

**Holy Name Sister Claire Tynan School of Nursing
Campus Safety and Security Report 2024**



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Teaneck and Englewood Cliffs Campuses

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Introduction:

The Holy Name Sister Claire Tynan School of Nursing places the safety and security of all students and staff as its highest priority. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (originally the Student Right-To-Know and Campus Security Act under Public Law 101- 542, as amended by the Higher Educational Technical Amendments of 1991), requires schools to publish and distribute an annual security report containing crime statistics, as well as security policies and procedures. The Act is enforced by the United States Department of Education. The Clery Act requires that the school publish a report every year, by October 1st, that contains the three most recent years of campus crime statistics and certain campus security policy statements.

Procedures for Preparing the Annual Disclosure of Crime Statistics

The purpose of this Campus Security Report is to provide crime statistics, and safety and security procedures. In conforming to the Jeanne Clery Act, Holy Name Medical Center is proud to present the institution's statistics. The Medical Center's Security Department along with Human Resources will ensure that the victim's personal identifying information will not be included in any public record keeping, including Clery Act and disclosures such as the annual security report and daily crime logs. See Appendix A at the end of this report with the summary of applicable crime statistics.

The Clery Act

The Clery Act requires Holy Name Sister Claire Tynan School of Nursing to disclose three general categories of crime statistics, some with significant subcategories and conditions:

1. Criminal Offenses—

- Criminal Homicide, including:
 - Murder and Non-Negligent Manslaughter, and
 - Negligent Manslaughter
- Sex Offenses including:
 - Forcible, and
 - Non-forcible
- Domestic Violence
- Dating Violence
- Stalking
- Motor Vehicle Theft
- Arson
- Robbery
- Aggravated Assault
- Burglary, where:
 - There is evidence of unlawful entry (trespass),

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which may be either forcible or not involve force.

- Unlawful entry must be of a structure - having four walls, a roof, and a door.
- There is evidence that the entry was made in order to commit a felony or theft.

2. Hate Crimes—Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias; and

3. Arrests and Referrals for Disciplinary Action

In compliance with the Jeanne Clery Act, this report is attached as Appendix A, which lists all reportable statistics. The crime statistics can also be viewed in comparison to other institutions at the U.S. Department of Education <http://ope.ed.gov/security/InstList.aspx> .

Drug and Alcohol Abuse Prevention

The School of Nursing has a policy against the unlawful possession, use, sale, or distribution of alcohol and illegal drugs. The policy enforces state drug and alcohol underage drinking laws. Individuals under the age of 21 are considered underage for drinking in New Jersey. Please refer to our policy published in the School of Nursing Student Handbook

I. Holy Name Medical Center Sister Claire Tynan School of Nursing students are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a drug or alcohol on the School of Nursing campus or while engaging in clinical activities.

- A. A drug means a controlled dangerous substance, analog or immediate precursor as listed in Schedules I through V in the New Jersey Controlled Dangerous Substances Act, N.J.S.A. 24:21-1, et seq., and as modified in any regulation issued by the Commissioner of the Department of Health. It also includes controlled substances in schedules I through V of Section 202 of the Federal Controlled Substance Act (21 U.S.C.812). The term shall not include tobacco or tobacco products or distilled spirits, wine or malt beverages as they are defined or used in N.J.S.A. 33:1-1 et seq.
- B. “Student” means all Holy Name Medical Center Sister Claire Tynan School of Nursing students who are enrolled in the diploma program.
- C. “School of Nursing” means the physical area of operation of the Holy Name Medical Center Sister Claire Tynan School of Nursing, including buildings, grounds and parking

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facilities controlled by Holy Name Medical Center. It includes any field location or site at which a student is engaged, or authorized to engage, in academic work activity, and includes any travel between such sites.

