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Nondiscrimination Statement

JMU prohibits sexual and gender-based harassment including sexual assault and other forms of inter-personal violence. The responsibility for overall coordination, monitoring and information dissemination about JMU’s Title IX program is assigned to the Title IX Coordinator. Inquiries or complaints may be directed to the Title IX Coordinator: Amy Sirocky-Meck (540)568-5219, www.jmu.edu/access-and-enrollment/titleIX, titleix@jmu.edu

Revised October 2016

*Written and Designed by Amy Sirocky-Meck and Taylor Morris October 2017*
UNDERSTANDING TITLE IX
of the Education Amendments 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 education program or activity receiving federal financial assistance...”

Discrimination based on sex refers to any hostile act toward or exclusion of individuals based on sex. Sexual misconduct, which includes sexual harassment and sexual assault, are all forms of discrimination prohibited by Title IX.

Examples of Federal financial assistance includes student federal financial aid, faculty and student research grants and other funding from the federal government that supports the operation of educational programs and activities.

Education programs or activities include admission to institutions and particular academic majors and access to co-curricular and extra-curricular activities such as intercollegiate and club sports, clubs and organizations, internships and externships.

This means that all students, faculty, staff, and visitors are entitled to experience a learning, working, and living environment free from gender- and sex-based discrimination, which includes sexual harassment and sexual violence.

JMU’S TITLE IX OFFICE IS HERE FOR YOU

JMU’s Title IX Office is here to receive, respond to, and address all reports of sexual misconduct involving members of the university community. The Title IX Office is located on the 4th floor of Madison Hall in Room 4033 and 4035. The JMU Office of Equal Opportunity receives and responds to reports of sex- and gender-discrimination that are not sexual misconduct.

Title IX also oversees university efforts to prevent and eliminate sexual misconduct and other forms of sex- and gender-based discrimination.

WE DO THIS BY

- Responding to individual incidents to provide support and resources to those who have experienced harm
- Providing education and training to faculty, staff, and students focused on supporting a healthy, affirming community
- Increasing overall community knowledge about resources and options
- Preventing re-occurrences and future occurrences by assuring that all members of the university community know what behaviors are prohibited and the options that exit for reporting and addressing issues of sexual misconduct.

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1 Sexual Misconduct is an umbrella term that covers sexual assault, sexual violence, sexual harassment, dating violence, domestic violence, relational violence, sexual exploitation, stalking, and all other forms of misconduct on the basis of or because of a reporter’s sex, sexual orientation, gender, or gender identity. From JMU Policy 1340
As coordinator, Amy serves as a resource for members of the university community who have experienced instances of sexual harassment, sexual violence and other forms of sexual misconduct. She provides an inclusive, supportive and compassionate space to make a report, learn about resources, and consider options for moving forward. The Title IX Coordinator treats all disclosures and reports of sexual misconduct with great care and discretion while also balancing the duty to provide for individual and campus safety.

Amy primarily receives and responds to disclosures and reports of sexual misconduct involving JMU students, visitors, and affiliates.

Individuals can call, email, stop by, or schedule a time to meet with Amy.

STUDENTS AND OTHER CAMPUS COMMUNITY MEMBERS WHO MEET WITH THE TITLE IX COORDINATOR CAN DO ANY OF THE FOLLOWING:

- Get information about resources and options for moving forward
- Make a report and request specific support resources (No Contact Orders, assistance with academic or housing matters etc.)
- Make a formal report to initiate a formal campus conduct process

The Title IX Coordinator also assigns students to Title IX Officers for Students as needed.

TITLE IX OFFICERS FOR STUDENTS

JMU has also designated a number of specially trained faculty and staff members to serve as Title IX Officers for Students. Title IX Officers for Students do not receive disclosures and reports of sexual misconduct involving students. However, like the Title IX Coordinator, a Title IX Officer for Students serves as a resource for students who have experienced instances of sexual harassment, sexual violence and other form of gender and sex based discrimination. Title IX officers for students provides an inclusive, supportive and compassionate space to learn about resources, and consider options for moving forward. The Title IX Officer for Students treats all disclosures and reports of sexual misconduct with great care and discretion.

