

WHAT RESPONSIBLE EMPLOYEES NEED TO KNOW WHEN STUDENTS REPORT

BEFORE

- 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.

DURING

- 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.

AFTER

- 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).

LIST OF RESOURCES

NON-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

CAMPUS SECURITY

573-592-5555
573-540-3764

BETTINA KORTE-SWEEDE

Prevention Specialist & Conduct Officer
573-592-5663
Bettina.Korte-Sweede@wcmo.edu
Hunter Activity Center (Lower level in JCI)

TIM HOWELL

Director of Security
573-592-5515
Tim.Howell@WCMO.edu

FULTON POLICE DEPARTMENT

573-592-3100

CALLAWAY COUNTY SHERIFF'S OFFICE

573-642-7291

ANY NON-CONFIDENTIAL REPORTING EMPLOYEE

CONFIDENTIAL

KIM LORENTZ, MSN, APRN, ANP-BC

Nurse Practitioner/Executive Director of the Wellness Center
573-592-5361
Kim.Lorentz@WCMO.edu
Wellness Center (Westminster Hall Lower Level)

JEN ENGLE, LPC

Director of Counseling Services
Jennifer.Engle@wcmo.edu
Westminster Hall Lower Level: Wellness Center

LOGAN JOHN

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

CARDV

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

RACS

Rape & Abuse Crisis Center
Hotline: 573-634-4911
Toll Free: 1-800-303-0013

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."

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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:

JEN ENGLE, LPC

Director of Counseling Services
Jennifer.Engle@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-SWEED

Prevention Specialist & Conduct Officer

573-592-5663

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rev. 12/2/2024

