

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

**INFORMATION: RESPONSE GUIDE**  
**SEXUAL MISCONDUCT & SEX DISCRIMINATION POLICY**

**FROM THE POLICY:**

**I.** The College complies with applicable non-discrimination state and federal laws including Title IX as well as regulations prohibiting discrimination against any individual or group of individuals subject to legal protections. Title IX provides that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Sexual harassment and sexual misconduct are forms of sex discrimination under Title IX.

**IX.** Any employee with information about sexual misconduct and sex discrimination shall report it promptly to Title IX Coordinator, Campus Security, other identified Title IX official, and/or the Office of Student & Legal Affairs. Any person with information about sexual misconduct and sex discrimination may report it to any Allegany College of Maryland official who shall promptly forward the report to Title IX Coordinator, Campus Security, other identified Title IX official, and/or the Office of Student & Legal Affairs. **The College strongly encourages any person who is a victim of or who witnesses any crime to contact law enforcement / call 911 immediately.**

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**RESPONDING TO A REPORTED/DISCLOSED INCIDENT:**  
**HOW DO I REACT IF A STUDENT OR COLLEAGUE (OR ANYONE) TELLS ME ABOUT AN ASSAULT OR INCIDENT?**

With kindness.

Without judgement.

Listen. Don't interrupt or interrogate.

Provide comfort, tissues, and a gentle ear.

If you are too uncomfortable, find someone else to help.

(Call Student Affairs or an ACM employee who has completed Mental Health First Aid ®)

Recommend counseling / Refer to the Family Crisis Resource Center

Don't make promises that you cannot keep.

**CAN I KEEP WHAT THEY TELL ME A SECRET?** No. All ACM employees are required to report any incident covered by the Sexual Misconduct & Sex Discrimination Policy to the **Title IX Coordinator**. If the Title IX Coordinator is not immediately available, you can contact any member of the Title IX Team. Confidentiality will be protected by the Title IX Coordinator and/or Title IX investigators and team members to the greatest extent possible. We will be sensitive to the complainant's concerns, and our primary focus will be stopping the misconduct, supporting the complainant and getting him/her the help s/he needs, and taking steps to prevent more misconduct.

**HOW DO I MAKE A REPORT?** By telephone, email, reporting form (attached), or in person.

**CAN I GET IN TROUBLE FOR REPORTING?** No. Allegany College of Maryland prohibits retaliation in any form and against any person. Also, the College will not initiate disciplinary action against a complainant or witness who was under the influence of drugs or alcohol at the time of the reported sexual misconduct or sex discrimination.

## **CONTACT INFORMATION:**

### **TITLE IX COORDINATOR**

Dr. B. Renee Conner, Dean of Student & Legal Affairs  
12401 Willowbrook Road SE / Cumberland, Maryland 21502  
College Center #152  
(301) 784-5206 / [rconner@allegany.edu](mailto:rconner@allegany.edu)

### **TITLE IX TEAM**

John Morley, Security Coordinator  
12401 Willowbrook Road SE / Cumberland, Maryland 21502  
College Center #169  
(301) 784-5252 or (301) 784-5555 / [jmorley@allegany.edu](mailto:jmorley@allegany.edu)

Melinda Duckworth, Human Resources Director  
12401 Willowbrook Road SE / Cumberland, Maryland 21502  
College Center #166  
(301) 784-5230 / [mduckworth@allegany.edu](mailto:mduckworth@allegany.edu)

Gerry Geil, Residence Life Director  
12401 Willowbrook Road SE / Cumberland, Maryland 21502  
College Center #155  
(301) 784-5368 / [ggeil@allegany.edu](mailto:ggeil@allegany.edu)

April Higson, Administrative Assistant for Athletics and Physical Education  
12401 Willowbrook Road SE / Cumberland, Maryland 21502  
Gym #166  
(301) 784-5265 / [ahigson@allegany.edu](mailto:ahigson@allegany.edu)

