**Responsible Employee Statement**

A Responsible Employee who becomes aware of sexual assault or misconduct is required to report all related information immediately to the Title IX Coordinator for their site.  All District employees, with the exception of student workers and licensed counselors in the Golden West College, Orange Coast College Student Health Centers and Coastline College Mental Health Therapist, are Responsible Employees.

**Interactions with Students**

**When should I let a student know that I am required to report all information relating to sexual misconduct?**

You should let the student know about your role as a Responsible Employee as soon as possible.

* **Faculty:** If you are faculty, please consider including a clear statement in your course syllabi and, if applicable, in your office space, relating to your role and responsibilities, students' reporting options, and available resources.  You may also consider linking to this site, to your College's Title IX site, and/or to the [**Office of Equity, Inclusion, and Compliance's Crisis Resources Live Binder**](https://www.cccd.edu/employees/hr/equity/Pages/Crisis-Resources.aspx) in your Canvas shell so that students have easy access to on-campus and off-campus resources.
* **Staff:** If a student begins to tell you about a sexual assault or sexual harassment incident, you should quickly interject that you are mandated to report any information they confide in you.  Having a statement mentally prepared and/or physically present in your office may help to keep misunderstandings from occurring.

**Sample Syllabus Statement (Faculty)**

*The following statement was approved by the Golden West College Academic Senate in November 2017.  Faculty across the District may adapt this statement to be College-specific:*

Because your health and safety are paramount to every member of Coastline College, the College has a policy that all Responsible Employees - your professors included - are *required* to file a formal report if we hear of any occurrences of gender-based (or sex-based) discrimination and harassment, including sexual harassment, retaliation, sexual misconduct, dating violence, domestic violence, and stalking.  If you disclose information relating to any of the aforementioned occurrences to me, or to any other employee on this campus (with the exception of licensed mental health), we are obligated to report your name, the name of the alleged perpetrator/s, and any other relevant information you provide.

The College absolutely encourages you to make a formal report to the Title IX coordinator, but we also respect survivors' and victims' rights to choose how to report their experiences. Knowing that I am required to report the incident, you may feel more comfortable contacting one of the licensed Mental Health Therapist. They are trained to help survivors and victims of assault and are not required to report the incident to authorities.

You will find many links to sexual assault hotlines, resources, and awareness organizations in our class Canvas shell.  You can find additional information regarding confidential and non-confidential reporting options and on- and off-campus resources in the Crisis Resources Live Binder.  To make a non-confidential report, you may also contact the College's Title IX Coordinator Leighia Fleming.

**What about pregnant and parenting students?**

Pregnant and parenting students may face discrimination on campus, including in the classroom.  Title IX protects students from harassment based on sex, and this category includes pregnancy, childbirth, and related conditions.

To promote a harassment-free classroom, faculty may consult [PregnantScholar.org](http://www.thepregnantscholar.org/supporting-students/)'s best practices for faculty section, which includes a suggested syllabus statement on this subject:

**Sample Syllabus Statement**

*The following suggested statement comes from PregnantScholar.org:*

**[*Coastline College****]* does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student’s doctor, and students will be given the opportunity to make up missed work. Students needing accommodations can seek assistance with accommodations from the [***Special Programs and Services for the Disabled****,* ***Call (714) 241-6214***] or from the Title IX Office ***[Leighia Fleming, lfleming5@coastline.edu***].