

Helping Students Get Help

Provided By: Justine Jackovich, Student Conduct Manager

Updated: August 2019



COE COLLEGE

Coe makes it possible. You make it happen.

Can you hold all information students share with you in confidence? **No, not all of it.**

What do I have to share? If a student is a **harm** to themselves or others and/or has been **sexually assaulted**, you have to tell someone.

Who do you tell?

If a student is a **harm** to themselves or others, **never leave them alone. Call one of the numbers below:**

Safety and Security – 319-399-8888 (after hours or in an emergency)

Counseling Services (Emily Barnard) – 319-399-8843

Health Services (Sara Heisdorffer) – 319-399-8617

Student Development – 319-399-8843

If they have been **sexually assaulted**:

Let them know that you will have to notify Marc' Bady, Dean of Students and TIX Coordinator (319-399-8843, mbady@coe.edu). Also, try to get the student to go see campus health services or medical care (Health Services, 319-399-8617).

Many faculty and staff have found it useful to list this information in their course materials and/or expectations for their student groups. Therefore, the information is known and available before an issue arises. See examples of language you can use at the end of this document.

What can I say to a student who has shared information about a sexual assault with me?

1. Let them know that you appreciate them feeling comfortable enough to share this impactful experience with you. You are here to listen and help. The goal is to give them control of their situation as much as possible.
2. Provide them with some **Emotional First Aid**.
 - a. You are here to help, not judge.
 - b. How can I help?
3. Remind them that you **cannot hold information like this in confidence** and have to let some **trusted campus resources** know about what was shared.
 - a. **Marc' Bady is our TIX Coordinator** and is trained to help victims/survivors get support. All sexual assaults get reported to him, so he can follow up with reporting students to explain their rights, options, and what happens next (if anything). Please inform him within one business day (sooner if possible) if you are made aware of an assault. He is a non-confidential resource. In addition, Justine Jackovich (Student Conduct Manager) is a person students can seek out. She is trained to do intake with students, as well.
 - b. **Health Services is a confidential resource** that we want to connect with students who have been assaulted. Their health is our top priority.
 - c. There are other **confidential resources**:
 - i. John Chaimov (Faculty) and Karla Steffens-Moran (Faculty)
 - ii. Emily Barnard (Counselor) and Melea White (Chaplain/Counselor)
 - iii. Sara Heisdorffer (Nurse/Health Services)
 - iv. Kayla Waskow (Athletics)
 - v. On-Campus Tanager Place Counselors or Counselors at Olson Marriage and Family Clinic
 - vi. Riverview Center in Cedar Rapids 24 Hour Hotline (1-888-557-0310)

4. Offer to walk with them or make a phone call to one of the resources above. Most victims/survivors are looking for support and to gain some control over their situation.
5. If it is after regular college hours, make a plan to check-in or see the student on the next business day and follow up. You can use the time in between those meetings to get more information.

Good things to say:

I want to help.

I am sorry this happened and I am here to listen.

I appreciate you sharing such an impactful experience with me. Please know that for your safety and well-being, I cannot keep your experience a secret. Coe requires me to share any instances of sexual assault with our TIX Coordinator.

You have the option to share as much or as little with the TIX Coordinator as you wish.

Since your health and well-being is the most important thing, an option is to meet with Health Services. That office is a confidential resource and can help provide you with more options.

There are a lot of free and confidential resources available to you and Emily Barnard (counselor, 319-399-8843) can help connect you to those.

As I mentioned previously (in class, on course materials, in practice, etc), I cannot keep this a secret. I will treat it sensitively and alert Marc' Bady (TIX Coordinator) who can help you determine what actions, if any, you want to take next. He can help you find support and explain our policy, including your rights.

Example wording for course materials and supervisors

Example #1: Student Sexual Misconduct Policy

Our school is committed to fostering a safe, productive learning/working environment. Title IX and our school policy prohibit discrimination on the basis of sex, which regards sexual misconduct — including harassment, domestic and dating violence, sexual assault, and stalking. We understand that sexual violence can undermine students' academic success and we encourage students who have experienced some form of sexual misconduct to talk to someone about their experience, so they can get the support they need.

Confidential support can be found through any of our on and off-campus confidential resources. If you are looking for more information about reporting or resources, please call Student Development at 319-399-8843.

Example #2: Student Sexual Misconduct Policy

Title IX prohibits sex discrimination to include sexual misconduct: harassment, domestic and dating violence, sexual assault, and stalking. If you or someone you know has been harassed or assaulted, you can receive confidential support through any of our on and off-campus resources listed below. Alleged violations can be reported non-confidentially to the TIX Coordinator (Marc' Bady, 319-399-8843, mbady@coe.edu). Reports to law enforcement can be made to the Cedar Rapids Police Department at 319-286-5491. More information can be found at coe.edu/titleix

Confidential Resources for Coe Students

Health Services is a **free confidential resource** that we want to connect with students who have been assaulted and their health is our top priority.