Title IX Officers for Students also provide support to students who are engaged in formal campus conduct processes by providing information and resources to the reporting or responding party as assigned and taking incident statements from the reporter, respondent, and incident witnesses.
As the Title IX Officer for Faculty, Marilou serves as a resource for JMU faculty who have experienced instances of sexual harassment, sexual violence and other forms of sexual misconduct. She provides an inclusive, supportive and compassionate space to make a report, learn about resources, and consider options for moving forward. The Title IX Officer for Faculty treats all disclosures and reports of sexual misconduct with great care and discretion while also balancing the duty to provide for individual and campus safety.

The Title IX Officer for Faculty receives and responds to disclosures of sexual misconduct involving part- and full-time instructional and adjunct faculty, and A&P Faculty with Tenure.

Individuals can call, email, or schedule a time to meet with Marilou.

FACULTY WHO MEET WITH THE TITLE IX OFFICER FOR FACULTY CAN DO ANY OF THE FOLLOWING:

- Get information about resources and options for moving forward
- Make a report and request specific support resources (No Contact Orders, assistance with academic or housing matters etc.)
- Make a formal report to initiate a formal campus conduct process

As the Title IX Officer for Staff, Jenny serves as a resource for JMU staff who have experienced instances of sexual harassment, sexual violence and other forms of sexual misconduct. She provides an inclusive, supportive and compassionate space to make a report, learn about resources, and consider options for moving forward. The Title IX Officer for Staff treats all disclosures and reports of sexual misconduct with great care and discretion while also balancing the duty to provide for individual and campus safety.

Individuals can call, email, or schedule a time to meet with Jenny.

JMU STAFF HAVE OPTIONS FOR REPORTING
JMU Staff who learn about instances of sexual misconduct involving other staff members or who have experienced sexual misconduct can choose instead to report the incident to their assigned
HR consultant. The HR consultant will then work with the Title IX Officer for Staff to respond to and provide resources and options for moving forward.

The Title IX Officer for Staff and Human Resources receive and respond to disclosures of sexual misconduct involving classified, wage and A&P non-tenure staff.

STAFF WHO MEET WITH THE TITLE IX OFFICER FOR STAFF OR THEIR HUMAN RESOURCES CONSULTANT CAN DO ANY OF THE FOLLOWING:

- Get information about resources and options for moving forward
- Make a report and request specific support resources (No Contact Orders, assistance with academic or housing matters etc.)
- Make a formal report to initiate a formal campus conduct process

TITLE IX OFFICER FOR ATHLETICS

Jennifer Phillips | Associate Athletic Director for Compliance/SWA
Plecker Athletics Center 260 | (540) 568-7834
Email: phill2jr@jmu.edu | Website: http://www.jmu.edu/titleix

As the Title IX Officer for Athletics, Jenn serves as a resource for students and staff in Athletics who have experienced instances of sexual harassment, sexual violence and other forms of sexual misconduct. She provides an inclusive, supportive and compassionate space to make a report, learn about resources, and consider options for moving forward. The Title IX Officer for Athletics treats all disclosures and reports of sexual misconduct with great care and discretion while also balancing the duty to provide for individual and campus safety.

Individuals can call, email, or schedule a time to meet with Jenn.

OPTIONS FOR ATHLETICS

- The Title IX Coordinator is also available to receive and respond to reports of sexual misconduct involving student athletes.
- The Title IX Officer for Staff is also available to receive and respond to reports of sexual misconduct involving staff working in Athletics.
- Students and staff in Athletics who experience sex- and gender-based discrimination that is not sexual misconduct may also report to the Title IX Officer for Athletics or the Office of Equal Opportunity

STUDENTS AND STAFF IN ATHLETICS WHO MEET WITH THE TITLE IX OFFICER FOR ATHLETICS CAN DO ANY OF THE FOLLOWING:

- Get information about resources and options for moving forward
- Make a report and request specific support resources (No Contact Orders, assistance with academic or housing matters etc.)
- Make a formal report and initiate a formal campus conduct process
Can I report to any Title IX Officer?
As much as possible we would like for reports involving
- Students to go to the Coordinator
- Faculty to go to the Officer for Faculty
- Staff to go to the Officer for Staff
- Athletics to go to the Officer for Athletics

This is because the Coordinator and the designated officers have particular insight and understanding of the needs of their constituents and the resources available. However, *the most important thing is to report in order to be able to access resources. Therefore, in addition to the Title IX Coordinator, any Title IX Officer can receive any report of sexual misconduct involving a JMU community member.*

What is the difference between a Report, Telling Title IX, and a Formal Report?
We use the term report to refer to the information that Title IX receives about instances of sexual misconduct involving JMU community members.

