

The Department of Education's Office for Civil Rights deems an institution to have notice of sexual harassment/misconduct if a "responsible employee" knew, or in the exercise of reasonable care should have known, that harassment/misconduct occurred. Reporting all disclosures or other known information about alleged sexual or gender-based misconduct to the Title IX Coordinator allows the University to meet state/federal obligations and to maintain an environment free from harassment and discrimination. Reporting such information also provides the University with the best opportunity to offer appropriate support resources and interim measures to assist the student(s) involved and to assess any health/safety risks posed to the individual or the campus community. A student reporting sexual or interpersonal violence has a right to expect the University to take immediate and appropriate steps to resolve the matter promptly and equitably.

### Student Disclosure Procedures

*If a student shares information about a sexual assault, or any type of unwanted incident with you, here is what you should do:*

1. **AFFIRM** the student's decision to share information with you.

**If you are a Responsible Employee, in addition to affirming, you must also interrupt and inform the student of your role and reporting obligations.**

2. **INTERRUPT** before details of the incident are revealed.
3. **INFORM** the student of your role and obligations to report.

### Interrupt and Inform Sample Script

*Here is an example of what you can say to interrupt and inform a student of your reporting obligations.*

"Thank you for coming to me with this, but I need to stop you for a moment. It sounds like you might have experienced something I may be required to report. I care about you and want you to get the resources you need, but there are certain things that some employees, like myself, have to report, which would include giving your name and some of the details you share with me.

I want you to make an informed choice about what you disclose to me today. If you're going to tell me something that I might have to report, you may instead want to talk to someone who can help protect your confidentiality. I am more than happy to connect you with a confidential resource if you're not ready to report this officially.

If you'd like to go ahead and share information with me, you could be contacted by the school to determine if an investigation needs to occur. I am happy to report this for you, or I can also assist you with reporting this to the institution or to the police."

#### On-Campus Confidential Resources:

##### **Interpersonal Violence Response Coordinator:**

Rhonda Jackson, 304-876-5681

[rjackson@shepherd.edu](mailto:rjackson@shepherd.edu)

##### **Sexual Assault Victims Advocates:**

Contact Rhonda Jackson or go to:

<http://www.shepherd.edu/counseling/sexual-assault-victim-advocates-sava>

## Student Disclosure Options

Below are the types of confidential and non---confidential disclosure options available to students.

Confidential	Anonymous	Non-Confidential
Professional/Pastoral Counselors: SU Counseling Services, <b>304-876-5161</b> IPV Response Coordinator, <b>304-876-5681</b> SU Health Center, <b>304-876-5161</b>	Non-professional counselors or advocates: Sexual Assault Victims Advocates at <a href="http://www.shepherd.edu/counseling/sexual-assault-victim-advocates-sava">http://www.shepherd.edu/counseling/sexual-assault-victim-advocates-sava</a>	Responsible Employees and Campus Security Authority
<i>Required to maintain near complete confidentiality</i>	<i>Reports incidents without personally identifying information</i>	<i>Required to report all details of an incident</i>

## Supporting Survivors

Following the steps below will help you best support those who have experienced violence or abuse.

1. **LISTEN** without judgment.
2. **SUPPORT** the person by responding to their disclosure appropriately.
  - “I’m sorry you’re going through a difficult time.” “What would be helpful to you right now?”
3. **REFER**
  - If you are required to report – Encourage them to seek counseling, medical assistance, or to file a police report AFTER explaining your role and obligations.
  - If you are not required to report – Encourage them to file a report with the University or police, and to seek counseling or medical assistance.
4. **REPORT**
  - If you are required to report – Notify the Title IX Coordinator or designee with details of the alleged incident.
  - If you are not required to report – Review options for reporting and discuss the difference between confidential and non—confidential disclosures.

The University will seek to honor requests for confidentiality if it is possible to do so while also protecting the health and safety of the University community, in accordance with the University policy, and in compliance with state and federal law.

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