

Ridgeway Valley Community College

Hollis Hall · 1450 Ironworks Parkway, Calder Springs, ST 60148
Campus Safety 24-hour dispatch 555-0199 · non-emergency 555-0198
Title IX Coordinator 555-0161 · Office of Community Standards 555-0165 ·
ridgewayvalley.example/report

STUDENT AND EMPLOYEE GUIDE

Document
Reporting options and supportive measures
Academic year
2028–2029
Policies referenced
SA–300 Student Code of Conduct · SA–310 Sex-Based Harassment Grievance
Procedures
Version
9.1 · Issued 08/14/2028 · Owner: Title IX Coordinator

Reporting Options, Confidential Resources, and Supportive Measures

Which conversations stay private, which ones start a college process, what help is available either way, and what happens after a report reaches the Title IX Coordinator.

EMERGENCY Call 911, then Campus Safety at 555-0199	CAMPUS SAFETY, 24 HOURS 555-0199 · non-emergency 555-0198	TITLE IX COORDINATOR Renata Okonjo-Vance · Hollis Hall 204 · 555-0161	CONFIDENTIAL CAMPUS ADVOCATE Teodora Lindqvist · Wells Center 118 · 555-0177
ONLINE OR ANONYMOUS REPORT ridgewayvalley.example/report	OFFICE OF COMMUNITY STANDARDS Hollis Hall 210 · 555-0165	DEAN OF STUDENTS Hollis Hall 200 · 555-0164	LANGUAGE ACCESS AND ACCOMMODATIONS Requested at 555-0161; arranged at no cost

IF YOU NEED HELP RIGHT NOW			
SITUATION	WHAT TO DO	NUMBER	HOURS
Someone is hurt, in danger, or the situation is happening now	Call 911 first. Then call Campus Safety so officers can meet responders at the right door.	911, then 555-0199	24 hours, every day
You are on campus and need an officer, an escort, or an unlock	Call the 24-hour dispatch line or press any blue-light tower button	555-0199	24 hours, every day
You want medical care after a recent assault, including evidence collection	Calder Springs Regional Medical Center emergency department can arrange a forensic examination. You may have one without deciding whether to report to police or to the college.	555-0135	24 hours, every day
You want to talk to someone right now and nothing is written down	Confidential Campus Advocate during office hours; the statewide support line at any hour	555-0177 · after hours 1-800-555-0144	Advocate Mon–Fri 8:30a–5:00p
You are worried about someone else on campus	Submit a CARE Team referral or call the Dean of Students office	ridgewayvalley.example/care · 555-0164	Reviewed every business day
Something is happening at a clinical or externship site	Use the site's emergency process first, then call the college	Site process, then 555-0199	24 hours
Campus Safety officers are not police officers and do not make arrests. They secure the scene, provide first aid until responders arrive, and coordinate with the Calder Springs Police Department at 911 or 555-0120. Asking Campus Safety for help does not require you to speak with police, and speaking with police does not require you to file anything with the college.			

TALKING TO A CONFIDENTIAL RESOURCE

These people will not pass what you tell them to the Title IX Coordinator, to Community Standards, or to Campus Safety, and talking to them does not start a college process. You can use them to think out loud, to learn what the options actually involve, or to ask for supportive measures without deciding anything else.

RESOURCE	WHERE AND HOW	WHO	STATUS	NOTES
Student Counseling Services	Wells Center 110 · 555-0173	Licensed counselors	Confidential	Walk-in hour daily 1:00–2:00p; appointments Mon–Fri
Confidential Campus Advocate	Wells Center 118 · 555-0177 · advocate@ridgewayvalley.example	Teodora Lindqvist	Confidential	Explains options, attends meetings with you, helps request supportive measures without filing
Student Health Clinic	Wells Center 104 · 555-0174	Nurse practitioner and staff	Confidential	Mon–Thu 9:00a–4:00p
Employee Assistance Program (employees and their households)	1-800-555-0181	Outside counseling vendor	Confidential	24 hours; the college receives counts only, no names
Volunteer chaplain, Interfaith Center	Wells Center 132 · 555-0182	Rotating volunteers	Confidential when acting in a pastoral role	Posted weekly
Statewide support line (not part of the college)	1-800-555-0144	Outside advocates	Confidential	24 hours

Confidentiality has limits that these staff will explain in the first few minutes: a serious and imminent risk of harm, suspected abuse or neglect of a minor or a protected adult, and a valid court order or subpoena. They also contribute non-identifying counts to the college's annual security statistics, which contain no names and no details that identify anyone.