When someone tells the Title IX Coordinator or a Title IX Officer about sexual misconduct, whether it is in person, over the phone, email, or an online form, it is a report. *So really, there is no difference between reporting to Title IX and telling or sharing information with Title IX.*

*A Formal Report though is different than reporting/telling.* JMU community members who would like to have their cases heard through a campus conduct process sign a Formal Report form with Title IX in order to begin the steps in that process.
TITLE IX RESOURCES

Title IX at JMU is here to serve as a resource for members of the university community who have experienced instances of sexual harassment, sexual violence, and other forms of sexual misconduct. You do not need to make a formal report and go through a campus conduct process in order to receive support from Title IX.

We are committed to maintaining and providing a learning and living and working environment that is free from all forms of sex discrimination for all of our students, employees, and visitors.

TITLE IX CAN ASSIST WITH

- connecting individuals to medical and counseling resources
- providing information about campus conduct processes
- arranging for opportunities for individuals to learn about legal and law enforcement options including protective orders
- providing assistance and support with housing, academic, transportation, and other needs
- arranging temporary transportation options
- issuing No Contact Orders
- any other measure that would provide a safe work and/or learning environment for both parties during the processing of a report and/or a formal complaint.

Title IX also serves as a resource for JMU community members who are going through campus conduct processes by taking incident statements of the involved parties and providing resources to responding parties.

After experiencing an incident of sexual misconduct, Title IX is here to provide resources and support. You do not have to file a formal complaint in order to receive resources from Title IX.
Do I need to make a formal report and go through a campus conduct process to receive resources?

No. Title IX can provide individuals who have experienced sexual misconduct with resources and support even if they are not currently going through a campus conduct process. We refer to these resources as Interim Measures because they are options that can be provided in the short term while someone is considering whether to move forward with a process. Assistance with housing arrangements, academic assistance, No Contact Orders, and referrals to on campus resources like the Counseling Center and Health Center are all considered Interim Measures.

Can Title IX provide other resources and assistance or just the ones mentioned?

Every situation is different and everyone’s path to healing is different. The interim measures such as academic assistance, assistance with housing arrangements, referrals, and No Contact Orders are the most frequently requested resources. However, there are other options and resources available too.

Do I have to go through Title IX if I want to work with the advocate in UHC or the counseling center or the police?

No. It is very common for individuals to choose to utilize the Counseling Center, the Health Center, campus resources and/or JMU and local police first before using Title IX Resources. Title IX can just serve as another bridge to those resources for individuals who have experienced harm from experiences of sexual misconduct.
TURNING TO CAMPUS RESOURCES FOR SUPPORT

We know that every situation is different and the path to healing for everyone is different. We know that it takes time and options. That is why *it is important for everyone in our community to know that JMU is here to offer support and resources to students, faculty, and staff who have experienced harm from sexual misconduct regardless of where it happened and when it happened.*

RESPONSIBLE EMPLOYEES

In times of distress, it is common to want to turn to a colleague, supervisor, or trusted mentor for support. Here at JMU, all faculty, staff, and student employees are designated as Responsible Employees. When Responsible Employees learn, either directly or indirectly, about sexual misconduct involving members of the JMU community the Responsible Employee can’t keep the information secret. They are responsible for reporting what they know to Title IX. In turn, Title IX will reach out the individual who experienced the harm with information about resources and options for moving forward.

*Responsible Employees treat information with respect and discretion by only reporting what they know and only sharing the information with Title IX following the reporting protocol for their department or organization.*

The individual who experienced the harm is not obligated to respond to the inquiry from Title IX. However, the university is obligated to make every effort to provide information about resources and support.