II. Sanctions

- A. Any student who is found to be involved in the unlawful manufacture, distribution or dispensation of a drug or alcohol in the School of Nursing may face disciplinary sanctions consistent with local, state and federal law up to and including expulsion from the School of Nursing and referral to the appropriate legal authorities for prosecution.
- B. Conviction (see definition D below) of any student for the unlawful manufacture, distribution or dispensation of drugs in the School of Nursing will result in the immediate implementation of dismissal or expulsion proceedings.
- C. Any student who is convicted of a federal or state offense consisting of the unlawful possession or use of a drug in the School of Nursing will be referred to an authorized agency for counseling, and shall be required to satisfactorily participate in a drug abuse assistance or rehabilitation program. Failure to participate as outlined above may result in dismissal.
- D. "Conviction" means a finding of guilt, or a plea of guilty, before a court of competent jurisdiction, and, where applicable, a plea of "nolo contendere." A conviction is deemed to occur at the time the plea is accepted or verdict returned. It does not include entry into and successful completion of a pretrial intervention program, pursuant to N.J.S.A. 2C:43-12 et seq., or a conditional discharge, pursuant to N.J.S.A. 2C:3.

III. Examples of New Jersey Drug Law Penalties

- > Loss or delay of a driver's license for conviction of any drug offense.
- > A \$1000 to \$5000 fine for conviction of various drug offenses.
- > Forfeiture of property including automobiles or houses if used in a drug offense.
- > Doubled penalties for any adult convicted of giving or dealing drugs to someone under 18 years of age.
- > Twenty-five years in prison without parole for any adult convicted of being in charge of a drug-dealing ring.

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IV. Drug and Alcohol Counseling/Prevention

Referrals may be made to agencies listed in the New Jersey Division of Mental Health and Addiction Services, "Prevention Providers Directory" and "Treatment Directory." Students who reside in New Jersey may be referred to treatment centers listed in the above directories. Out-of-state students may be referred to agencies in their respective states that are listed in the U.S. Department of Health and Human Services directory, "Citizen's Alcohol and Other Drugs Prevention Directory."

V. Appeals

Any student accused of unlawful possession, use or distribution of illicit drugs and/or alcohol may request a grievance appeal before the School of Nursing administration prior to disciplinary action or dismissal.

VI. Health Risks Associated with Alcohol and Drug Abuse

Taken in large quantities over long periods of time, alcohol can damage the liver, brain and heart. Repeated use of alcohol can cause damage to the lungs, brain, liver and kidneys. Death due to a drug overdose is always a possibility for the drug user. In addition to physical damage caused by alcohol and drug abuse, there are mental effects such as changes in mood and behavior and lack of interest and drive. The Holy Name Medical Center will provide information concerning drug abuse to any student or employee of the Holy Name Medical Center.

Timely Warning and Emergency Notification

Holy Name Medical Center is required to notify the School of Nursing's community of certain emergencies and specific crimes that are considered to be a threat to staff and/or students that are covered by the Clery Act. The Clery Act crimes are: criminal homicide including murder and negligent manslaughter, sexual offenses, robbery, aggravated assault, burglary, arson, motor vehicle theft, and hate crimes.

In order to effectively distribute safety information, regarding the crime or emergency that has been received, the Holy Name Medical Center Director of Security will contact the Director of School of Nursing, who will then disseminate timely warnings and emergency notifications through text messages through the Sonis system or from the School of Nursing's Moodle Learning Management System email system. The alerts are disseminated as soon as pertinent information is available.

Timely warnings provide the time, location and type of crime committed on or near the Medical Center or School of Nursing's facilities. The information provided by timely warnings is designed to promote safety and allow individuals to take precautionary

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measures. Emergency notifications are issued with-out delay upon confirmation that there has been a significant emergency or dangerous situation occurring on or near the School of Nursing or Medical Center's facilities that involves an immediate threat to the health and/or safety of staff or students. These threats consist of an array of hazards, including but not limited to: natural disasters, violent crimes, or environmental danger. The incident will conclude with an overview of the resolved crisis. All staff and students that are on campus will be notified of any emergency.

Safety and Security (Englewood Cliffs Campus)

Holy Name Medical Center (HNMC) School of Nursing is committed to maintaining a safe and secure environment for all students, employees, and visitors on campus. In accordance with the Higher Education Reauthorization Act (Public Law 101-542) all students and employees receive updated security information annually. All student applicants and accepted students are provided with information on safety policies and procedures. Statistics pertaining to campus crime are published and distributed to all students.

