A Guide for Faculty & Staff
for Responding and Assisting Students
with Sexual Misconduct on Campus.

If a student should disclose a sexual misconduct 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 203-37-7995 or 203-371-7911 (emergency) or Counseling Services 203-371-7955.

➜ Inform the student that the only confidential sources on campus are Wellness & Counseling Services, Campus Ministry and the Campus Advocate.

➜ Remind the student, before they share any specific details, that you are required to inform the Title IX Coordinator who will assist them.

**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 Misconduct 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:**
Leonora P. Campbell
203-396-8386
campbelll@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 the student the care and support that will allow them to be move forward and be successful while at SHU.
Resources & Referral Options for Students Addressing Sexual Misconduct on Campus.

In the event that a student discloses sexual misconduct 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

**SUPPORT SERVICES**

**ON CAMPUS**

➡️ SHU Counseling Services  
203-371-7955  
➡️ Campus Ministry  
203-371-7841

**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)

**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

**CONFIDENTIAL RESOURCES**

➡️ SHU Counseling Services  
203-371-7955  
➡️ Campus Ministry Chaplains  
203-371-7841  
➡️ SHU Health Services  
203-371-7838  
➡️ Campus Advocate  
203-993-8113

**HOUSING OR ACADEMIC ACCOMMODATIONS**

**ON CAMPUS**

➡️ Title IX Coordinator  
203-396-8386  
➡️ Dean of Students Office  
203-371-7916  
➡️ Office of Residential Life  
203-416-3417

Right to pursue University conduct action and/or Legal proceedings
The University encourages all those who have experienced any form of sexual misconduct 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.