10 business days after receiving notice of the appointment of the Appeal Panel, parties may submit a written statement supporting or challenging the outcome.

The appeal will be conducted in a fair and impartial manner. The appeal is not a re-hearing of the underlying matter. The Appeal Panel will review the written investigation report, decisions and all supporting documents, and also may consult with both parties. The Appeal Panel (by majority vote of panelists, or by unanimous decision if less than 3 panelists) can affirm the original determination of responsibility, alter the determination of responsibility either in whole or in part, and/or alter the sanctions, depending on the circumstances. The matter can also be referred back for further investigation or consideration if appropriate. The Appeal Panel will issue its written decision within 10 business days from the date of the submission of all appeal documents by both parties. The decision will describe the result of the appeal and the rationale

for the result. The Title IX Coordinator will simultaneously notify the parties as soon as practicable of the decision.

Appeal decisions are final.

If there is no appeal, the Title IX Coordinator will simultaneously notify the parties that the initial decision is final because the time for an appeal has expired.

MSON will endeavor to fully resolve all formal complaints generally within 60 business days after receipt of the formal complaint. The 60-day time period may be extended depending on the nature of the allegations, the time of year, and any other unforeseen or extenuating circumstance.

Appendix C: Community Members' Bill of Rights

MSON is committed to providing options, support and assistance to victims/survivors of Sexual Abuse/Assault, Stalking, Domestic Violence and/or Dating Violence to ensure that they can continue to participate in College-wide and campus programs, activities, and employment. All MSON community members have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad:

All MSON community members have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of Domestic Violence, Dating Violence, Stalking, and Sexual Assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the Respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or Respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

See Section III.F.1 for information about filing a Report or Complaint, Sections III.F.3. and III.H.2. for information about confidentiality during the Report/Complaint process and an investigation and Appendix E for confidential support options.

Appendix D: Student Alcohol and Drug Use Amnesty Policy

The health and safety of every student at MSON is of utmost importance. MSON recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to Domestic Violence, Dating Violence, Stalking or Sexual Assault, occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. MSON strongly encourages students to report Domestic Violence, Dating Violence, Stalking, or Sexual Assault to MSON officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of Domestic Violence, Dating Violence, Stalking, or Sexual Assault to MSON's officials or law enforcement will not be subject to a code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the Domestic Violence, Dating Violence, Stalking, or Sexual Assault.

MSON will provide students with the assistance needed to respond to high risk drinking and/or other drug abuse. In a crisis, students are encouraged to seek such assistance by contacting the Montefiore Mount Vernon Security Department or Montefiore New Rochelle Security Department or 911.

Montefiore New Rochelle Hospital Security Department
16 Guion Place
New Rochelle, New York 10801
(914) 365-3562
dmosher@montefiore.org

Montefiore Mount Vernon Hospital Security Department
53 Valentine Street
Mount Vernon, New York 10550
(914) 361-6007
fcabbelljr@montefiore.org

Additional resources and information can be found in MSON's Drug and Alcohol Policy.

Appendix E: A Plain Language Explanation of Distinctions between the New York State Penal Law and the MSON Disciplinary Processes

New York State Education Law Article 129-B requires that MSON officials explain differences between MSON processes and the criminal justice process in addressing sexual and interpersonal violence.

There are significant differences between the two systems because they have different, important goals. In the criminal justice system, prosecutors pursue cases when they believe there is sufficient evidence to prove, beyond a reasonable doubt, that an individual has committed a criminal act. A person who is convicted of a crime will face criminal penalties, such as incarceration, probation, or the imposition of a fine. MSON's disciplinary process seeks to determine whether an individual has violated MSON policy. In this process, a clear and convincing standard of proof is used to determine responsibility for alleged Title IX Violations, whereas a preponderance of the evidence standard will apply to allegations of other violations. A person who is found to have violated MSON policy may be suspended, expelled or otherwise restricted from full participation in the MSON community. This document is intended to help explain the differences between the criminal justice system and MSON disciplinary processes.

	Criminal Justice System	MSON Disciplinary System
Goals.	Public safety, deterrence, and punishment.	Education; safety; safe and supportive campus environment.
Governing Law.	NYS Penal Code; NYS Rules of Criminal Procedure (or another state's rules if the crime took place there), Federal Criminal Law, and Rules of Evidence.	Title IX; The Clery Act, as amended by the Violence Against Women Act; NYS Education Law Articles 129-A and 129-B; MSON's Sex Discrimination and Sexual misconduct Policy and Complaint Procedures for Students; Student Bill of Rights; Faculty Policies; Code of Conduct.
How to report and whether there must be action once a report is made.	Crimes involving sexual violence may be reported to the local police agency or to the New York State Police. Certain crimes may also be reported to federal law enforcement agents. Once a report is made, the decision whether to investigate is made by the police/law enforcement agency,	Victims may disclose sexual violence to confidential resources identified in Appendix F or to MSON employees who will ensure privacy to the extent consistent with MSON's obligation to provide a safe educational environment. Disclosures made to a confidential resource will not

