



# INDIANA UNIVERSITY OF PENNSYLVANIA

## Sexual Violence/Sexual Harassment, Students of Concern and Protection of Minors

For Students on Internship, Practicum, Clinical,  
Student Teaching, or Field Experience

**\*\*This manual should be distributed to all students participating in *any* field experience.\*\***

### *What is Title IX?*

Title IX is a federal law that comes from the Education Amendments of 1972. This aspect of the law specifically prohibits discrimination on the basis of sex. It sets forth the basic principle that students should be free to participate fully in their educational experiences regardless of their gender. Sexual harassment and sexual violence are experiences which violate the intent of Title IX.

***IUP takes immediate and effective steps to end sexual harassment and sexual violence. Retaliation against individuals reporting sexual harassment and/or sexual violence will not be tolerated and will be addressed through the appropriate university process (University Police, Student Conduct, Human Resources).***

***Questions about IUP's Title IX policy and protocol can be directed to:*** Ms. Valerie Mercado, Compliance Officer/ Title IX Coordinator in the Office of Social Equity, at [vmercado@iup.edu](mailto:vmercado@iup.edu), 724-357-3402, B-17 Delaney Hall.

***The U.S. Department of Education, OCR oversees Title IX compliance.*** Questions may be addressed to the Office for Civil Rights (OCR).

### ***What is Sexual Harassment and Sexual Violence?***

Sexual Harassment is unwelcome physical or verbal conduct of a sexual nature, with a sex or gender based discriminatory effect.

Sexual Violence includes sexual assault, dating violence, domestic violence, and stalking. The complete Sexual Harassment/ Sexual Violence Policy can be viewed at:

<http://www.iup.edu/social-equity/policies/title-ix>

### ***What does this mean for a student taking an internship, practicum, or student teaching?***

Because the process may be different at each site, your first step is to contact your IUP Internship Coordinator, who will advise you.

**As an IUP student, you have many rights related to the IUP's administration of Title IX regulations. However, if you experience sexual harassment or sexual violence while on internship, practicum, or student teaching, the site where you are working has the responsibility to respond to your complaint.**

### **If you are in danger, contact 9-1-1!**

- To receive support, contact:  
Your Academic Internship Coordinator
- To file a complaint at your site, contact the HR Department of the organization at which you are interning/working/student teaching/etc. If you need assistance with this step, contact IUP's Title IX Coordinator at 724-357-3402.
- To receive assistance and counseling, contact: IUP HAVEN 724-357-3947
- For 24/7 assistance call National Sexual Assault Hotline—RAINN 1-800-656-4673
- If the alleged perpetrator is a **student** associated with IUP, see the following page(s) to file a complaint through IUP's Sexual Harassment and Sexual Violence Policy.
- If the alleged perpetrator is an **employee** associated with IUP, contact the Office of Social Equity 724-357-3402
- For assistance, contact IUP University Police 724-357-2141

## **Sexual Harassment & Sexual Violence Survivor Support Information**

*Sexual harassment and sexual violence are* serious violations of the university's expectations and student behavioral regulations. The university recognizes that sexual harassment and sexual violence may cause severe physical and/or emotional consequences for the survivor. **Medical and mental health resources** and preventive education are available to provide assistance.

Title IX of the Educational Amendments of 1972 prohibits discrimination based on sex. Sexual harassment of students, which includes acts of sexual violence, domestic violence, stalking, and dating violence, which are forms of sex discrimination prohibited by this federal law. When incidents of sexual harassment or sexual violence occur and are reported to campus security authorities, IUP takes immediate and effective steps to end sexual harassment and sexual violence. Retaliation against individuals reporting sexual harassment and/or sexual violence will not be tolerated and will be addressed through the appropriate university process (University Police, Student Conduct, Human Resources).

Questions about IUP's Title IX policy and protocol can be directed to Valerie Mercado, IUP's Compliance Officer and Title IX Coordinator at [vmercado@iup.edu](mailto:vmercado@iup.edu), 724-357-3402, B17 Delaney Hall.

### **Sexual Assault, Domestic Violence, Dating Violence, Stalking Procedures**

*A victim should be encouraged to access the following support services:*

**University Police at 724-357-2141.** This office will assist the victim in reporting the sexual assault/violence and refer him/her to the appropriate office for follow-up through the legal and/or university student conduct system. In cases requiring urgent measures, victims should contact the local emergency-operating center at 911. Ensure that the victim is in a safe and secure environment, and encourage him/her to preserve all physical evidence. The university police will take immediate and appropriate action to investigate any allegation of sexual assault and, if evidence exists, will take appropriate action to end the sexual violence and prevent its recurrence.

