



If you or someone you know has been hurt by sexual assault, domestic violence, dating violence, or stalking, New York Film Academy is here to help. You have the right to live, learn, and/or work in a safe and welcoming environment. Violence is unacceptable, and New York Film Academy's *Sex-based Discrimination and Sexual Misconduct Policy* prohibits sexual assault, domestic violence, dating violence, and stalking. This document outlines steps to take depending on what services you want or need.

Unsure of where to start?

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

First Steps: Things to Consider

Are you danger?

If yes, call 911.

Do you need medical attention?

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

Beth Israel Medical Center Emergency Department 10 Nathan D Perlman Pl, NY, NY 10003 212.420.2000	Bellevue Hospital Center Sexual Assault Response Team 462 First Avenue, Ground Floor #GA74 NY, NY 10016 212.562.6046	Coney Island Hospital Emergency Department 2601 Ocean Parkway, Brooklyn, NY 718.616.3001
Mount Sinai St. Lukes Emergency Department 1111 Amsterdam Avenue NY, NY, 11201 212.523.4000	North Central Bronx Hospital Social Work Department, Room 14A03, 3424 Kossuth Avenue Bronx, NY 10467 718.519.3013	Elmhurst Hospital Emergency Department, 79-01 Broadway, Room B-1-27 Elmhurst, NY 11373 718.334.4000

It is important to preserve evidence that may be useful in obtaining a protection order or in a proceeding with a criminal investigation, should you choose to do so. Completing a forensic exam does not require you to file a police report or report to the institution, although we encourage these reports if your are comfortable doing so. Medical exams can also address other physical needs or trauma and assess for sexually transmitted infections or pregnancy. If possible, please do not bathe, douche, smoke, use the toilet or clean the location where the incident occurred. Save items you were wearing, sheets, or towels in a paper bag. Text messages, records of phone calls, emails, pictures, notes, and gifts can all be pertinent for a report of sexual assault, dating violence, domestic violence or stalking. Your immediate and long-term safety is what's most important. The resources and options outlined below may be helpful as you decide what next steps are a good fit for you.

CONFIDENTIAL RESOURCES ON CAMPUS

NYFA Counseling Services:

17 Battery Place, 1st Fl, Office 102

Monday - Friday, 9:00 a.m. to 5:30 p.m.

212.674.4300

Make an appointment by email: counseling@nyfa.edu

or visit: <https://hub.nyfa.edu/counseling/ny/appointment>

Confidentiality is defined as the intention to be kept secret. New York Film Academy Therapists are the only employees who may maintain confidential disclosures, but only within the course of their duties.

Privacy is defined as being confined to or intended only for persons immediately concerned. When incidents of sexual misconduct are disclosed, the Title IX Coordinator is considered to be someone who is "immediately concerned". Therefore any disclosure made to any NYFA employee, aside from the school therapist(s), will be shared with the Title IX Coordinator.

Quick Guide: Available Resources

ON CAMPUS	OFF CAMPUS
<p>Counseling & Mental Health 17 Battery Pl, 1st Fl, Office 102 counseling@nyfa.edu 212.674.4300</p>	<p>Counseling & Mental Health NYC Alliance Against Sexual Assault 32 Broadway Suite 1101 NY, NY 10004 survivorsupport@svfreenyc.org 212.514.SAFE (7233)</p>
<p>Legal Assistance 17 Battery Pl, 5th Fl, Office 501 NYtitle9@nyfa.edu 212.674.4300</p>	<p>Victim Advocacy Safe Horizon, Counseling Center 347.328.8110 <i>call to make an appointment</i></p>
<p>Visa & Immigration Services 17 Battery Pl, 4th Fl, Office 401 international@nyfa.edu</p>	<p>Health Beth Israel Medial Center Emergency Department, 10 Nathan D Perlman Pl NY, NY 10003 212.420.2000</p>
<p>Student Financial Aid 17 Battery Pl, 4th Fl, Office 400 financialaid@nyfa.edu</p>	<p>Legal Assistance Brooklyn District Attorney's Office Victim Services Department, 350 Jay Street, 10th Fl Brooklyn, NY 11201 718.250.3820</p>

For additional off campus services and resources near you, visit:

<http://www.svfreenyc.org/survivor-resources/>

IF YOU NEED MEDICAL ATTENTION

New York Film Academy does not have a health or medical center on campus. If you are in need of medical attention, please visit any one of the locations listed below. New York Film Academy will not provide transportation from campus but can assist you in securing transportation and/ or accompanying you, if you desire. The Dean of Students or Title IX Coordinator can assist you with your transportation needs.