REPORTING TO AN OFFICE THAT WILL ACT

Everyone below is required to route a report of sex-based conduct to the Title IX Coordinator. That is not the same as filing a formal complaint. A report starts outreach and an offer of supportive measures; you decide separately whether to ask the college to open a grievance process.

OFFICE OR PERSON	CONTACT	WHAT THEY HANDLE	WHAT HAPPENS AFTER
Title IX Coordinator	Renata Okonjo-Vance · Hollis Hall 204 · 555-0161 · titleix@ridgewayvalley.example	Sex-based harassment and discrimination under SA-310	Outreach within 3 business days of receiving a report
Deputy Coordinator, Athletics and Student Life	Dwayne Petrakis · Fieldhouse 12 · 555-0162	Same as above; a second door to the same office	Reports are logged to the same case file
Office of Community Standards	Kelvin Marsh, Director · Hollis Hall 210 · 555-0165	Conduct under the Student Code SA-300	Intake review within 5 business days
Department of Campus Safety	Ironworks Gate office · 555-0199 (24h) · 555-0198 (non-emergency)	Crimes, safety concerns, timely warnings, the daily crime log	Officer contact as soon as an officer is free; immediately for an emergency
Dean of Students	Adaeze Fontaine · Hollis Hall 200 · 555-0164	Anything that does not fit elsewhere, CARE Team referrals	Business-day review
Human Resources	Foundry Hall 120 · 555-0168	Concerns about an employee's conduct	Business-day review, coordinated with the Title IX Coordinator when applicable
Online report form	ridgewayvalley.example/report	Any of the above; may be submitted anonymously	Monitored every business day
Any other faculty or staff member	Their posted office	They are required to pass a report of sex-based conduct to the Title IX Coordinator	Same day or the next business day

Faculty and staff who are not listed as confidential are expected to tell you, before you go into detail, that they will have to pass the information along. If someone does not say that and you wish they had, tell the Title IX Coordinator; it is worth knowing.

WHAT SUPPORTIVE MEASURES ARE, AND HOW TO GET THEM

Supportive measures are individualized, non-disciplinary adjustments the college can put in place to keep someone's access to classes, work, and campus life while everything else is undecided. They are available to a person who reports and to a person who has been reported about. They are free. They are not a finding that anything happened, they are not a sanction, and asking for one is not filing a complaint.

MEASURE	WHO ARRANGES IT	TYPICAL TIMING	WHAT IT IS AND IS NOT
Mutual no-contact directive	Title IX Coordinator or Community Standards	Usually within 2 business days	Applies to both people; it is an instruction, not a finding, and not a court order
Course section change or seating change	Coordinator with the academic dean	2–5 business days, subject to seats	Available to either party
Deadline extension, incomplete, or late withdrawal review	Coordinator with the registrar	By the next grading deadline	Faculty are told an adjustment is authorized, not why
Schedule change for a student employee or a work-study assignment	Coordinator with the supervisor	2–5 business days	Pay and hours are protected where the position allows
Parking reassignment and safety escort to a vehicle	Campus Safety	Same day	Escorts run 24 hours from dispatch
Externship or clinical placement adjustment	Coordinator with Workforce Programs, 555-0175	Depends on site availability	The college cannot direct a site's internal staffing
Counseling referral and advocate support	Confidential Advocate or Counseling	Same week	Available whether or not anything is ever reported
Building access change or campus-area restriction	Campus Safety with the Dean of Students	Case by case	An emergency removal is a separate decision described in SA-300

Ask the Title IX Coordinator at 555-0161, the Confidential Advocate at 555-0177, or the Dean of Students at 555-0164. A measure can be changed or ended as circumstances change, and either party may ask the Coordinator to reconsider one in writing. Requests are reviewed individually; the college weighs what is reasonably available against the burden on both people, so not every request can be met exactly as asked.

