

Title IX and Sexual Misconduct: What Helena College Employees Need to Know

How should I respond if a student tells me s/he has been the victim of sexual misconduct?

1 Listen with compassion.

Recognize the person is coming to you for help might be struggling with difficult emotions such as anger, fear, denial, or embarrassment.

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2 Explain confidentiality and mandated reporting.

Inform the student immediately you are required to report the information shared to the Title IX Coordinator or a CSA. Informed concern such as This allows the victim to choose how much to tell you. DO NOT discuss the situation with anyone other than a school official without the student's permission.

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3 Offer support.

Give assurance the campus and community Resources can help and offer:

Emergency Services: Call 911

Non-Emergency Helena Police 442-3233

The Friendship Center 442-6800

Medical Assistance:

St. Peter's Hospital 442-2480

Healthcare for the Homeless 449-5682

Advocacy and Support:

The Friendship Center Domestic Violence & Sexual Assault 442-6800

YWCA Transitional Housing Programs for Women And their Children 442-8774

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4 Contact a CSA or submit a report.

Within 24 hours report the information by:

* Contact a Campus Security Security (CSA)

* Title IX Coordinator, Valerie Curtin 447-6913

* Title IX Deputy, Tammy Burke 447-6352

* Complete a report online at [Campus Safety - Helena College](#)

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

Pursuant to the 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. If the complainant does not want to be contacted by a school official, we can provide information about reporting services through you.

What is the policy on sexual misconduct?

Helena College prohibits sexual harassment, sexual assault, dating violence, domestic violence, and stalking that affects anyone's ability to participate in college programs and activities. Helena College also prohibits retaliation against anyone who reports sexual misconduct or participates in a college investigation into sexual misconduct or other forms of discrimination. The Discrimination, Harassment, Sexual Misconduct, Stalking and Retaliation Policy 100.3 and procedures can be found at online along with a non-discrimination notice [here](#).

Survivor Support Tips

A person who survives sexual harassment (including sexual assault, dating violence, domestic violence, and stalking) may confide in a known person and trust before contacting an outside organization like the Friendship Center. Thank you for making a compassionate response when someone reveals a traumatic experience to you.

A referral to the Friendship Center is appropriate any time a student brings up issues of interpersonal violence – male or female. Please provide the 24 hour support number 442-6800, or share their location 1430 Sanders Street, Helena, MT. Remember, seeking assistance from a resource must always be the survivor's choice.

Do: explain confidentiality – listen empathetically and without judgement – give emotional support – thank her/him for trusting you enough to tell you. Be aware of your body language and maintain eye contact. Do listen, think, explain confidentiality, provide reporting options, and share resources for medical, advocacy, legal, and counseling services.

Good things to say: "I'm so sorry to hear what you're going through." "Thank you for your courage in sharing your experience with me."

Do Not: make light of the situation, interrupt, interject your feelings, change the subject, press for more information, or touch her/him without permission. Remember you're a bridge to resources; you're not an investigator. It's not your role to ask questions about what happened and who is involved. Don't offer advice or try to be a counselor.

If you have personal issues that might interfere with your response, you can express your thanks for her/his trust in you and share your need to get someone else to help. Please honor your boundaries while making sure the survivor receives appropriate assistance.

A survivor's story may affect you. The Friendship Center services are available to you too. Trained advocates are available to assist and support survivors, family and friends.