## Medical Attention

If the alleged abuse or assault occurred within the last seventy-two hours, encourage the victim to seek medical attention at a nearby hospital. Each hospital has the facilities and expertise to conduct medical-legal examinations, even if the victim prefers not to prosecute.

An Indiana Campus student should be referred to the Health Service at the Center for Health and Well-Being at 724-357-2550 if the alleged assault occurred *more than* seventy-two hours earlier. If the Health Service is closed, refer the student to the emergency department of the nearest hospital. This step is important, so s/he receives proper assessment and treatment of any physical injuries sustained in the assault.

## Counseling/Advocacy Services

The Haven Project at IUP's Counseling Center, on the Indiana Campus, is available to students from all campuses to provide confidential counseling services at 724-357-2621.

24 hour advocacy services are available through the Haven Project at the Alice Paul House in Indiana at 724-349-4444; HAVIN (the Survivor Abuse Center) in Kittanning at 724-548-8888; Passages, serving Punxsutawney, at 800-793-3620; and PAAR, serving the Monroeville Center, at 866-363-7273.

## Additional Support Offices/Agencies:

<b>Crime Victim Hotline</b>	800-435-7249
<b>Indiana Campus:</b> Alice Paul House IUP Haven Project Indiana Regional Medical Center IUP Counseling Center IUP Advising and Testing Center IUP Health Service	724-349-4444 724-357-3947 724-357-7000 724-357-2621 724-357-4067 724-357-2550
<b>Monroeville Center</b> PAAR (Pittsburgh Action Against Rape) Forbes Regional Hospital	866-363-7273 412-858-2323
<b>Northpointe Campus</b> HAVIN, Inc. (Sexual Assault Survivor Support) Armstrong County Memorial Hospital	724-548-8888 800-841-8881 724-543-8500
<b>Punxsutawney Campus</b> Passages (Sexual Assault Survivor Support) Crossroads Project (Domestic, Dating Violence, Stalking) Punxsutawney Area Hospital	800-793-3620 800-598-3998 814-938-1800

## Requesting Academic, Living, Transportation, Work Accommodations:

Victims can request accommodations if their safety or well-being is at risk. Students can receive assistance in requesting accommodations from the Haven Project at IUP, 724-357-3947. Examples of accommodations include changing academic schedules, or on-campus housing assignments, use of IUP's escort system, and adjustments to work assignments.

<p><b>Academic Accommodations</b></p>	<p>Options include total university withdrawal, discrete course withdrawal, or change of course section. To discuss options:</p> <p><b>Indiana Campus</b> contact the Office of Advising and Testing at 724-357-4067;</p> <p><b>IUP Monroeville Center</b> contact the School of Graduate Studies at 724-357-2222;</p> <p><b>IUP at Northpointe</b> contact administrative office at 724-294-3300;</p> <p><b>IUP at Punxsutawney</b> contact administrative office at 814-938-6711.</p>
<p><b>On-Campus Living</b></p>	<p>Contact the residence director or the Director of Residential Living</p>
<p><b>Transportation</b></p>	<p>Contact University Police at 724-357-2141</p>
<p><b>Work Accommodations</b></p>	<p>Contact your supervisor. IUP employees also can contact the Compliance Officer/Title IX Coordinator and/or the Associate Vice President for Human Resources.</p>

## Protection of Minors

IUP is dedicated to preventing sexual abuse of children by mobilizing adults, families, and communities to take actions to protect children before they are harmed.



IUP joins the Pennsylvania State System of Higher Education (PASSHE) prevention initiative by complying with BOG Policy 2014-01: Protection of Minors; IUP's Protection of Minors Policy (December 31, 2014), and with the creation of **Speaking Up to Keep Children Safe: IUP's protection of minors training module and prevention program.**

The purpose of IUP's policy is to promote the **safety** and **security** of **children** who participate in IUP Programs and to ensure employee's understand how to recognize and respond in their role as mandated reporters. This policy applies to all university-sponsored programs, regardless of location, and non-university-sponsored programs that occur on IUP property. IUP administrators, faculty, coaches, staff, students, contractors, and volunteers in university-sponsored programs must comply with the policy. IUP's policy can be viewed at: [www.iup.edu/humanresources/policies/minors](http://www.iup.edu/humanresources/policies/minors)

## Child Abuse Is...

- Physical Abuse: Acts or omissions that cause, or fail to prevent, a physical injury to a child.
- Sexual Abuse: All sexual activity between an adult and a child is sexual abuse. Sexual abuse does not have to involve penetration, force, pain, or even touching. If an adult engages in any sexual behavior (looking, showing, or touching) with a child to meet the adult's interest or sexual needs, it is sexual abuse.
- Emotional or Mental Abuse: Acts or omissions that have an actual or likely negative impact on a child's emotional and behavioral development, including those resulting from persistent or severe emotional mistreatment.
- Neglect: A persistent failure to provide for a child's physical, emotional, or basic needs.