The security of the School is under direct jurisdiction of the Medical Center's Security Department, and local law agencies. Specific policies and regulations of Holy Name Medical Center pertain to the School of Nursing as well.

Security is present at the Englewood Cliffs campus Monday to Friday 6 am – 10pm when classes are in session. All outside perimeter doors are locked and accessible by authorized key card access. Twenty-four-hour video surveillance of the school building and surrounding parking areas are monitored by the Holy Name Medical Center security office.

Any security related incident should be reported to the School of Nursing security staff by dialing 551-248-4623 or by notifying the School of Nursing office staff at 551-248-4603 or 4604 during normal business hours if calling from a cell phone

OR

By dialing extension 4623, 4603 or 4604 from any campus landline.

Students must display a valid Holy Name Medical Center ID badge when on the Englewood Cliffs campus or when at the Teaneck medical center campus. Students doing clinical experiences at facilities other than Holy Name may be required to display an additional ID badge.

Security officers will investigate all complaints. Major offenses are reported immediately to the appropriate police agency.

Fire Safety

Fire drills are conducted on a regular basis. Fire alarms are located at the front entrance and at the student entrance to the building and at the service entrance in the large lunch room area. Fire extinguishers are located at the end of the hallways on both the first and second floors, in the lunchroom area, and in the student lounge/library area.

Reporting Crimes

In order to promote a safe and secure School of Nursing campus community, all students,

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faculty, staff, and guests of the School of Nursing are encouraged to report emergencies, criminal activity, and suspicious persons in an accurate and timely manner to the School of Nursing security officer by dialing **551-248-4623**.

Medical Emergencies

To ensure public safety in the event of a medical emergency or accident resulting in bodily harm to faculty, staff, students or visitors of the Holy Name Sister Claire Tynan School of Nursing, emergency medical services are to be contacted using the correct procedure.

Non-medical emergency situations should be reported directly to the School of Nursing office staff at 551-248-4603 or 4604 if calling from a cell phone or by dialing extension 4603 or 4604 from any campus landline or by contacting the on-site security officer at 551-248-4623.

In the event of a medical emergency or accident, emergency medical services should be contacted by 911 from any School of Nursing landline phone or 911 from any cell phone.

- After Emergency Medical Services are contacted, notify School of Nursing office of the emergency by dialing 4603 or 4604 from any landline phone or by calling **551-248-4603** or 4604 from any cell phone and Security by dialing **551-248-4623**
- An AED device is located in the hallway outside of classroom 1 (Lower level)
- A bleeding kit is located in the Infirmary (Lower Level)

Faculty and students are to follow the procedure for the reporting of emergency medical incidents respective to each healthcare organization during clinical experiences

Alcoholic Beverages and Illegal Drugs

In keeping with the mandate to uphold the highest standards of safety and to maintain quality-nursing practice, the SON has adopted a drug and alcohol -free environment.

- The School of Nursing strictly prohibits the unlawful manufacture, distribution, dispensing, possession, use, sale, purchase, transfer, consumption, or being under the influence of a controlled substance on School of Nursing property or as part of any School of Nursing sponsored activity.
- The School of Nursing also prohibits the abuse of prescription drugs as well as the illegal use, purchase, sale, or attempted sale of prescription drugs.
- The use of alcoholic beverages while on School of Nursing premises, including meal periods and breaks, is absolutely prohibited.
- Violations of local ordinances or of state or federal laws regarding controlled and/or dangerous substances, including alcohol, by members of the School of Nursing community may result in School of Nursing disciplinary actions regardless of where such violations occur.
- A student who reports a chemical dependency problem will be counseled by the SON Director and other suitable licensed personnel. Conditions for continued participation in the program will be set at the discretion of the Director with possible consultation from qualified licensed personnel if applicable

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Crime Prevention

All staff and on campus students are sent emails on a semi-annual basis regarding crime prevention. These communications include the following information:

“If you see something, say something.” Please be mindful to follow the safety guidelines below:

