

Allegany College of Maryland  
**STUDENT & LEGAL AFFAIRS – Title IX**

**PREVENTION, EDUCATION, AND TRAINING PLAN**  
**SEXUAL MISCONDUCT & SEX DISCRIMINATION POLICY**

**Prevention & Awareness Education**

- » including what constitutes sexual misconduct and sex discrimination, safety/security procedures and resources, bystander intervention, risk reduction, and consequences (penalties) for sexual misconduct or sex discrimination
- Campus Climate Survey – not mandated yet likely to be mandated in the future, so to be developed at ACM.

**Training**

- » Receiving, reporting and handling complaints

Must be regularly provided to students, faculty, staff, prospective students, and job applicants  
 Colleges can choose how to provide this information.

**Title IX documents:**

Complete Packet available in printed format @ S&LA, Libraries, Campus Security

Complete Packet posted online @ a dedicated page

Admissions application – link\* to complete package online

Acceptance letter – link\* to complete package online

CE registration – link\* to complete package online

NOVUS (prospective employees) – link\* to complete package online

*\*Allegany College of Maryland prohibits sexual misconduct and sex discrimination by or against all students, employees, and campus guests. If you have any questions or concerns or if you need to make a complaint, contact ACM's Title IX Coordinator, Dr. Renee Conner in CC-152, by email at [rconner@allegany.edu](mailto:rconner@allegany.edu), or by phone at (301) 784-5206. For detailed information about policy, procedures, and prevention education, see [www.allegany.edu/titleIX](http://www.allegany.edu/titleIX).*

**Orientations:**

**New Student orientations**

- information sheet containing link to complete package online
- address by Title IX Coordinator? (to be determined if can be incorporated)

**Willowbrook Woods orientations**

- move-in packet to contain the following items: information sheet containing link to complete package online, Housing Guide, Student Handbook, Student Services Booklet, and all brochures listed below
- address by Title IX Coordinator at move-in day Orientation for residents and families

**Student-Athlete orientations**

- information sheet containing link to complete package online
- address by Title IX Coordinator? (to be determined if can be incorporated)

**Employee orientations**

- information sheet containing link to complete package online
- address by Title IX Coordinator? (to be determined if can be incorporated)

**Email from Title IX Coordinator:**

To all students at start of each semester (web page link + relevant program/event info)

To all employees at start of each semester(web page link + relevant program/event info)

**Poster: Reporting sexual misconduct and sex discrimination**

To be displayed on each campus building's bulletin boards, Willowbrook Woods Clubhouse, and other prominent locations.

**Publications:**

Student Handbook: policy, comprehensive section + link\* to complete package online

Student Services Booklet: one page + link to complete package online

Housing Guide: one page + link to complete package online

College catalog

Decision-Maker

Employee Manual: policy + link\* to complete package online

Brochures:

- Title IX Compliance
- Sexual Misconduct
- Sex Discrimination (Sexual Harassment)
- Bystander Intervention
- Crime Prevention & Safety Tips
- Personal Safety for Residents

**Employee Training:**

Title IX Coordinator training

Title IX investigator training(s) coordinated by Title IX Coordinator (annually)

Information and updates at All College meetings (annually)

Presentations/discussions with constituency groups (upon request)

HR: delivery of customized powerpoint

HR: Business Learning Resources, online web-based training center – mandatory trainings for employees

Code of Student Conduct training (Hearing Officers, Appeal Officers, Ombudsmen)

**Programs/Events:**

Examples: Equalogy Playwrights, The Hunting Ground, Escalation, Walk a Mile in Her Shoes, Scream Theater, Take Back the Night, Clothesline Project, Bystander education,

Campus Presentations by Title IX Coordinator – each semester

» including what constitutes sexual misconduct and sex discrimination, safety/security procedures and resources, bystander intervention, risk reduction, and consequences

» including receiving, reporting and handling complaints

Presentations by community partners including Family Crisis Resource Center

**Other/Recommended:**

Title IX statement incorporated into all course syllabi

A complete record of all trainings shall be maintained.