



Catlin Gabel

**SEXUAL ASSAULT AND MISCONDUCT
SUPPORT AND RESOURCES
FOR CATLIN GABEL STUDENTS
2021-22**

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Sexual Assault and Misconduct Support and Resources

Catlin Gabel is committed to providing a campus environment that is safe and healthy. Please use these materials to get help and support when you need it. Students who have been victims of sexual assault, dating violence, sexual harassment, sexual misconduct, or other abuse who would like support or help can find assistance both on campus (through any CARE team member) and off campus (through many external resources listed in these materials). Catlin Gabel provides the following information to protect, support, and empower its students.

Catlin Gabel has clear policies prohibiting sexual assault, dating violence, sexual harassment, and sexual misconduct. Know these policies so you can play a personal role in preventing assault, harassment, and other forms of sexual misconduct in the Catlin Gabel community.

For more information on our **Harassment Prevention Policy** refer to the [Catlin Gabel Family Handbook 2021-22](#) and the section “Catlin Gabel School’s Policy to Prevent and Eliminate Harassment,” which states the school’s intolerance for harassment, describes the type of conduct that is prohibited, sets forth the school’s complaint process if you (or someone you know) has been the target of harassment, and explains the consequences for violations of this policy. In addition, you can refer to our statement about **Sexual Violence** in the Catlin Gabel Family Handbook under the section “Catlin Gabel School’s Policy to Prevent and Eliminate Harassment.”

If you or a student you know have been a target of sexual assault, sexual misconduct or abuse, or relationship violence, we are here to support you.

Please do not hesitate to contact any of the following individuals so we can help you:

CARE TEAM

Head of Upper School

Aline Garcia-Rubio
(503) 297-1894 ext. 4001
Garcia-RubioA@catlin.edu

Upper School Counselor

Dan Petrocelli
(503) 297-1894 ext. 4020
PetrocelliD@catlin.edu

Upper School Dean of Students

John Harnetiaux
(503) 297-1894 ext. 4003
HarnetiauxJ@catlin.edu

Middle School Counselor

Kristin Ogard
(503) 297-1894 ext. 3020
OgardK@catlin.edu

Lower School Counselor

Stephen Grant
(503) 297-1894 ext. 2020
GrantS@catlin.edu

DIRECTOR OF HUMAN RESOURCES

Gloria Martin

(503) 297-1894 ext. 5081
marting@catlin.edu

DIVISION HEADS

Head of Upper School

Aline Garcia-Rubio
(503) 297-1894 ext. 4001
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Head of Middle School

Ted Chen
(503) 297-1894 ext. 3001
ChenT@catlin.edu

Head of Beginning and Lower School

Dawn Isaacs
(503) 297-1894 ext. 1001
IsaacsD@catlin.edu

ASSISTANT HEAD OF SCHOOL

Barbara Ostos

(503) 297-1894 ext.5002
OstosB@catlin.edu

HEAD OF SCHOOL

Tim Bazemore

(503) 297-1894 ext.5001
BazemoreT@catlin.edu

**IF AT ANY TIME YOU DO NOT FEEL SAFE ON CAMPUS
PLEASE IMMEDIATELY CALL 911 OR
CALL CAMPUS SAFETY AT (503) 961-4040**

Getting Help If You Have Experienced Sexual Assault or Misconduct

If you or someone you know has experienced a sexual assault or sexual misconduct, here are some steps to consider:

IF YOU ARE IN IMMEDIATE DANGER, OR IF YOU BELIEVE THERE COULD BE AN ONGOING THREAT TO YOU OR THE COMMUNITY, PLEASE CALL 911

COUNSELING: Counseling for current students is available in each division. Referrals for community resources can be made through the school’s counselors as well.

MEDICAL CARE: If you have been injured, you may need to be treated by a school employee or taken to an emergency room.

MEDICAL FORENSIC EXAM: Physical evidence may be collected from your body and clothes within 72 hours of a sexual assault. A report to law enforcement is not necessary to receive an exam.

PRESERVING EVIDENCE: You may consider saving any evidence (including evidence on the body) until you decide if you want to report to the school, law enforcement, or both. Evidence may be useful in proving that a reported incident occurred and may be helpful in obtaining a protective order.

REPORTING TO LAW ENFORCEMENT: We encourage you to make a report to local law enforcement. You can report to law enforcement in addition to or instead of the school. If you ask a school administrator or counselor to help you make the report, we will do that.

REPORTING TO THE SCHOOL: We encourage you to make a report to the school. You can report to the school in addition to or instead of local law enforcement. Reports can be made to any CARE team member or other trusted adult on campus. See the “Sexual Assault/Misconduct Support and Resources” section of this document for contact information for many of the persons you can contact.

