

## Employee Roles and Responsibilities around Title IX / Sexual Misconduct

### Campus Security Authorities (CSA)

**SCOPE:** CSA's are people who **hold positions of responsibility for the safety and wellbeing of students**. CSA's include: Campus police, campus security (i.e., eve./weekend attendants), Athletic Directors/Coaches/Trainers, Deans, individuals designated to receive crime reports including the Title IX Coordinator, and officials with "significant" responsibility for student/campus activities, including all Club Advisors, Department Chairs, Program Coordinators/Supervisors, all Counselors and Advisors. Others may also be CSA's – this is for the institution to determine.

**WORK:** A CSA's primary responsibility is to **report allegations made in good faith** to the reporting structure established by the institution.

### Responsible Employees (RE)

**SCOPE:** A responsible employee is any employee who **has the authority to:**

- 1) **Take action** to redress sexual misconduct, or
- 2) **Report** to appropriate school officials about incidents of sexual violence or other misconduct by students or employees, or
- 3) **Is an employee who a student could reasonably believe has the responsibility or authority** to redress or report sexual misconduct. *Anyone a student may perceive to be a responsible representative of the college is a Responsible Employee. It is for each institution to determine who is an RE; keep in mind once a student confides in an employee, they are a RE for that case.*

**WORK:** When responsible employees **know** or **should know** about **possible** act of sexual misconduct **they must report it** the information they have to the TIXC or a CSA immediately.

### Mental Health Providers

Receive confidential disclosures of sexual misconduct. All other staff and faculty must report incidents and basic information to a CSA or the Title IX Coordinator for investigation.

If a student wishes to maintain confidentiality, a RE or CSA should refer them to a licensed mental health counselor or a member of campus clergy, and report the basic info to the TIC Coordinator, even if the student did not share their name, the incident itself needs to be reported if it was provided in good faith.

***NOTE:** Employees should not attempt assess the credibility of a claim when it is reported/disclosed. If an incident is reported – or made known – to an employee in good faith, notify a CSA or the Title IX Coordinator immediately.*

## SAMPLE Student Code of Conduct

The purpose of these standards is to ensure a safe, respectful and productive learning environment for all students, staff, faculty and administrators. In order for the colleges to fulfill their mission of student learning achievement, all employees must feel secure in their work setting. Student conduct that negatively impacts the ability of students to meet their educational goals or employees to carry out their professional job responsibilities will be subject to the terms of this procedure.

### Definitions:

The following conduct, on campus or online via the learning management system or other distance education tools supported by the college, shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student. The Following actions will be considered violations of the Student Code of Conduct.

1. Causing, attempting to cause, or threatening to cause physical injury to another person or to one's self.
2. Possession, sale or otherwise furnishing a weapon, including but not limited to, any actual or facsimile of a firearm, knife, explosive or other dangerous object, or any item used to threaten bodily harm without written permission from a college employee, with concurrence of the College President or designee.
3. Use, possession, distribution, or offer to sell alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs while on campus or while participating in any college-sponsored event.
4. Presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs except as expressly permitted by law. (Use or possession of medical marijuana is not allowed on any college property.)
5. Committing or attempting to commit robbery or extortion.
6. Causing or attempting to cause damage to College property or to private property on campus.
7. Stealing or attempting to steal College property or private property on campus, or knowingly receiving stolen College property or private property on campus.
8. Willful or persistent smoking (including e-cigarettes or use of similar mechanisms) in any area where smoking has been prohibited by law or by regulation of the College.
9. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact, verbal assaults, such as teasing or name-calling, social isolation or manipulation, and cyber-bullying.
10. Engaging in harassing or discriminatory behavior. The College's response to instances of sexual harassment will follow the processes identified in *specified* Board Policies.
11. Obstruction or disruption of classes, administrative or disciplinary procedures, or authorized college activities.
12. Disruptive behavior, willful disobedience, profanity, vulgarity, lewd, or other offensive conduct, on campus or during campus sponsored activities.
13. The persistent defiance of authority or abuse of College personnel.
14. Academic dishonesty, cheating, or plagiarism.
15. Dishonesty, forgery, alteration or misuse of College documents, records or identification, or knowingly furnishing false information to the College or any related off-site agency or organization.
16. Unauthorized entry to or use of College facilities.
17. Engaging in expression which is obscene, libelous, or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on Colleges premises on ground or in the online learning management system, or the violation of lawful College administrative procedures, or the substantial disruption of the orderly operation of the College.
18. Violation of College rules and regulations including those concerning student organizations, the use of College facilities or resources, or the time, place, and manner of public expression or distribution of materials.
19. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
20. Unauthorized preparation, giving, selling, transfer, distribution, or publication of any recording or photography of an academic presentation in a classroom or equivalent site of instruction, including but not limited to written class materials, except as permitted by College policy, or administrative procedure.
21. Violation of professional ethical code of conduct in classroom (online or residential) or clinical settings as identified by state licensing agencies (Board of Registered Nursing, Emergency Medical Services Authority, Peace Officers Standards & Training, State Department of Public Health). Students who engage in any of the above are subject to the procedures outlined in INSERT POLICY TITLE HERE.