BE THE ONE TO MAKE A DIFFERENCE.
Valencia College strives to be a community in which all members can learn and work in an atmosphere free from all forms of harassment, including sexual harassment, discrimination, intimidation and/or retaliation. All forms of discrimination and harassment based on protected status are prohibited at Valencia College. As such, students, faculty, and staff are expected to adhere to the College’s Policy: 6Hx28:2-O1 which prohibits the above actions as well as sexual assault, sexual exploitation, stalking and interpersonal violence, which need not be based on an individual’s protected status.

All members of the College community are responsible for conducting themselves in accordance with these expectations and other College policies and procedures. Allegations of sexual misconduct should be reported to a College official (see list following pages). The College takes these matters seriously and will respond with appropriate action.
Sexual Assault, Dating/Domestic Violence and/or Stalking is never the survivor’s fault, and it is not tolerated at Valencia College. Here at Valencia, we strive to create a community in which all members can learn and work in an atmosphere free from all forms of harassment, including sexual harassment, discrimination, intimidation and/or retaliation. In order to make a lasting difference in the lives of our community members, we must all work together to combat violence, harassment and discrimination. This booklet was created to assist you in better understanding and responding to any incidents of sexual harassment, violence and discrimination that you may come across.

As a faculty or staff member here at Valencia, there are many ways that you can contribute to creating a better community on our campuses. First, it is important to stay knowledgeable about what constitutes sexual harassment or discrimination. This booklet includes various definitions to help you better understand the topic. It is important to note that when these incidents occur either as one significant event or in a continuous sequence of events that increase in severity, the college will respond appropriately.

The first time that someone discloses an incident of harassment or violence to you can be a scary and difficult moment for everyone involved. However, that initial disclosure is arguably the most important step towards healing. While this booklet does not provide a complete script, we have provided information that will help guide you through the conversation; leaving space for personalization and tailoring the conversation based on the needs of the individual with which you are speaking.

Sexual harassment and other forms of violence and discrimination can have a lasting negative impact within our community. Because of this, it is important that we do all what we can to connect our affected community members to resources that seek to help them during their time of need. The final pages of this booklet contain various college and external support resources that are available to our faculty, staff and students. As a community, we can all do something within our sphere of influence to improve the experiences of those around us.

Should you ever have questions related to this topic, please know that the Title IX/Equal Opportunity Team is here to help you!

Please feel free to contact us at equalopportunity@valenciacollege.edu for more information.
Coercion or Force:

Conduct, intimidation, an expressed or implied threats of physical or emotional harm that would reasonably place an individual in fear of immediate or future harm and that are employed to persuade or compel someone to engage in sexual contact.

Consent:

Communication of an affirmative, conscious, and freely made decision by each participant to engage in agreed upon forms of sexual contact. Consent requires an outward demonstration, through understandable words or actions, which conveys a clear willingness to engage in sexual contact. (For more information, please refer to Policy: 6Hx28: 2-01)

Gender Based Harassment:

Sexual harassment also includes harassment based on gender, sexual orientation, or gender identity, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex/gender or sex/gender stereotyping, even if the acts do not involve conduct of a sexual nature. Also includes harassment for exhibiting what is perceived as stereotypical characteristic for one's sex or for failing to conform to stereotypical notions of masculinity and femininity, regardless of the actual or perceived sex, gender, or sexual orientation of the individuals involved.

Incapacitation:

Sleep, unconsciousness, intermittent consciousness, or any other state where an individual is unaware or unable to give consent to sexual contact. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact.

