

CENTENARY COLLEGE NOTICE OF COMPLAINANTS RIGHTS

Complainants Rights

Centenary College does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited by Centenary College as well as federal law whether sexually based or not and include dating violence, domestic violence, and stalking. Because you are reporting a possible form of sex-based discrimination, Centenary College wants to inform you of our policy and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus as well as your rights and Centenary College's responsibilities.

As a complainant of sexual assault, dating violence, domestic violence, or stalking, you will receive a full copy of our institution's policy. The policy has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking. These procedures include our obligation to inform you of your right to file criminal charges as well as the availability of medical, counseling, and support services. We also offer additional remedies to prevent contact between a complainant and an accused party, such as a temporary or permanent changes in housing, academic, transportation, and working conditions, if reasonably available. The policy also addresses possible sanctions and interim and/or long-term protective measures that Centenary College may impose following a report through the final determination of our discipline process. If you would like more information than is contained in this handout regarding any process or procedure, or if you'd like to make a report, ask questions about the policy, or need to request an accommodation to your living or working arrangements regardless of whether or not you chose to report the crime to law enforcement or campus police, contact the College's Title IX Coordinators, David Orr, Assistant Athletic Director for Recreation and Facilities, located in the Fitness.

Definitions

The following definitions are helpful in understanding the College's policy prohibiting sex-based discrimination:

Consent is knowing, voluntary, and clear permission by word or action to engage in sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

Consent can also be withdrawn once given as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing and fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting System. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence: Felony or misdemeanor crimes of violence committed –

- (a) by a current or former spouse or intimate partner of the victim;
- (b) by a person with whom the victim shares a child in common;
- (c) by a person cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- (d) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- (e) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Louisiana Definition: Domestic Abuse Batter: One household member intentionally using force or violence against another household member.

Dating Violence: Means violence committed by a person—

- (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (b) where the existence of such a relationship shall be 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.

For the purpose of this definition –

- (i) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse
- (ii) Dating Violence does not include acts covered under the definition of Domestic Violence

Louisiana Definition: Battery of a Dating Partner:

- (a) the intentional use of force or violence committed by one dating partner upon the person of another dating partner.
- (b) For purposes of this Section, "dating partner" means any person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) The length of the relationship.
 - (ii) The type of relationship
 - (iii) The frequency of interaction between the persons involved in the relationship.

Stalking: Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- a) fear for his or her safety or the safety of others; or
- b) suffer substantial emotional distress

For the purpose of this definition –

- a) Course of conduct means two or more acts, including, but not limited to, acts 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.
- b) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- (c) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

Bystander Intervention: A bystander is someone other than the victim who is present when an act of dating violence, domestic violence, stalking or sexual assault is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent sexual assault, dating violence, domestic violence or stalking. Bystanders, if active, can prevent harm or intervene before a situation gets worse. Examples of active bystander intervention include: not leaving an overly intoxicated person in a bar/party alone, walking a classmate to his/her car after class, calling police when a potentially violent situation is unfolding, not leaving an unconscious person alone (alerting an RA, EMS, campus police, etc.), or intervening when someone is being belittled, degraded or emotionally abused (walking victim away from abuser, contacting others for help, like counseling center, RA, Dean).

What to do if you have been the victim of sexual assault, dating violence, domestic violence or stalking

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at University Health, Schumpert Highland, Willis Knighton Medical Center, Willis Knighton Bossier, Willis Knighton Pierremont, or Willis Knighton South.

In Louisiana, evidence may be collected even if you chose not to make a report to law enforcement through a Blind Report. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing, or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence, as may be necessary to the proof of criminal activity, may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College hearing boards/investigators or police. Although the college strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. To report an incident involving a sexual assault, domestic violence, stalking, and dating violence, contact the Centenary College Police/Public Safety Department at 318.207.0007. The Centenary College Police Department will assist any victim with notifying local police if they so desire. The Shreveport Police Department may also be reached directly by calling 318.675.2150, in person at 1234 Texas Ave Rm 100, Shreveport, LA 71101. Additional information about the Shreveport Police department may be found online at: <http://www.shreveportla.gov/index.aspx?NID=422>.