- Be aware of your surroundings. Keep an eye out for people in front of you and behind you.
- Walk with someone, if possible.
- Do not walk alone in an alley.
- Have your keys in your hand before approaching your vehicle.
- Try not to talk on your cell phone.
- Walk confidently with a steady pace. Avoid talking to strangers.
- Lock your vehicle as soon as you enter it. Keep your windows up.
- If you feel the need to have someone escort you to your vehicle, you may contact the School of Nursing security officer at 551-248-4623 or any Medical Center security officer while at the Medical Center

The Campus Sex Crimes Prevention Act

Administered by the Department of Education, all institutions of higher learning are required to make available to their respective campus communities where information concerning registered sex offenders may be obtained. This information may be obtained at the NJ Sex Offender Internet Registry <http://www.njsp.org/sex-offender-registry/index.shtml>.

New Jersey Resources and counseling available for victims of crime and sexual misconduct/assault:

- New Jersey State Parole Board Victim Services 609-292-4582
- State of New Jersey Victims of Crime Compensation Board (VCCB) 877-658-2221
- New Jersey State Office of Victim-Witness Advocacy 609-896-8855
- NJ Department of Community Affairs Domestic Violence Hotline 800-572-SAFE (7233)
- Mothers against Drunk Driving (MADD) Hotline 800-438-6233 800-GET-MADD
- New Jersey Coalition against Sexual Assault Hotline 800-601-7200
- New Jersey's Crime Victim's Law Center 973-729-9342
- New Jersey Division on Women 609-292-8840
- WomanSpace New Jersey Statewide 24-hour counseling hotline 800-572-7233
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Holy Name Sister Claire Tynan School of Nursing Security Station and Building Hours of Operation.

**Holy Name Medical Center Sister Claire Tynan School
Englewood Cliffs Campus
333 Hudson Terrace**

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Englewood Cliffs, New Jersey

551-248-4600

Hours of Operation Monday-Friday 6am-10pm (When classes are in session)

Security Desk: 551-248-4623

Holy Name Medical Center (Hospital Campus for clinical activities)

718 Teaneck Road

Teaneck NJ 07666

201-833-3000

Open 24 hours

Security Desk – 201-833-3108

A card access system of electronically encoded key cards with photo ID cards are in use for entrance into the Englewood Cliffs campus building. After hours of operations, no student or staff member will have access to the campus buildings unless considered essential personnel with prior authorization. The Security Officer locks all of the campus buildings nightly and conducts a walk through before locking down for the night.

Evacuation Plans and Procedures

Holy Name Medical Center Sister Claire Tynan School of Nursing maintains a mandatory evacuation policy for all facilities. In the event of a fire or upon activation of any fire alarm, all building occupants are required to be evacuated. Building occupants are required to exit the building via the nearest exit doors. Fire drills are conducted annually for all facilities with supervision from the local Fire Department in attendance. These annual scheduled drills and exercises are designed for assessment and evaluation of emergency plans and capabilities. Results of the tests are documented to include date, time, whether they were announced or unannounced, and the timeframe of evacuating each building. This year's results found no deficiencies and evacuations occurred within 4 minutes or less for each building. The written results of the drills can be accessed by contacting the Holy Name Medical Center Safety Officer.

Reporting Sexual Misconduct

Title IX of the Education Amendments of 1972, and its implementing regulations, prohibit discrimination on the basis of sex in education programs or activities at higher education institutions receiving federal financial assistance. Title IX, therefore, protects all students from sexual violence/misconduct, regardless of race, national origin, disability, part-time/full-time status, sexual orientation or gender identity. Anyone who has experienced, witnessed or knows about sexual violence/misconduct is encouraged to seek help and report the incident as soon as possible.

The School of Nursing will ensure that the victim's personally identifying information will not be included in any public record keeping. Internal complaints should be made to the School of Nursing's Title IX Coordinator, Monica Hare (mhare@hnmcsn.org)

The Title IX coordinator administers the complaint investigation and monitors the

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disposition of complaints. Complaints against individuals who are not students should also be made to the Title IX coordinator, but will be subject to other applicable procedures including staff disciplinary and internal complaint procedures. The Medical Center will conduct a prompt, thorough investigation into a report of sexual misconduct.