Interpersonal Violence:

Physical, sexual, emotional, economic, or psychological actions or threats of actions that a reasonable person in similar circumstances and with similar identities would find intimidating, frightening, terrorizing, or threatening (commonly referred to as domestic violence or dating violence). Such behaviors may include threats of violence to an individual or an individual’s family member. Interpersonal violence can encompass a broad range of abusive behavior committed by a person who is or has been: in a romantic or intimate relationship with the reporting party (of the same or different sex), the reporting party’s spouse or partner (of the same or different sex), the reporting party’s family member or the reporting party’s cohabitant or household member, including a roommate.
Retaliation:
Acts or words taken against an individual because of the individual’s participation in a protected activity that would discourage a reasonable person from engaging in protected activity. Protected activity includes an individual’s good faith (i) participation in the reporting, investigation, or resolution of an alleged violation of the policy; (ii) opposition to policies, practices, or actions that the individual reasonably believes are in violation of the policy; or (iii) requests for accommodations on the basis of religion or disability. Retaliation may include intimidation, threats, coercion, or adverse employment or educational actions. Retaliation may be found even when an underlying report made in good faith is not substantiated. Retaliation may be committed by the responding party, the reporting party, or any other individual or group of individuals.

Sexual Assault/Sexual Contact:
Having or attempting to have sexual contact with another individual without consent (as referenced above). Sexual contact is the intentional touching or penetration of another person’s clothed or unclothed body, including but not limited to the mouth, neck, buttocks, anus, genitalia, or breast, by another with any part of the body or any object in a sexual manner. Sexual contact also includes causing another person to touch his or her own or another’s body in a sexual manner. Sexual assault includes, without limitation, sexual battery.

Sexual Exploitation:
Taking advantage of the sexuality of another person without consent or in a manner that extends the bounds of consensual sexual activity without the knowledge of the other individual for any purpose, including sexual gratification, financial gain, personal benefit, or any other non-legitimate purpose. Examples include, but are not limited to: observing another individual’s nudity or sexual activity without the knowledge and consent of all parties, non-consensual streaming of images, etc., without the knowledge and consent of all parties, and exposing one’s genitals in non-consensual circumstances.

Sexual Harassment:
Any unwelcome sexual advance, request for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when: submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual’s academic work, employment or participation in any aspect of a College program or activity; or submission to the rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance.

Stalking:
Repeated, unwanted attention; physical, verbal, or electronic contact; or any other course of conduct directed at an individual that is sufficiently serious to cause physical, emotional, or psychological fear or distress or to create a hostile, intimidating, or abuse environment for a reasonable person in similar circumstances and with similar identities. Stalking includes the concept of cyber-stalking.
Individuals who serve as “Responsible Employees” at Valencia are required to report when they become aware of any instances of sexual harassment (including sexual assault), interpersonal violence and stalking. Although other employees are not required to report such incidents, in order to best support our community members, we ask that all employees report such incidents, should they be made aware.

As a Valencia employee, it is possible that either students, or other faculty/staff may disclose an instance of sexual violence or abuse to you. It is important that you respond to this disclosure appropriately, in a supportive and reassuring way.

Below, please find some guidance to help you maneuver through such a conversation:

- It is important to believe someone when they are telling you their story of harassment or violence.
- Be open to hearing what that person has to say. It is helpful to simply sit and listen without offering advice or direction.
- Ask how you can provide support to the survivor.
- Allow the survivor to make his/her own decisions regarding the next steps.
- Know your limits – Do not attempt to be someone’s counselor.
- Offer to get them in contact with someone that will be able to address their concerns.
  - Title IX Coordinator or Deputy Title IX Coordinator
  - Refer to Off Campus Support Resources listed in the following pages
- Avoid conducting your own investigation or inadvertently using of victim blaming statements such as asking someone what they were wearing or how much alcohol they consumed.

Examples of things to say:

*Let them know about your obligation to report early on in the conversation*

- “I want to support you, but I want you to understand that as an employee, I have a responsibility to share incidents like that to the college so that they can help you and our campus community. We want you to get connected with resources that will assist you.”
- “I believe you. It’s not your fault. You are not alone.”
- “I know that was really difficult for you to share. Thank you for trusting me and sharing with me.”
- “I want you to get the help you may need. There are offices on campus that can help; would you like their information?”
Someone has just disclosed an incident of abuse or violence to you. What’s next?

