

REED COLLEGE
RESPONSE GUIDE FOR BIAS INCIDENTS AND DISCRIMINATORY HARASSMENT REPORTS
INVOLVING STUDENTS
Version: January 2016

Immediate Response to Reports of Bias Related Incidents or Discriminatory Harassment

If a student reports a biased related incident or tells you that they have been harassed, or if you believe that they may be about to disclose an incident of harassment, take the following immediate steps:

1. Ask the student if they are injured or need medical attention.
 - If the student reports injuries or needs medical attention, call Community Safety (503-788-6666), call 911 (#911 from campus phone).
2. Ask the student if they are in a safe place or in danger.
 - If the student is in danger or if there may be a danger to the community, call Community Safety (503-788-6666) or 911 (#911 from campus phones) and report the danger to receive help
3. Remind the student you are not a confidential resource* and offer to connect them with someone who is. Tell the student that you are required to forward their report as described below, and it may be followed up on.
 - If the student wants confidentiality or is uncertain about to whom they want to make a report, offer to refer them to the Reed Health & Counseling Center.
 - Health & Counseling Services (confidential): Available business hours. 503/777-7281
 - If you are a licensed clinician who is exempt from mandatory reporting, tell the student that you will **not** disclose the report without written permission from the student, **and** that the report will **not** be investigated unless you or the student also contact an individual trained to receive discriminatory harassment reports and/or police.
4. Offer to call or physically take the student to someone trained to receive discriminatory harassment reports, who can provide the student with help and support:
 - Community Safety: Available 24/7/365 at 28 West. 503/771-1112 ext.0
 - Office for Institutional Diversity: Available business hours at Eliot Hall E312. 503/517-7888
 - Office for Inclusive Community: Available business hours at Student Center 110. 503/777-7518
 - Dean of Students Office: Available business hours in Eliot Hall E218. 503-777-7521
5. Once you have referred the student to appropriate support services, file a report as described below.
6. If a student discloses an incident to you, file a report as described below (even if it is just an “FYI” or you are unsure whether it fits the definition of a bias incident or discriminatory harassment. Please report any and all student disclosures that you think might fit the definition).

In either circumstance, whether the student is referred to someone trained to receive discriminatory harassment reports or whether the student discloses an incident to you, a report must be filed and sent to the appropriate official.

Basic Elements of a Bias Incident or Discriminatory Harassment Report

The following information is important and whenever possible should be included when reporting an incident or disclosure to someone trained to receive discriminatory harassment reports:

- Name and Reed affiliation (e.g. student, faculty, staff) of the person making the report;
- Name and Reed affiliation of the subjects of the report, i.e. the alleged target of discriminatory harassment or bias and the alleged perpetrator of discriminatory harassment or bias or witness(es);
- A brief statement of the event or events which are the cause of the report, including relevant date(s), locations, which protected class(es) were targeted, etc.;
- Any relevant documents (photos, videos, audio, screenshots, e-mails, documents, etc.)

Report the incident that a student or other community member has communicated to you by contacting the appropriate college official trained to receive discriminatory harassment reports. Appropriate college officials will follow up with the involved community member(s), if necessary. Reports that do not require an immediate investigation will be monitored for potential patterns of concern.

Appropriate college officials trained to receive reports:

Community Safety Gary Granger 503-771-1112 x.0 grangerg@reed.edu	Office for Inclusive Community Dayspring Mattole 503-777-7518 mattoled@reed.edu
Office for Institutional Diversity Mary James 503-517-7888 institutional.diversity@reed.edu	Dean of Students Office Bruce Smith 503-777-7521 student-services@reed.edu
Dean of the Faculty's Office Nigel Nicholson 503-517-5546 nnichols@reed.edu	Office of Human Resources Michelle Valintis 503-777-7705 mvalintis@reed.edu

Reed's Discriminatory Harassment resources website has detailed information that can be consulted in aiding a student who is reporting a bias incident or discriminatory harassment. The site also includes additional resources to support the student.

*College-designated Obligated Reporters:

- Members of the faculty
- President and Vice Presidents
- Supervisors of Reed staff
- Employees of student services, except student employees
- Members of adjudicating boards
- House advisers