Again, there are other **FREE confidential resources**:

- i. John Chaimov (Faculty) and Karla Steffens-Moran (Faculty)
- ii. Emily Barnard (Counselor) and Melea White (Chaplain/Counselor)
- iii. Sara Heisdorffer (Nurse/Health Services)
- iv. Kayla Waskow (Athletics)
- v. On-Campus Tanager Place Counselors or Counselors at Olson Marriage and Family Clinic
- vi. Riverview Center in Cedar Rapids 24 Hour Hotline (1-888-557-0310)

Syllabus Language Regarding Confidentiality

Faculty who also supervise staff, advise student groups, or hold other administrative positions have mandatory reporting responsibilities (not including the confidential resources). In order to help ensure that students are making informed decisions about sharing their personal experiences, it is a good practice to provide information about your mandatory reporting responsibilities. Sample syllabus language regarding mandatory reporting is below:

Example #1: Confidentiality and Mandatory Reporting

As an instructor/supervisor, one of my responsibilities is to help create a safe learning/working environment on our campus. I also have a mandatory reporting responsibility related to my role as an instructor/professor/staff member. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, while at work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share information regarding sexual misconduct or students who may be a harm to themselves or others to the school. Students may be connected to a confidential resource by contacting Student Development at 319-399-8843 or Safety & Security at 319-399-8888.

Example #2: Confidentiality and Mandatory Reporting

As an instructor/supervisor, one of my responsibilities is to help create a safe learning/working environment on our campus. I also have a mandatory reporting responsibility related to my role as an instructor/professor/staff member. I am required to share information regarding sexual misconduct or students who may be a harm to themselves or others to the school. Students may be connected to a confidential resource by contacting Student Development at 319-399-8843 or Safety & Security at 319-399-8888.

The above examples were adapted from the University of Michigan (<http://sapac.umich.edu/article/faculty-resources-sample-syllabus-language>).

Sexual Misconduct Reporting Frequently Asked Questions

What exactly do I have to report?

All faculty, staff and administrators (with the exception of those who are designated “confidential resources”) must report all instances of sexual misconduct (i.e., harassment, assault, stalking, dating/relationship violence) involving members of the Coe community about which they are told directly. College employees are not mandated to report incidents in which they are the victims. If you are unsure whether something requires a report you are encouraged to consult with Coe’s Title IX Coordinator (Marc’ Bady) or Director of Human Resources (Kris Bridges).

How and where do I make a report?

You can report incidents of alleged sexual misconduct by contacting TIX Coordinator (Marc’ Bady), Deputy Title IX Coordinator (Justine Jackovich), or (in the event that the incident involves a college employee) the Director of Human Resources (Kris Bridges). When you make a report you will be asked for information about the date, location, and nature of the incident. You will be required to provide both your name and contact information and that of the victim (complainant).

What happens after a report is filed?

If a report involves a student victim/complainant the TIX Coordinator will reach out (usually via email) asking the student to schedule an appointment to discuss the incident and different response options; they will also receive contact information for resources both on and off campus. If a report involves a victim/complainant who is not a student that outreach will be initiated by the Director of Human Resources. If the reporting party chooses to not respond to the outreach in most cases there will not be continued follow-up unless the information available indicates that there is an on-going threat to the safety of the Coe community. During any follow-up meeting the reporting party will have the opportunity to provide more information about the incident and options for investigating and adjudicating the incident will be discussed. The reporting party’s wishes regarding any investigation and/or adjudication will be honored as much as possible, balanced with the college’s obligation to create a safe environment for all students and employees. The only time the college will take action without the complainant’s permission is if we are made aware of the alleged perpetrator. In order to determine if there is a pattern of behavior and prevent future misconduct, the college will talk with the alleged perpetrator if we know who they are. This is the only instance in which we will take some control of the process. The rest of the process is under the control of the complainant.

How do I explain this to a student who confides in me?

If a student starts a conversation by saying something like “I want to tell you something, but you have to promise not to tell anyone else...” you can respond by letting them know that, while you want to support them and honor their wishes as much as possible, you can’t promise to keep the information secret (and this is actually a good general response given the kinds of issues that might follow such a request for secrecy). Let the student know that, if you have to share the information, you will do so only to those people who have a direct role in responding to ensure theirs, and others’, safety. Be honest that, if the secret involves sexual misconduct, you will need to provide their name. Tell them that they can expect to be contacted by the TIX Coordinator and Dean of Students, but that they have the right to determine how they respond to that outreach. And let them know that if they would prefer to speak with someone who can maintain confidentiality of whatever they share the following confidential resources are available on campus: Chaplain, Director of Wellness, Student Health Services, two professors (John Chaimov and Karla Steffens-Moran). Students can also use some off-campus confidential resources for free through our collaboration with Tanager Place, the Olson Marriage and Family Clinic at Mount Mercy, and the sexual assault advocates at The Riverview Center.