

# HOW TO HANDLE A DISCLOSURE FROM A STUDENT

A QUICK GUIDE FOR FACULTY & STAFF

## SHARE YOUR ROLE

- As an employee of the college it is your job to help ensure the safety of our students
- Describe the parameters of your confidentiality
- Remember that the way you respond to a disclosure makes a difference



**ENCOURAGE** them to follow up with resources, including Title IX  
**IDENTIFY** places where they can share their experiences with experts  
**VALIDATE** their feelings and emotions  
**FOSTER** reasonable expectations

## WHAT CAN YOU DO?

Create a space where students feel like they can talk to you

Think about your language. How do you talk about sex, gender, sexual assault, etc?

Respect Gender.  
Identify and use chosen names

Show Empathy

Avoid Judgment

Provide a "soft" hand off to resources

Make a Report to the Title IX Office

Know your Resources

## CONFIDENTIAL RESOURCES

Counseling & Psychological Services  
607-274-3136

Religious & Spiritual Life\*  
607-274-3103

Center for Health Promotions  
607-274-3136

Hammond Health Center  
607-274-3177

Center for IDEAS\*  
607-274-7777

Advocacy Center  
24/7 Hotline  
607-277-5000

Center for LGBT Education, Outreach & Services  
607-274-7394

\*Contact office directly to determine who is a confidential resource and who is an employee with authority

## WHERE TO REPORT

Title IX Coordinator, Linda Koenig  
607-274-7761 | lkoenig@ithaca.edu

Office of Public Safety  
607-274-3333

New York State Police Campus Sexual Assault Victims Unit  
Hotline | 844-845-7269

*If you become aware that a student is pregnant, it is important that you promptly notify the Title IX Coordinator, Linda Koenig.*

[Click here for more info!](#)

SHARE



ITHACA COLLEGE

## TIPS

FOR ACTIVE LISTENING

**MIRRORING**  
"I HEARD YOU SAY..."

**VALIDATE**  
"I UNDERSTAND THAT..."

**EMPATHIZE**  
"I IMAGINE THAT MAKES YOU FEEL..."



TO REPORT, SCAN ME!

SEXUAL HARASSMENT & ASSAULT RESPONSE EDUCATION  
ITHACA.EDU/SHARE