Under Louisiana law, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

1. The right to reasonable notice and to be present and heard during all critical stages of pre-conviction and post-conviction proceedings.
2. The right to be informed upon the release from custody or the escape of the accused or the offender.
3. The right to confer with the prosecution prior to final disposition of the case.
4. The right to refuse to be interviewed by the accused or a representative of the accused.
5. The right to review and comment upon the pre-sentence report prior to imposition of sentencing.
6. The right to seek restitution.
7. The right to a reasonably prompt conclusion to the case.

Further, Centenary College complies with Louisiana law in recognizing orders of protection by: providing an order of protection from Louisiana or any other state to the Centenary Police and the Office of the Title IX Coordinator. A complainant may then meet with the Centenary Police to develop a Safety Action Plan, which is a plan for campus police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc.

Campus no-contact orders may be requested from the Centenary Police, the Title IX coordinator, or the Director of Student Conduct. Temporary

Protection Orders may be obtained through the Shreveport courthouse. Forms can be found at the courthouse in the office of the civil clerk. Protective orders are filed in with the Civil Division of the Caddo Parish Clerk of Court's Office.

To the extent of the complainant's cooperation and consent, college offices, including the Centenary Police Department, Student Development, Health Services, and Provost's Office will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal college investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living or working situations in addition to counseling, health services and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The College does not publish the name of crime victims nor house identifiable information regarding victims in the campus police departments Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by contacting the Department of Public Safety.

Disciplinary Procedures Following a Complaint

Whether or not criminal charges are filed, an individual may file a complaint under the Sexual Assault policy and/or Sexual Harassment policy alleging that a student or employee violated the College's policy on Sexual Assault and/or Sexual Harassment. Reports of all domestic violence, dating violence, sexual assault, and stalking made to Campus Public Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

An individual alleging sexual assault, domestic violence, dating violence, or stalking may utilize the complaint and investigatory procedures set forth in the college's policy against Sexual Assault and/or Harassment in the

Student Handbook in order to remedy any hostile environment. Conduct proceedings against students may be resolved through the Title IX Office and/or Student Conduct. Conduct proceedings against employees may be resolved through the Title IX Office.

Title IX Process for Students and Employees

Title IX Coordinator: David Orr, Fitness Center, 318.869.5080

The Title IX disciplinary process will include a prompt, fair, and impartial investigation and resolution process. Investigators, informal resolution moderators, and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking, including relevant evidence and how it should be used, proper interview techniques, basic procedural rules for conducting a proceeding, and avoiding actual/perceived conflicts.

The Sexual Assault and/or Harassment policy provides that:

1. The reporter and the respondent will receive written notice of the complaint.
2. If the reporter and respondent agree, they may participate in an informal resolution process.
3. The reporter and the respondent each have the opportunity to attend a hearing before a properly trained hearing panel;
4. The reporter and the respondent each have the opportunity to be advised by a personal advisor of their choice, at their expense, or be assigned an advisor by the College. To be accompanied by that advisor at any meeting or hearing. The role of an advisor can be found in the student handbook;
5. A student conduct decision is based on the preponderance of evidence standard, i.e. “more likely than not to have occurred” standard. In other words, the conduct process asks: “is it more likely than not that the accused student violated the college’s Student Conduct Code?”;
6. The reporter and the respondent will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final; and
7. The reporter and the respondent each have the right to appeal the outcome of the hearing by writing to the appropriate Appellate Body (the Title IX Coordinator) within one week of the date of the decision being made available to the student and will be notified simultaneously in writing of the final outcome after the appeal is resolved.
 - a. Appeals will ensure that the hearing’s procedure was properly adhered to, that the hearing officers were impartial, and may consider new evidence. The appeal process will not be a second hearing.

In all cases, hearings that result in a finding of more likely than not that a violation of the Sexual Assault and/or Sexual Harassment policy occurred will lead to the initiation of disciplinary procedures against the respondent. College sanctions including, but not limited to formal warnings, probation, loss of privileges, fines, restitution, discretionary sanctions, residential separation (temporary or permanent), exclusions from certain activities

and/or certain areas of or locations on campus, suspension, and/or expulsion, may be imposed upon those determined to have violated this policy.

Student Conduct Process

Director of Student Conduct: Montgomery Mewers. SUB Basement, 318.869.5191

The Student Conduct disciplinary process will include a prompt, fair, and impartial investigation and resolution process. Investigators, informal resolution moderators, and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking, including relevant evidence and how it should be used, proper interview techniques, basic procedural rules for conducting a proceeding, and avoiding actual/perceived conflicts.