## Who Abuses?



## Recognizing Concerning Behavior

When observing behavior, consider the context of the behavior to assist you in identifying whether it is behavior of concern or not. Think about:

- Whose needs are being met?
- Do behaviors continue after clear limits have been set?
- Is parental authority being undermined?
- Is one child singled out?
- Can a child say “no” in this situation?

***Behaviors of concern are sometimes not obvious ... you may be the identifier of signs of abuse displayed by the child or youth.***

- Unexplained changes in routines and habits (eating/sleeping/hygiene)
- Sexualized behavior
- Regressive behaviors (bed wetting)
- Keeping Secrets
- Unexplained fears, mood swings
- Leaves “clues”
- Risky behavior (drug/alcohol use, violence)

Using the *continuum of behavior* below, associate behaviors with a category/color and respond accordingly. **GREEN** behaviors are acceptable behaviors we want to reinforce. **YELLOW** behaviors are concerning and respond with reporting. **RED** behaviors are harmful to the child and require action to stop the behavior, reporting, and safety planning for the victim.



For more information on acceptable and unacceptable behaviors please visit the **Speaking Up to Keep Children Safe** website <http://www.iup.edu/social-equity/keep-children-safe/resources/default.aspx> and review *Training Curriculum for Minors* located under **Resources**.

### Reporting Child Abuse:

**Mandated reporters must immediately make a report of suspected child abuse to the Department of Human Services (DHS) by calling 1-800-932-0313 or completing the online form found at [www.dhs.state.pa.us](http://www.dhs.state.pa.us)**

**&**

**Report to University Police 724-357-2141!**

## Campus Security Authority Coordinators

**Campus Security Authority Coordinators (CSAC) to whom crimes may be reported are listed below. Campus Security Authority Coordinators are obligated to file a CSAR Report (CSAR) and initiate and/or refer an investigation of the incident.**

Mr. Kevin Thelen, Director of Public Safety and University Police	724-357-2141
Ms. Valerie Mercado, Compliance Officer/ Title IX Coordinator	724-357-3402
Ms. Sondra Dennison, Executive Director, Office of Housing, Residential Living and Dining/Deputy Title IX Coordinator	724-357-2696
Mr. Craig Bickley, Associate Vice President for Human Resources	724-357-2431
Mr. David Berberich, Assistant Director for Student Living, Punxsutawney Campus	814-938-1442
LTC Jason Freidt, BN Commander (ROTC), Professor of Military Science	724-357-2399
Mr. Mark Mathe, Event Manager, KCAC	724-357-5202
Mr. Richard Muth, Director, Northpointe and Monroeville Campuses	724-294-3309
Dr. Michele Petrucci, Assistant Vice President for International Education and Global Engagement	724-357-2295
Mrs. Paula Stossel, Division of Enrollment Management and Communications	724-357-1293
Ms. Samantha Traver, Assistant Athletic Director for Compliance/Senior Women's Administrator	724-357-6948
Mr. Theo Turner, Director of the Center for Multicultural Student Leadership and Engagement	724-357-2598
Mr. Lou Garzarelli, Executive Director and CEO, Student Cooperative Association	724-357-1374

## ***Local and National Reporting Resources***

Crime Victims' Hotline: 1-800-435-7249

District Attorney's Office: (724) 465-3835

Indiana Borough Police: (724) 349-2121

PA State Police: (724) 357-1960

Probation Department: (724) 465-3820

**PA Child Abuse Hotline: 1-800-932-0313**

[www.childhelp.org](http://www.childhelp.org)

Provides information on reporting

**CyberTipline: 1-800-843-5678**

National Center for Missing and Exploited  
Children

[www.missingkids.com/home](http://www.missingkids.com/home)

National reporting hotline for internet  
safety



[www.StopItNow.org](http://www.StopItNow.org)

Email or call the Helpline

1.888.PREVENT