The procedures set forth below afford a prompt response to reports of sexual misconduct, maintain confidentiality and fairness consistent with applicable legal requirements, and impose appropriate sanctions on violators of this Policy. The Title IX Coordinator conducts thorough and impartial investigations into the facts of a case including interviewing the complainant, respondent, witnesses or others who may have relevant information, and collecting any other evidence deemed relevant to a case.

Definitions of Sexual Misconduct:

DATING VIOLENCE:

Threatened or actual physical or sexual violence committed by a person 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 will be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship. Dating violence includes the use or threat of physical force or restraint carried out with the intent of causing pain or injury to another within a dating relationship. In accordance with N.J.S.A. 18A:37-34. "Dating partner" means any person involved in an intimate association with another individual that is primarily characterized by the expectation of affectionate involvement, whether casual, serious, or long-term.

DOMESTIC VIOLENCE: Threatened or actual physical or sexual violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or having cohabitated with the victim as a spouse, or by any other person against a victim who is protected from that person's acts under the domestic or family violence laws.

Examples of behavior that may constitute domestic or dating violence include (but are not limited to) the following:

- Hitting, punching, pinching, slapping, or choking someone with whom the person is intimately involved.
- Violating a protective order.
- Touching an intimate partner sexually without the person's consent.

New Jersey has the "Prevention of Domestic Violence

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Act,” N.J.S.A. Sec. C:25-17. N.J.S.A. Sec. 2C:25-19 contains applicable Definitions.

As used in this act:

a. “Domestic violence” means the occurrence of one or more of the following acts inflicted upon a person protected under this act by an adult or an emancipated minor:

- (1) Homicide N.J.S.A. Sec. 2C:11-1 et seq.
- (2) Assault N.J.S.A. Sec. 2C:12-1
- (3) Terroristic threats N.J.S.A. Sec. 2C:12-3
- (4) Kidnapping N.J.S.A. Sec. 2C:13-1
- (5) Criminal restraint N.J.S.A. Sec. 2C:13-2
- (6) False imprisonment N.J.S.A. Sec. 2C:13-3
- (7) Sexual assault N.J.S.A. Sec. 2C:14-2
- (8) Criminal sexual contact N.J.S.A. Sec.2C:14-3
- (9) Lewdness N.J.S.A. Sec. 2C:14-4
- (10) Criminal mischief N.J.S.A. Sec. 2C:17-3
- (11) Burglary N.J.S.A. Sec. 2C:18-2
- (12) Criminal trespass N.J.S.A. Sec. 2C:18-3
- (13) Harassment N.J.S.A. Sec. 2C:33-4 (14) Stalking P.L.1992, c.209 (C.2C:12-10)

RETALIATION: Reprisal, interference, restraint, penalty, discrimination, intimidation, threats, harassment or any other adverse action taken against a person who reports sexual misconduct; any person involved in the investigation of such a report. Retaliation may occur in response to engaging in permitted conduct or for refusing to engage in prohibited conduct.

SEXUAL ASSAULT: Often referred to as rape, is legally defined differently in each state.

New Jersey, the law defines sexual assault as "the penetration, no matter how slight, in which physical force or coercion is used or in which the victim is physically or mentally incapacitated" For the full definition of sexual assault please refer to N.J.S.A. Sec. 2C:14-1.

The law in New Jersey, which is gender neutral, does not specify male or female, but uses the words "actor" and "victim" to describe the persons involved.

- Non-Consensual Sexual Contact (or attempts to commit) defined as

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any intentional sexual touching with any object(s) or body part that is without consent and/or by force. Sexual contact is defined as kissing or touching others intimate parts. Intimate parts may include, but are not limited to, a person's groin, buttocks, mouth or breasts.

- **Non-Consensual Sexual Intercourse** (or attempts to commit) defined as penetration, no matter how slight, of a person's vagina, anus or mouth with any object(s) or sex organ that is without consent and/or by force.

