



# **YOU** ARE A MANDATORY REPORTER. *Do you know what that means?*

## **TITLE IX OF THE EDUCATIONAL AMENDMENT ACT OF 1972:**

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”

**Your Duty:** Under Stephens College’s Mandatory Reporting Policy, ALL EMPLOYEES, with the exception of counselors in the Counseling Center, are mandatory reporters of all incidents that you believe may constitute sex- or gender-based discrimination or harassment that impacts students and fellow employees. The purpose for sharing this information with the Title IX office is to ensure that affected parties receive information about their rights and available resources and that the College is able to respond appropriately to offer support and remedies.

**How to Report:** You may report to Shannon Walls at (573) 876-7250 or sbwalls@stephens.edu, or you may complete the online report form at [stephens.edu/titleix](http://stephens.edu/titleix).

**What to Report:** When reporting behavior that may have violated Title IX or College Policy, Mandatory Reporters must provide full details of the incident as it was reported to them, including name(s) of the Complainant, Respondent(s), Witnesses, and any other relevant facts, including the date, time and location. If an individual requests confidentiality or requests that no further action be taken, please include that information in your report. If you have any questions about making a report, contact Shannon Walls.

## SPEAKING WITH COMPLAINANTS:

- **ASSESS** immediate medical and safety needs — call 911 or Security if assistance is needed.
- **LISTEN** – “Thank you for sharing your story with me.”
  - While it may seem counterintuitive to interrupt when someone is opening up to you, it is critically important not to promise confidentiality and to inform them of your obligation to report to the Title IX office anything they share with you. If they wish to continue, let them tell you their story at their own pace. Use non-verbal clues to let them know you’re listening. Don’t interrogate or ask judgmental questions.
- **BELIEVE** – “I’m so sorry this has happened to you.”
  - By telling you their story, they are placing tremendous trust in you. The first response they receive when sharing it has a huge impact on what they do next.
- **SUPPORT** – “How can I help you?”
  - Share avenues for help, but don’t pressure the Complainant to do anything they are not ready to do.
  - If they prefer confidential support, you can refer them to the College’s Counseling Center or our 24/7 Anonymous Crisis Hotline.
  - You can offer support in connecting them to the Title IX office and/or seeking medical treatment and notifying law enforcement. Refer them to our policies and website. Information can turn a victim into a survivor!
- **REPORT**
  - Record and report everything that the student or colleague shares with you, including the names of those involved, locations and times/dates.
  - Everything that is shared with you must be relayed to the Title IX office. Even if the Complainant does not want to participate in an investigation, you must report it.
  - Beyond this, assure the Complainant that you will keep all the shared information private.

### What Happens Next:

- The Title IX Coordinator will follow up with the Complainant in a private and supportive manner to listen to their story, discuss their rights and options and offer support, remedies and resources.
- If the Complainant wishes to pursue resolution through the College or if the College deems that further investigation is warranted, the Title IX Coordinator will contact the Respondent to discuss the allegations and allow them to respond.
- The College may open an investigation — it will be prompt and fair to both parties involved and provide equal rights throughout the process.
- Both the Complainant and the Respondent have the right to be accompanied by a support person throughout the process.

### Resolutions:

- Informal mediation, restorative justice and other processes may be available.
  - If the case cannot be resolved informally, it will be referred for a formal investigation.
  - Resulting sanctions may include verbal warnings to expulsion/termination.
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## YOUR RIGHTS AT STEPHENS

### Stephens' Policies Prohibit:

- Sexual harassment – hostile environment and quid pro quo
- Sexual assault – sexual events without consent or with force or coercion
- Sexual exploitation – examples include: invasion of sexual privacy, non-consensual digital recording or sharing of recordings of nudity or sexual activity, knowingly exposing another to an STD
- Dating or Domestic violence – violence or abuse on the basis of sex occurring between those who are or were in an intimate or romantic relationship
- Stalking – a course of conduct on the basis of sex that would cause a reasonable person fear or substantial emotional distress
- Retaliation for reporting or participating in an investigation
- Intimate or sexual relationships between employees and undergraduate residential Stephens students
- Consensual intimate, romantic or sexual relationships between employees and Stephens Graduate and Continuing Studies students over whom they have or might reasonably expect to have direct pedagogical or supervisory responsibilities
- Consensual intimate, romantic or sexual relationships between employees when one individual has direct supervisory or evaluative responsibility over the other

## YOUR RIGHTS AS AN EMPLOYEE

- Title IX requires schools to inform you about its policies against sexual discrimination such as sexual harassment and violence and to train you in your role as a Mandatory Reporter and how to respond.
- Title IX requires school officials to take immediate action to protect you when you report sexual harassment or violence and ensure no bullying or retaliation happens after you report.
- Title IX requires that schools support employees who report sexual harassment and violence and provide a prompt response to remedy its effects and prevent its recurrence.
- If you are affected by sexual misconduct or violence or interpersonal violence off-campus, we are here to support you.
- Our policies apply to everyone – no matter your sex, gender, gender identity or sexual orientation.
- You have the right to be safe at work with equal access to opportunity in a protected environment – it's important to know your rights and know Title IX!

**Stephens' Policies are posted online at [stephens.edu/titleix](https://stephens.edu/titleix). It is important for you to understand our policies and your rights under the law.**

# IX THINGS YOU NEED TO KNOW ABOUT YOUR DUTIES AS A MANDATORY REPORTER

1. If you or anyone you know is in danger, dial 911 or call Campus Security at (573) 876-7299.
2. Stephens' policies about sexual offenses apply to everyone on campus! No matter their status as students or employees. No matter their sex, gender, gender identity or sexual orientation. Title IX prohibits sexual assault, harassment or discrimination in any federally funded education program. College policies can be found at [stephens.edu/titleix](http://stephens.edu/titleix).
3. In order to maintain a safe campus environment, ALL EMPLOYEES (including Residence Life student employees when they function as employees) are considered MANDATORY REPORTERS and are therefore required to report instances of sexual misconduct, harassment or discrimination. NOTICE TO YOU, IS NOTICE TO STEPHENS!
4. Even if an individual does not want to participate in an investigation, Mandatory Reporters are STILL REQUIRED to report the incident or behavior.
5. If you believe someone is about to disclose any details related to sexual misconduct to you, it is important to RESPECT THEIR TRUST IN YOU and try to let the individual know your status as a Mandatory Reporter.
6. Parties who wish to maintain confidentiality may be REFERRED to the Counseling Center at (573) 876-7157 or a 24/7 Anonymous Crisis Hotline at (800) 395-2132.
7. Following a report of a potential violation of the College's Sexual Offenses Policy, the Title IX Coordinator will follow up with the victim/survivor to discuss their RIGHTS and offer REMEDIES and RESOURCES in a supportive, non-judgmental way — just like you.
8. Both the victim/survivor and the alleged respondent have the right to be accompanied by an ADVISOR OF THEIR CHOOSING to any investigatory meetings or disciplinary proceedings.
9. Reports can be made ONLINE, BY EMAIL, PHONE or IN PERSON. Mandatory Reporters should do their best to report all details that have been disclosed.

## Stephens College Title IX Coordinator:

### Shannon Walls

Stamper Commons 202

(573) 876-7250

[sbwalls@stephens.edu](mailto:sbwalls@stephens.edu)



Your Role  
**AT STEPHENS.**  
[stephens.edu/titleix](http://stephens.edu/titleix)