

ALPENA

COMMUNITY COLLEGE

QUICK GUIDE FOR RESPONDING TO SEXUAL MISCONDUCT

RESPONDING TO STUDENT SEXUAL ASSAULT, DATING VIOLENCE, STALKING, AND SEXUAL HARASSMENT

WHAT IS IT?

For complete definition of the terms below, see ACC Policy 7009 on Sexual Misconduct

Sexual Assault

A forcible or non-forcible sexual offense made without consent or where the victim is not capable of giving consent. Consent is a clear and unimpaired voluntary consent.

Dating Violence

means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. It includes sexual or physical abuse or the threat of such abuse.

Domestic Violence

means a crime of violence committed by a current or former spouse or intimate partner of the victim, or a person with whom the victim shares a child in common.

Sexual Harassment

Sexual Harassment is defined by the federal law known as Title IX can takes several forms, described in detail in the ACC Sexual Misconduct Policy 7009. It can include "Hostile Environment Sexual Harassment", "Quid Pro Quo Sexual Harassment and "Sexual Assault, Dating Violence, Domestic Violence and Stalking".

Stalking

means a course of conduct directed at a specific Complainant that would cause a reasonable person to fear for that person's own or someone else's safety, or to suffer substantial emotional distress

WHAT TO DO IF A STUDENT DISCLOSES TO YOU

1. Tell the student you are not a confidential resource. Explain that, as College employee, you have a responsibility to report violations of policy. State this BEFORE details are discussed that the student may wish to keep confidential. Refer to Step 2 if the student wishes to report confidentially.
2. Explain that confidential resources are available in the community. Hope Shores Alliance is one such resource. Tell the student that you can arrange for the student to meet with an advocate from Hope Shores Alliance to discuss the matter in more detail and in confidence.
3. Tell the student that College policy prohibits all forms of Sexual Misconduct. The Title IX Coordinator is the official who can help the student understand his/her rights and options. Tell the student you will be reporting the information provided to the Title IX Coordinator. Encourage the student to speak with the Title IX Coordinator, Melissa Guy. Offer to accompany the student to the office of the Title IX Coordinator. The Title IX Coordinator can consider requests for confidentiality but you cannot.
4. Listen with empathy. You can say something simple and kind like "Thank you for telling me." Remember that it is difficult to come forward. Let the student know that help is available.
5. Direct the student to information on the website at http://discover.alpenacc.edu/safety/sexual_misconduct/index.php. Direct the student to Policy 7009 and the College Brochure on Sexual Misconduct.
6. Tell the student that Sexual Assault is a crime and the student may wish to report it to the police, but is not required to do so. If desired, the Title IX Coordinator will assist the student in making a report.
7. Remind the student of the importance of preserving evidence, regardless of whether the student currently intends to pursue further action through the police or college. This is detailed in the brochure.
8. Immediately report the information you received to the Title IX Coordinator. A Sexual Misconduct Report Form is available on the College website.
9. Maintain privacy. Although you have a duty to make a Title IX report, make every effort to treat the information as a sensitive matter and preserve the student's privacy to the extent permissible.
10. Remember, it is not your job to investigate or determine the facts. Leave this to the Title IX Coordinator. It is your job to fully and promptly report the information you learned.

The header features a background image of a stone wall with greenery on the left. Overlaid on the wall is the word 'ALPENNA' in large, white, serif capital letters. Below it, 'COMMUNITY COLLEGE' is written in smaller, white, sans-serif capital letters. At the bottom of the header, the title 'QUICK GUIDE FOR RESPONDING TO SEXUAL MISCONDUCT' is displayed in large, bold, white, sans-serif capital letters.

ALPENNA COMMUNITY COLLEGE

QUICK GUIDE FOR RESPONDING TO SEXUAL MISCONDUCT

Policies • Procedures • Contacts

Alpena Community College policies and procedures strictly prohibit sex discrimination, and all forms of sexual misconduct, including sexual harassment, sexual assault, dating violence, domestic violence and stalking. The ACC Office of Civil Rights (the Title IX Coordinator) oversees those policies, investigates complaints alleging violation of Title IX, assists with referrals to community resources, and provides interim measures to protect the rights and interests of all parties during the investigation of an alleged violation. The Title IX Coordinator works to promote awareness and prevention of discrimination, sexual harassment, sexual assault, dating and domestic violence and stalking for students, employees and visitors.

For more information about College policies on Sexual Misconduct, including reporting forms and additional resources, please visit: http://discover.alpenacc.edu/safety/sexual_misconduct/index.php.

Title IX Coordinator

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102 Van Lare Hall

Hope Shores Alliance

Alpena: 989.356.2560
Oscoda: 989.739.0144
24 Hour Help & Support: 800.396.9129

Alpena City Police Department

989.354.1800

Oscoda Police Department

989.739.9113

Please note that College policy does not mandate that College Employees report allegation of Sexual Misconduct when the Employee learns about the allegation during a public awareness event or other public forum in which a student or other member of the college community discloses experiences. Examples include “Take Back the Night” programs, Survivor “Speak-Outs”, Candlelight Vigils and the like.