CONFIDENTIAL RESOURCES

There are also resources available on campus to students that can keep information private and confidential. *These Confidential Resources do not share information about instances of sexual misconduct involving JMU students with Title IX.* The Counseling Center, University Health Center, and campus clergy are all designated as confidential resources for students. Confidential Resources can be a great place to start to find out about options available and to receive support.

LEGAL OPTIONS

Most importantly all individuals in the JMU community can at any time seek out assistance from law enforcement to learn about options available through the criminal justice system.

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**In Cases of an Emergency**

Call the police immediately if you are witnessing criminal activity and there is an immediate threat to your safety or the safety of another individual.

On campus Emergency: (540) 568-6911

Off-campus Emergency: 911
As a Responsible Employee, do I fulfill my obligation by reporting to the Police and/or a Confidential Resource?

No. Responsible Employees fulfill their reporting obligation by reporting to Title IX. In Title IX we definitely encourage Responsible Employees to report instances of sexual misconduct to university police and to consult with the Counseling Center and UHC too. However the reporting obligation is to Title IX.

Some Responsible Employees are also designated as Campus Security Authorities and/or Mandated Reporters. Employees who have these other designations have additional requirements for reporting to other campus and community authorities. Please review University Policy 1340 for more details.

In the department I am working in, the procedure is for me to report information about sexual misconduct to my supervisor, and then my supervisor reports the information to Title IX. Is that okay?

We recommend following the reporting procedure designated for your department or office and realize that it is important for offices and departments to establish reporting procedures that work effectively within the culture of the organization. However, as mentioned previously, anyone can report at any time to the Title IX Coordinator or a Title IX Officer.

Do Responsible Employees only report instances of sexual misconduct involving students?

No. Responsible employees report instances of sexual misconduct involving all JMU community members.

Does this mean that when I am at home and talking to a friend about something and they mention sexual misconduct, I have to report?

Employees are responsible for reporting instances of sexual misconduct that they learn about in the regular execution of their paid responsibilities and that can include representing the university off campus in some sort of official capacity.

Are any of these resources available to JMU community members who are named as respondents in reports of sexual misconduct?

Yes, interim measures including academic assistance, assistance with housing arrangements and referrals to medical and counseling resources are available to respondents. When a formal complaint is filed through Title IX we will make sure the respondent is assigned to a Title IX Officer who can provide support and information about resources.
UNDERSTANDING SEXUAL MISCONDUCT

It takes commitment and action on the part of all members of the university community to assure JMU is a learning, working and living environment free from gender- and sex-based discrimination including sexual misconduct.

Sexual Misconduct is the umbrella term the university uses to refer to a series of behaviors that are all forms of sex-based discrimination. It is important for all community members to know and understand what behaviors constitute sexual misconduct to be able to prevent the behavior and to respond appropriately to individuals who have experienced the harm of sexual misconduct.

JMU Policy 1340-Sexual Misconduct and Student Handbook Policy J-34-100 Sexual Misconduct detail the definitions we adhere to as a community and the process and procedures the university follows in responding to instances of sexual misconduct. This means that everyone at JMU is responsible for knowing and understanding these definitions.

SEXUAL MISCONDUCT

This includes sexual assault, sexual violence, sexual harassment, dating violence, domestic violence, relational violence, sexual exploitation, stalking, and all other forms of misconduct on the basis of or because of a reporter’s sex, sexual orientation, gender, or gender identity.

SEXUAL ASSAULT

Any physical contact of a sexual nature that is forced on another person, including unwelcome sexual touching of any kind. This includes engaging or attempting to engage in any unwelcome sexual intercourse (oral, anal or vaginal) or penetration, however slight, with any object or body part without consent, or intentional touching (either of another person or when the person is forced to touch) of a body part in a sexual manner without consent, directly or through clothing. Sexual assault includes nonconsensual attempted or completed sexual intercourse, penetration with any part of the body or an object, touching or forcing another person to touch in a sexual manner, kissing, physical contact with any part of the body for sexual purposes or forcing another to touch himself or herself in a sexual manner. Sexual assault includes sexual violence.