CONSENT: According to New Jersey law, age, physical impairment and mental impairment all contribute to a person's ability to give consent. A person must be 16 years of age to legally consent to sexual activity. A person cannot give consent to sexual activity with someone who has "the duty to care" for them unless they are over the age of 18. Individuals that fall into "the duty to care" category would include parents or guardians, and those in any type of formal Supervisory role. If individuals are at least 13 years old, but less than 16 years old they can legally consent to sexual activity with a partner who is not more than 4 years older than themselves. An individual who is physically or mentally impaired, generally, cannot give consent to sexual activity. Physical or mental impairment includes: visual, speech or hearing impaired, a person with a cognitive impairment; a person who is unconscious or sleeping; or a person who is voluntarily or involuntarily under the influence of alcohol or other substance(s).

SEXUAL EXPLOITATION: Occurs when a person takes advantage of another without that individual's consent for the initiator's own advantage or benefit or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

SEXUAL HARASSMENT: Unwelcome conduct of a sexual nature including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment also may include inappropriate touching, suggestive comments, and public display of pornographic or suggestive calendars, posters, or signs where such images are not connected to any legitimate academic or workplace purpose. Sexual Harassment also exists when: (1) submission to conduct is made as express or implicit term or condition of an individual's employment, performance, appraisal, or evaluation of academic performance; or (2) un-lawful conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, humiliating, or offensive working or learning environment.

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STALKING: 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. Examples of behavior that would constitute stalking may include the following:

- Spreading lies about a person;
- Repeatedly communicating with a person who doesn't wish to be communicated with;
- Follow a person or lying in wait for another; or
- Sending unwanted gifts to another.

In New Jersey N.J. Stat. Ann. § 2C:12-10. Definitions; stalking designated a crime; degrees. (2009) As used in this act:

- "Course of conduct" means repeatedly maintaining a visual or physical proximity to a person; directly, indirectly, or through third parties, by any action, method, device, or means, following, monitoring, observing, surveilling, threatening, or communicating to or about, a person, or interfering with a person's property; repeatedly committing harassment against a person; or repeatedly conveying, or causing to be conveyed, verbal or written threats or threats conveyed by any other means of communication or threats implied by conduct or a combination thereof directed at or toward a person.
- "Repeatedly" means on two or more occasions.
- "Emotional distress" means significant mental suffering or distress.
- "Cause a reasonable person to fear" means to cause fear which a reasonable victim, similarly situated, would have under the circumstances.
- A person is guilty of stalking, a crime of the fourth degree, if he purposefully or knowingly engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his safety or the safety of a third person or suffer other emotional distress.
- A person is guilty of a crime of the third degree if he commits the crime of stalking in violation of an existing court order prohibiting the behavior.
- A person who commits a second or subsequent offense of stalking against the same victim is guilty of a crime of the third degree.
- A person is guilty of a crime of the third degree if he commits the crime of stalking while serving a term of imprisonment or while on parole or probation as the result of a conviction for any indictable offense under the laws of this State, any other state or the United States.
- This act shall not apply to conduct which occurs during organized group picketing.

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Right to Pursue Criminal Charges

After receiving a report, the Title IX Coordinator will inform individuals of their right to file an incident report with law enforcement. Although the Medical Center strongly encourages all members of its community to report violations of this Policy to law enforcement, it is the victim's choice whether to make such a report and victims have the right to decline involvement with the police.

The Medical Center's Title IX Coordinator (or designee) will assist any victim with notifying local police or other law enforcement authorities, if he/she so desires.

A complainant may choose NOT to have law enforcement contacted and no report filed BUT still may have forensic evidence collected. (Note: The Complainant later may choose to file a police report and cooperate with a criminal investigation.) Victims of sexual assault are encouraged to request and cooperate fully with an investigation so the possibility of filing criminal charges remains an option, if they later chose to do so.

There is no statute of limitations on reporting a sexual assault to the police department. A survivor can make a report at any time. The NJ State Police may be contacted for additional information concerning sexual assault reports.