WHAT HAPPENS AFTER A REPORT REACHES THE TITLE IX COORDINATOR

- 1. Day 0 — the report arrives.** It may come from you, from a staff member, from Campus Safety, from the online form, or anonymously. It is logged with a case number.
- 2. Within 3 business days — outreach.** The Coordinator writes to the person the report is about protecting, offers a meeting, attaches this guide, and lists supportive measures. You are not required to answer, and silence is not a choice against you.
- 3. Intake meeting, whenever you are ready.** You may bring an advisor or support person of your choice. The meeting covers what supportive measures you want, what the options are, and what each one involves. No decision has to be made in the room.
- 4. Supportive measures go into place.** These continue regardless of what you decide next, and regardless of whether any process is ever opened.
- 5. You choose a path.** Request supportive measures only; ask about an informal resolution where both people agree and no determination of responsibility is made; or file a formal complaint asking the college to investigate under SA-310 or SA-300.
- 6. If a complaint is filed,** the conduct process begins with written notice to both parties. Those stages are described in the companion document, *The Student Conduct Process, Stage by Stage*.
- 7. If no complaint is filed,** the file stays open for supportive measures. You can come back later; the college will explain if anything has changed in the meantime, such as a person no longer being enrolled.
- 8. In a narrow set of situations** the Coordinator may need to move forward without your request — for example, when the report describes a continuing risk to others. If that happens, the Coordinator tells you first, in writing, and explains why.

ANONYMOUS AND THIRD-PARTY REPORTS

- The online form at ridgewayvalley.example/report accepts a report without a name.
- An anonymous report still triggers a safety review and can still produce a timely warning to campus if there is an ongoing threat. Warnings never name the person who reported.
- What anonymity costs: the college usually cannot offer supportive measures to someone it cannot identify, and a grievance process is difficult or impossible to run without a complainant.
- A friend, a parent, a coworker, or an instructor may report on someone's behalf. The Coordinator will reach out to the person described and let them decide what to do.
- Campus Safety maintains a daily crime log at the Ironworks Gate office, and the annual security report is posted each fall at ridgewayvalley.example/security.

PROTECTIONS THAT APPLY EITHER WAY

- **Retaliation is prohibited.** Intimidating, threatening, or punishing someone for reporting, for participating, or for declining to participate is itself a violation of SA-300. Report it to 555-0161 or 555-0165.
- **Amnesty.** A student who reports, or who is a witness, is not charged with a personal alcohol or drug violation discovered because of that report. Amnesty does not cover conduct that endangered someone else.
- **Your choices stay yours.** You may report to the college, to police, to both, or to neither, and you may change your mind later.
- **Access to records.** You may ask the Coordinator what is in your case file and how long it is kept.
- **Language and disability access.** Interpreters, translated documents, and accommodations are arranged at no cost at 555-0161 or 555-0179.

OUTSIDE THE COLLEGE

ROUTE	WHO TO CONTACT	WHAT TO KNOW
Criminal report	Calder Springs Police Department — 911 or 555-0120	A police investigation and a college process are separate, run on separate timelines, and can reach different results. Either can happen without the other.
Protective or restraining order	Filed with the county court, not with the college	Court staff can describe how to file. The college will help enforce an order on campus once it has a copy, but it cannot issue one and cannot give legal advice about one.
Civil rights complaint outside the college	A state or federal civil rights enforcement agency	Outside agencies have their own filing deadlines, which can be short and are set by that agency, not by this college. Ask the agency directly.
Legal advice about your options	A licensed attorney of your choice	No college employee, including the Title IX Coordinator and the Advocate, can give legal advice or act as your lawyer. Local legal aid and referral services are listed at the Dean of Students office.
Medical care and forensic examination	Calder Springs Regional Medical Center — 555-0135	Available whether or not you report anywhere. Time matters for some evidence; the hospital staff can explain what is still possible.

What this guide does not do: This guide describes where to go and what the college can offer. It does not predict or promise an outcome, a timeline, a finding, a sanction, or a particular supportive measure in any case. It is not legal advice, it does not create rights beyond SA-300 and SA-310, and where it differs from those policies, the policies control. The current policy text is posted at ridgewayvalley.example/policies and a printed copy is available at Hollis Hall 204 on request.

FICTIONAL SPECIMEN. Ridgeway Valley Community College, its campuses, offices, staff, students, employers, clinical sites, credentialing and accrediting bodies, identifiers, policy numbers, phone numbers, amounts, and dates in this guide are invented for a published demonstration of document-grounded video generation. The offices, staff names, phone numbers, case timelines, policy numbers, and outside agencies described here are invented, and the routing steps were written to read like an ordinary campus handout rather than to describe any institution's actual reporting structure or any jurisdiction's requirements. Nothing here is a statement of law, a legal or medical opinion, a determination about any person, or advice for any real student, employee, program, or institution, and it must not be copied into a real policy, handbook, or notice.