

# WHAT RESPONSIBLE EMPLOYEES NEED TO KNOW WHEN STUDENTS REPORT

## BEFORE

## DURING

## AFTER

## LIST OF RESOURCES

- Inform students about your obligation to report to the Title IX Coordinator (or your supervisor) and provide them with confidential resources.
- For faculty: Consider using a syllabus warning and/or discussing your reporting obligations at the start of the course.
- Try to compassionately interrupt before they continue in order to remind students of your role and reporting obligations.
- Be clear that they can still talk with you, but you want them to be able to make an informed decision before they continue.
- If they want to continue, provide non-judgemental support. Avoid telling students what they should do. Refrain from asking for more details.
- Offer them confidential and non-confidential resources.
- Inform students that they have the ability to request confidentiality, and the request will be communicated to the Title IX Coordinator. To the greatest extent possible, the institution will maintain the confidentiality.
- Contact your supervisor or the Title IX Coordinator. The Title IX Coordinator must receive a report, which includes all details shared by the student related to the gender-based misconduct (names of students involved, including witnesses; date(s); time(s); location(s); and relevant facts).

### NON-CONFIDENTIAL

### CONFIDENTIAL

#### MANDY MARCH

Associate Vice President, Chief Human Resources Officer and Title IX Coordinator  
573-592-5226  
Mandy.March@WCMO.edu  
Washington West, Second Floor, Room 1

#### KASI LACEY, PhD

Vice President and Dean of Student Life  
573-592-5269  
Kasi.Lacey@WCMO.edu  
Hunter Activity Center

#### JACK BENKE

Executive Director of Plant Operations and Security  
573-592-6231  
Jack.Benke@WCMO.edu

#### FULTON POLICE DEPARTMENT

573-592-3100

#### CALLAWAY COUNTY SHERIFF'S OFFICE

573-642-7291

#### CAMPUS SECURITY

573-592-5555

#### ANY NON-CONFIDENTIAL REPORTING EMPLOYEE

#### KATHY DEWEIN

Director of Counseling Services  
573-592-5351  
Kathy.Dewein@WCMO.edu  
Westminster Hall Lower Level: Wellness Center

#### RACHELLE SIMON

Campus Chaplain and Director of Center for Faith & Service  
573-592-6213  
Rachelle.Simon@WCMO.edu  
Center for Faith and Service - 322 West 6th Street

#### LOGAN JOHN

Resident Chaplain and Coordinator of Community Engagement  
573-592-5866  
Logan.John@WCMO.edu  
Center for Faith and Service - 322 West 6th Street

#### CARDV

Coalition Against Rape & Domestic Violence  
Help Line: 573-642-4422

#### ANY STAFF OF THE WELLNESS CENTER

#### REMLEY WOMEN & GENDER CENTER INTERNS

\*This project was supported by Grant #2017-WA-AX-0036, which was awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the authors and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.

## SAMPLE SCRIPTS: WHAT TO SAY WHEN A STUDENT COMES TO YOU.

### WHEN YOU BELIEVE A STUDENT IS ABOUT TO DISCLOSE GENDER-BASED MISCONDUCT.

“It sounds like you are about to tell me something that might fall within our gender-based misconduct policy. Before you say anything, I want to go over some information you should know. I am a responsible employee, which means I am required to notify the Title IX Coordinator (or my supervisor) regarding any gender-based misconduct. Do you have any questions about what that means? Right now, I am not required to notify anyone. If you decide you want to talk with me, I will listen and provide any support I can. If you would prefer to have a confidential conversation instead, I can provide you with a list of resources that can be found both on and off campus. I know this is a lot of information and may be overwhelming, so please take your time in making the decision that is right for you. It is completely up to you on how you want to proceed.”

### WHEN YOU KNOW A STUDENT HAS EXPERIENCED GENDER- BASED MISCONDUCT.

“I am sorry that happened to you, and I am sorry to interrupt you as you are telling me something so personal. Before you continue any further, I want to go over some information you should know. I am a responsible employee, which means I am required to notify the Title IX Coordinator (or my supervisor) regarding any gender-based misconduct, and the Title IX Coordinator will follow up with you. Do you have any questions about what that means? If you want to continue talking with me, I will listen and provide any support I can. If you would prefer to have a confidential conversation instead, I can provide you with a list of resources that can be found both on and off campus. Although I am required to make a report, you can request confidentiality from the institution, which I will include with my report. If you are not sure right now about the confidentiality request, you can think about it more and make a request to the Title IX Coordinator. I know this is a lot of information and may be overwhelming, so please take your time in making the decision that is right for you.”

\*This project was supported by Grant #2017-WA-AX-0036, which was awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the authors and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.

## SAMPLE SYLLABUS LANGUAGE

“If I learn of any potential violation of our gender-based misconduct policy (rape, sexual assault, dating violence, domestic violence, or stalking) by any means I am required to notify the Title IX Coordinator, Mandy March. Students can request confidentiality from the institution, which I will communicate to the Title IX Coordinator. If students want to speak with someone confidentially, the following resources are available on and off campus:

### KATHY DEWEIN

Director of Counseling Services  
573-592-5351  
Kathy.Dewein@WCMO.edu  
Westminster Hall Lower Level: Wellness Center

Any staff of the Wellness Center

For additional counseling resources,  
contact the Wellness Center

Speaking with a confidential resource does not preclude students from making a formal report to the Title IX Coordinator if and when they are ready. Confidential resources can walk students through all of their reporting options. They can also provide students with information and assistance in accessing academic, medical, and other support services they may need.”

### BETTINA KORTE-SWEDE

Every Blue Jay Grant - Project Director  
573-592-5663  
Bettina.Korte-Sweede@WCMO.edu