If a survivor does not want to make a report to police, he/she may seek civil remedies, including the filing of an application for a restraining order. For additional information about civil remedies, the survivor should contact his/her own legal counsel.

A complainant may file a police incident report and ask that the investigation and charges be pursued immediately. While the prosecuting attorney is still the decision-maker in whether the perpetrator is charged criminally, the complainant can cooperate and provide as much timely information as may be possible.

Preserving Evidence

It is important that victims take steps to preserve and collect evidence; doing so preserves the full range of options available, be it through the university's administrative complaint procedures or criminal prosecution. To preserve evidence:

1. do not wash your face or hands
2. do not shower or bathe
3. do not brush your teeth

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4. do not change clothes or straighten up the area where the assault took place
5. do not dispose of clothes or other items that were present during the assault, or use the restroom
6. seek a medical exam immediately

If the victim has already cleaned up from the assault, he/she can still report the crime, as well as seek medical or counseling treatment. The victim may contact the police, consult with the campus Title IX Coordinator, or a local sexual assault victim resource center.

Student Conduct Policy

Students are accountable for their actions at the School of Nursing, Medical Center, and all other clinical sites. It is expected that students will conduct themselves in a manner that is appropriate for an academic and professional environment.

Student Standards of Conduct

Students are accountable for their actions at the School of Nursing, Holy Name **Medical** Center, and all clinical / community sites. It is expected that students will conduct themselves in a manner that is appropriate for an academic and professional environment

To ensure a respectful and positive learning environment the School of Nursing has adopted standards of conduct. Violations to the Student Standards of Conduct are subject to disciplinary action, up to and including dismissal from the School of Nursing.

Student Standards of Conduct:

- **Professional language / Respectful Communication:** It is expected only respectful and professional language is used when interacting with faculty, staff, peers, patients, and others. Profanity and other disrespectful language will not be tolerated in the professional environment. This includes verbal, nonverbal, in person, or via electronic communication mediums, including social media.

Negative or disparaging comments made about the School of Nursing or the Holy Name Medical Center organization on social media platforms will result in progressive disciplinary action up to and including permanent dismissal from the School of Nursing.

- **Civility in Professional Relationships:** *Bullying is the act of being habitually cruel, insulting, or threatening to others who are weaker, smaller, or in some way vulnerable (Merriam Webster Dictionary).* Bullying will not be tolerated. Civility is to be exercised in all professional, academic, and clinical relationships. Disagreements should be handled directly with the other party and reported to an appropriate third party if mediation is necessary.
- **Treatment of SON Facilities, Clinical Facilities, and Equipment:** Students are expected to be respectful of all School of Nursing and Clinical Facilities equipment and property. It is the responsibility of all in the community to ensure facilities are

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well maintained and that property is not abused or stolen.

- **In Class Behavior:** While in class, students are expected to be respectful of faculty and fellow students. Distractions caused by private conversation and or the use of electronic devices, other than for academic purposes, are not permitted. (see Attendance Classroom and Clinical Policy for additional guidelines). While in class, students are expected to maintain the guidelines of Academic Integrity (see Academic Integrity Policy)
- **In Clinical Behavior:** Patient confidentiality and privacy is to be respected at all times. Information about patients and or circumstances surrounding patient care are not to be shared or appear on any social media platform. Students are prohibited from printing, photocopying, or reproducing in any manner any part of the medical record and or any other private patient information document. Students are prohibited from discussing any clinical or patient care situations in any non-patient area unless the discussion is part of a clinical conference session. (see Clinical Class Policy)
- **Unauthorized Entry:** Use of any School of Nursing or Medical Center facility, other than for the purpose of studying or scheduled academic and or clinical activity, is prohibited. No student is permitted to allow any unauthorized individual gain entry to the School of Nursing or Medical Center facility

For additional information see:

Professional Attire: (See Dress Code Policy in Student Handbook)

Sexual Harassment: (see Sexual Misconduct Policy in Student Handbook)

Substance Abuse: (see Substance Abuse Policy in Student Handbook)

Social Media: (see Social Media Policy in Student Handbook)

Substance Abuse/Illegal Possession Policy

The School of Nursing is committed to providing and maintaining a drug and alcohol free environment and maintain the safety of all students, faculty, and staff. The School of Nursing has adopted a drug and alcohol free environment.

