

Resource Guide

SUPPORTING EACH OTHER FOR SUCCESS

911

AWC Police 314-9500

What is Title IX?

Title IX of the Education Amendments Act of 1972 is a federal law designed to ensure women and men are provided equal access to programs and activities at educational institutions that receive federal financial assistance. Title IX encompasses more than athletics and federally funded research endeavors. It forbids sex discrimination in student services and academic programs as well.

Who Do I Contact On Campus?

Title IX Coordinator

Kari Gardner, Chief Human Resources Officer
(928) 344-7505

Kari.Gardner@azwestern.edu

Dean of Students /

Title IX Deputy Coordinator

Mary Kay Harton, Dean of Students
(928) 344-7580

MaryKay.Harton@azwestern.edu

Title IX Deputy Coordinator

Cindi Graef, Employee Relations and Compensation Manager
(928) 344-7505

Cindi.Graef@azwestern.edu

Where Can I Go For Assistance?

Health & Wellness Office

(928) 344-7602

HealthAndWellness@azwestern.edu

Campus Life Department

(928) 344-7576

Campus.Life@azwestern.edu

Arizona Western College Campus Police

(928) 314-9500

Campus.Police@azwestern.edu

Sexual Discrimination, Harassment or Violence—Victim Rights:

If you have been discriminated, harassed or are the victim of sexual violence, you are entitled to an investigation by the college in addition to filing charges directly with the Arizona Western College Campus Police. Title IX investigations can be requested without filing charges with Arizona Western College Campus Police.

How Do You Report Sexual Violence Reported to You as a Faculty/Staff Member?

As a faculty/staff member at Arizona Western College you are required to fill out an Incident Report Form to report any acts of sexual violence that may have been disclosed to you.

Submit Incident Report

azwestern.edu/incidentreport

Steps of a Title IX Investigation:

1. Every investigation begins with a claim.

The person reporting the claim is referred to as the reporting party. This may or may not be the victim in the case. If it is not the victim, an attempt is made to speak with the victim in addition to the reporting party.

During the meeting with the reporting party and/or victim, a statement of the facts are taken, list of witnesses and the name of the respondent (accused) are collected.

2. Next, accommodations are discussed with the reporting party and/or victim to determine if immediate corrections are needed. The following are examples of requested accommodations but are not limited to:

- No contact order, alternative housing arrangements (if a student on campus), work location or hours accommodations, class/testing changes or reassignment of duties.

3. Interviews are set up with all reported persons involved or having witnessed the reported incident. The respondent will be interviewed last during the first round of interviews.

Based on what is discovered in the first round of interviews, next steps may vary. A second round of interviews may occur based on new information discovered in round one of the interviews or names regarding the others persons that may provide additional insight to the claim that has been filed.

In appropriate cases, the college may retain the services of an outside investigator to conduct the interviews. All parties will be notified before an outside investigator will contact them.

Once investigation is complete (from 1 to 60 days), the investigator (internal or external) will confer with the Title IX Coordinator regarding their recommended outcome.

In some cases, level of review may also involve input from Legal Counsel. Once the report is final, a post investigation meeting will occur with both the parties (Reporting and Responding) separately, notifying each party of the final outcome.

The Dean of Students may periodically follow up with the Reporting Party to insure the Reporting Party does not have any new concerns.

Should this handout not answer questions you may have about the Title IX investigation process, please contact the Title IX Coordinator and/or the Dean of Students/ Title IX Deputy Coordinator.

Under no circumstances will retaliation be tolerated. If this should happen, you are encouraged to report it to the Title IX Coordinator or the Dean of Students.

Nine fast facts about sexual assault and title IX

1. Title IX prohibits sex discrimination in education programs that receive federal funding.
2. Sexual harassment, including sexual assault, is a type of sex discrimination that's banned by title IX.
3. Sexual assault = a physical sexual act done against a person's will. This includes situations in which a person is incapable of giving consent due to drug or alcohol use.
4. One in five women are victims of completed or attempted sexual assault while in college. That's over 2 million women.
5. Sexual harassment creates a hostile environment when it is sufficiently serious that it interferes with or limits a student's visibility to participate in or benefit from an educational program. (Rape is sufficiently severe to create a hostile environment).
6. If a school knows (or reasonably should know) about sexual harassment, including sexual assault, that creates a hostile environment, Title IX requires the school to take immediate action to eliminate the harassment, prevents its recurrence, and address its effects.
7. Schools are required to adopt and publish grievance procedures for students who complain of sex discrimination, including sexual assault.
8. If you file a complaint with the school, regardless of where the assault occurred, your school must process the complaint under the grievance procedures.
9. Because a Title IX investigation is different from a law enforcement investigation, even if you file a police report your school is independently required to investigate the assault. This investigation must be prompt, thorough, and impartial.

Repeat Offender:
An informal meeting with the Dean of Students and/or a referral to a Formal Hearing.