Chris Everett, Human Resources Generalist  
12401 Willowbrook Road SE / Cumberland, Maryland 21502  
College Center #166  
(301) 784-5158 / [ceverett@allegany.edu](mailto:ceverett@allegany.edu)

[Other personnel may be determined/identified Summer 2015]

### **OFFICE OF CIVIL RIGHTS**

A complaint of discrimination can be filed by anyone who believes that a school that receives federal financial assistance has discriminated against someone on the basis of race, color, national origin, sex, disability or age. The person or organization filing the complaint need not be the victim of the alleged discrimination, but may complain on behalf of another person or group.

For information on how to file a complaint with the United States Department of Education's Office of Civil Rights, visit <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html> or contact OCR's Customer Service Team at 1-800-421-3481

Allegany College of Maryland  
**STUDENT & LEGAL AFFAIRS**

## Incident/Information Communication Form (Documentation)

Any person may use this form to report an incident or concern related to the College. This form may be used to report any act of misconduct or health/safety risk including sexual misconduct or sexual harassment. Complete the form in its entirety and submit to Dr. Conner @ [rconner@allegany.edu](mailto:rconner@allegany.edu); don't forget the narrative!

YOUR NAME \_\_\_\_\_ Date of Report: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 DATE of incident/event \_\_\_\_/\_\_\_\_/\_\_\_\_ DAY of incident/event \_\_\_\_\_ TIME of incident/event: \_\_\_\_:\_\_\_\_ am/pm  
 LOCATION (be specific!) \_\_\_\_\_

INCIDENT/INFORMATION TYPE (SELECT ALL THAT APPLY)

- |  |  |
|--|--|
| <input type="checkbox"/> Accident/Injury<br><input type="checkbox"/> Medical Emergency<br><input type="checkbox"/> Mental Health Emergency<br><input type="checkbox"/> Personal Problem<br><input type="checkbox"/> Sexual misconduct or sex discrimination<br><input type="checkbox"/> Other / Describe _____ | <input type="checkbox"/> Fire<br><input type="checkbox"/> Crime<br><input type="checkbox"/> Health / Safety at risk<br><input type="checkbox"/> Code of Student Conduct Violation<br><input type="checkbox"/> Other Discrimination |
|--|--|

Who was present or involved? (include witnesses, staff members, guests, etc.; use additional sheets if needed)

Name	Contact (ie., address, phone #)	Role (eg., complainant, accused, witness, staff.)

Is anyone requesting confidentiality or to have his/her name withheld?  No  Yes» Explain

\*The Office of Civil Rights "strongly supports a complainant's interest in confidentiality in cases involving sexual violence. There are situations in which a school must override a [complainant's] request for confidentiality in order to meet its Title IX obligations; such instances will be limited and the information should only be shared with individuals who are responsible for handling the school's response to incidents of sexual violence." (Questions & Answers on Title IX Sexual Violence, United States Department of Civil Rights, Office of Civil Rights, page 19.)

Was anyone injured or was there any property damage/loss?  No  Yes» complete the boxes below

Name	Injuries	Location	Property Damage/Loss

Narrative/What happened? (ie., describe what happened in detail – including any specific action(s) you took and/or information you gave to any person such as referrals, brochures, etc.)

Have the police and/or Campus Security been notified?  No  Yes» Explain

What, if anything\*, do you think should happen next? (Please be specific including any particular reason(s).)

\*If you do or the complainant does not want the College to take any action, you must state that preference very clearly; the College may or may not be able to honor your request for reasons of health and safety.)

*I HAVE READ THIS DOCUMENT IN ITS ENTIRETY. BY SIGNING / SUBMITTING, I CERTIFY THAT ALL THE CONTENTS AND ANY ATTACHMENTS ARE TRUE AND COMPLETE.*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Signature** (submitting the form electronically is permitted; submission shall be treated as your certification)