

Cal Poly Humboldt Department of Social Work

Pupil Personnel Services Credential

Specialization in School Social Work (PPSC-SSW)

Program Handbook

Note: The PPSC-SW program at Cal Poly Humboldt is a Post-MSW program.

Introduction

The Cal Poly Humboldt Department of Social Work offers a post-MSW Pupil Personnel Services Credential with a specialization in School Social Work (PPSC-SSW) for persons holding a Master of Social Work degree from a program accredited by the Council on Social Work Education. The PPSC-SSW program builds upon the breadth and depth of the MSW curriculum, by providing specialized instruction to develop the knowledge, skills, and values required to effectively provide social work services within public school systems. Social workers who successfully complete the program will be eligible to apply to the California Commission on Teacher Credentialing (CTC) for the Pupil Personnel Services Credential in School Social Work. Read the 2019 CTC [Pupil Personnel Services: School Social Work Preconditions, Program Standards, and Performance Expectations](#).

This handbook is a guide for persons seeking admission to and/or already enrolled in the Cal Poly Humboldt Department of Social Work's PPSC-SSW program.

The Pupil Personnel Services Credential The California Commission on Teacher Credentialing (CTC) issues Pupil Personnel Services Credentials (PPSC) with authorizations in four service areas: school counseling, school psychology, school social work, and school child welfare and attendance services. Social workers who work in California K-12 Public Schools are usually required to hold a PPSC with a specialization in School Social Work.

The PPSC-SSW authorizes the holder of the credential to perform the following duties:

- Assess home, school, personal, and community factors that may affect a student's learning.
- Identify and provide intervention strategies for children and their families, including counseling, case management, and crisis intervention.

- Consult with teachers, administrators, and other school staff regarding social and emotional needs of students.
- Coordinate family, school, and community resources on behalf of students.

The PPSC-SSW Program at Cal Poly Humboldt is designed for students who have already completed their MSW and who can demonstrate that they have completed internship hours that satisfy the State of California's Commission on Teacher Credentialing requirements for the School Social Work credential.

Cal Poly Humboldt's PPSC-SSW program enables social workers to develop specialized competencies to provide effective social work services within public school systems. Students must successfully complete all CTC PPSC school social work community placement requirements. The Practicum requirements, whether completed as part of an MSW program or acquired through post-MSW community placements, must be documented and verified. In addition, students must complete two courses offered during Cal Poly Humboldt's summer session through the College of eLearning and Extended Education. These courses are taught by Cal Poly Humboldt Department of Social Work faculty with PPS credentials and experience working in school settings.

Admissions Requirements and Program Completion

See the Cal Poly Humboldt PPSC-SSW Program website for this information and links to relevant forms.

Applying to the CTC for a PPSC with a specialization in School Social Work requires completion of the following:

1. A baccalaureate degree or higher, except in professional education, from a regionally-accredited college or university.
2. Post-baccalaureate degree study consisting of a minimum of 45 semester units in a Commission-approved Masters of Social Work professional preparation program specializing in school social work, including a practicum/internship with K-12 school-aged children.
3. Recommendation from a California college or university with a Commission-approved Pupil Personnel Services program specializing in School Social Work.

4. Live Scan fingerprinting and Certificate of Clearance **PRIOR** to completion of Practicum hours:

[Certificate of Clearance](#)

[Request for Live Scan Service](#)

5. Payment of the application processing fee (see Fee Information leaflet CL-659) once the recommendation has been submitted online by the college or university. Individuals will be notified via email that the application has been submitted and is awaiting payment in a secured database.

In addition, candidates must have completed the following requirements:

1. One thousand (1,000) internship hours, of which:

- 450 clock hours in a school-based practice community placement supervised by a credentialed school social work practitioner.
- Hours shall be provided in settings with at least two age groups (preschool, elementary, middle, high school).

2. Receipt of a Master of Social Work (MSW) degree from a program accredited by the Council on Social Work Education (CSWE).