REMEDIES AND ACCOMMODATIONS: We want you to feel safe on campus. We can help you determine if/what accommodations you might need and can arrange those accommodations. Accommodations may include class changes, academic support, moving your locker or parking place, and no-contact orders.

NO-CONTACT ORDERS AND JUDICIAL PROTECTIVE ORDERS: If both the survivor and accused are Catlin Gabel students, the school may issue a no-contact order (NCO). NCOs are generally reciprocal; they are not intended to be punitive toward the survivor. Violations of NCOs may result in disciplinary action for the accused. Protective orders are issued by courts and require the accused to avoid certain areas (such as campus or near your home address) and types of contact (such as physical contact, contact by phone or social media, etc.).

ADVOCACY: You are encouraged to contact a crisis advocate (unaffiliated with the school) or a counselor (on- or off-campus) for emotional support and to discuss options and resources.

Resources include:

Sexual Assault Resource Center (24-hour crisis line)

(503) 640-5311

<http://www.sarcoregon.org/>

[The Victim Rights Law Center](#)

[Bradley Angle](#)

[Raphael House](#)

[Call to Safety](#)

[RAINN](#)

CIVIL COURT REMEDIES: You may be able to bring a civil case to recover damages for the harm done to you and to help pay for services that assist in healing. The school is not directly involved in this process. Survivors interested in this option should contact an attorney for more information (see below under legal assistance).

CRIME VICTIM COMPENSATION: Survivors who report to law enforcement may be eligible for state compensation for victims of crime to reimburse expenses such as medical and counseling expenses and loss of wages.

LEGAL ASSISTANCE: The school does not provide legal assistance. Free legal assistance in criminal and civil proceedings may be available to survivors of sexual assault from these organizations:

[Victim Rights Law Center](#)

[Oregon Crime Victims Law Center](#)

See the “Legal and Advocacy Resources” section for more information.

Survivors’ Rights

People who have experienced sexual assault, abuse, or sexual misconduct have the following rights:

- To talk to anyone about the assault, abuse, or misconduct;
- To report to law enforcement, our CARE Team (see the “Sexual Assault and Misconduct Support & Resources” section of this document for contact information) or both;
- To decline to talk to anyone, including police or school administrators (survivors also have the right to change their mind at any time about talking to someone);
- To have someone with them to provide emotional support when they talk to law

enforcement or the school's CARE team;

- To receive a medical forensic examination at a hospital (usually within 72 hours of an assault) whether or not the survivor reports to law enforcement, which helps keep options open for reporting in the future;
- To get a free wellness exam, including emergency contraception and sexually transmitted infection prophylaxis if indicated, from an off-campus medical service within seven days of an assault;
- To file a report that may lead to discipline or criminal charges against the accused;
- To decline to participate in the school's investigation of the assault or misconduct, if you do not want to be involved in it (any student who experienced assault or misconduct will not be disciplined for refusing to participate in an investigation); and
- To seek reasonable accommodations to minimize the impact of sexual and relationship violence on the student's educational experience at Catlin Gabel.

This list is not intended to be comprehensive. Survivors may have additional rights and may wish to contact outside resources to explore their rights.

Medical Care and Evidence Collection

MEDICAL FORENSIC EXAMS

These exams are for survivors of sexual assault and must be conducted within 72 hours of the incident. It is not necessary to report to law enforcement in order to receive an exam; the survivor can have the evidence collected and decide later whether to report. Kits done in Washington County will be held for a minimum of six months. To collect evidence that may be used in prosecution, a trained nurse examiner will take swabs and samples from the survivor's body and will collect clothes the survivor was wearing during or after the incident. The nurse will also document injuries and, if indicated, will offer emergency contraception and sexually transmitted disease prophylaxis (medications that can prevent some diseases from developing).

If a survivor is considering a forensic exam, it is best not to shower, change clothes, eat or drink, or go to the bathroom before the exam.

In Washington County, where Catlin Gabel is located, and in Multnomah County, where much of Portland is located, exams are conducted in hospital emergency rooms. There is no cost for the exam. An advocate or friend can accompany the survivor.

OTHER MEDICAL CARE

Survivors may have injuries from the assault and may have concerns about unwanted pregnancy or sexually transmitted infections (STIs). Even if they do not have a forensic exam, the survivor may wish to have a wellness exam and obtain emergency contraception or prophylactic drugs that can prevent some STIs. The state of Oregon pays for a wellness exam at

many medical offices within seven days of the incident (contact providers for more information).