INCAPACITATION

Physical or mental inability to make informed, rational judgments. States of incapacitation include, without limitation, sleep, blackouts, unconsciousness, and the inability to make such decisions due to the voluntary or
involuntary use of alcohol or drugs. Incapacitation may occur because of age, disability, voluntary activity or through the acts of others.

CONSENT
An outward demonstration through understandable words or actions that convey a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. It cannot be gained by force that is expressed or implied, coercion, intimidation, threats, or duress; it cannot be obtained by ignoring or acting in spite of the objections of another by previous consent or by taking advantage of another person’s incapacitation or physical helplessness where one knows or reasonably should have known of such incapacitation or helplessness.

SEXUAL HARASSMENT
Unwelcome or offensive sexual advances, requests for sexual favors, sex-based harassment directed toward stereotypical notions of what is female/feminine v. male/masculine or a failure to conform to those gender stereotypes, or other conduct of a sexual nature that creates a hostile environment or is a term or condition of employment, education, or membership including: Verbal Conduct (including but not limited to specific demands for sexual favors, sexual innuendoes, sexually suggestive comments, jokes of a sexual nature), non-verbal conduct (including but not limited to sexually suggestive emails, other writings, pictures, suggestive or insulting sounds or gestures), and physical conduct (including but not limited to touching, pinching, brushing the body, or any unwelcome or coerced sexual activity, including sexual assault)

EXAMPLES (INCLUDE BUT ARE NOT LIMITED TO)
- Sexual Comments, innuendos, or stories
- Sexual jokes
- Sexual drawings or writings
- Requesting or demanding sexual favors
- Gestures or motions
- Unwelcome or offensive sexual advances
- Whistling, cat-calling, leering
- Gender stereotyping

KEY POINTS
- The conduct is of a sexual nature and can be verbal, non-verbal, and/or physical
- Someone is forced or required to endure the conduct because of their role
- The conduct is so severe that it creates a hostile environment
- Sexual harassment is about how the individual who is the subject of the behavior is experiencing it and the harm it is causing the individual

UNDERSTANDING WHAT IS MEANT BY HOSTILE ENVIRONMENT
A hostile environment is created by oral, written, graphic or physical conduct that is sufficiently severe, persistent or pervasive and objectively offensive that it interferes with, limits or denies the ability of a person to participate in or benefit from the institute’s educational programs, services, opportunities, or activities or the individual’s employment access, benefits or opportunities

DATING VIOLENCE/ RELATIONAL VIOLENCE/ DOMESTIC VIOLENCE
A form of sexual violence committed by a person who is or has been in a social relationship of a romantic or intimate with another person, where the existence of such a relationship shall be determined based on the consideration of the length and type of the relationship and the frequency of interaction between the persons involved in the relationship.
A form of sexual violence which consists of physical assaults or serious threats of bodily harm including, but not limited to, domestic violence and dating violence.

An incident or pattern of physically, sexually and/or emotionally abusive behavior used by one individual to assert power or maintain control over another in the context of an intimate or family relationship. Depending on the circumstances, this may be a form of sexual violence.

SEXUAL EXPLOITATION
Taking sexual advantage of another person without that individual’s consent.

EXAMPLES (INCLUDE, BUT ARE NOT LIMITED TO,)
- prostituting another person;
- causing or attempting to cause the incapacitation of another person for a sexual purpose;
- recording, photographing or transmitting sexual utterances, sounds or images of another person without that person’s consent;
- allowing a third party to observe sexual activity without the consent of the participants;
- knowingly transmitting sexually transmitted infections or other diseases without the knowledge of the person’s sexual partner; inducing another to expose his/her body for sexual purposes;
- and viewing another person’s sexual activity, intimate body parts or nakedness in a place where that person would have a reasonable expectation of privacy without that person’s consent.

STALKING
Repeated conduct which places a person or his/her family in reasonable fear of death, sexual assault or bodily injury.