Before applying to the Cal Poly Humboldt PPSC-SSW program, candidates must successfully complete credential community placement requirements. This may be done during a student's MSW program or after they have graduated. Candidates must document and verify that they have successfully demonstrated all CTC standards (see the Learning Agreement and Evaluation form) for the PPSC with a specialization in School Social Work in their community placement.

All community placements must satisfy the following requirements:

A. Practicum Hours

1. Applicants must have completed 1,000 total practicum hours. Of that total, 450 hours must have been acquired through a school-based internship.
2. Required practicum hours may be acquired after graduation from a CSWE-accredited MSW program through volunteering or employment in an eligible school setting.

B. Supervision

1. The CTC requires that school-based practicums are supervised by someone with a Pupil Personnel Services Credentialed School Social Worker who has two (2) years of relevant experience.

C. Populations Served

1. Of the 450 school practicum hours, the applicant must have worked with two different age groups (preschool, elementary, middle, high school).

Prospective candidates who complete all or part of the PPSC-SSW Practicum requirements post-MSW should note that the Cal Poly Humboldt Department of Social Work does not arrange community placements, provide Practicum liaison support, or arrange for supervision for community placements for non-matriculated Cal Poly Humboldt MSW students. It is the applicant's responsibility to develop their school-based placement, arrange for supervision, develop a learning plan, and verify that they have demonstrated the required credential competencies.

Program Timeline

Applications for the Cal Poly Humboldt Department of Social Work's PPSC-SSW Program are accepted between January 1 and March 31. Check with the College of eLearning and Extended Education for a calendar of summer semester dates and costs for the two required PPSC-SW courses. Additionally this information is updated when available on the PPSC-SSW program website:

<https://socialwork.humboldt.edu/content/pupil-personnel-services-credential-social-work-ppsc-ssw>

Current Cal Poly Humboldt MSW Students who are interested in the PPSC-SSW Program should contact the Director of Community Placement and Practicum Education and the PPSC Program Coordinator to discuss the availability of school-based community placements and specific requirements for school-based community placements that will help qualify for the PPSC-SSW program.

Application Process for Humboldt State's PPSC-SSW Program

1. Review the [PPSC-SSW Program Website](#), including links to forms listed at the bottom.
2. Contact the Department of Social Work PPSC-SSW Program Coordinator to review eligibility and program requirements.

3. Submit application materials to the PPSC-SSW Program Coordinator by the admissions deadline. Please include the following items in your application package:

- a. Cal Poly Humboldt Department of Social Work PPSC-SSW [Program Application](#)
- b. Cover letter demonstrating interest
- c. PPSC-SSW Comprehensive Skills Evaluation
- d. Unofficial transcripts of MSW
- e. Proof of Certificate of Clearance complete and posted on the CTC website

PPSC-SSW Recommendation Process

Once candidates have submitted their application materials, the Coordinator will review them for completeness and accuracy. Once accepted into the program, candidates are required to pass two three unit courses, Social Work Practice in School Settings I (SW 670) and Social Work Practice in School Settings II (SW 671). These courses are offered each summer through Cal Poly Humboldt's College of eLearning and Extended Education (see course descriptions below). Once candidates have successfully passed these courses and grades have been posted, the Coordinator will complete the recommendation for a clear credential on the CTC site. Candidates will receive an email notification from the CTC to complete the process.

SW 670: Social Work Practice in School Settings I focuses on a macro level framework for social work within California K-12 Public School systems. Students explore challenges faced by public schools from a systems perspective, including influences of federal statutory and regulatory requirements, state and local policies, community demands, and the interface with other child serving systems including tribal governments, child welfare, probation, and mental health. Students become familiar with the historical legacy, structure, legal mandates, and fiscal processes that drive public education in California and their effect on students' academic experiences. Issues relevant to school social work include educational equity, attendance, discipline and due process, collaboration, community development, organizational change and leadership, culturally responsive education systems, trauma-informed education, and school culture that promotes resilience in students.