Our school's CARE team and counselors can also provide referrals for obtaining emergency contraception and sexually transmitted disease prophylaxis.

CALL TO SAFETY (FORMERLY PORTLAND WOMEN'S CRISIS LINE)

For people of every gender
(503) 235-5333

PLANNED PARENTHOOD

1-888-567-7526

OTHER EVIDENCE TO SAVE

Even if a survivor is not sure whether they want to report to the school or law enforcement, preserving evidence keeps those options open for the future. Evidence in cases of sexual harassment, assault, relationship violence, and stalking might include bedding, items that the perpetrator touched, and notes, texts, or voicemails. In order to preserve evidence, survivors may want to consider taking photographs of any injuries (including bruises, scratches, etc.).

How to Report a Sexual Assault or Sexual Misconduct

REPORTING TO LAW ENFORCEMENT

Survivors have the option of reporting to law enforcement, instead of or in addition to, the school. Counselors and administrators can facilitate the process and may coordinate with law enforcement to conduct the interview on campus. Survivors don't have to talk to police and can change their minds at any time. After investigation, law enforcement may refer the report to the District Attorney's office for prosecution. The District Attorney will decide whether to file charges. Survivor information is generally not publicly disclosed.

Even if the survivor does not contact the authorities, the school may do so if we feel that the campus community is in danger.

REPORTING TO CATLIN GABEL

When a report is made, the school will investigate and take appropriate steps necessary to keep community members safe and prevent the incident from recurring.

ANONYMOUS REPORTING

There are two ways to make an anonymous report:

Option 1: You can anonymously make a report by using this [anonymous report form](#) specific to sexual assault. You may also access the form by typing the URL in your browser: <http://tinyurl.com/z764y34>).

Option 2: You can also use SafeSchools Alert, which has an anonymous reporting tip line. You can report in five different ways:

APP: Search for “SafeSchools Alert” in the App Store to download for free

PHONE: (971) 351-1754

TEXT: Text your tip to (971) 351-1754

EMAIL: 1832@alert1.us

WEB: <http://1832.alert1.us>

Community members can easily report tips on boundary violations, misconduct, bullying, harassment, drugs, threats of violence, abuse or any safety issue of concern through SafeSchools Alert. When you submit a tip, be sure to use our school’s identification code -- **1832** -- in your communication. The tip line alerts the head of school, assistant head of school, director of human resources, and audit committee chair of the board of trustees. All anonymous tips will be treated with the utmost confidentiality.

REPORT TO COUNSELORS

Reports can be made to our school counselors. As with all employees of Catlin Gabel School, counselors are mandatory reporters, and legally obligated to share information with school administration and outside authorities if:

1. they are concerned that the survivor will harm themself or someone else, or
2. they are concerned that the accused will harm themself or someone else, or
3. what they learn causes them to have a reasonable belief that someone under 18 years of age has been the victim of abuse (including sexual abuse) (see “Child abuse mandatory reporting” below).

REPORT TO CARE COORDINATOR

Any Catlin Gabel community member, parent, or family member, or other individual granted access to the school’s facilities or programs—not just the target(s) of the alleged abuse—may make a report to a CARE team member (See the “Sexual Assault and Misconduct Support and Resources” section of this document for contact information). All CARE reports will be investigated to the extent possible based on available evidence. **The CARE coordinator is not a confidential resource.**

MANDATORY REPORTING TO THE ADMINISTRATION BY CATLIN EMPLOYEES

School employees must share information about sexual misconduct that occurs on campus or affects the educational environment with a CARE team member (see the “Sexual Assault Support & Resources” section for contact information) or their designees, even if the survivor doesn’t want them to. Incidents that must be reported include sexual harassment, sexual conduct by a school employee and a student, and any unwanted sexual contact, assault or abuse of a student (by anyone). In addition, Oregon law now requires that all reports of sexual misconduct be reported to DHS by a school designee, so that the report can be referred to TSPC (for licensed educators) or ODE (for non-licensed educators) for investigation.

CHILD ABUSE AND SEXUAL MISCONDUCT MANDATORY REPORTING BY CATLIN EMPLOYEES

Oregon law requires all employees of the school to immediately report suspected sexual or physical abuse or neglect of any person under 18 years of age. Reports must be made for all situations that the employee becomes aware of, even if they become aware while not at work. The mandatory reporting of abuse or neglect of children is a 24-hour obligation. It is the employee’s responsibility to report to the Oregon Department of Human Services or law enforcement.

