

# Allegany College of Maryland

## STUDENT AFFAIRS

### STUDENT INFORMATION AND REMINDERS

#### PERSONNEL

##### OFFICE OF STUDENT & LEGAL AFFAIRS

- ☎ Dr. Renee Conner, Dean of Student & Legal Affairs + Title IX Coordinator + ADA/504 Coordinator
- ☎ Renee Gibson, Student Support Coordinator & Operations Specialist

##### OFFICE OF STUDENT LIFE

- ☎ Erin Yokum, Director

##### OFFICE OF RESIDENCE LIFE

- ☎ Gerry Geil, Director
- ☎ Michael Secreti, Area Coordinator
- ☎ Vacant, Area Coordinator
- ☎ Renee Page, On-Call Incident Manager (PT)
- ☎ Resident Assistants: Cornelius Chea, Khristian Ford, Tresor Irakoze, Josiah Jones, Brenton Scott

See the [Student Handbook](#) online for detailed information about Allegany College of Maryland.

#### HEALTH & SAFETY INFORMATION

- ✚ **Safety/Security:** Allegany College of Maryland takes the safety of its students, employees, and campus visitors seriously. We respond to every report and act swiftly to promote a secure learning environment. Please contact Campus Safety/Special Police (301) 784-5555 to report an unsafe incident or condition, if you have questions or concerns about safety *or* if you have information about a crime or conduct violation. **Always call 911 in an emergency.** We encourage all students to register for E-Safe, an emergency alert system that is free; the College's website has an icon you click to sign up. *\*Please do NOT leave your valuables unattended. Make sure your wallets, purses, phones, laptops, tablets, books, and anything else of value are either in your possession or safely locked up.*
- ✚ **See Something/Say Something:** If you have information about misconduct, crimes, policy violations, or other matters of serious concern, please contact the appropriate ACM official to share this information, so the College can respond and take necessary steps. While direct reports are the best way to help ACM intervene, the College also provides a reporting **hotline** for students and employees to anonymously report illegal or unethical activity. Reports can be made to 877-690-0002 or [www.lighthouse-services.com/allegany](http://www.lighthouse-services.com/allegany). (Regular business issues and matters not requiring anonymity should still be directed to the designated College official.)
- ✚ **Crime Statistics and Annual Report:** Allegany College of Maryland's most recent crime and fire report can be found online at <https://allegany.edu/documents-policies/index.html>. You can also view three years' of ACM's crime and fire statistics at the United States Department of Education website: <https://ope.ed.gov/campussafety/#/> and the College's crime log at Campus Safety/Special Police. We are proud of having very low numbers at ACM!
- ✚ **Code of Student Conduct:** all credit students are expected to behave responsibly. All students should report any acts of misconduct promptly. The Code of Student Conduct details both behavior standards and procedure if you are the subject of disciplinary action. The Code of Student Conduct applies ON-CAMPUS AND OFF-CAMPUS. If you are accused of misconduct, the victim of misconduct, or a witness to misconduct, you will receive a Notice via student email; be sure to read the email and follow all directions. The complete Code of Student Conduct as well as definitions are online at <https://www.allegany.edu/student-and-legal-affairs/> (Student Discipline tab).

✚ **Title IX / Sexual Harassment & Sex Discrimination:** Allegany College of Maryland has a strict policy about sexual harassment and sex discrimination by or against all students, employees, and campus guests. These acts are strictly prohibited: **sexual assault, relationship violence, stalking, sexual harassment, and gender-based discrimination**. The College also does not permit retaliation against any person who reports violations or cooperates with investigations. All students are expected to conduct themselves appropriately at all times and to do nothing to endanger the safety or wellbeing of other students, employees, and campus visitors. Develop **healthy relationships** (violence is never okay!) and make sure you have **consent** for any intimate act (No means NO; you would be wise to get a YES before doing anything!) 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-12, 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 <https://allegany.edu/title-ix/index.html> . There is also a reporting form you can complete and submit.

✚ **Alcohol, Drugs, Smoking:** ACM is a **DRY, CLEAN, and CLEAR** campus. That means alcohol, illicit drugs, and smoking/tobacco are prohibited. It also means no person is permitted to be on campus under the influence of alcohol or drugs. Any student who is suspected of being impaired or in possession of alcohol/drugs faces immediate evaluation for safety and disciplinary action. Smoking – any smoking – and tobacco use strictly prohibited on all campus property including buildings, parking lots, vehicles, and fields/lawns. E-cigarettes and vaping are included in the College's policy. The College's Alcohol & Drug Policy details what is permitted, what is not permitted, and the disciplinary consequences for violations – which could also be crimes prosecuted in court. **Do not risk your education!** Also be aware that drug/alcohol violations can jeopardize your **financial aid**.