SW 671: Social Work Practice in School Settings II utilizes an ecological systems framework to explore social work within California K-12 Public School systems. Students explore the day-to-day aspects of school social work, including issues around

confidentiality; social workers as mandated reporters; collaborating with students, school staff, caregivers, and families; attendance and behavior management systems; crisis intervention; psycho-educational groups; bullying and violence prevention programs; data management and the development of meaningful outcome measures; time management; professional development, and self-care.

School Social Work Resources

[California Commission on Teacher Credentialing \(CTC\)](#)

Mailing Address: 1900 Capitol Avenue, Sacramento, CA 95811-4213 Credentialing

Questions: Toll-Free 1-888-921-2682 E-mail: credentials@ctc.ca.gov Background

Clearance: Toll-Free 1-888-921-268 E-mail: dppinfo@ctc.ca.gov Testing Policy Questions:

Email: exams@ctc.ca.gov CTC Online Help: Email: CTCOnline@ctc.ca.gov

[School Social Work Association of America](#)

[California Association of School Social Workers](#)

[UCLA Center for Mental Health in Schools](#)

Resolution of Concerns and Problems in Practicum Education

The Practicum Education Program is committed to helping students maximize their learning opportunities and to strengthen the communities served. We are also committed to supporting the development of our placement sites and Community Placement Supervisors, recognizing that the role of supporting and guiding the professional development of students is an additional commitment beyond the primary focus of employment duties.

In addition to supporting students in developing professional communication skills with clients and other professionals in the context of the placement site, there must also be effective communication between the student and their Community Placement Supervisor. The Practicum Program encourages early identification of challenges so that a resolution and/or corrective action can be planned as soon as possible. This requires open, direct, and ongoing communication, not only between student and Community Placement Supervisor, but also with the Faculty Liaison and potentially Director of Community Placement and Practicum Education.

The practicum placement is an educational context, required for the academic success of the student. As such, students' practicum activities and interactions fall under the various educational rights and responsibilities as assigned by the University. This includes the right to be free from discrimination based on protected status and to reasonable

accommodation in relationship to access to educational activities. More specific information regarding student's rights and responsibilities can be reviewed in the Policies section in the back of this Handbook, or by visiting the [Office of Student Rights & Responsibilities website](#).

Perceived discrimination may occur in situations where a student feels a component of their identity is the subject of judgment or questioning. A placement site may claim that they didn't have the room or time for a practicum student, or that they had a change of heart. In such a scenario the student's concerns should be addressed. This may include an investigation or group discussion with the site supervisor, student and Department of Social Work personnel. The placement site will be noted and remembered for any questionable actions, and these actions will be considered during future placements. If an incident of discrimination occurs at a placement site, the Department of Social Work will consider ending the partnership with the site. This will be done with little or no question if:

- The discriminatory act breaks federal, state law, or educational code.
- The placement site refuses to educate itself about prejudice, bias and discrimination and demonstrates that it is a safe and open place for practicum students.
- There are multiple incidents of perceived or suspected discrimination.

Performance issues--personal and educational-- also occasionally surface in the community placement. Early intervention is essential to support students, the agency/tribal settings, and the client's/communities interests. Issues, concerns, and problems in practicum education can generally be categorized by one or more of the following:

- ***Situational:*** chronic transportation difficulties, prolonged illness, personal crisis, unreliable child-care, etc.
- ***Environmental:*** lack of adequate opportunity provided by the agency/tribal setting to accomplish learning objectives, changes in agency/tribal program due to funding and/or personnel, limited or unsatisfactory community placement supervision, differing communication styles between the student and the Community Placement Supervisor, etc.
- ***Non-academic/Unprofessional Behavior:*** ethical violations (NASW Code of Ethics), unprofessional behavior, unsuccessful completion of projects or tasks assigned, lack of ability or motivation to learn social work skills, persistent lateness, not communicating if missing practicum days, disrespect for clients and/or other professionals, unable to utilize feedback effectively, threatening or criminal behavior, etc.