Child Abuse Reporting Hotline: 503-731-3100

What Happens When a Report Is Made to the School

The school will investigate a report made to the school involving sexual assault or misconduct. When appropriate, the school may defer to law enforcement to conduct the investigation.

Students who make a report to the school may request that the school keep their identity confidential and their name out of any investigation. The school will make reasonable efforts to comply with requests for confidentiality, but cannot guarantee that the school community will not find out the identity of the individual making a report. If the school determines that steps must be taken to protect the survivor or other students on campus, the school may use information from the investigation to take intermediate steps to prevent further harm.

IF THE ACCUSED IS A STUDENT, reports are brought to the attention of a CARE team member, Dean of Students and/or appropriate administrators. This type of violation of the Student Code of Conduct will not result in an appearance before the Judicial Council. Instead, an investigation could involve school administrators or a designee (such as an outside investigator) conducting interviews separately with the victim, the accused, and any witnesses, as well as reviewing any evidence (such as hard-copy or electronic communications between the students or their peers).

IF THE ACCUSED IS A CATLIN GABEL EMPLOYEE, the report should be directed to the Head of School, Assistant Head of School, or Director of Human Resources. The school will put the employee on a leave of absence while promptly referring the report to DHS for investigation.

If a student makes a good faith complaint to the school about sexual behavior that may violate our Harassment Prevention Policy or otherwise violate the Student Code of Conduct, this will not adversely affect a student's educational assignments or study environment. We will not tolerate retaliation against any student who makes a report or participates in our investigation of a report. This is true whether the report is against another student, an employee, or any other member of the Catlin Community.

If a student initiates a complaint, that student and their parents will be notified when the investigation is concluded.

IF THE STUDENT MAKING THE REPORT WAS ENGAGED IN CONDUCT THAT VIOLATED THE STUDENT CODE OF CONDUCT AT THE TIME OF THE SEXUAL ASSAULT (for example, using drugs or alcohol at an off campus party), the school will opt to give that student "amnesty" and not discipline the student who makes the report or causes the report to be made. **The school cares about its students' safety and health.** We want students to feel comfortable coming to us to report sexual assault and other sexual misconduct that interferes with their ability to thrive in our educational community.

Catlin Gabel Accommodations and Protective Measures

The school can support survivors by providing various protective measures and other reasonable safety accommodations if a survivor requests them. For example, changes to class schedules, workload and course enrollment may help a student feel safe and emotionally supported and would therefore be considered by the school as possible accommodations. A report to law enforcement is not necessary to receive these accommodations.

Disclosure of the survivor's and accused's names and the reason for accommodations and protective measures may be necessary in order to provide these measures, but the school will protect the confidentiality of all parties as much as is practicable.

This is a list of some accommodations available to survivors. Other accommodations may be made on a case-by-case basis. The Dean of Students and CARE team members can help survivors coordinate remedies and accommodations (see the "Sexual Assault and Misconduct Support and Resources" section of this document for a list of CARE team members and contact information).

- If the survivor and accused share a class, one may be able to change sections. If this isn't possible, the administration can work with faculty to try to find an accommodation that will minimize the academic impact on the survivor.
- The Dean, learning specialist, and/or counselor may be able to help arrange additional tutoring and other academic support and can alert faculty that a survivor may be experiencing difficulty in meeting the usual academic expectations.
- The Dean or counselor can also help arrange a leave of absence from the school for the survivor.
- Counseling is available to all students. Contact the school counselor for information on receiving counseling and for medical care referrals.
- No-contact orders (NCO's) issued by the school prohibit persons from contacting each other in specified ways. NCO's can only be issued between Catlin Gabel community members.
- Protective orders may be issued by courts for survivors of sexual assault and stalking. Protective orders may require the accused to stay away from the survivor, or from specific places (such as the survivor's home) or to avoid certain types of contact (such as trying to contact the survivor electronically or in person). If the accused violates the protective order, they may be subject to penalties.

Information for Friends and Allies of Survivors

Many survivors say that what helped them most in their healing process was the unconditional support of their friends.

SOME THINGS THAT SURVIVORS HAVE SAID WERE HELPFUL TO HEAR:

- “I’m so sorry you had that experience.”
- “You did nothing to deserve that.”
- “No one deserves to be assaulted or hurt by another person.”
- “I believe you.”
- “If you’d like, I’ll help you find out what your options and resources are.”
- “I’ll support whatever decision you make about what to do next.”
- “I’m glad you trusted me enough to share this with me.”

There’s no one right way to respond to traumatic events. Some survivors report they feel that they are “going crazy.” Friends can help by normalizing their feelings. It is common for survivors to initially not name what happened to them as *rape* or *abuse*, although they recognize something is wrong. Once they start to feel safer, they may begin trying to understand the experience by talking about it.

