



NORWICH
UNIVERSITY®

**Student Leader Guide to
Reporting Sexual and Gender-Based
Misconduct**

At Norwich University, student leaders, such as Resident Assistants and Corps of Cadet Leaders, are Mandatory Reporters under University Policy. This means that if an incident of sexual or gender based misconduct is observed or disclosed to you, you are required to report the incident to the Title IX Coordinator.

Reacting to a disclosure of sexual misconduct and reporting it in the appropriate manner is an important part of your role. Students who chose to disclose to you are placing their trust in you, and once someone discloses to you, you play an important role in their experience getting support and help. This guide will go over what to say to someone who is disclosing having experienced sexual misconduct, and how to report that information.

WHY IS IT IMPORTANT FOR ME TO REPORT?

The University requires you to report for the following reasons:

- Those who report having been sexually victimized are entitled to supportive measures and resolution options. The supportive measures the Title IX Office offers include room moves, safe rooms, access to counseling, academic support services, connection to local sexual assault advocacy resources, and help reporting to law enforcement. Resolution options include both formal investigation and informal options conducted in an impartial and prompt way by trained professionals. By reporting, you ensure that the victimized person has access to these resources.
- To ensure that someone who has reported experiencing sexual misconduct is getting support and help from professionals who are properly trained. From putting supportive measures in place to asking investigative questions, there is training that needs to be completed by Title IX staff to ensure that this work is done in compassionately and in compliance with state and federal law.
- Reporting incidents of sexual misconduct and violence is an important part of addressing it in our community. By reporting, you help work towards a safer community for all.

Additionally, someone who has been reported as experiencing sexual or gender-based misconduct is not required to meet with the Title IX office, and nor do they need to participate in a resolution procedure to receive supportive measures. **By reporting, you are simply giving them the choice to access these options – you are NOT forcing them to.**

WHAT SHOULD I BE REPORTING?

Sexual and gender-based harassment includes a wide array of behaviors – if you are unsure if something should be reported, please err on the side of caution and report! For a full description of all prohibited behavior, please visit www.Norwich.edu/title-ix and review the Sexual and Gender Based Misconduct Policy.

Once you become aware of misconduct, you should report it as soon as possible – and no later than 24 hours.

Please include the name of the victim of the misconduct, and any additional information that has been shared with you. This could include:

- The name of the alleged
- Details that were shared regarding the incident

You do not need to ask for additional details if they are not provided!

Do not investigate.

HOW TO REPORT?

Reports of misconduct should be made in one of the following ways:

1. Using the online reporting form at www.Norwich.edu/title-ix
2. By contacting the Title IX Coordinator directly at (802) 485-2144
dslauzis@Norwich.edu

When you report on behalf of someone else (i.e., the misconduct you are reporting did not happen to you), the Title IX Office is not able to share any information with you about specifics of the case. This is to protect the rights of those involved. However, the Title IX Office can go over the general process with you so that you know generally what will happen next after a report is made.

WHAT SHOULD I DO WHEN SOMEONE DISCLOSES TO ME?

If possible, inform the reporting party of your status as a Mandatory Reporter prior to their disclosure. Do not do so in a way that may discourage the reporting party from making a report. If they have not disclosed anything to you, talk with them about confidential resources available to them so that they can make the most informed decision as to who they share information with.

If the person decides to report to you, listen carefully without prompting for more details or information. Do not investigate. Listen and be supportive.

Avoid investigative questions like “what happened?” and instead ask questions focused on the reporter, like “what do you need?” and “what can I do to help?”

Inform them that you will be reporting the information they provide to the Title IX Coordinator, and that the Coordinator will be reaching out to them in regards to the report. Additionally, you can offer to bring them directly to the Title IX Office. If the person is in a state of emotional crisis, you can also offer to walk with them to the Counseling and Wellness Center.

Let them know that supportive measures and resolution pathways are available to them.

PLEASE NOTE: If the person is in crisis, in physical or mental harm or danger, or you walk onto an ongoing incident of sexual violence, please call Public Safety or 911.

CONFIDENTIAL RESOURCES

A confidential resource does not need to report sexual misconduct to the Title IX Coordinator, and will only share the information disclosed to them at the permission of the reporter. A confidential resource can help someone who reports being the victim of sexual harassment access supportive resources, and make decisions around reporting.

Counseling and Wellness Center

(802) 485-2134 • info@circlevt.org

Health Center

(802) 485-2552 • cwc@norwich.edu

Mosaic (Sexual Assault Crisis Team)

(802) 479-5577 • info@mosaic-vt.org

Circle (Local Intimate Partner Violence Crisis Team)

(877) 543-9498 • info@circlevt.org

Rev. Wick

(802) 485-2128 • wwick@norwich.edu

WHAT HAPPENS TO THE PERSON WHO IS ALLEGED TO HAVE ENGAGED IN SEXUAL MISCONDUCT?

People who are alleged to have violated Norwich’s Sexual and Gender-Based Misconduct Policy have the right to a prompt, fair, and impartial

investigation and resolution. This includes being made aware of the details of the allegations prior to a meeting with a trained investigator, and getting the chance to meaningfully respond to those allegations. Investigations conducted by the Title IX Office seek to collect all relevant evidence – which includes both evidence that indicates a policy violation occurred and evidence that indicates that University policy was not violated. To see the full set of rights provided to all parties in an investigation, please review the Sexual and Gender-Based Misconduct Policy at www.norwich.edu/title-ix.

SO I'VE REPORTED. ANYTHING ELSE I SHOULD DO?

After submitting a report, make sure that you are not sharing that information with anyone else. While you may be tempted to talk to or confront the person who is alleged to have victimized someone, it is important you do not. Equally, it is important that you do not share the information you reported with anyone else, for the following reasons:

- People who report having experienced sexual victimization have the right to request confidentiality from the Title IX Office. If the Title IX Coordinator grants the request, the person who is alleged to have violated policy is not even made aware of the report. By sharing this private information, you are potentially taking away someone's right to confidentiality.
- If the police are involved, you risk interfering with a criminal investigation.
- Someone who reports having experienced sexual victimization is engaging with a stressful process, and you risk adding to that stress by sharing the information they trusted you privately with.

Finally, after listening to someone's disclosure and submitting your report, it is important to check in with yourself. It can be difficult, and even traumatic, to be disclosed to, and supportive resources are available to you as well, should you need them. Self-care is important! If you are in need of support after making a report, please reach out to the Title IX Coordinator.

THINGS TO KEEP IN MIND:

- Sexual misconduct, violence, and discrimination can happen to people of all genders and identities.
- People who have experience sexual misconduct can respond in a variety of ways. Some may become withdrawn; others may react with anger. There is no right way a person who has experience sexual victimization should act. It is important not to assume anything based on how upset (or not upset), someone seems when disclosing to you. Signs that a person may have been sexually victimized include:
 - o They have nightmares or other sleep problems without an explanation
 - o Seeming distracted or distant at odd times
 - o Sudden change in eating habits
 - o Developing a new or unusual fear of certain people or places
 - o Self-injury (cutting, burning)
 - o Inadequate personal hygiene
 - o Drug and alcohol abuse
 - o Sexual promiscuity
 - o Depression, anxiety
 - o Suicide attempts
 - o Fear of intimacy or closeness
- Once someone has reported, or you have reported on their behalf, you have both engaged in a protected activity. If someone retaliates against you or someone else for reporting or otherwise participating in an investigation and resolution process with the Title IX Office, they could be found responsible for retaliation under the Sexual and Gender-Based Misconduct Policy, which has sanctions up to expulsion.