Hospitals & Medical Centers with sexual assault nurse examiners	Hospitals & Medical Centers that specialize in domestic violence victim response
<p>NYC Health + Hospitals/Gotham Health, Brooklyn 295 Flatbush Avenue Extension 718.388.0601 <u>Subway:</u> 4 5 to Nevins Street 2 3 to Hoyt Street N Q R W B D to DeKalb <u>Bus:</u> B25, B26, B38, B52, B54</p>	<p>NYC Family Justice Center, Manhattan * 80 Centre Street 212.602.2800 <u>Subway:</u> 4 5 6 to Brooklyn Bridge-City Hall J Z to Chambers Street N Q R to Canal Street 1 2 3 A C to Chambers Street <u>Bus:</u> M5, M9, M22, and M103</p>
<p>Beth Israel Medical Center, Manhattan 10 Nathan D Perlman Pl, 212.420.2000 <u>Subway:</u> 4 5 6 N Q R W to 14th Street L to 1st Avenue <u>Bus:</u> M15, M15-SBS, M14A, M14D, M101, M102, M103</p>	<p>NYC Family Justice Center, Brooklyn * 350 Jay Street 718.250.5111 <u>Subway:</u> A C F R to Jay Street or 2 3 4 5 to Borough Hall <u>Bus:</u> B25, B26, B38, B54, B57, B61, B62, B65, B67, B75, and B103</p>
<p>NYC Health + Bellevue Hospital, Manhattan 462 First Avenue, Ground Floor #GA74 212.562.6046 <u>Subway:</u> 6 to 28 Street N R W to 28 Street <u>Bus:</u> M15-SBS, M15</p>	<p>NYC Family Justice Center, Queens * 126-02 82nd Avenue 718.575.4545 <u>Subway:</u> E F to Kew Gardens-Union Turnpike <u>Bus:</u> Q10, Q37, Q46, and Q60</p>
<p>Elmhurst Hospital, Queens 79-01 Broadway, Room B-1-27 718.334.4000 <u>Subway:</u> E M R to Elmhurst Avenue 7 F to Jackson Heights <u>Bus:</u> Q32, Q60</p>	<p>NYC Family Justice Center, Bronx * 198 East 161st Street, 2nd Floor 718.508.1220 <u>Subway:</u> 4 B D to Yankee Stadium <u>Bus:</u> BX1, BX2, BX6, and BX13</p>
<p>North Central Bronx Hospital, Bronx 3424 Kossuth Avenue 718.519.3013 <u>Subway:</u> 4 to Mosholu Parkway D to 205 Street Station <u>Bus:</u> Bx1, Bx2, BxM4, 0020, 0021, Bx10</p>	<p>NYC Family Justice Center, Staten Island * 126 Stuyvesant Place 718.97.4300 Close to the St. George Ferry Terminal Staten Island Railroad to St. George <u>Bus:</u> S40, S42, S44, S46, S48, S51, S52, S61, S62, S66, S74, S76, S78, S81, S86, S90, S91, S92, S94, S96, and S98</p>

* Centers are open Monday - Friday from 9:00 a.m. to 5:30 p.m.

MAKING A REPORT

You may choose to report to law enforcement, you may choose to report through our campus disciplinary process, you may report to both, or you may choose to access neither of these options. New York Film Academy will protect your identity in publicly available information, such as within our annual security report or in warnings sent to the campus community. You also can access the accommodations listed on page 6 regardless of whether you choose to report. Accommodations can be kept confidential as long as it does not limit our ability to provide them to you. If we would need to share information in order to provide an accommodation, we would notify you of what information needs to be shared, why, and with whom prior to sharing the information.