• Empathize with the survivor’s situation and ask whether or not they believe that they are currently safe.
  − Do not overshare regarding your own personal experiences (if you have them).

• Ask if that individual has contacted campus security, or would like to, at the time of your conversation.
  − This always remains as an option even in the future.
  It is okay if they are not ready to contact security.

• Explain your obligation to report the incident to the designated college officials (Title IX Coordinator/Deputy Title IX Coordinator) so that the College can offer support and assistance.

• If the survivor is currently with you, offer to call the Title IX Coordinator (or a Deputy Coordinator) together.

• If the survivor has left your office:
  − Call the Title IX Coordinator or Deputy Title IX Coordinator.
  − Type a written copy of what was told to you and send it through inter-campus mail to the Title IX Coordinator.

• Ask the survivor how you can provide additional support for them.

• (Optional, but best practice) Check in with the survivor at a later date to see if there is anything else that you can do to assist them.
REPORTING INCIDENTS

Items to include when you report:

1. Full name of victim/survivor
2. Contact information for victim/survivor, email and phone number, if available
3. Full name of responding party (if known)
4. Location of the incident
5. Description of incident (as much as you know)
6. Any initial requests from the student (change in class schedule, more time to complete assignments, no contact order, etc.)
7. Resources and/or assistance you provided

Make a Report Online: valenciacollege.edu/eoreport

Title IX Coordinator and Equal Opportunity Officer:
Ryan Kane
407-582-3421
rkane8@valenciacollege.edu

The role of the Title IX Coordinator is to review reports of sexual harassment and interpersonal violence, as well as appropriately respond to such cases.

Deputy Title IX Coordinators:

District Office
Assistant Directors, Title IX/Equal Opportunity
407-582-3454 or 407-582-3422
Director, HR Policy and Compliance Programs
407-582-8256
Director, Employee Relations
407-582-8125
Managing Director, Safety and Security
407-582-1336

East Campus and School of Public Safety
Dean of Students
407-582-2586
Student Conduct and Academic Success Coordinator
407-582-2346
Assistant Director, Security, East and Winter Park Campuses
407-582-2365
Human Resource Campus Director
407-582-2760
Lake Nona Campus
Student Services Manager  407-582-7780
Human Resource Campus Director  321-682-4710

Osceola and Poinciana Campuses
Dean of Students  321-682-4142
Human Resource Campus Director  321-682-4710
Assistant Director, Security,
Osceola and Lake Nona Campuses

West Campus
Dean of Students  407-582-1388
Student Conduct and
Academic Success Coordinator  407-582-1557
Assistant Director, Security,
West Campus and District Office  407-582-1327
Human Resource Campus Director  407-582-1756

Winter Park Campus
Student Services Manager  407-582-6868
Human Resource Campus Director  407-582-2760

Campus Security
District Office  407-582-3000
East Campus  407-582-2000
Lake Nona Campus  407-582-7000
Osceola Campus  407-582-4000
School of Public Safety  407-582-8000
West Campus  407-582-1000
Winter Park Campus  407-582-6000

Even if you are unsure as to whether or not you should submit a report or contact the
Title IX Coordinator/Deputy Coordinators, please contact us. We will be able to help you.
These off-campus resources seek to provide, advocacy, crisis response, therapy and community awareness for victims of violence and abuse.

### Victim Services Center of Central Florida
- **Phone**: 407-497-6701
- **Website**: victimservicecenter.org
- **Address**: (confidential 24-hour sexual assault hotline)
- **Description**: Victim Services Center is the Rape Crisis Center in Orange and Osceola Counties. All rape kits in the county are handled by this organization.