The Sexual Assault and/or Harassment policy provides that:

1. The reporter and the respondent will receive written notice of the complaint.
2. If the reporter and respondent agree, they may participate in an informal resolution process.
3. The reporter and the respondent each have the opportunity to attend a hearing before a properly trained hearing panel;
4. The reporter and the respondent each have the opportunity to be advised by a personal advisor of their choice, at their expense, or be assigned an advisor by the College to be accompanied by that advisor at any meeting or hearing. The advisor can advise but cannot speak during the hearing. The role of an advisor can be found in the student handbook. The reporter and the respondent cannot speak directly one another. All questions must go through the hearing panel.
5. A student conduct decision is based on the preponderance of evidence standard, i.e. “more likely than not to have occurred” standard. In other words, the conduct process asks: “is it more likely than not that the accused student violated the college’s Student Conduct Code?”;
6. The reporter and the respondent will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final; and
7. The reporter and the respondent each have the right to appeal the outcome of the hearing by writing to the appropriate Appellate Body (the Director of Student Conduct or the Dean of Students) within one week of the date of the decision being made available to the student and will be notified simultaneously in writing of the final outcome after the appeal is resolved.
 - a. Appeals will ensure that the hearing’s procedure was properly adhered to, that the hearing officers were impartial, and may consider new evidence. The appeal process will not be a second hearing.

In all cases, hearings that result in a finding of more likely than not that a violation of the Sexual Assault and/or Sexual Harassment policy occurred will lead to the initiation of disciplinary procedures against the respondent. College sanctions including, but not limited to formal warnings, probation, loss of privileges, fines, restitution,

discretionary sanctions, residential separation (temporary or permanent), exclusions from certain activities and/or certain areas of or locations on campus, suspension, and/or expulsion, may be imposed upon those determined to have violated this policy.

If you choose to pursue both a Title IX case and Student Conduct case, the Student Conduct case will be suspended until the conclusion of the Title IX case.

Accommodations and Protective Measures

The College may implement accommodations and protective measures following the report of domestic violence, dating violence, sexual assault, and/or stalking which may include some or all of the following actions: no contact orders, residential separation, exclusions from certain activities and/or certain areas of or locations on campus, interim suspension, and/or administrative withdrawal. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the respondent to criminal and civil penalties under federal and state law.

Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking

On-Campus

Alcoholics Anonymous	www.aa.org	318.865.2172
Health and Counseling Center	Rotary Hall, Lower Level	318.869.5466
Centenary Dept. of Public Safety and Centenary Police Department	Centenary Square, Suite 214A dps@centenary.edu	318.869.5116 318.869.5000 (Text) 318.207.0007
Office of the Title IX Coordinators	David Orr dorr@centenary.edu Fitness Center	318.869.5080
Chaplain’s Office	Smith Building, Rm 101	318.869.5029
Student Conduct	SUB, Basement	318.869.5110
Human Resources	Hamilton, 211	318.869.5191
Residence Life (Changes to living area)	SUB, Basement	318.869.5110
Financial Aid (Changes to work situation)	Hamilton Hall, Rm 132	318.869.5137
Provost’s Office (Changes to academics)	Hamilton Hall, Rm 217	318.869.5142
Intercultural Engagement (Visa/Immigration assistance)	Smith Building, Suite 205	318.869.5059
Legal Assistance	Centenary College does not offer legal assistance.	

Community Resources

Shreveport City Police	1234 Texas Ave., Rm 100	318.675.2150
Caddo Parish Sheriff's Office	501 Texas Street Room 101	318.675.2170
Caddo Crime Victim Advocate		378.681.0870
Caddo Parish Coroner's Office (Sexual Assault Advocate's Office)	2900 Hearne Avenue	318.226.6881
Caddo Parish District Attorney Victim Assistance Program	501 Texas St.	318.226.5904
Child Protective Services		318.676.7622
Louisiana Coalition Against Domestic Violence		1.888.411.1333
Elderly Protective Services		318.676.5200
Project Celebration	www.projectcelebration.com	31.8226.5015 318.256.6242 1.877.907.6241
Veterans Hotline		1.800.656.4673
Crisis Center / Advocate	www.projectcelebration.com saccpci@gmail.com	318.227.7900
Online Crisis Chat Services	www.crisischat.org	
LGBTQ+ Crisis Line		1.866.488.7386
Eating Disorders Helpline		1.800.931.2237
CORE Center of Recovery	www.helpforgambling.org/core	318.424.4357
The Council on Alcoholism and Drug Abuse	www.cadanwla.org	318.222.8511
Alcoholics Anonymous	www.aa.org	318.865.2172
Narcotics Anonymous		318.677.4344
Al-Anon	www.al-anon.alateen.org	318.683.1399
National Institute of Mental Health	www.nimh.nih.gov	301.44.4513
National Mental Health Association	www.nmha.org	8003969.6642
American Psychiatric Association	www.psych.org	202.683.6220
Suicide Crisis Lines		1.800.273.8255 1.877.994.2275
Louisiana Rape Crisis Center		1.800.656.HOPE (4673)
Louisiana Victim Assistance	http://www.lcle.state.la.us/programs/cva.asp	
Louisiana Rape Crisis Hotline		(225) 389-3456
Louisiana Foundation Against Sexual Assault	www.lafasa.org	
Samaritan Counseling Center	1525 Stephens St. www.samaritanshreveport.org	318.221.6121
Brentwood Behavioral	1006 Highland Ave.	318.678.750

