

## Title IX and Student Sexual Misconduct: What Employees Need to Know

### How should I respond if a student tells me they have been the victim of sexual misconduct?

1. **Listen with compassion.** Recognize that the person coming to you for help might be struggling with difficult feelings like anger, fear, denial, or embarrassment.
2. **Explain confidentiality and mandated reporting.** Inform them right away that you are required to report information they tell you to the Title IX Coordinator. Informed consent such as this allows the victim to choose how much to tell you. Do not discuss the situation with anyone other than the Title IX Coordinator without the student's permission.
3. **Offer support.** Give assurance that campus and community resources can help and offer to help contact them.
  - ✓ **Emergency services:** Call 9-1-1 to contact emergency services.
  - ✓ **Contact Helena Police Department:** (406) 447-8486
  - ✓ **Medical assistance:** St. Peter's Health (406)444-2202 (24 hours), seven days a week
  - ✓ **Advocacy and support:** The Friendship Center (406) 442-6800
4. **Contact the Title IX Coordinator** within 24 hours to report the information by calling 447-6937 or filling out the incident report form at [http://helenacollege.edu/campus\\_safety/docs/Harassment-Discrimination-Sexual-Assault-Complaint-Form.pdf](http://helenacollege.edu/campus_safety/docs/Harassment-Discrimination-Sexual-Assault-Complaint-Form.pdf)

### What if the student doesn't want me to tell anyone?

- ✓ Pursuant to college policy and federal guidelines, unless you are a medical or counseling professional you are required to report any information you receive about sexual misconduct involving students, including names, within 24 hours to the Title IX Coordinator. If the complainant does not want to be contacted by us, we can provide information about reporting and support services through you.

### What is the policy on sexual misconduct?

- ✓ Helena College (HC) prohibits sexual harassment and sexual violence that affects anyone's ability to participate in college programs and activities. HC also prohibits retaliation against anyone who reports sexual misconduct or participates in the College's investigation into sexual misconduct or other forms of discrimination. The Discrimination, Harassment, Sexual Misconduct, Stalking, and Retaliation policy and procedures can be found at [http://helenacollege.edu/campus\\_facilities/policiesprocedures/docs/CurrentPolicies/100.3%20Policy%20Helena%20College.pdf](http://helenacollege.edu/campus_facilities/policiesprocedures/docs/CurrentPolicies/100.3%20Policy%20Helena%20College.pdf)

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