On Campus

There are people on and off campus who can support you in reporting to law enforcement if you choose to do so.

You can contact the **Dean of Students** or **Title IX Coordinator** at 212.674.4300. Each can assist you in notifying law enforcement and can help connect you to other people and resources on our campus.

For confidential resources and support, contact the **School Therapist** at counseling.nyfa.edu or visit hub.nyfa.edu/conseling/ny/mission.

Regardless of whether or not you report to the police, you can report to New York Film Academy by contacting:

During regular business hours, Monday - Friday
9:00 a.m. to 6:30 p.m.:

Title IX Coordinator: 212.674.4300
17 Battery Pl, 5th Fl, Office 501
NYtitle9@nyfa.edu

Dean of Students Office: 212.674.4300
17 Battery Pl, 1st Fl, Office 101
deanofstudents@nyfa.edu

Outside of business hours, you can report to any New York Film Academy employee, who will then report the information to the Title IX Coordinator.

Or an anonymous report can be made any time online via the NYFA HUB: www.nyfa.edu/title_ix

Please see the **campus disciplinary** process section for more information on pursuing an investigation under campus policy.

Law Enforcement

In an emergency, dial 911.

If you want to contact **New York Police Department Special Victims Division** directly, you can do so by calling 646.610.7272.

In New York, the **Special Victim Liaison in Public Safety** assists those who are considering reporting their experience to the police and/or a prosecutor's office as well as those who have already decided to do so. The Special Victim Liaison can be reached at 212.992.6403 or at 917.363.2880.

Please note that what law enforcement agency to report to can vary depending on the specifics of your case, but NYFA can help you figure out where to go and will assist you in reporting to law enforcement.

A police report can be made over the phone or in person, but must be filed in the jurisdiction in which the crime occurred. The Title IX Coordinator can help you identify the jurisdiction and appropriate NYPD precinct. Reports made over the phone may be followed up by the officer meeting you in person to finalize the report and examine the crime scene. After the report has been filed, make sure to ask for your case number. You will need this number to follow up on the investigation, file a claim with your insurance agency, and request a copy of your report. While it is free to file a report, you may have to pay to get a copy.

Many survivors find law enforcement to be a great resource. Others choose not to report to law enforcement. We always encourage reporting, but know that only you can determine if doing so is the right decision for you. Regardless of whether or not you report to the police, there are campus options, including resolution through the New York Film Academy process, available to you.

Orders of Protection

You can also access orders of protection within New York state as well as within the institution. Depending on the nature of the incident, New York Film Academy may be able to issue a no contact agreement to prevent contact between two individuals.

A **no contact agreement** is a contract issued by New York Film Academy that prohibits communication (verbal, written, 3rd party contact, or cyber communication) between two individuals (or more) in order to protect the educational and/or working environments by eliminating a hostile environment. A no contact agreement is not a disciplinary sanction and does not become part of the conduct record, unless the agreement is violated. A no contact agreement can be issued with or without the presence of a formal report. To request a no contact agreement, please contact the Title IX Coordinator at 212.674.4300 or NYtitle9@nyfa.edu .

An **order of protection** is issued by the court to limit the behavior of someone who harms or threatens to harm another person. It is used to address various types of safety issues, including, but not limited to situations involving domestic violence. In New York, an Order of Protection can be requested in one of two venues: Criminal Court and Civil/Family Court.

<p>Family/Civil Court:</p> <p>Can issue an Order of Protection if the person seeking protection and the individual against whom the order is directed are: legally married; divorced; related by blood; have a child in common; or have a been in an intimate relationship *</p> <p><i>*An intimate relationship does not necessarily mean a sexual relationship, but is more than just a casual acquaintance. This can include people who are or have been dating or living together, and includes heterosexual and same-sex couples.</i></p>	<p>Criminal Court:</p> <p>In New York, a criminal court can issue an Order of Protection regardless of the relationship between the person seeking protection and the person from whom protection is sought. In order to obtain an Order of Protection in Criminal Court, the person against whom the order is sought must have been arrested and there must be a Criminal Court case pending against him or her. The District Attorney's Office will request an Order of Protection from the court on the Complainant's behalf.</p>
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In Manhattan, the **Family Justice Center** or the **District Attorney's Office** can assist with the civil process of seeking an Order of Protection. **New York Police Department** or the **District Attorney's Office** may seek an Order of Protection related to criminal cases. To access locations and contact information within your jurisdiction, visit <http://www1.nyc.gov/site/ocdv/programs/family-justice-centers.page> or <https://www.manhattanda.org/victim-resources/sex-crimes/> . The Title IX Coordinator can also provide assistance in accessing these resources.