Healthcare		
Christus Schumpert Highland	1453 E. Bert Kouns Ind. Loop	318.681.5543
University Health	1501 Kings Hwy.	318.675.6881
Willis Knighton Behavioral Medicine	2510 Bert Kouns Industrial Loop	31.8632.5200
Willis Knighton Bossier	2400 Hospital Dr. Bossier City	318.212.7000 Emergency Rm 318.212.7500
Willis Knighton Medical Center	2600 Greenwood Rd.	318.212.4000 Emergency Rm 318.212.4500
Willis Knighton Pierremont	8001 Youree Dr.	318.212.3000 Emergency Rm 318.212.3500
Willis Knighton South	2530 Bert Kouns Ind. Loop	318.212.5000 Emergency Rm 318.212.5500
U.S Citizenship and Immigration Services	https://www.uscis.gov/ USCIS Application Support Center 1100 East Pleasant Run Road Suite 190 Desoto, TX 75115	
Federal Student Aid	https://studentaid.ed.gov/sa/	

** Required to provide existing counseling, health, mental health, victim advocacy, legal assistance, and other services on and off campus.*

Risk Reduction, Warning Signs of Abusive Behavior and Future Attacks

No victim is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, to recognize warnings signs of abusive behavior and how to avoid potential attacks.

Warning Signs of Abusive Behavior

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

- 1) Being afraid of your partner.
- 2) Constantly watching what you say to avoid a “blow up.”
- 3) Feelings of low self-worth and helplessness about your relationship.
- 4) Feeling isolated from family or friends because of your relationship.
- 5) Hiding bruises or other injuries from family or friends.
- 6) Being prevented from working, studying, going home, and/or using technology (including your cell phone.)
- 7) Being monitored by your partner at home, work or school.
- 8) Being forced to do things you don’t want to do.

Help Reduce Your Risk and Avoid Potential Attacks

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

1. Get help by contacting the Counseling Center or Health Center for support services
2. Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners
3. Consider making a report with Centenary Police, the Title IX Coordinator, or the Director of Student Conduct and ask for a “no contact” directive from the College to prevent future contact
4. Consider getting a protective order or stay away order by filling out and filing the forms at the courthouse. Forms can be found at the courthouse in the office of the civil clerk.
5. Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.
6. Trust your instincts—if something doesn’t feel right in a relationship, speak up or end it.

Sexual Assault Prevention (From RAINN)

- Be aware of rape drugs
- Try not to leave your drink unattended
- Only drink from un-opened containers or from drinks you have watched being made and poured
- Avoid group drinks like punch bowls
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible
- If you suspect you have been drugged, go to a hospital and ask to be tested
- Keep track of how many drinks you have had
- Try to come and leave with a group of people you trust
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours

Traveling around campus (walking)

- Make sure your cell phone is easily accessible and fully charged
- Be familiar with where emergency phones are installed on the campus
- Be aware of open buildings where you can use a phone
- Keep some change accessible just in case you need to use a pay phone
- Take major, public paths rather than less populated shortcuts
- Avoid dimly lit places and talk to campus services if lights need to be installed in an area
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone
- Walking back from the library very late at night is sometimes unavoidable, so try to walk with a friend
- Carry a noisemaker (like a whistle) on your keychain
- Carry a small flashlight on your keychain
- If walking feels unsafe, try calling campus security. Many campuses offer safe ride programs