

How to Report

Faculty, staff and student employees who have or receive complaints of sexual harassment or sexual violence are obligated to report complaints to their supervisor or department head and/or to the Title IX Employee Coordinator as follows:

- If the accused individual is a student, the complaint must be reported to:

Carolus Brown, Dean of Students
Title IX Student Coordinator
Room 108
Phone: (408)498-5137
Email: cbrown@cogswell.edu

- If the accused individual is an employee or a visitor, the complaint must be reported to:

Leslie Anderson, Director of Human Resources
Title IX Employee Coordinator
Phone: (408)498-5122
Email: landerson@cogswell.edu

Students filing a complaint of sexual harassment or sexual assault on their own behalf or for another student may report it to:

Carolus Brown, Dean of Students
Title IX Student Coordinator
Room 108
Phone: (408)498-5137
Email: cbrown@cogswell.edu

IMPORTANT!

Cogswell Polytechnical College has a duty to promptly respond to all complaints of sexual harassment and sexual violence; whether they were on or off campus incidents. The purpose is to prevent sexual discrimination on campus, promptly address reported incidents, limit effects of harassment on the educational environment, and prevent its recurrence. Without your assistance the college will be unable to assess and investigate these situations if you do not report them if and when they occur.

CONSENT [VERB]

To make a mutual, voluntary, clear-informed decision between clear-minded, of age participants before ANY and EVERY sexual act.



Title IX

**GENDER EQUALITY
AND THE
PREVENTION OF
SEXUAL
HARASSMENT OR
SEXUAL VIOLENCE**

Cogswell Polytechnical College is committed to maintaining the campus community as a safe place of work and study for students and employees that is free of sexual and other unlawful harassment. The College strictly prohibits unlawful harassment of or by any member of the College community.

TITLE IX COORDINATORS:

Carolus Brown, Dean of Students Title IX – Student Coordinator

Room #108

Phone: (408)498-5137

Email: cbrown@cogswell.edu

Title IX Duties and Responsibilities:

- Responsible for Title IX compliance with matters involving students.
- This includes training, education, communication, and oversight of the grievance process for all complaints against Cogswell students.
- The Title IX Student Coordinator meets with students and informs campus departments on the process for student referrals

Leslie Anderson, Director of Human Resources Title IX – Employee Coordinator

Phone: (408)498-5122

Email: landerson@cogswell.edu

Title IX Duties and Responsibilities:

- Responsible for Title IX compliance matters involving employees.
- Coordinates the flow of information to staff and faculty regarding Title IX procedures.
- The Title IX Employee Coordinator oversees the administration of complaint procedures for employees and other members of the college community.

Dr. Reba Smith, Chief Compliance Officer Title IX – Confidential Reporting Agent

Phone: (408)498-5125

Email: rsmith@cogswell.edu

Title IX Duties and Responsibilities:

- Monitors the overall implementation of Title IX Compliance.
- This includes monitoring, oversight, and training of staff and faculty.

WHAT IS TITLE IX?

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

Sex discrimination encompasses all forms of sexual harassment. This includes verbal sexual harassment and sexual violence by employees, students, or third parties against employees, students, or third parties.

Sexual harassment and sexual violence can threaten a student's physical and emotional well-being, and may impact how a student performs academically.

- **Sexual harassment** includes unwelcome sexual advances, sexual threats and demands, requests for sexual favors and other unwelcome verbal, physical, or visual behavior of a sexual nature.
- **Sexual violence** refers to physical sexual acts perpetrated without consent or where a person is incapable of giving consent. This includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. All acts of sexual violence are forms of sex discrimination and are prohibited by Title IX.
- **Retaliation** against ANY participants in the process is strictly prohibited. This includes the accused, victim, complainant, witnesses, and/or reporting individuals.
- **Consent** as defined by the state of California, is an expressed, verbal statement affirming that both individuals are accepting and wanting to engage at each stage and act of sexual interaction. Additionally, if an individual gives affirmative consent and then revokes consent, the sexual act must stop immediately upon consent being revoked.

CONFIDENTIALITY AND REPORTING

Title IX compliance involves having a clear and functional reporting channel to a Title IX Coordinator, in addition to training the campus community about how to recognize sex discrimination and how to report it.

In order to make informed choices when consulting campus resources, you should be aware of confidentiality and mandatory reporting.

Some resources may maintain your complete confidentiality, offering you options and advice without any obligation to tell anyone, unless you want them to.

Other resources are expressly there for you to report crimes and policy violations, and they are obligated to take action when you report your victimization.

If you are unsure of someone's duties and/or their requirement to maintain your privacy, ask them before you talk to them.

Confidential Reporting Options:

- If you would like to speak with a campus professional who is obligated by law to keep your information confidential, you can go to the Dean of Students for referral.
- There are also off-campus professionals who will maintain confidentiality, such as the Rape Crisis Center. They can be reached at their 24-hour hotline at (408) 287-3000 or (650) 493-7273.

Non-Confidential Reporting Options

- You are encouraged to speak to College officials, such as one of the Title IX Coordinators to make formal reports of your victimization.
- You can expect to have your complaint be taken seriously by the College, when reported.
- You can also expect to have the incident investigated and properly resolved through administrative and conduct procedures and/or through the legal system if you so choose.