- What Do I Do if Student is Caught Cheating and/or Plagiarizing?**
Academic Integrity Response:
1. Talk with student. Have a private conversation with the student regarding the incident.
 2. Instructor assigns the appropriate grade for the project/paper and submits an Incident Report to Dean of Students office to file.
 3. Dean of Students office sends student a Warning letter and a sanction to complete the RAISE Module. This is a **free** tool used to educate students.
 4. Student completes module—case closed.

Work as a Team – Share information and consult with the appropriate institutional officials to coordinate care and follow-up for the student. Violent, threatening, or persistent inappropriate behaviors should always be reported to the Title IX Coordinator, The Dean of Students office or the AWC Police Department.

Help Them Get Help – Refer the student to campus departments or offices that have the expertise and personnel to help them. The Health and Wellness Office or the Campus Life office can help you and the student identify appropriate resources.

Avoid Escalation – Stressed and distressed students can be sensitive and easily provoked. Use a no confrontational approach and avoid threatening, humiliating or intimidating response. Help them connect with the necessary campus resources for assistance.

Be Proactive – Use the student Code of Conduct or your syllabus to inform students in writing of the expectations for classroom and campus conduct and devote time to reviewing this information with your students.

Disruptive – Immediate Response – Disperse the behavior—Submit an incident report at azwestern.edu/employee-portal under petitions and complaints.
Dangerous – Call AWC Police (928) 314-9500 or 911 and Follow-Up: Submit report at azwestern.edu/employee-portal under petitions and complaints.

How and Where Do I Report?
Reporting Process:
Annoying – Immediate Response- keep interactions short, polite and professional. Encourage them to seek help from campus resources, family or friends. **Follow up:** If behavior continues after direct conversations submit a Student of Concern Incident Report at azwestern.edu/employee-portal under petitions and complaints.
Concerning – Immediate Response—If comfortable have a private and safe conversation with the student and submit an Incident Report at azwestern.edu/employee-portal under petitions and complaints.
Distressed/Crisis – Immediate Response: Available 24 hours a day, FREE and Confidential and covers Pinal, Gila, Yuma and La Paz counties. If the student won't talk to the person you can do so on their behalf. The Response team will either schedule an appointment for the following day or mobilize a unit.
Disruptive – Behavior that interferes with or interrupts the classroom and the educational process of other students or the normal business functions of the college these include harassment, stalking, bullying and sexual misconduct Code of Conduct violations.
Dangerous – Behavior that leaves us feeling frightened and in fear for our personal safety or the safety of others. Aggression, threats, physical illness, mental incapacitation.
General Rule: Trust your gut! If it doesn't feel right, it's usually not right.

What Do I Report?
Distinguishing Between Annoying, Concerning, Distressed, Disruptive, and Dangerous Behavior
Annoying – Behavior that is irritating, aggravating and bothering you but does not interfere or interrupt the educational setting. Behavior that monopolizes your time.
Concerning – Behavior that causes us to be worried (most common). Notice change in mood, academic performance, temperament.
Distressed/Crisis – Behavior that causes us to be alarmed or upset. The student self discloses feelings of being agitated or anxious, tapped, no way out, no hope, doesn't want to keep going. You have noticed sudden changes in appearance, mood, & performance.
Disruptive – Behavior that interferes with or interrupts the classroom and the educational process of other students or the normal business functions of the college these include harassment, stalking, bullying and sexual misconduct Code of Conduct violations.
Dangerous – Behavior that leaves us feeling frightened and in fear for our personal safety or the safety of others. Aggression, threats, physical illness, mental incapacitation.
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ARIZONA WESTERN COLLEGE

Diversity, Inclusion, and AccessABILITY

When to Refer a Student:

- Community Resource Information
- Change in Attendance, Mood, or Effort
- Learning Difficulties
- Health Resources
- Inclusion & Diversity Resources
- Training Information

Concerned about your student? Submit an Incident report: azwestern.edu/incidentreport

Health & Wellness:

'A soft place to land when life happens.'

How do I refer a student?

You can refer your students in two steps:

1. Direct them to Health and Wellness Department (3C).
2. Submit an Incident Report. azwestern.edu/incidentreport
 - a. This provides documentation for a follow-up.
 - b. This does not obligate the student to meet.
 - c. We reach out, listen, refer, and follow-up.

Who to contact?

Health and Wellness (3C)

Front Desk

(928) 344-7674

HealthAndWellness@azwestern.edu

Director

(928) 344-7629

laura.sandigo@azwestern.edu

Students in Crisis and after hours

There are always individuals you can talk to, even after business hours. Below are a list of crisis lines that are open 24 hours a day that you can call.

Cenpatico Crisis Line

1 (866) 495-6735

Community Interventions Associates

(928) 376-0026

Nurse Wise

1 (877) 613-2074

Amberly's Place

(928) 373-0849

Yuma Police Department

(928) 783-4421

AccessABILITY

Resource Services:

'We remove barriers in the educational process.'

When do I refer a student to AccessABILITY?

- They disclose they have a disability, or think they may.
- They had an IEP in high school.
- They have a chronic medical condition or mobility impairment.

What is a disability?