New York Film Academy complies with New York State Law in recognizing orders of protection. If you obtain an order of protection from any U.S. state, provide a copy to the Dean of Students or Title IX Coordinator (or HR department, if you are an employee) to develop a Safety Action Plan. This plan is to help reduce risk of harm while on campus and may include, but not limited to, a change to classroom locations, a change in room assignments at the residence hall, academic assistance, etc.

REQUESTING ACCOMMODATIONS & INTERIM MEASURES

Regardless of whether you choose to report to local police or New York Film Academy, there are specific options available to you, if requested and reasonably available. These options and who to contact to access them are outlined on this page.

Area Requesting Assistance	Who/ How to Contact
Living Accommodations	Housing Coordinator 17 Battery Pl, 4th Fl, Office 400A Monday - Friday, 9:00 a.m. to 5:30 p.m. housingny@nyfa.edu , 212.674.4300
Academic Accommodations	Dean of Students 17 Battery Pl, 1st Fl, Office 101 Monday - Friday, 9:00 a.m. to 6:30 p.m. deanofstudents@nyfa.edu , 212.674.4300
Transport Accommodations	Dean of Students 17 Battery Pl, 1st Fl, Office 101 Monday - Friday, 9:00 a.m. to 6:30 p.m. deanofstudents@nyfa.edu , 212.674.4300
Working Accommodations	Human Resources 17 Battery Pl, 4th Fl, Office 413 Monday - Friday, 9:00 am to 5:00 p.m. shante.griffin@nyfa.edu , 212.674.4300
Additional protective measures, including an institutional “no contact” order, which is enforceable through Title IX Office or Dean of Students Office	Title IX Coordinator 17 Battery Pl, 5th Fl, Office 501 Monday - Friday, 9:30 a.m. to 6:30 p.m. NYtitle9@nyfa.edu , 212.674.4300

Campus Disciplinary Process: Rights & Options

To make a report against a student or employee, contact:

Carlye Bowers, Title IX Coordinator
 212.674.4300 x209 , NYtitle9@nyfa.edu

You have the right to:

- A prompt, fair, and impartial process from the initial investigation to the final result (completed within the timeframes laid out by our policy in a manner that is transparent, provides timely notice of meetings and equal access to information to both the Complainant and the Respondent, and conducted by officials without a conflict of interest or bias for either party that receive annual training on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability)
 - Have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of your choice
 - Notification, in writing, of:
 - » The result of any institutional disciplinary proceeding from your report of dating violence, domestic violence, sexual assault, or stalking
 - » New York Film Academy's procedures to appeal the results
 - » Any change to the results
 - » When the results become final
- * The Respondent is afforded the same rights

New York Film Academy will use the procedures set for by the *Sex-based Discrimination and Sexual Misconduct Policy*, outlined below, in response to complaints (reports) of sexual assault, dating violence, domestic violence, stalking, or other forms of Prohibited Conduct.

