



Sacred Heart
UNIVERSITY

A Guide for Faculty & Staff: Responding and Assisting Students with Sexual Harassment on Campus

If a student should disclose a sexual harassment situation to you:

STEP 1

Listen & Care

→ Be sure to create a safe environment for the student by actively listening and caring in a non-judgmental and supportive manner.

→ Ensure and assess the student's immediate physical and mental safety. If student appears to be in danger or crisis, contact Public Safety 203-371-7995 or

203-371-7911(emergency) or Counseling Services 203-371-7955

→ Inform the student of the confidential resources on campus: Wellness & Counseling Services, Campus Ministry and the Campus Advocate.

→ Remind the student, before they share any specific details, that you are required to

STEP 2

Provide & Connect

→ Continue to ensure the student's safety and wellbeing by providing the student with resources on and off campus, as well as their reporting options.

→ Students should receive and if feasible review a copy of Sacred Heart University's Sexual Harassment Student Resources & Referral Options Flyer. This flyer will provide them with resources both on and off campus. Do your best to connect students with Counseling Services or another confidential resource if they so choose.

→ Try to not ask specific questions or make a judgment about the incident. You are there to listen and care not investigate.

STEP 3

Contact

→ To continue to ensure the student's safety, you are required to report the disclosure and make contact:

SHU's Title IX Coordinator:

Julie Lawrence

203-365-7572

TitleIXCoordinator@sacredheart.edu

→ Title IX requires that you as a responsible employee, provide any details or specifics you were given about the incident, including identifying all information of any students involved. If the student has requested confidentiality, please include that in your report.

→ Ultimately, we want to provide all students the care and support that will allow them to move forward and be successful while at SHU.



Resources & Referral Options for Students Addressing Sexual Harassment on Campus.

In the event that a student discloses sexual harassment information to you, please provide them with the following resources and options:

EMERGENCY SERVICES

ON CAMPUS

- SHU Public Safety
203-371-7911 (Emergency #)
203-371-7995 (Non-Emergency #)

OFF CAMPUS

- Fairfield Police
203-254-4800
- Bridgeport Police
203-576-7671
- Trumbull Police
203-261-3665

MEDICAL ASSISTANCE

ON CAMPUS

- SHU Health Services
203-371-7838

OFF CAMPUS

- St. Vincent's Hospital
2800 Main Street
Bridgeport, CT
203-576-6000
- Bridgeport Hospital
267 Grant Street
Bridgeport, CT
203-384-3000

SUPPORT SERVICES

ON CAMPUS

- SHU Counseling Services
203-371-7955
- Campus Ministry
203-371-7840

OFF CAMPUS

- Victim Advocate Support.
The Center for Family Justice.
203-334-6154
- Sexual Assault Hotline
203-333-2233
- National Domestic
Violence Hotline
1-800-799-SAFE (7233)

HOUSING OR ACADEMIC ACCOMODATIONS

ON CAMPUS

- Title IX Coordinator
203-365-7572
- Dean of Students Office
203-371-7916
- Office of Residential Life
203-416-3417

CONFIDENTIAL RESOURCES

- SHU Counseling Services
203-371-7955
- Campus Ministry Chaplains
203-371-7840
- SHU Health Services
203-371-7838

Right to pursue University conduct action and/or Legal proceedings

The University encourages all those who have experienced any form of sexual harassment to report the incident promptly; to seek out all available campus and community resources; and pursue University conduct action and/or legal proceedings against the offender.

Retaliation

Both Title IX and Sacred Heart University prohibits retaliation against any person for using this reporting system, or for participating in investigations or subsequent proceedings. The University will take steps to prevent retaliation and take a strong responsive action if it occurs. Complainants should report any subsequent problems of harassment or retaliation.