EXAMPLES
- Repeated and unwanted communications through phone calls, mail, emails, or social media sites
- Following the victim to work, school, home, or other places where they frequently visit
- Making threats to the victim’s family, friends, co-workers, or even pets
- Damaging the victim’s home, car, or other property, or threatening to do so
- Repeatedly sending the victim unwanted gifts
- Posting information, or spreading rumors about, the victim

To review the definitions relating to sexual misconduct, please visit University Policy 1340 on our website.
GETTING CONNECTED TO RESOURCES

TITLE IX
Madison Hall
Rooms 4033 and 4035
100 East Grace Street, MSC 7806
Harrisonburg, VA 22807
(540) 568-5219
Email: titleix@jmu.edu
Website: www.jmu.edu/titleix
- Receive and learn information about available resources
- Discuss and consider options for moving forward
- Make an informal report and request specific supportive resources (No Contact Orders, assistance with academic or housing matters, transportation options, etc.)
- Make a formal report to initiate a formal campus conduct process

Are my discussions with Title IX confidential? Title IX treats all disclosures and reports of sexual misconduct with great care and discretion while also balancing the duty to provide for individual and campus safety. When specific supportive resources are requested, with the individual’s permission, information will be shared only on a need-to-know basis in order to coordinate assistance with No Contact Orders, academic and medical assistance, connecting to the Counseling Center, temporary changes with university-housing, transportation, and more.

LEGAL AND LAW ENFORCEMENT RESOURCES
If you are in immediate danger, dial 911! They can provide immediate safety and support. If you are unsure if someone is in immediate danger, please dial the nonemergency numbers that are provided. You can also seek information at any time to learn about the criminal justice system.

ON CAMPUS
JMU Campus Police
Anthony Seeger Hall
821 S. Main Street, MSC 6810
Emergency Number: (540) 568-6911
Nonemergency Line: (540) 568-6912
Website: https://www.jmu.edu/publicsafety/index.shtml

IN THE COMMUNITY
Harrisonburg Police Department
101 N. Main Street
General information: (540) 432-7701
Nonemergency line: (540) 434-4436
Emergency: 911
Website: https://www.harrisonburgva.gov/police
CONFIDENTIAL RESOURCES

Confidential resources are considered privileged and can keep your information secret. They are exempt from reporting disclosures of sexual misconduct to Title IX.

ON CAMPUS

Counseling Center
Student Success Center - 3rd floor
(540) 568-6552
Website: https://www.jmu.edu/counselingctr/
- Counseling, advocacy, and consultation
- Sexual Trauma Empowerment Program (STEP)

Sexual Violence Prevention and Survivor Advocacy at The Well-UHC
Student Success Center, 1st floor
(540) 568-2831
Website: http://www.jmu.edu/healthcenter/PreventionandEducation/sexual-assault.shtml
- Survivor support, advocacy, prevention
- Confidential survivor advocacy in The Well

University Health Center
Student Success Center, 1st and 2nd Floor
(540) 568-6178
Website: http://www.jmu.edu/healthcenter/
- Medical assistance and examinations, STD testing, etc.

Campus Assault Response (CARE)
(540) 568-6411
Website: http://www.jmu.edu/healthcenter/StudentOrganizations/care.shtml
- JMU student-run hotline for survivors of sexual assault. The hotline is available when classes are in session during the fall and spring semesters.

IN THE COMMUNITY

The Collins Center and Child Advocacy Center
(540) 432-6430
Website: https://www.thecollinscenter.org/
217 S. Liberty Street, Suite 205, Harrisonburg VA 22801
- Off-campus crisis counseling, support, and advocacy

Sentara RMH Hospital
(540) 689-1000
Website: https://www.thecollinscenter.org/
2010 Health Campus Drive, Harrisonburg, VA 22801
- Emergency Medical Services
- A Sexual Assault Nurse Examiner (SANE Nurse) within 72 hours can perform a Physical Evidence Recovery Kit (PERK)

Rainn.org
1-800-656-HOPE (4673)
Website: https://www.rainn.org/
- 24-hour National Sexual Assault Hotline
RESPONDING TO DISCLOSURES OF SEXUAL MISCONDUCT
Information for Family and Friends

In times of distress, individuals are most likely to turn to friends, family, and trusted mentors for support. How friends, family, and trusted mentors respond impacts what if any resources someone will seek out moving forward. When someone you care about comes to you and discloses that they have experienced sexual violence, sexual harassment, dating violence or any form of sexual discrimination, it is important to listen first, let your mentee, advisee, friend or family member know that you care about them, and help them to connect to resources. Here are some things that friends, family and Responsible Employees can keep in mind.

