

Faculty Guidance for Title IX Compliance

As an educator, you have tremendous potential to shape student behavior and norms — not only for students during their time in your class or at HACC, but also in their lives moving forward. As faculty build trust and rapport with students and colleagues, it is possible that someone will reveal to you that they are a survivor of sexual harassment, assault or other sexual misconduct. Title IX offers protections for students and employees from sex and gender discrimination in educational settings, and HACC's Title IX team can assist those involved in incidents in myriad ways. If someone reveals to you that they are a survivor of sexual misconduct, it is imperative that you report this to the Title IX team so that we can activate supportive measures, investigate if necessary, remedy the situation, and prevent future occurrence. Our goal is for HACC to be a supportive and compassionate educational experience for all students free from sex and gender discrimination. Faculty play an integral role in facilitating this supportive and responsive atmosphere for student survivors.

Here is what you should do when a student* reports to you.

It may feel strange or intimidating to discuss the details of a student's private life, especially in an academic setting. However, don't reject your student's attempt to reach out to you. Be supportive, suggest resources, and be clear with the student that you have a requirement to make appropriate College staff aware of any knowledge you have of sexual misconduct or other Title IX concerns so that students can receive support and resources from trained professionals.

Be a resource. Educate yourself on college policy and what your job requires in terms of [mandatory reporting](#). All HACC employees are required to report when you become aware of a situation or concern. There are three main ways you may make a report:

1. The preferred method for reporting a student or employee concern is to submit a [BIT report](#).
2. Anyone may make a Title IX report regarding any member of the HACC community (employee, student, visitor, vendor, etc.) via the "[Report a Title IX Complaint](#)" button on [HACC's Title IX webpage](#).
3. Lastly, you may directly contact the Title IX Coordinator, [Dr. Armenta Hinton](#), or another Title IX team member. Contact information is listed on page three below).

Believe and listen (with empathy and without judgment) to students who come to you with experiences of sexual violence, harassment or discrimination. Help direct them to appropriate institutional and community resources. Please feel free to review [HACC's Title IX webpage](#) or contact the Title IX team with any questions.

Be clear and upfront with students about your role as a mandatory reporter. You can say something like: *"I need to tell you that I am considered a mandated reporter. I must inform the College about any experiences with sexual misconduct you share with me so that resources and support can be made available to you. If you do not want details of what occurred to be reported or are not interested in making a complaint at this time, you have the right to maintain your privacy. I will only report what you confide in me."* Make sure to tell the student about resources and support they can access confidentially, such as [Mazzitti & Sullivan](#).

*This document is geared toward student survivors, but employee survivors are also protected under Title IX and this advice may be applicable to conversations with colleagues as well as students.

Be supportive and understanding of student survivors and their needs. Sexual violence and other forms of sexual misconduct can be difficult and traumatic experiences. Give student survivors time to heal and advocate for and accommodate their needs (such as giving them extensions on work, working with the Title IX coordinator to expunge poor grades due to the lingering effects of violence, and allowing them to step outside the classroom if they feel triggered). Many of these accommodations are required under [Title IX](#).

Label triggering material. If you are covering material about sexual violence — such as reading a book or watching a movie that contains scenes of sexual violence — consider giving students a warning about the potentially distressing content of the material, and giving students the opportunity to leave the room if necessary. Adding a brief note to a syllabus about such content and available resources can make a real difference in students' lives. Here's an example that you can adopt to your college's particular context:

Sexual misconduct, including sexual assault and dating violence, is a form of gender discrimination that violates the civil rights law Title IX and is prohibited by HACC's Sexual Misconduct policy. HACC is committed to providing an education that is free from sexual misconduct and other civil rights violations. You can learn more about gender violence, Title IX, and your rights at: [HACC's Title IX webpage](#). If you or someone you know has been harassed or assaulted, you may call in confidentially to the National Sexual Assault Hotline (800-656-4673), contact the dating violence hotline (<http://www.loveisrespect.org/for-yourself/contact-us/>), or contact your city's rape crisis center.

Asterisks () next to assignments below mark material that may bring up painful memories or emotions for survivors of sexual violence. Please consider reaching out to me, Armenta Hinton, Title IX Coordinator, ahinton@hacc.edu.*

Use teachable moments in the classroom. If the class is covering a book with violent content, take the opportunity to talk to your class about the issue and provide them with further resources.

Combat rape culture. Call out sexist jokes and racist, homophobic, and transphobic language. Teach students about how to be active bystanders.

Be aware of protections for pregnant and parenting students. A student may disclose to you that they are pregnant or have a related condition. Often students share this as they are seeking support for academic or other life responsibilities. Guiding students to Student Access Services connects them with the resource that can best determine academic accommodations and/or other services they may need. Title IX protects students from discrimination on the basis of pregnancy, childbirth, false pregnancy, miscarriage, abortion, including recovery. Students have the right to take medically necessary leave, breaks for lactation or other accommodations as fitting for their pregnancy or related conditions. Faculty may also reference the [Faculty Guidance for Title IX Compliance: Pregnant and Parenting Students](#) document for additional details. To learn more, please contact **Vicki Van Hise**, who is the Executive Director, Department of Student Access Services and Deputy Title IX Coordinator for Accessibility, Allied Health and Nursing, at vlvanhis@hacc.edu or 717-358-2972. **Deb Bybee**, as a Title IX Representative for Accessibility, Allied Health and Nursing is also a point of contact at dabybee@hacc.edu or 717-270-6333.

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Be aware of protections against gender-based discrimination. Title IX's protections against sex-based discrimination also protect students and employees against gender-based discrimination. This means that harassment or other discrimination against someone based on gender stereotypes, their gender identity or sexual orientation is strictly prohibited. HACC has developed [Guidance on Supporting Transgender Students at HACC](#) to accompany and provide guidance related to SGP 507 – Gender Acknowledgement and Accommodations. Please note that work is currently underway around the College to enact the guidance, so all recommendations are not yet implemented. Students and employees can find directions for adding/updating their name, gender and pronouns in Banner 9 Self Service via the Inclusion and Diversity tab on MyHACC under the Title IX section.

Support student-led efforts. Consider sponsoring and mentoring a student group against gender-based violence. Ask students how you can best support their efforts. If you are interested in learning more about HACC's plans for an It's On Us peer education group, contact **Briana Legerlotz** at bjlegerl@hacc.edu.

Talk to your HACC representatives about Title IX compliance. At HACC, we have a Title IX team able to receive both student and employee concerns:

- **Dr. Armenta Hinton**, Title IX Coordinator, ahinton@hacc.edu
- **Dr. Courtney Allen**, Deputy Title IX Coordinator for Students, caallen@hacc.edu
- **Vicki Van Hise**, Deputy Title IX Coordinator for Accessibility, Allied Health and Nursing, ylvanhis@hacc.edu
- **Deborah Bybee**, Title IX Representative for Accessibility, Allied Health and Nursing dabybee@hacc.edu
- **Briana Legerlotz**, investigator and Title IX liaison, bjlegerl@hacc.edu

Looking for more information? Contact Dr. Armenta Hinton or any member of the Title IX team with questions. Further information and resources for faculty can be found at hacc.edu/titleix and via this [Faculty Guide for Supporting Survivors](#) PDF created by Macalester College.

Information provided by the Office of Inclusion, Diversity and Belonging, adapted from <https://www.knowyourix.org/for-friends-and-fami/tips-teachers-professors/>; [Faculty Guide for Supporting Survivors](#) and <https://thepregnantscholar.org/title-ix-basics/>.

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