Situational Issues

If there is an issue that arises during the community placement in which the student is having difficulty fulfilling responsibilities due to chronic transportation problems, illness, personal crisis, unreliable childcare, etc., a resolution with a timeframe must be settled upon by mutual agreement between the student and Community Placement Supervisor. ***The Faculty Liaison should be informed so she/he can monitor the situation to ensure that progress is being made and the student is fulfilling his or her responsibilities.***

Environmental Issues

Occasionally problems in community placements are related to the agency/tribal setting or the Community Placement Supervisor's ability to provide adequate learning experiences. The student will address his or her concerns with the Community Placement Supervisor first, clarifying the problem area or issue and identifying possible strategies for improving the situation. ***Either the student or the Community Placement Supervisor may request the Faculty Liaison to be present for this discussion.***

Non-Academic/Professional Behavior Issues

Evaluation of the student's academic and professional behavior in the community placement is viewed as a process jointly undertaken by the student, the Community Placement Supervisor, and the Faculty Liaison. The purpose of evaluation is to provide ongoing feedback and to determine if the student has met the course learning objectives/outcomes and adhered to the agency's/tribal setting's personnel practices, policies and procedures, as well as the social work professional code of ethics. ***If a student is not meeting the minimum expectations, please involve the Faculty Liaison ASAP to develop a plan to help the student improve her or his performance (see performance contract, page 46). If the situation is deemed serious, please contact the Faculty Liaison and/or the Director of Community Placement and Practicum Education immediately.***

IF THE FIRST STEP (LEVEL 1) OF DIRECT COMMUNICATION DOES NOT RESOLVE THE CONCERN OR PROBLEM, THE ACADEMIC STUDENT SUPPORT PROCESS WILL IMMEDIATELY MOVE TO LEVEL 2 AND IN SOME CASES LEVEL 3.

Academic Student Support and Review Process

The Department of Social Work at Cal Poly Humboldt is committed to our students' professional education and development in a supportive learning environment. In accordance with the requirements of The Council on Social Work Education (CSWE), the department has designed the Academic/Professional Support and Review process to facilitate student success, both academically and with regard to professional behavior. Any student or faculty member may initiate this process. Academic/Professional Support and Review is not a substitution for University policies and procedures (See [Cal Poly Humboldt's Student Rights and Responsibilities page](#)) but is the preferred departmental procedure.

Results of this meeting will be documented in the student's file and will include a formal letter detailing the Department of Social Work's requirements for resolution of the concern.

Support Process

1. **Level 1 – Face to Face Meeting between Student, Community Placement Supervisor, and Faculty Liaison:** Support is offered to students experiencing challenges in meeting expectations of community placement, the program, or the university. Typically, this level of support is sufficient to resolve concerns. Students are encouraged to access their Community Placement Supervisor, Faculty Liaison and/or their advisor's support whenever they have a concern related to their own performance or the educational environment. At this level, the Community Placement Supervisor, Faculty Liaison and/or advisor may recommend behavioral changes to the student, accommodations, modifications to assignments, and/or the provision of additional support services. Support at this level may be documented in the student's file, but is not required.
2. **Level 2 – Face to Face Meeting between the Student, the Faculty Liaison, Director of Community Placement and Practicum Education, Community Placement Supervisor (if appropriate), and the Student's Advisor:** At this level, the Field Director, Faculty Liaison, Community Placement Supervisor (if appropriate) and/or advisor may recommend additional behavioral changes to the student, accommodations or modifications to the placement, and/or the provision of additional support services. A formal plan will be developed and a timeline for behavioral change, further accommodations, modifications to the student's placement, referral to university disciplinary procedures, or re-evaluation of a student's suitability for the social work program will be addressed. A recommendation to find another placement might also be considered. Results of this meeting will be documented in the student's file.
3. **Level 3 – Face to Face Meeting between the Student, the Faculty Liaison, Director of Community Placement and Practicum Education, the Student's Advisor, and BASW or MSW Director:** If the issue is not resolved in the specified timeframe, the Program Director (BASW or MSW) will be included. In this meeting, the Student, Faculty Liaison, advisor, Director of Community Placement and Practicum Education, and Program Director will review the results of the formal plan. A recommendation to terminate the placement will be made by the Director Community Placement and Practicum Education including a reevaluation of a student's suitability for the social work program. Results of this meeting will be documented in the student file and forwarded to the Administrative Team (Chair, MSW Director, BASW Director, and the Director Community Placement and Practicum Education).

