

HOW TO RESPOND TO A REPORT OF SEXUAL OR INTERPERSONAL MISCONDUCT

(more information at www.marymount.edu/titleix)

- All administrators, faculty, and staff that are not specifically designated as a Confidential Resource are “Mandatory Reporters” under Title IX. Mandatory Reporters are required to share information they receive related to sexual assault, sexual harassment, stalking, and dating/domestic violence with the Title IX Office.
- This information should be kept private and only shared with those who are on a need to know basis in order to maintain a safe environment.
- If there is an imminent risk to safety, please contact Campus Safety (703-284-1600) right away.

STEP 1: SUPPORT. Offer non-judgmental and empathetic support.		
<i>Affirm for reaching out.</i>	<i>Do not prejudge or try to investigate what happened.</i>	<i>State that you are committed to connecting them to appropriate resources.</i>
<p>Sample Response: I can only imagine how difficult this must be for you. Thank you for trusting me and choosing to share this. I’m glad you’re reaching out for help. I am committed to helping connect you with the people and resources on campus that can help you.</p>		
STEP 2: SAFETY. Assess for safety.		
<p><i>Is there an imminent risk to the health and safety of the individual or the community? Contact Campus Safety if necessary at 703-284-1600.</i></p>		
<p>Sample Response: Before you share any more information, I want to check in with you to know whether you currently feel safe. Are you concerned for your safety in any way?</p>		
STEP 3: CONFIDENTIALITY. Inform about your role as a Mandatory Reporter.		
<i>Mandatory Reporters cannot remain confidential</i>	<i>The Title IX Office will be informed of what is being shared</i>	<i>Information will be shared on a need to know basis</i>
<p>Sample Response: As a Mandatory Reporter, I am legally required to share what we talk about with the Title IX Office. The Title IX Coordinator will help determine what needs to happen to make sure that you and the community are safe and to prevent something like this for happening again. We will all protect your privacy and will only share information with people on campus who need to know so that they can help. As we talk, you can decide how much or how little you’d like to share with me. Even though I am required to report this information to the Title IX Office, you are not required to meet with Title IX or share information that you do not wish to share.</p>		
STEP 4: RESOURCES. Refer to the appropriate resources.		
<i>Refrain from asking questions and seeking additional details.</i>	<i>See more information on this handout or visit www.marymount.edu/titleix for more information on resources</i>	
<p>Sample Response: Please tell me what you need right now. Any response, even nothing, is okay. We can connect you with a counselor or with the police if you wish.</p>		

STEP 5: REPORT. Report to the Title IX Office.

Visit www.marymount.edu/titleix for the online reporting tool or send an email to titleix@marymount.edu

Complete to the best of your ability

Skip any questions that you do not know

Do not feel obligated to obtain unknown information

SUMMARY OF TITLE IX RESOURCES

ON-CAMPUS CONFIDENTIAL RESOURCES

These resources will be able to honor confidentiality in most cases and will not report any information to any campus officials, unless there is an imminent danger to the student or community. To meet with an on-campus confidential resource, we encourage you to call or email the confidential resource directly to schedule a meeting.

Student Counseling Services

Berg Hall 1014
(703) 526-6861
counsel@marymount.edu

Student Health Services

Berg Hall 1014
(703) 284-1610
shealthc@marymount.edu

University Chaplain,

Fr. Gabriel Muteru
Gerard Hall 1031A
ministry@marymount.edu

TITLE IX OFFICE INFORMATION

Kaylee Chappell, Title IX Coordinator

Berg Hall 1001
(703) 526-6940
titleix@marymount.edu
www.marymount.edu/titleix