

COVID-19

Title IX Notice to Students

ICS recommends that the Title IX Coordinators send an email to students in response to the Covid-19 crisis that is authentic to you, your office, and institution. The contents of the email should be posted on the landing page of your Title IX website and include the following:

Introduction

- Empathetic understanding that this is a challenging time
- Connection for students if they are struggling (general)
- Contact information for counseling, dean of students, and/or other support offices

Expectations

- Include values of institution
- Expectation that code of conduct and Title IX policy still apply
- Link to code of conduct and Title IX policy
- Anti-discrimination statement

Office Status/Reporting Options

- Operating remotely?
- Walk in hours?
- Contact information- email, phone, website
- Reporting options: online (provide link), in person, phone call
- Confidential resources (provide link and/or contact info)
- Open investigations will continue, newly reported information will be promptly investigated

Closing

- Reminder of your role and your commitment to students/campus
- Signature and photo (if possible)

Additional suggestion: Consider creating an FAQ (i.e. I am currently involved in an investigation, what should I expect? Can harassment occur online? etc.) Provide link in email or on landing page.