Review Process

Any party may submit a signed letter to the Administrative Team requesting a review of the recommendation. The letter should indicate the concern with the prior recommendations/actions, and suggest further steps toward resolution of the concern. The student may bring an advocate to this meeting.

Results of this meeting will be documented in the student's file and will include a formal letter detailing the Department of Social Work's requirements for resolution of the concern. If any party believes that further action is warranted, he/she may utilize university grievance policy and procedure.

The following is a list of some of the possible reasons a student may be removed from a community placement:

- Is not able to understand and maintain confidentiality
- Does not abide by the NASW Code of Ethics
- An attempt to harm someone else
- An attempt to harm oneself
- Repeated tardiness at the agency/tribal setting and/or tardiness without notification
- Repeated absences from the agency/tribal setting and/or absence without notification
- Repeated change in scheduled community placement hours without approval
- Illegal behavior during field hours
- Use of alcohol or other non-medicinal drugs during field hours
- Below average performance as documented in formal written evaluation
- Chronically does not perform and complete assigned tasks in a timely manner
- Violation of agency policy
- Inappropriate behavior and language

Closure

Regardless of the reasons for early removal, it is expected that the student with direction from the Community Placement Supervisor, will carry out closure with clients, co- workers, and the agency/tribal setting.

Any plans for closure should include: the exact date of removal, the timing and method used to end planned contact with individuals and/or groups; the way in which the student will fulfill other agency/tribal setting obligations (completion of summaries needed for case transfer or closing, for example); and completion of necessary separation procedures (sign forms, returning keys and/or identification badge, etc.). It is expected that the closure process will be done in a way that continues to support the student's learning and the best interests of the clients and communities served.

A REASONABLE ATTEMPT SHOULD BE MADE TO FOLLOW THE RESOLUTION PROCESS. NOT FOLLOWING THE PROCESS CAN RESULT IN NO LONGER BEING CONSIDERED AS A PLACEMENT IN THE PRACTICUM EDUCATION PROGRAM.

Performance Contract

The use of a performance contract is highly encouraged to document the changes needed to help the student understand what specifically must change by when and to clearly develop a written path to success. The performance contract can be found in the Forms section of this handbook.

Failure or No Credit in Practicum Coursework

Student's may receive No Credit in Practicum Coursework either due to failure to complete required placement expectations or due to failure to meet academic requirements established by their practicum seminar faculty.

For BASW students SW 456 and SW 455 are co-requisite classes, meaning students must pass both courses to progress in the program.

For MSW students practicum activities and seminar expectations are combined in SW 555 or SW 655.

For all students, the community placement experience is structured as a year long placement expectation, and students must complete the fall practicum seminar requirements (CR) in order to progress to spring seminar and practicum activities.

Occasionally a student may need to take a leave in the spring semester after having completed their fall practicum seminar and placement expectations. In this case, there is no guarantee that the student may return to the original confirmed practicum placement. Returning students must begin communication with the Director of Community Placement and Practicum Education early in the fall semester at the latest in order to secure an approved community placement for the spring semester. Enrollment in spring semester practicum seminar coursework is pending the confirmation from the Director of Community Placement and Practicum Education of an approved community placement.