- No student of the School of Nursing shall unlawfully manufacture, distribute, dispense, possess, or use any alcohol, controlled substance, or illegal drug anywhere on any clinical facility property or School of Nursing Campus.
- The School of Nursing also prohibits the abuse of prescription drugs as well as the illegal use, purchase, sale, or attempted sale of prescription drugs.
- No student shall produce, purchase, sell, or possess any lethal weapon, firearm, fireworks, or incendiary device on any clinical facility property or School of Nursing Campus
- Students will be subject to progressive disciplinary action up to and including dismissal for the possession, use, or distribution of any alcohol, controlled substance, illegal drug, firearm, or lethal weapon.
- Civil authorities may be contacted regarding any violation of local, states, or federal law
- Random urine drug testing may be required of any student, as deemed necessary by the School of Nursing administration

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- Students who report a chemical dependency problem will be referred to qualified licensed personnel and continued participation in the program will be determined by the School of Nursing Program Director

Social Media Policy

The School of Nursing complies with the Holy Name Medical Center Social Media Policy which includes and identifies social media as all aspects of internal and external social media and social networking tools and channels. This includes but not limited to blogs and websites which are maintained by an individual with regular entries of commentary, descriptions of events or other material such as Facebook, LinkedIn, Twitter, Wiki's, Social video, (YouTube, TicToc), and photography sharing sites (Instagram, Snapchat)

Negative or disparaging comments made about the School of Nursing or the Holy Name Medical Center organization on any social media platform may result in progressive disciplinary action up to and including permanent dismissal from the School of Nursing

The accessing of social media via the use of personal computers, school computers, or school issued electronic devices is NOT permitted during class/clinical/skills lab/ simulation sessions.

Social Media platforms may NOT contain content including but not limited to:

- Negative or disparaging comments about the School of Nursing or Holy Name Medical Center
- The School of Nursing or Holy Name Medical Center logo
- School materials including syllabi, lecture slides, audio/video recordings of School of Nursing faculty and or staff
- That which violates the privacy of patients, faculty, staff, or other students
- That which is defamatory, libelous, or construed as discriminatory on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability or any other status protected by law
- Any representation of himself/herself as a spokesperson or agent of the School of Nursing or Holy Name Medical Center

It is expected that each student in addition to adhering to the above standards also maintain appropriate professional conduct in all academic and clinical settings. Specific behaviors include but are not limited to:

- Maintaining confidentiality by not discussing or duplicating patient information or discussing exam questions outside of the appropriate area.
- Demonstrating integrity by not fraudulently obtaining and/or disseminating information without faculty permission by use of any type of recording devices; cheating on exams or quizzes; by plagiarism and/or theft.
- Refraining from using cell phones or other electronic devices at any time during class or clinical, unless instructed otherwise by instructor
- Promptly reporting any illegal and/or unethical behaviors to appropriate faculty and/or administrators. Failure to do so constitutes being an accessory to the offense.

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Appendix A

Reported Crimes Teaneck and Englewood Cliffs

The following is a summary of reported crimes from 2022-2024 in Teaneck, New Jersey as reported by the Teaneck Police department.

Offense	2022	2023	2024
Homicide	0	0	0
Sexual Assault	2 (Fondling only)	0	0
Robbery	0	0	0
Aggravated Assault	0	0	2
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Larceny (theft)	1	2	0
Simple Assault	5	4	0
Vandalism of Property	1	0	0

Holy Name Sister Claire Tynan School of Nursing located at 333 Hudson Terrace Englewood Cliffs New Jersey is pleased to report that for the fourth consecutive year, there are no reported crimes on the Englewood Cliffs campus. The following is a summary of reported crimes from 2022-2024 from the Englewood Cliffs Police Department.

Offense	2022	2023	2024
Homicide	0	0	0
Sexual Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
Larceny	0	0	0
Vandalism	0	0	0