Listen
This is definitely a time when putting away the phone or finding a quiet corner to focus is important. You want to be all there and fully present for this conversation. Remember that even though listening involves silence it communicates a great deal of respect to the speaker. If you are truly listening and truly immersing yourself in the speaker’s words then you also will not be worrying about what you should say.

A word about listening for Responsible Employees: The best way to assure that the person who is about to disclose information to you about sexual misconduct knows that you are a Responsible Employee is to make it evident as far in advance of any potential disclosures as possible. Some faculty put information on their syllabi about being Responsible Employees. Some offices make sure that information is apparent on their website and other materials available to students and colleagues. However even with all of that if you want to be assured the individual knows you are a Responsible Employee before they make a disclosure we recommend gently interrupting.

Gently Interrupting is not an art or science: It never goes as smoothly as planned and it will feel awkward. The bottom line though is that in a caring and respectful community where we want to honor choice, gentle interruption is crucial. Often in a conversation you can pick up on signals that someone is getting ready to disclose something important:

- They may pause and start to say something and then stop before continuing on.
- They may look down or away and begin to talk more slowly.
- They may also begin to speak more rapidly.
- They may also provide an introduction to you such as, “I have been wanting to talk to you” or “I feel like I can trust you with this” or “I want you to know why I have been missing class or work” or “This is really hard to say and I don’t know how to say it.”
Honor Confidentiality
Don’t share information about the disclosure except with those you may be responsible for reporting the information to. It is their story to tell when they want and in the way they want.

A word about confidentiality for Responsible Employees: Even though Responsible Employees can’t keep secrets when they learn of sexual misconduct involving JMU community members, they can honor confidentiality by doing the following when talking to someone who experienced harm:
- Tell them exactly what you are going to disclose and who you are going to disclose it to.
- Let them know that they will likely receive some sort of communication from Title IX with information about resources and options and that the reporter is not obligated to respond to Title IX
- Let them know that other than the people you listed who you are telling that you will not be telling anyone else
- Tell them how you are going to share the information and ask if they have a preference for how you do that. Remember you can report to Title IX in person, over the phone, online, or via email.

Express Gratitude
This may seem counterintuitive but think about it, by coming to you, your friend, family members, student etc. is communicating their trust and faith in you and your ability to respond and provide assistance and support. It is no small thing to have earned the trust of another person.

Validate Their Feelings about the Experience by Acknowledging Their Pain and Also Their Strength
Acknowledge the distress they must feel. It’s ok to use the words they used or to use words that you commonly use when talking with each other. Resist the temptation to encourage the person to look on the bright side or make a comment about how things could be worse. Right now and in this moment this is the worst and it deserves your time and full attention. By the same token, also make sure to acknowledge the strength you are seeing by acknowledging how tough it must have been to share this information and how much strength it takes.

Offer Support
You don’t need to catalog all the ways you will offer support over the days and weeks to come. At that moment just say that you are here and that you are here to discuss resources and options. Suggest that you are even willing to go with them to check out different options, if they would like.

Connect Them with Resources
It is definitely recommended that you encourage someone to seek assistance and support. Dictating and cataloging which resource and how someone should use them is not helpful. Instead say something like, “I seem to recall that when we were freshmen we learned about all those resources available to students. I don’t know what they are off hand but if you want I can find that information and we can discuss it, if you would like.”

Safety First
Ask your friend or family member if they are feeling safe and if they would like you to stay with them or if they would like to stay with you. In cases of imminent danger and threat call the police.