Friends and allies should be honest with the survivor about what support they can provide, especially if they themselves also have a history of trauma. They may want to remind the survivor that advocates and counselors can offer support.

Bystander Intervention

SOME SIMPLE STEPS TO BECOMING AN ACTIVE BYSTANDER:

- **Notice the situation:** Be aware of your surroundings.
- **Interpret it as a problem:** Does someone need help?
- **Feel responsible to act:** See yourself as being part of the solution to help.
- **Know what to do:** Educate yourself on what to do.
- **Intervene safely:** Take action but be sure to keep yourself safe (see next step).

HOW TO INTERVENE SAFELY:

- **Tell another person.** Being with others is a good idea when a situation looks dangerous.
- **Ask person(s) you are worried about if they are okay.** Provide options and a listening

ear. Even if they say they are okay, continue to observe and check in on them.

- **Distract or redirect individuals in unsafe situations.**
- **Ask the person(s) if they want to leave.** Make sure that they get home safely.
- **Call the police (911)** or someone else in authority or yell for help.

WHAT CAN MY FRIENDS AND I DO TO BE SAFE?

- **Take care of each other. Remember these tips when you are out.**
- **Have a plan.** Talk with your friends about your plans **BEFORE** you go out. Having a clear plan ahead of time helps friends look after one another.
- **Go out together.** Go out as a group and come home as a group; never separate and never leave your friend(s) behind.
- **Watch out for others.** If you are walking at night with friends and notice a student walking alone in the same direction, ask the person to join you so no one is alone.
- **Diffuse situations.** If you see a friend coming on too strong to someone who may be too intoxicated to make a consensual decision, interrupt, distract, or redirect the situation. If you are too embarrassed or shy to speak out, get someone else to step in.
- **Trust your instincts.** If a situation or person doesn't seem "right" to you, trust your gut and remove yourself, if possible, from the situation.

Self-Care for Survivors

Self-care means caring for yourself as you would a good friend. It also means not doing things that harm you or make you more vulnerable.

It is okay to ask for what you need, and it is okay to say no if someone wants you to do something. You do not have to take care of anyone else's feelings. You do not have to protect other people by pretending everything is okay. You do not have to talk to anyone if you don't want to.

Reactions to and feelings about sexual or relationship violence change over time. There is no right way to feel about abuse or violence, and there is no correct way to practice self-care.

Planning how you will care for yourself can help if you start to feel overwhelmed. Below are some options for a self-care plan:

- Write in a journal
- Make art
- Take a walk

- Exercise
- Eat your favorite food
- Read something inspiring or something that makes you laugh
- Breathe in and out on a slow count of three
- Make a special playlist
- Wear your favorite clothes
- Give yourself permission to feel whatever you are feeling
- Call your friends
- Talk to someone who will listen to you and offer support

Write down three phone numbers you can use if you need to talk. These may be friends, a trusted adult, a counselor, or a crisis line.

Legal and Advocacy Resources

LEGAL ASSISTANCE

The school does not provide legal assistance. Information on survivors' legal rights may be found on the **Oregon Crime Victims Law Center** website. Survivors may consult a private attorney or an agency that offers free or low-cost services for survivors. The **Victim Rights Law Center** provides free legal assistance to survivors of sexual assault. The Oregon Crime Victims Law Center provides free legal assistance to survivors of sexual assault and other violent crimes.

Oregon Crime Victims Law Center

(503) 208-8160

<http://www.ocvlc.org/>

Victim Rights Law Center

(503) 274-5477

<http://www.victimrights.org/>

PROTECTIVE ORDERS

Catlin Gabel honors all court-issued protective orders. In Oregon, courts issue protective orders for sexual assault, dating or domestic violence, and stalking. It is not necessary to file a police report to apply for a protective order, but any violations of the order should always be reported to law enforcement. Assistance in applying for protective orders is available from advocates in the Multnomah or Washington County courthouses.

There is no fee for filing for an order nor for a service of notice to the respondent. The order is not valid until the respondent has been served and given an opportunity to reply to the court. An order might be contested by a respondent if, for example, they believe it is unnecessary or unfairly restrictive. If the protective order is contested, a hearing will be held. Survivors interested in obtaining a protective order may want to consider contacting a victim service attorney to ensure that their rights are protected.

[**Oregon Sexual Abuse Protective Order information**](#)

[**Multnomah County Protective Order information**](#)

[**Washington County Stalking Protective Order information**](#)

[**Oregon Crime Victims' Compensation Program**](#)

503-378-5348