Student Rights and Responsibilities on the University Campus

The student is responsible for reviewing and complying with all Cal Poly Humboldt student policies. A list of all Student Rights and Responsibilities can be found on [Cal Poly Humboldt's Student Rights and Responsibilities webpage](#).

The Social Work Program is an academic community dedicated to the ideas of social justice. Its faculty, staff, and students aim to not simply espouse social justice, but also to practice it in our daily interactions. As part of that commitment, we are working to ensure that the program is an environment in which discriminatory, harassing, unethical and unprofessional behavior does not occur to any person for any reason. We must work together to create a safe environment for all members of our diverse community.

The policies of Cal Poly Humboldt are aimed at helping to ensure a safe and supportive environment that allows for maximum learning for everyone involved. The department attempts to utilize an informal consultative process outlined in the Academic/Professional Support and Review process to address concerns regardless of their etiology. This policy is not a substitute for your rights and the procedures outlined in general Cal Poly Humboldt policy. However, we believe that many of the challenges that occur in academic and practicum experiences provide educational opportunities. We hope you will take personal responsibility for addressing your behavior to make this a supportive and productive academic experience and use the student support process when appropriate to aid you in this process.

The faculty of the Department of Social Work regularly discusses the milieu of the program and concerns regarding overall issues and student specific issues. The results of these meetings may result in activation of the student support process in order to address concerns that faculty have. The student support process is automatically initiated when certain events occur (e.g. a student is placed on academic probation, is removed from a field setting or does not pass an academic class). Students are encouraged to also activate the support process if they have concerns about a course, their performance, or the performance of a faculty member.

Student Rights in Relation to Harassment

Harassment is behavior that intimidates or demeans others. It can be verbal, written, or physical. If you experience harassment at the University or in an agency during your practicum experience, talk with someone you trust. Your Faculty Liaison, Director of Community Placement and Practicum Education, the BASW or MSW Program Director and the University Dean of Student or Campus Title IX Coordinator are people who can help you. Talking about harassment is one way to stop it and prevent its recurrence!

If you experience harassment because of your race, gender, religion, ethnic background, disability or sexuality, you may discuss the issue with any of the individuals or agencies listed below. They are here for your support and protection.

Dean of Students:

The mission of the Dean of Students is to promote inclusive student success through diverse programs and services that encourage social responsibility, self-advocacy, leadership development and community engagement.

Campus Title IX Coordinator/Discrimination, Harassment and Retaliation Prevention Administrator:

If you have a complaint against an Cal Poly Humboldt student, employee or staff member for sexual harassment, sex discrimination, or sexual assault, you should contact the Title IX Coordinator. The Title IX Coordinator is responsible for Title IX compliance for matters involving students and employees, including training, education, communication, and administration of grievance procedures for all Title IX complaints. Duties and responsibilities: monitoring and oversight of overall implementation of Title IX compliance at the University, including coordination of training, education, communications, and administration of grievance procedures for faculty, staff, students and other members of the University community.

Office of Diversity, Equity and Inclusion:

The Office of Diversity, Equity, & Inclusion is charged with developing policies for our campus that seek to institutionalize diversity as a core part of the Cal Poly Humboldt educational process and to overcome the historical and social inequities that continue to challenge students, faculty, and staff from underrepresented groups.

We also support cultural programs, educational experiences and professional development opportunities for students, staff, and faculty that work to deepen understanding across various groups, to advocate for social justice, and to improve the climate in classrooms and other institutional spaces.

Counseling & Psychological Services:

This campus service is designed to provide brief therapeutic support and referral for continued counseling in the community. Services offered include: psychological assessment, short term

individual and couples counseling, groups and workshops, information and referral, crisis intervention, outreach, psychoeducation, and consultation. Student Health Bldg, Cal Poly Humboldt Campus.

hsucaps@humboldt.edu | (707) 826-3236 (crisis therapists available 24/7)

Title IX Notice of Non-Discrimination

Introduction

The California State University does not discriminate on the basis of gender, which includes sex and gender identity or expression, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of gender or sexual orientation in employment, as well as in all education programs and activities operated by the University (both on and off campus). The protection against discrimination on the basis of gender or sexual orientation includes [sexual harassment, sexual misconduct, and gender based dating and domestic violence and stalking](#).