If it is an emergency or if you think someone is in danger, call the police. If someone is in imminent danger, call the police and get help right away. If you have a feeling someone is in danger but aren’t sure, you can also consult with either campus or community police by calling the non-emergency line.
Nonemergency Lines:
- JMU Police: (540) 568-6912
- Harrisonburg Police: (540) 434-4436

Refrain from Judging
As a friend, family member, mentor, advisor, colleague etc. you have been called on to play that role in the individual’s life. This means your focus is on continuing to be that supportive friend, colleague, mentor, parent etc. That role is crucial for healing. Don’t confuse your role with that of judge and jury. You do not need to nor is it particularly recommended that you make decisions about what happened and why it happened. You can’t do that and offer the type of positive regard and support that is needed just now.

Remember Boundaries and Take Care of Yourself
Let’s not forget how much it hurts when someone you care about is in pain. It takes great strength to be fully present and supportive. That means friends, family, colleagues, mentors etc. need to take care of themselves too. Vicarious trauma* refers to the feelings of fatigue, confusion, fear, and anxiety that first responders, medical, mental health, and international aid workers experience after providing support and assistance to trauma survivors. Friends, family, colleagues, mentors and anyone close to a trauma survivor can also experience vicarious trauma and burnout too. Healthy boundaries are important and remember you are walking with, not for your friend or family member in crisis. To learn more, read Vicarious Trauma from the American Counseling Association.

How friends, family, and trusted mentors respond impacts what if any resources someone will seek out moving forward.
Do I have to talk to Title IX or report what happened right away or can I wait?

JMU community members who have experienced harm as a result of sexual misconduct can talk with Title IX at any time no matter when or where the conduct occurred. You do not have to file a formal complaint in order to speak with us. We also want you to remember that after speaking with us and learning about all your options and receiving information about resources, you don’t have to make a decision about how you want to proceed right then. We will continue to be here for you.

I experienced sexual misconduct but the person who did this is not a member of the JMU community. Can I still receive support from Title IX?

Campus conduct processes are only available if the person who caused the harm is a member of the university community. However, confidential resources and some other interim measures are still available.

Do I have to tell someone about my experience?

No. It is important for individuals who have experienced harm from an incident of sexual misconduct to know that they can choose if and when they want to talk about it and who they would like to talk about it with.

I want to tell someone what happened but I don’t want it to be reported to Title IX or the police. What are my options?

Family and Friends, Confidential Campus Resources, and people you know or places you go to for support off campus like therapists and doctors don’t report sexual misconduct to JMU Title IX or the police. There may be exceptions if they have a role that mandates or creates a responsibility for reporting.

Do I have to choose either a campus conduct process or a law enforcement process? Can I do both? What if I don’t want to do either process?

You are always welcome to explore law enforcement and campus conduct options when, how, and if you would like. Keep in mind that campus conduct processes are only available if the person who perpetrated the harm is a member of the university community. Law Enforcement officials always encourage individuals who have experienced harm to sit down with an officer to discuss options. The law enforcement options are going to vary depending on the jurisdiction and when the harm took place.
What Campus Conduct Processes are available?
The campus conduct process available is going to depend on the role the respondent has in the university community.

**When the respondent is a student**, the case is heard through the Sexual Misconduct Accountability Process administered by the Office of Student Accountability and Restorative Practices. For more information refer to: [https://www.jmu.edu/osarp/handbook/OSARP/sexual-misconduct-accountability-process.shtml](https://www.jmu.edu/osarp/handbook/OSARP/sexual-misconduct-accountability-process.shtml).

**When the respondent is a classified, wage, or non-tenured A&P faculty staff member**, the case is heard through the process outlined in JMU Policy 1340 and in accordance with applicable University and state regulations. Please refer here for more information: [http://www.jmu.edu/JMUpolicy/policies/1340.shtml](http://www.jmu.edu/JMUpolicy/policies/1340.shtml)

**When the respondent is a faculty member**, the case is heard through the procedure detailed in JMU Policy 1340. To learn more please refer to: [http://www.jmu.edu/JMUpolicy/policies/1340.shtml](http://www.jmu.edu/JMUpolicy/policies/1340.shtml)

Can I report for myself?
Individuals are welcome to seek out Title IX or confidential Resources to make a report for themselves.

How does Title IX find out about sexual misconduct?
Most often we receive reports through Third Parties such as Responsible Employees and law enforcement. We also have individuals come to see us to report their own experiences of sexual misconduct.

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