### Harbor House of Central Florida
- **Phone**: 407-886-2856
- **Website**: harborhousefl.com
- **Address**: (24-hour domestic violence hotline)
- **Guiding Principles**: Safety, Justice and Healing

### Help Now of Osceola Inc.
- **Phone**: 407-847-8562
- **Website**: helpnowshelter.org
- **Address**: (24-hour crisis hotline for domestic abuse)
- **Description**: Provides a temporary safe shelter for survivors of domestic abuse facing eminent danger

### Employee Assistance Program (EAP)
- **Access**: Dial 711
- **Phone**: Enter (866) 248-4096
- **Access Code**: Valencia

### BayCare Student Assistance Program
- **Phone**: 800-878-5470
- **Website**: baycare.org/sap
- **Description**: (available to students who are currently enrolled in Valencia College credit courses)

### RAINN (Rape, Abuse & Incest National Network)
- **Phone**: 800-656-4673
- **Website**: rainn.org

### National Domestic Violence Hotline
- **Phone**: 800-799-7233
- **Website**: thehotline.org
Q: If someone discloses an instance of abuse or violence, should I ask questions regarding what happened?
A: No. We are not expecting you to investigate this situation on your own. Instead, you should ask questions regarding the survivor’s safety and current well-being. This will help us determine what resources/courses of action are most appropriate. If they disclose that they do not feel safe, you may ask if they would like to speak to law enforcement or security, or if they would like to contact a local resource for help.

Q: What do I do if the survivor asks that I do not tell anyone else about their abuse or harassment?
A: Individuals that have the role of Responsible Employees are required to report the incident to the Title IX Coordinator or a Deputy Title IX Coordinator. If you are not a Responsible Employee, you are still encouraged to report the incident. In any case, you can assure the student that their information will be shared responsibly. While we cannot guarantee confidentiality, we work to keep information as private as possible. Their information will only be shared with the appropriate individuals.

Q: If I report a situation to the Title IX Coordinator, what is my role throughout the rest of the process?
A: Once you report an incident of sexual harassment or interpersonal violence to the Title IX Coordinator or a Deputy Coordinator, that individual will contact the reporting party to offer an opportunity to meet, and also offer a list of available on and off-campus resources. The Title IX Coordinator/Deputy Coordinator will then discuss possible next steps depending on the nature of the concern. If an investigation takes place, you will not typically have a role in the formal investigation of the incident. The individual who shared their personal story with you may continue to contact you and if you would like assistance managing that connection, please let the Title IX Coordinator or Deputy know and we can help.

Q: If I witness a discriminating or harassing situation, should I approach the parties involved?
A: While we would never encourage anyone to place themselves directly into harm’s way, there are a number of ways to intervene that do not include placing yourself in danger. One indirect way of helping is to contact Valencia Campus Security to alert them of the situation. It may also be possible to distract from the situation by asking one of the parties a question or otherwise engage them in conversation. You may also seek assistance from a colleague to directly intervene or ask for help, delegating to them. It may be scary to help someone in trouble, but a quick intervention could prevent something bad from taking place.
Q: If I suspect that someone has been a victim, should I inquire about their well-being?

A: There is never an issue with taking an interest in someone else's well-being and asking someone how they are doing, especially if something seems off. If something seems different, it is appropriate to ask how things are going because it lets that person know that they have someone to talk with should they need it. Be mindful when asking this question, that the answer you receive may require some additional follow up, or lead to a longer conversation than you had originally planned. It is important that you are ready to assist someone if you do sense that something is off. If that person does not respond to your initial inquiry, it is good practice to let them know that you are available should they need to talk in the future. If they choose to take you up on this offer, please listen to them without distraction and offer your support and connection to resources.

Q: If a person informs me that they have received hurtful or embarrassing emails, text messages, or social media comments of a sexual or discriminatory nature, should I report this occurrence to the Title IX team?

A: When in doubt, you can always share information with the Title IX team (Title IX Coordinator/Deputy Coordinators). Based on the content of these messages, it may require additional follow up from our office, or from another campus resources to assist this member of the Valencia Community. Sometimes, messages such as those described could be an example of stalking which is prohibited by our policy. Other times, the messages may not relate to the Valencia Discrimination, Harassment and Related Misconduct policy. If they do not, we can refer the person to the best campus resource for them to best address and respond to their concerns.