

What Employees Need to Know When Students Report

Plan Ahead

- Inform students about your obligation to share information with the Title IX Coordinator and be prepared to offer confidential resources (see blue and white handout on Title IX webpage)
- For faculty and instructors, consider using a syllabus statement discussing your obligation and other options (see sample on Title IX webpage)

Respond With Care

- Consider whether there is a calm, compassionate way to remind the student of your role and obligation
- 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, simply listen and offer non-judgmental support - avoid telling them what they should do and refrain from asking for further details

What Next?

- Discuss options for how you will share the information with the Title IX Coordinator (e.g., a joint e-mail or phone call, share draft of e-mail with student or go over what you will say)
- Offer the student resources and options (see blue and white handout on Title IX webpage) - remind student that the Title IX Coordinator will seek their input on next steps.
- Continue to support student

What Employees Need to Know When Students Report

Why do employees need to share information related to student sexual harassment or violence with the Title IX Coordinator?

- To make sure all students consistently receive current and appropriate resources to address safety, academic, housing, health/mental health, and other concerns. Individual faculty and staff do not have the ability to make all of these resources available, but the Title IX Coordinator does.
- To make sure all students consistently receive current and appropriate information regarding their reporting options both on and off campus
- To help identify and respond to systemic campus patterns, trends, or risks

Important things to consider when talking with a student who has experienced sexual harassment or violence.

- If the student is beginning to tell you about their experience, try not to interrupt or startle them; rather, look for a natural pause or break in the conversation where you can talk to them about your role in notifying the Title IX Coordinator.
- When you notify the Title IX Coordinator, you will need to share as much information as the student told you including names of students or others involved, dates, locations, and details shared. With that in mind, do not elicit or request information, but listen if they decide to share more.
- Remind the student that notifying the Title IX Coordinator does not mean they must participate in a formal investigation or even talk to the Title IX Coordinator. Title IX will reach out to the student with resources and options – the student could choose, for example, to not respond, to file a formal complaint, or to seek assistance from the university without filing a formal complaint.
- It can be extremely helpful if the student talks with someone who carries legal privilege/confidentiality so that the student does not inadvertently disclose to the University more information than intended, which may require the University to take some action to protect the student and campus (e.g., revealing the name of the other student or identifying a location on campus).
- Campus contacts:
 - Jessica Morgan-Tate, Title IX Coordinator: 271-4956 or titleix@drake.edu
 - Violence Intervention Partner (VIP) – student/peer confidential hotline: 512-2972 (text/call)

For access to the complete policies, rights, and lists of other campus or confidential resources, visit www.drake.edu/titleix