

## WHAT TO SAY:

If you believe a student is about to disclose information about sexual misconduct:

*“Please know that I am a mandatory reporter. Would you like me to help you talk to someone who is a confidential source?”*

- *“I’m sorry this happened to you.”*
- *“This is not your fault.”*
- *“Thank you for telling me.”*
- *“What kind of help do you need?”*
- *“When you are ready there is help available.”*

You are responsible for:

- Supporting the student
- Referring the student to staff trained to assist survivors of sexual and/or relationship violence
- Making a report as mandated by federal law

## REFERRAL RESOURCES

### CONFIDENTIAL

*College Counseling Services*  
574.239.8383  
[counselingservices@hcc-nd.edu](mailto:counselingservices@hcc-nd.edu)

*Student Health Clinic*  
(Nurse/Doctors)  
574.239.1067

*Priests, only within the Sacrament of Confession*

*S-O-S (Sex Offense Services)*  
*St Joseph County Family Justice Center*  
574.289.HELP (574.289.4357)

### NON-CONFIDENTIAL

*Deputy Title IX Coordinators*  
574.239.8310 or 574.239.8338  
[titleix@hcc-nd.edu](mailto:titleix@hcc-nd.edu)

*St. Joseph County Police*  
574.235.9611

*Hall Directors (HDs)*  
*Resident Assistants (RAs)*

# TITLE IX

## EMPLOYEE RESOURCES FOR RESPONDING TO RELATIONSHIP & SEXUAL VIOLENCE



## MAKE A REPORT

Sexual and relationship violence, in any form, is unacceptable and not tolerated within the Holy Cross College community.

Holy Cross promotes the safety and dignity of each individual. Victims are encouraged to report all incidents of sexual misconduct, domestic violence, dating violence, and stalking.

Holy Cross faculty and staff are mandatory, non-confidential resources, and are required to report any disclosure of sexual misconduct, domestic violence, dating violence, or stalking made to them by a student to the Deputy Title IX Coordinator.

Under Indiana law, if a student wishes the details of an incident to be kept strictly confidential, the student may seek counseling and support from the College's Counseling Services or Student Health Clinic.

Alternatively, students can seek off-campus rape crisis resources such as the S-O-S of the Family Justice Center for St. Joseph County. (See Referral Resources for contact information.)

## HOW TO HELP

If a student discloses that sexual misconduct or relationship violence has occurred, stay with them in a safe place. Keep in mind that you are not expected to, nor should you, act as a counselor, and should always refer the student to an appropriate resource as soon as possible.

- **Make sure the student is safe.**
- Encourage the student to avoid hand washing, douching, brushing teeth, or changing clothes, in order to **preserve any evidence.**
- Depending upon the student's needs, call one of the resources on the back of this pamphlet.
- **If the incident occurred within the prior five days, encourage the student to seek medical attention** at a South Bend hospital: **St. Joseph Regional Medical Center (574.335.5000)** or **Memorial Hospital (574.647.1000)**. While both hospitals offer emergency care and evidence collection, **St. Joseph has a specially trained sexual assault team available 24/7.** Tests and procedures related to a sexual assault exam are free of charge if performed within five days of the incident; **insurance will not be billed.** The Student Health Clinic can assist by arranging transportation and can provide confidential and professional follow-up medical care. **Seeking medical attention does not obligate the survivor to report the incident.** Evidence can be collected anonymously and held for one year.
- **If it has been more than five days since the incident, encourage the student to seek medical attention** to address any injuries or symptoms related to the violence. The Student Health Clinic can provide confidential and professional medical care and/or make an appropriate referral to a local physician.

- **Encourage the student to consider seeking confidential counseling through the Counseling Services, or S-O-S of the Family Justice Center of St. Joseph County.**
- Encourage the student to keep a record of the incident(s), retaining any forms of communication like texts, emails, voice-mails, or unwanted gifts, which provide important context in situations of domestic violence, dating violence, and/or stalking.
- Inform the student you are a mandatory reporter, but the student can also self-report directly to the Deputy Title IX Coordinator.
- For more information on Title IX Policy, visit [www.hcc-nd.edu/titleix/](http://www.hcc-nd.edu/titleix/)

### DO:

- Believe the student. The psychological damages of not being believed can be as damaging as the violence itself.
- Be clear the violence was not the survivor's fault.
- Offer non-judgmental support.
- Express your compassion.
- Encourage the student to seek professional help.
- Follow up with the student and encourage them to use their resources.

### DO NOT:

- Confront the person who is accused of committing the violence.
- Pass judgment.
- Question or judge what the survivor had to do to survive.
- Try to resolve the situation between the students.