1. Once an allegation has been reported, the Title IX Coordinator will contact the Complainant to explain their reporting options and resources on and off campus, supportive measures, and to extend an offer to meet in-person. This first meeting is called an intake and serves to provide an opportunity for the Title IX Coordinator to gather more information about the incident and assess the need for supportive measures.
 - Supportive measures may be taken prior to an investigation or in the absence of an investigation. The Complainant may ask questions about the policy and investigative process during intake.
 - A Complainant has the option to request their name not be shared with a Respondent, to request that no investigation be pursued, or to request no student conduct action be taken. The Title IX Coordinator is responsible for determining the appropriate manner of resolution that is consistent with the Complainant's request to the degree possible.
2. If the Complainant and Respondent agree on informal resolution, the Title IX Coordinator will determine the best course of action to end the reported behavior, prevent reoccurrence, and remedy the effects, without completing a formal investigation. Informal resolution may take various forms, and may include individualized training or broad based programming, advisory discussions with Respondent to address the reported conduct, adjustments made to reduce interactions between the parties, mediation, etc.
 - A Complainant or Respondent reserve the right to request a formal resolution at time, even after an informal resolution has been reached.
3. If the Complainant chooses formal resolution, NYFA's investigation process will be initiated and a notice of investigation will presented to the Complainant and Respondent. The The notice of investigation will include the following information: the identity of the Complainant and

Respondent, the specific policy provisions that may have been violated, alleged conduct that may constitute a policy violation, the investigation process, the name of Investigator assigned to the case (if not the Title IX Coordinator), and applicable support resources and/or referrals.

- New York Film Film Academy has a strict retaliation policy that protects any individual participating in an investigation. Retaliation includes but is not limited to threats, intimidation, harassment and/or negative actions related to the participation of the investigation.
 - The adjudication and resolution of a Complainant will generally be completed 60 calendar days from the date the complaint was made.
 - The standard of evidence that will be used in all cases related to this policy is a **preponderance of evidence standard**. Evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it and not based on the amount of evidence made available.
4. The Title IX Coordinator or Investigator will meet separately with the Complainant, Respondent and identified Witnesses. To the extent possible, the Title IX Coordinator will interview the Complainant, Respondent, or Witnesses either in-person and ask all parties for all information related to the allegations, including documented communications between parties, receipts, photos, videos, or other relevant information.
 5. At the conclusion of the fact-finding stage, the Title IX Coordinator will provide the Complainant and Respondent with individual and separate opportunities to review and respond to redacted versions of the information collected. The Information Review is an opportunity for the parties to access all information gathered to date, such as the Title IX Coordinator's typed interview notes and documentary evidence.
 - The Complainant and Respondent can each bring a written statement to the Information Review, can share their responses to the information being reviewed, and will be given a reasonable deadline by which to request that the Title IX Coordinator gather additional relevant information, if applicable in the form of: (a) requests for additional documentation from Witnesses, (b) new Witnesses, or (c) additional documentation under the control of NYFA.
 - The Title IX Coordinator may ask questions during the Information Review, including questions submitted by the other party. The Title IX Coordinator may modify or exclude questions that they find to be unfairly prejudicial, confusing, argumentative, misleading, unnecessarily repetitive, not probative, or speak only to a party's character or non-relevant sexual history.
 6. Following the conclusion of Information Review, the Title IX Coordinator will prepare the investigate report, which will include an analysis of all disputed information identified throughout the process, an analysis of policy, and conclusion of whether or not there is a preponderance of evidence that the Respondent violated NYFA policy. The Title IX Coordinator will send the Investigation Report, for review, to a reviewing Title IX Coordinator at one of NYFA's other campuses to make a determination regarding the Respondent's responsibility for violations of NYFA policy.
 - Sanctions are determined based on the severity and pervasiveness of the complaint, and any prior conduct violations may also be taken into consideration. Sanctions may include; a

warning, disciplinary probation, deferred suspension, suspension, deferred expulsion, expulsion, revocation of awarding degree of certificate, or educational sanctions.

7. A Final Outcome Letter is provided, in writing, to the both the Complainant and Respondent to communicate the findings, any imposed sanctions, and the rationale for the decision(s). The Final Outcome Letter will also state the deadline by which they must request an appeal based on one or more relevant criteria, as outlined in this policy.

The information listed above is an outline and is provided to give you a good understanding of New York Film Academy's resolution process for sexual assault, dating violence, domestic violence, stalking, and other Prohibited Conduct complaints. Some cases may require additional steps and/or for the steps to followed in a different sequence. **For any questions regarding this process set forth in the *Sex-based Discrimination and Sexual Misconduct Policy*, please contact the Title IX Coordinator.**