	often in consultation with a District Attorney or other prosecuting agency. An investigation may be conducted without the consent or participation of a reporting individual. The ultimate decision of whether to initiate a criminal prosecution is initially made by a prosecutor. In cases involving felony charges, the final charging decision is made by a Grand Jury.	trigger an investigation. When a Report or Complaint is made to the Title IX Coordinator another SON employee, the Title IX Coordinator will conduct outreach to the reporting individual and will generally commence an investigation of the incident.
Who investigates?	Police or other law enforcement officials.	Investigators employed or retained by MSON
Procedures.	See Governing Law. Procedures established by police departments, prosecutors' offices, etc.	MSON's Sex Discrimination and Sexual misconduct Policy and Complaint Procedures for Students; Student Bill of Rights
Standard of Evidence.	Crimes must be proven "Beyond a Reasonable Doubt."	A violation of prohibited conduct must be proven by a "Preponderance of the Evidence" standard.
Confidentiality.	Law enforcement agencies offer some confidential assistance, but a criminal charge and trial must be public.	MSON offers confidential resources, but filing a Complaint requires that relevant information be shared with those involved.
Privacy.	Criminal trials must be public.	Investigations and disciplinary proceedings are kept as private as possible, but information must be shared with certain individuals within MSON, the parties to the proceedings, and pursuant to law.
Who are the parties?	The prosecution/State and defendant. The victim/survivor is not a party, but often the critical witness for the prosecution.	Complainant and accused/Respondent.
Participation in the process.	In limited circumstances, a	Students are encouraged, but

	criminal prosecution can proceed without the participation or cooperation of the reporting individual, but without a reporting individual's participation, it is generally more difficult to prove a crime beyond a reasonable doubt.	not required to participate in MSON's process. Employees are required to cooperate with investigations. MSON will be limited in its ability to respond if a Complainant does not participate.
Who initiates the proceedings?	A prosecutor, acting on behalf of the State (or the United States in federal cases).	MSON initiates proceedings, with the Complainant generally having an active role.
Testimony.	In a court, testimony is generally public. Other parties are, through counsel, entitled to cross-examine witnesses.	Parties and witnesses will be questioned by the investigator. Parties may suggest follow-up questions, which will be reviewed and asked by the investigator in follow-up meetings
Role of attorneys.	Both the State and the defendant are represented by counsel; counsel may question witnesses.	The parties may have an Advisor of their choice and at their expense (who may or may not be an attorney) present with them during any MSON meeting or interview. The role of an advisor is limited and does not change if the advisor is an attorney.
Mental Health and Sexual History.	In New York, a reporting individual's prior sexual and mental health history is generally, but not always, inadmissible in a criminal case. There are limited circumstances under which directly relevant evidence of that kind may be admitted.	Evidence regarding sexual history is generally not admissible, but subject to quite limited exceptions, , such as if evidence about prior sexual behavior is offered to prove that someone other than Respondent committed the conduct alleged, or if the evidence concerns specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and is offered to prove consent. NYS Education Law Article 129-B also permits parties to exclude

		information about their own mental health history in the fact-finding phase of the disciplinary process.
Possible Results.	<p>If a prosecution takes place, the defendant may</p> <ul style="list-style-type: none"> • plead guilty or “no contest” • have the case dismissed by the judge (on legal grounds) • be found “guilty” or “not guilty” by a judge or jury 	<p>Parties may engage in a formal proceeding, and the Respondent may be found “responsible” or “not responsible” for violations of MSON’s rules.</p> <p>Alternatively, parties may choose a method of Informal Resolution, such as mediation.</p>
Sanctions.	<p>An individual found guilty may be fined, imprisoned, or both. In some courts, alternative sanctions are sometimes used.</p>	<p>An individual found responsible for violating MSON policy may be given a range of sanctions (depending on the severity of the conduct and other factors, such as prior judicial history), ranging from a warning to suspension or expulsion from MSON (for students), and up to and including termination (for employees).</p>

* Adapted from SUNY, available at <https://system.suny.edu/media/suny/content-assets/documents/sexualviolenceprevention/College-and-Criminal-Process-Resource.pdf?bcs-agent-scanner=22624693-1166-7240-b9e7-8ab3f887c299>.

Appendix F: Resources and Reporting Options

On-Campus Resources

Confidential MSON Resources

A report made to the following MSON resources will not trigger an investigation by MSON:

Carebridge Employee Assistance Program
(844) 300-6072
clientservice@carebridge.com

Additionally, if an individual discloses information through a public awareness event, such as candlelight vigils, protests, or other public event, the institution is not obligated to begin an investigation based on such information, though it may use the information to inform its efforts for additional education and prevention.

Non-Confidential MSON Resources

A report also may be made to MSON's Title IX Coordinator, Security Department, Dean, Assistant Dean, or other "campus security authorities" (See Section III.F.1.), however it will trigger an investigation by MSON.

Off-Campus Resources⁵

Law Enforcement

MSON's first and foremost concern for anyone who has been the victim of an incident of Sexual Abuse/Assault, Stalking, Domestic violence, Dating violence, or any other crime is their physical safety. Thus, if anyone who has been a victim of such unlawful behavior is feeling physically unsafe, he/she should immediately call the Security Department, the local police precinct, 911, or the state police for assistance.

