



Helms College Title IX Compliance Training Facilitator Guide

This Facilitator Guide accompanies the Helms College Title IX, Clery Act, and VAWA Compliance Training slide deck. It provides detailed narratives, facilitation tips, and references for each slide. The content ensures consistency in delivery and supports Title IX staff in understanding their roles and responsibilities.

Slide 1: Title IX, The Clery Act, and VAWA Compliance Training

Facilitator Narrative:

Welcome participants to the Helms College Title IX, Clery Act, and VAWA Compliance Training. This training is required for all Title IX staff to ensure legal compliance and to reinforce our commitment to creating a safe, inclusive, and respectful educational environment.

Slide 2: Training Overview

Facilitator Narrative:

This training will provide an overview of key definitions, roles, and procedures under Title IX. We will also cover requirements of the Clery Act and the Violence Against Women Reauthorization Act (VAWA). By the end of this session, you will understand how to recognize prohibited conduct, respond to complaints, avoid bias, and protect the rights of students and employees.

Slide 3: Title IX Definitions

Facilitator Narrative:

Title IX defines several categories of misconduct:

- Sexual Harassment: Unwelcome conduct of a sexual nature that is severe, pervasive, and objectively offensive, denying equal access to education.
- Quid Pro Quo Harassment: When an employee conditions educational benefits on participation in unwelcome sexual conduct.
- Hostile Environment: Conduct that creates an intimidating or offensive educational environment.

- Consent: A knowing, voluntary, and mutual agreement to engage in specific sexual activity.

It is important that all staff understand these definitions and can identify behaviors that may constitute a Title IX violation.

Slide 4: Title IX Coordinator

Facilitator Narrative:

The Title IX Coordinator oversees all compliance activities. They are responsible for receiving reports of sexual misconduct, ensuring that grievance procedures are followed, coordinating supportive measures, and leading prevention and education efforts. Staff must know how to contact the Coordinator and promptly refer reports to them.

Who is the Helms College Title IX Coordinator?

Mr. William “Bill” Dindy
Associate Vice President of Education/Title IX Coordinator
3145 Washington Road
Augusta, GA 30907
Room SS9
bdindy@helms.edu
(706) 854-4728

Slide 5: Grievance Process

Facilitator Narrative:

The grievance process under Title IX includes:

1. Filing a Complaint – Students, employees, or third parties can file complaints with the Coordinator.
2. Supportive Measures – These include academic accommodations, schedule changes, counseling referrals, or no-contact orders.
3. Fair Investigations – Investigators must remain impartial and use a consistent standard of evidence.
4. Written Outcomes – Findings must be shared simultaneously with both parties.
5. Right to Appeal – Both parties have the right to appeal on specific grounds.

The process is designed to ensure fairness, due process, and equal access to education.

Slide 6: Roles Under Title IX

Facilitator Narrative:

There are several key roles in Title IX compliance:

- Title IX Coordinator: Oversees compliance and manages reports.
- Investigator: Conducts impartial investigations.
- Decision-Maker: Reviews evidence and issues determinations.
- Informal Resolution Facilitator: Guides voluntary resolution processes.

Each role must remain free from conflicts of interest and avoid bias.

Slide 7: Required Training For Title IX Personnel

Facilitator Narrative:

Title IX personnel must receive training on:

- Avoiding bias and conflicts of interest.
- Understanding and applying Title IX definitions and procedures.
- Conducting prompt, fair, and impartial investigations and hearings.
- Ensuring due process for all parties involved.

Regular training ensures that staff can carry out their responsibilities effectively and lawfully.

Slide 8: Rights and Responsibilities Under Title IX

Facilitator Narrative:

Students and employees are entitled to:

- Protection from Retaliation – Retaliation for reporting is strictly prohibited.
- Confidential Resources – Support can be accessed without filing a formal complaint.
- Reporting Options – Individuals may choose between formal and confidential reporting.
- Amnesty Policy – Minor conduct violations may be waived when reporting Title IX concerns.

Staff should encourage reporting while ensuring individuals feel safe and supported.

Slide 9: Clery Act Compliance Essentials

Facilitator Narrative:

The Clery Act requires institutions to:

- Designate Campus Security Authorities (CSAs) to report certain crimes.
- Issue Timely Warnings for ongoing threats and Emergency Notifications for immediate dangers.

- Publish an Annual Security Report (ASR) every October 1 with three years of crime statistics and safety policies.

Non-compliance with the Clery Act can result in significant federal penalties.

Slide 10: VAWA & Campus SaVE Act Overview

Facilitator Narrative:

The Violence Against Women Reauthorization Act (VAWA) requires colleges to address:

- Dating Violence, Domestic Violence, Sexual Assault, and Stalking.
- Provide prevention and awareness programs.
- Establish clear reporting and disciplinary procedures.
- Inform survivors of their rights and available resources.

Survivors must receive written notice of their rights, including options to report to law enforcement, access to supportive measures, and information about counseling and confidentiality.

What is The Campus SaVE Act?

The Campus Sexual Violence Elimination (SaVE) Act, enacted in 2013 as part of the Violence Against Women Reauthorization Act (VAWA), significantly expanded the federal requirements for how colleges and universities address sexual violence on campus. Specifically, the SaVE Act amended the Clery Act, which already required institutions to report certain campus crime statistics and ensure transparency about campus safety policies.

Under the SaVE Act, institutions of higher education must go beyond reporting sexual assault alone. They are now required to also track and disclose incidents of domestic violence, dating violence, and stalking in their Annual Security Reports. This expansion ensures that colleges provide a fuller picture of safety on campus and are held accountable for addressing a broader range of gender-based violence.

The Act also mandates that institutions publish clear policies describing how they will respond to reports of sexual misconduct. These policies must include procedures for investigation, disciplinary action, and survivor support. Survivors of sexual violence must be provided with written notice of their rights, including the option to report to law enforcement or campus officials, the availability of protective measures such as no-contact orders, access to counseling and health services, and the assurance of confidentiality within the limits of the law.

In addition to reporting and survivor rights, the SaVE Act places a strong emphasis on prevention and education. Colleges are required to provide primary prevention and awareness programs for all new students and employees, as well as ongoing prevention campaigns for the entire campus

community. These initiatives are designed to promote awareness, reduce stigma, and build a culture of safety and respect.

For Helms College, compliance with the SaVE Act means integrating these requirements into our Title IX and Clery Act policies and procedures. It ensures that our approach to campus safety is not only legally compliant but also survivor-centered and prevention-focused. By addressing sexual assault, dating violence, domestic violence, and stalking comprehensively, we reinforce our commitment to providing a safe and supportive learning environment for all students and employees.