**\*\*All new students are required to complete an educational module about heroin and opioids, follow the details and directions already sent to your student email.**

**If you need treatment for abuse or addiction to any substance**, contact the Office of Student & Legal Affairs at (301) 784-5206 for resources and support. Detailed information including the Alcohol & Drug Abuse Resource Manual is available in the Office of Student & Legal Affairs as well as on the Student Affairs web page: online at <https://www.allegany.edu/student-and-legal-affairs/> (Drugs & Alcohol Information tab)

✚ **\*\*Illness/Symptom reminder:**

Everyone is strongly encouraged to stay home if you are not feeling well for any reason. Follow the guidance of your physician and/or urgent care center and notify your instructors regarding any absence. For COVID, if you have symptoms, tested positive, or are waiting for test results, stay home and follow the CDC Protocols and Recommendations: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/index.html>

✚ **Student Counseling Program:** Allegany College of Maryland cares about the welfare of all students; being a college student is challenging enough without medical issues, personal problems, family emergencies, or any of the other ways LIFE sometimes gets in the way of academic success. Therefore, ACM offers **free** mental health counseling and personal support for students. Information about additional supports/services are available including agency partnerships, hotlines, and more is available by contacting the Student Affairs Office or looking online under Counseling Services. <https://www.allegany.edu/counseling-services/index.html>

## **POLICY & SERVICES REMINDERS**

✚ **FERPA:** The Family Educational Rights Privacy Act applies to all students and, in a nutshell, means your ACM records are private, and we don't discuss student information with anyone unless the student has signed a FERPA Release or a legal exception applies. Even with a signed release, College Officials may only discuss your college information with YOU. Details are in the FERPA policy found here <https://www.allegany.edu/legal-information/index.html>

✚ **Equity:** ACM prohibits unlawful discrimination. No employee is permitted to engage in discriminatory behavior or practices. Important information including the College's Non-discrimination statement, a discrimination/hate-bias information sheet, and a report form can be found on the Student & Legal Affairs webpage <https://www.allegany.edu/legal-consumer-information/index.html> or you can contact the Dean of

Student & Legal Affairs [rconner@allegany.edu](mailto:rconner@allegany.edu) (301) 784-5206. Students whose discriminatory actions create a hostile environment are also subject to investigation.

\*Also be aware that the **Code of Student Conduct** prohibits hate crimes and hate bias incidents.

1. **Hate Crime:** an offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim on the basis of race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability.
2. **Hate-Bias Incident:** a hostile act of conduct, speech, or expression motivated in whole or in part by intolerance, bias, or prejudice against another. Unlike a hate crime, the hostile act is not a criminal act; like a hate crime, the hostile act is motivated by prejudice.

The most recent Diversity Report is also online. We encourage all students to embrace the principles of equity and non-discrimination, too!

- ✚ **Disabilities:** If you have a disability for which you would like to request accommodations in the classroom or with learning, see Academic Access & Disability Resources at <https://allegany.edu/academic-access-and-disability-resources/index.html>. For other accommodations outside the classroom or to report an accessibility concern, contact the Office of Student & Legal Affairs / Dr. Renee Conner ADA/504 Coordinator at (301) 784-5206 or [rconner@allegany.edu](mailto:rconner@allegany.edu). Additional resources and documents are being developed for the new webpage. See <https://www.allegany.edu/student-and-legal-affairs/> (ADA/504 tab)
- ✚ **Student Support Services:** If you have a non-academic need and/or personal challenges, ACM can help. Contact Renee Gibson, Student Support Coordinator at (301) 784-5206 or [rgibson@allegany.edu](mailto:rgibson@allegany.edu); she provides multiple direct services or can direct you to the best campus or community resource. Walk-ins are also welcome; her office is in CC-12.
- ✚ **Student Life:** If you want to get involved in your college outside the classroom, Student Life is the place to go. Contact Erin Yokum, Student Life Director at (301) 784-5205 or [eyokum@allegany.edu](mailto:eyokum@allegany.edu); Student Life offers many student clubs, student government, and engaging activities on campus. Her office is in CC-12.
- ✚ **Speech and Expressive Activity:** ACM honors the United States Constitution and recognizes its responsibility as a public institution to protect the rights articulated in the First Amendment: freedom of speech, religion, assembly and association within the context of its educational mission and without preferential treatment. Our policy highlights how persons can exercise their speech and expressive rights with reasonable time, place, and manner restrictions free from discrimination or unconstitutional content-based restrictions by the institution. If you are interested in planning an expressive activity/event on campus, the policy and activity/event form can be found online at <https://www.allegany.edu/legal-information/index.html>.
- ✚ **Animals on campus:** Service animals are permitted on campus; however, other animals and pets are not permitted on campus. The details and policy are found here: <https://www.allegany.edu/legal-information/index.html>
- ✚ **Student email:** Student Communication Policy requires students to regularly monitor their student email account, and all college business must be conducted on college email. The policy also prohibits any other person from accessing or using your student email
- ✚ **Technology:** Our Technology Resource Policy states that an individual shall only use the technology resources assigned to him or her. This includes email, assigned passwords, and computer/network identities. Students are not permitted to give access to their ACM email, Brightspace, etc. to third parties including parents. College technology resources and their uses are governed by college policy as well as federal, state, and local laws. Individuals who inappropriately or illegally use college technology services will be subject to applicable college and legal remedies for such misuse. As such, college technology resources are not to be used to create any threatening, abusive, or disruptive messages. The complete Technology Resource Policy can be found here: <https://www.allegany.edu/it-helpdesk/documents/technology-resources-policy-2009.pdf#search=technology%20resource%20policy>