- The ADA defines a person with a disability as a person who has a physical or mental impairment, substantially limiting one or more major life activities.
- Some students may not know they are eligible for accommodation, because they do not recognize their condition as a disability. AccessABILITY Resource Services will determine eligibility for accommodations and support.

Who to contact?

AccessABILITY (3C)

Front Desk

(928) 344-7674

accessibility@azwestern.edu

Students must self-disclose, and request accommodations.

For more information:

azwestern.edu/student-support/accessibility-services

Faculty FAQ page:

azwestern.edu/student-support/accessibility/faculty-faq

Veteran Services:

'Dedicated veterans committed to supporting our next greatest generation to achieve their goals.'

The mission of Veteran Services is to successfully transition and integrate student veterans into higher education.

Always place the mission first:

Student Veterans bring a wealth of knowledge and real world experience to any classroom. Many have families, jobs, and may be reintegrating from active duty service to academia.

Where do I refer a student veteran who may need assistance?

Refer to the Veteran Services Office (3C-2116)

Veteran Services

(928) 344-7622

Veteran.Services@azwestern.edu

azwestern.edu/veterans

You can also refer them to community resources.

Veterans Crisis Hotline

1(800) 273-TALK (8255) Press 1

Chat online:

veteranscrisisline.net/ChatTermsOfService.aspx

or send a text message to **838255** to receive confidential support 24 hours a day, 7 days a week, 365 days a year.

Community Information/Resources/Support for veterans and their families:

BE CONNECTED

1-866-4AZ-VETS

Connecting service members, veterans and their families to support and resources 24/7.

International Programs:

'Arizona Western College is home to international students from all over the world. We welcome all students interested in studying abroad with us.'

How can International programs help me?

- International Programs advocates for diversity in all aspects of life.
- We help build a bridge of cultural understanding in and out of the classroom.
- We advise students to maintain F-1 status to gain eligibility for OPT, CPT and on-campus employment.

How can a visitor/tourist visa become a full-time student?

- We help you change your visa status from B1/B2 to F-1.

Please DO NOT send any documents zipped in an archive file.

If you have trouble with the online submission of documents, you may also send all of your documents via email.

Who to contact?

International Programs (3C)

Front Desk

(928) 317-6091

international.students@azwestern.edu

azwestern.edu/international

STEP UP!

Have you ever been in a situation where someone needed help, but you didn't do anything?

Have you ever wanted to help a friend, but you didn't know how?

Step UP! is a prosocial behavior and bystander intervention program that educates students, staff and faculty to be proactive in helping others. The goals of **Step UP!** are to:

- Raise awareness of helping behaviors.
- Increase motivation to help.
- Develop skills and confidence when responding to problems or concerns.
- Ensure the safety and well-being of self and others.

Mental Health First Aid Training

AWC Health & Wellness partners with Cenpatico to provide free Mental Health First Aid Training, and earn a certificate. Mental Health First Aid is the help offered to a person who develops a mental health problem or crisis. The first aid is given until the best treatment is received or until the crisis resolves.

Why Mental Health First Aid Training?

Mental Health First Aid Certification teaches community members:

- Signs & symptoms of a mental health crisis
- What to do when a crisis is identified
- What to say to help those in crisis
- What not to say to those in crisis
- Where to refer people who are seeking help

Vet Net Ally

What is a VET Net Ally?

Look for the Vet Net Ally decal around campus, as these allies can provide support, information, and assistance for service members and veterans. Vet Net Allies understand the needs and concerns of military service members and student veterans.

Why does AWC need Vet Net Ally?

The transition from military life to life on a college campus can result in culture shock for veterans, so providing network of Allies across campus can create a welcoming environment for those who have served their country.

Safe Zone:

Safe Zone is a nation-wide program committed to assisting colleges and universities in creating a safer, more welcoming and inclusive environment for individuals who identify as members of the lesbian, gay, bisexual, transgender and questioning (LGBTQ) community.

How To become source of support and advocacy for LGBTQ students?

By attending a training and becoming a Safe Zone Ally, you are indicating to the campus community that you will be source of support and advocacy for LGBTQ students, staff and faculty on our campus. In addition, by affiliating with Safe Zone, you will be identifying yourself as an individual who is available to the campus community to talk about their concerns, whether they are of acknowledged LGBTQ.

What Can I Do to Support My Students? Be proactive! Become an ally!

WHEN IN DOUBT REPORT!

Students of Concern—These are students that demonstrate a change in behavior attendance and/or academic performance.

Once Health and Wellness receives the report we will reach out to the student, assess, refer and follow-up.

- a. Call 911.
- b. Crisis line-flyer **1 (866) 495-6735**
- c. Submit Incident Report azwestern.edu/incidentreport

When and how do I report?

- Life threatening or concerns of imminent danger or threat to self or others.

What is the expectation for AWC employees?

- Report, Report, Report.
- Notice significant behavioral changes with your students. You are obligated to report concern to someone who can get them help.
- You are NOT violating FERPA. This would be considered a "need to know report."