Mount Vernon Police Department, New York City Police Department & State Police

911 (Emergency)

Local Police Precinct

Mount Vernon Police Department
1 Roosevelt Square
Mount Vernon, NY 10550
(914) 665-2300

⁵ Fees may apply to off-campus resources. Complainants should check with each resource to determine whether reporting is confidential.

Medical Care & Evidence Preservation

If anyone has been the victim of an incident of Sexual Abuse/Assault, Stalking, Domestic Violence, Dating Violence, or any other crime is in need of immediate medical treatment, he/she should go to the nearest hospital emergency room or call 911.

Additionally, victims of Sexual Assault should consider the following:

Sexual Assault Forensic Examination

Within 96 hours of an assault, you can get a Sexual Assault Forensic Examination (commonly referred to as a rape kit) at a hospital. While there should be no charge for a rape kit, there may be a charge for medical or counseling services off campus and, in some cases, insurance may be billed for services. You are encouraged to let hospital personnel know if you do not want your insurance policyholder to be notified about your access to these services.

To best preserve evidence, victims/survivors should avoid showering, washing, changing clothes, combing hair, drinking, eating, or doing anything to alter physical appearance until after a physical exam has been completed.

To obtain a **Sexual Assault Forensic Examination (SAFE)**, a sexual assault victim may contact Jacobi Medical Center, Social Work Department, 1400 Pelham Parkway, room 1E4, Bronx, NY 10467, tel. 718-918-5800, or the North Central Bronx Hospital, Sexual Assault Treatment Program, 3424 Kossuth Avenue, Bronx, NY 10467, tel. 718-519-5722. Both Jacobi Medical Center and North Central Bronx Hospital are SAFE-designated hospitals. Emergency care and support is available 24 hours/7 days a week, and a Victim Service Program social worker or volunteer advocate is on call at all times.

Financial Assistance for Healthcare

The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency funds. More information may be found here: http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf, or by calling (800) 247-8035. Options are explained here: <http://www.ovs.ny.gov/helpforcrimevictims.html>.

Sexually Transmitted Infections

Sexual contact can transmit Sexually Transmitted Infections (STI) and may result in pregnancy. Testing for STIs and emergency contraception is available from Planned Parenthood in New Rochelle, New York.

Victims of Sexual Assault, Stalking, Domestic Violence, Dating Violence or other crime should also consider seeking mental health services.

MSON is well aware of the emotional trauma often suffered by a victim of sexual violence, and therefore it has designated trained counselors in its Counseling Center to serve as sexual assault coordinators for the College. They can be reached by calling (929) 246-6791 or emailing oasc@MSON.med.edu and asking for a sexual assault coordinator. Advice and support will be offered on a confidential basis as the victim begins to make choices regarding how to proceed post-assault.

Other Resources Not Affiliated with MSON

The NYC Alliance Against Sexual Assault on-line at www.svfreennyc.org or (212) 229-0345 has compiled numerous resources available to victims.

SOVRI (Support for Orthodox Victims of Rape and Incest) Hotline at Beth Israel Medical Center, (888) 613-1613 is a confidential hotline (no caller- ID is used) that may be called anonymously for information and support.

Manhattan Family Justice Center can provide a wide range of services and support. The Manhattan location is at 80 Centre Street, New York, NY, 10013; **Phone:** (212) 602-2800; **<https://www.nyc.gov/site/ocdv/programs/family-justice-centers.page>**

Family Court Volunteer Lawyer Program (part of the New York State Access to Justice Program)
900 Sheridan Avenue, 6th Floor
Bronx, NY 10451
Phone: (718) 503-5200 - Fax: (718) 503-5209

Safe Horizon (NYC)
2 Lafayette Street, 3rd Floor
New York, NY 10007
Phone: (212) 227-3000
<http://www.safehorizon.org>
Hotline: (800) 621-4673 (HOPE)

Family Services of Westchester
6 Gramatan Ave.
Mount Vernon, NY 10550
Phone: (914) 668-9124

**Planned Parenthood – Hudson-Peconic
New Rochelle Center**
150 Lockwood Avenue, Suite LL-1
New Rochelle, NY 10801
Phone: (914) 632-4442

Lifenet Helpline (800) 543-3638 is a general crisis hotline

Immigration & Visa Assistance Services for Victims of Sexual & Interpersonal Violence:

U.S. Citizenship and Immigration Services (USCIS)

<http://www.uscis.gov/citizenship/learners/find-help-your-community>

USCIS Find Legal Services Webpage

<http://www.uscis.gov/avoid-scams/find-legal-services>

Board of Immigration Appeals (BIA) (Listing of attorneys by state who provide immigration services either for free or for little cost)

<https://www.justice.gov/eoir/board-of-immigration-appeals>

American Immigration Lawyers Association (AILA) Immigration Lawyer Referral Service

<http://www.ailalawyer.org/>

American Bar Association (ABA) (Information on finding legal services by state)

https://www.americanbar.org/groups/public_interest/immigration/projects_initiatives/immigration-justice-project/