- [Sexual Assault Policy](#)
- [Rights and Options for Victims of Sexual Violence, Dating Violence, Domestic Violence, and Stalking](#)
- [Notice of Non-Discrimination on the Basis of Sex](#)
- [Myths and Facts About Sexual Violence](#)

Safety of the Cal Poly Humboldt Campus Community is Primary

The university's primary concern is the safety of its campus community members. The use of alcohol or drugs never makes the victim at fault for sexual discrimination, harassment or violence; therefore, victims should not be deterred from reporting incidents of sexual violence out of a concern that they might be disciplined for related violations of drug, alcohol or other university policies. Except in extreme circumstances, victims of sexual violence shall not be subject to discipline for related violations of the Student Conduct Code.

Information Regarding the Cal Poly Humboldt Campus' Criminal and Civil Consequences of Committing Acts of Sexual Violence

Individuals alleged to have committed sexual assault may face criminal prosecution by law enforcement and may incur penalties as a result of civil litigation. In addition, employees and students may face discipline/sanctions at the university. Employees may face sanctions up to and including dismissal from employment, per established CSU policies and provisions of applicable collective bargaining unit agreements.

Students charged with sexual discrimination, harassment or violence will be subject to discipline, pursuant to the California State University Student Conduct Procedures (see [Executive Order 1098](#)) and will be subject to appropriate sanctions. In addition, during any investigation, the university may implement interim measures in order to maintain a safe and non-discriminatory educational environment. Such measures may include immediate interim suspension from the university, required move from university-owned or affiliated housing, adjustment to course schedule, or prohibition from contact with parties involved in the alleged incident.

For more information, visit the [website for Title IX and Discrimination, Harassment & Retaliation Prevention](#).

Mandated Reporting, Sexualized Violence Disclosures & CSU Interpretation of Title IX

In the event that you choose to write or speak about having survived sexualized violence, including rape, sexual assault, dating violence, domestic violence, or stalking **and specify that this violence occurred while you were an Cal Poly Humboldt student**, federal and state education laws require that, as your instructor, I notify the Dean of Students, Randi Darnall Burke. She will contact you to let you know about accommodations and support services at Cal Poly Humboldt and possibilities for holding accountable the person who harmed you.

If you do not want the Dean of Students notified, instead of disclosing this information to your instructor, you can speak confidentially with the following people on campus and in the community. They can connect you with support services and discuss options for holding the perpetrator accountable.

- **Campus Advocate Team provided by North Coast Rape Crisis Team** 24-hour Hotline: (707) 445-2881
- **Humboldt Domestic Violence Services** 24-hour Hotline: (707) 443-6042
- **Cal Poly Humboldt's Counseling and Psychological Services*** M-F 8 am – 5 pm; 24 hour Crisis Line: (707) 826-3236
- **Mira Friedman, Cal Poly Humboldt Health Educator*** (707) 826-5234, mira@humboldt.edu
- **Mary Sue Savage, Prevention Coordinator*** (707) 826-5235, mss62@humboldt.edu

**If it's determined that a perpetrator poses an imminent threat to the broader campus community or if person(s) under 18 years of age are involved, these Cal Poly Humboldt employees are required to notify the Dean of Students and/or the campus police.*

Social Work Department Nondiscrimination Policy Statement

No person shall, on the basis of race, color, religion, national origin, gender, sexual orientation, marital status, pregnancy, age, disability, political orientation, disabled veterans' status or Vietnam/Iraq/Afghanistan veteran status, be denied the benefits of or be otherwise subjected to discrimination under any program or activity offered under the control of the Department of Social Work at Humboldt State University.