



Do it. Learn it. Earn it.

## Helms College Title IX Compliance Training Participant Workbook & Handouts

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This workbook is designed to accompany the Helms College Title IX, Clery Act, and VAWA Compliance Training slide deck. It provides simplified notes, checklists, and activities to help you engage with the material and retain key information. Use the space provided to take notes, reflect, and prepare for case study discussions.

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

Notes:

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### **Slide 2: Training Overview**

Key Points:

- Overview of Title IX definitions and policies
- Roles of Title IX staff
- Grievance procedures
- Clery Act reporting requirements
- Rights and responsibilities of students and employees
- Avoiding bias and conflicts of interest

Notes:

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### Slide 3: Title IX Definitions

Key Definitions:

- Sexual Harassment: Severe, pervasive, and objectively offensive conduct denying equal access to education.
- Quid Pro Quo Harassment: Benefits conditioned on unwelcome sexual conduct.
- Hostile Environment: Intimidating or offensive environment.
- Consent: Knowing, voluntary, and mutual agreement to engage in specific sexual activity.

Notes:

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### Slide 4: Title IX Coordinator

Coordinator Contact Information:

Name: \_\_\_\_\_

Office: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Notes:

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### Slide 5: Grievance Process

Steps:

1. Filing a Complaint
2. Supportive Measures
3. Fair Investigations
4. Written Outcomes
5. Right to Appeal

Case Study Discussion:

Imagine a student reports harassment by a faculty member. What supportive measures could be put in place immediately?

Notes:

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## **Slide 6: Roles Under Title IX**

Roles:

- Title IX Coordinator
- Investigator
- Decision-Maker
- Informal Resolution Facilitator

Activity:

Write down one responsibility you think is most important for each role.

Notes:

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## **Slide 7: Required Training for Title IX Personnel**

Training Topics:

- Avoiding bias and conflicts of interest
- Applying Title IX definitions and procedures
- Conducting fair investigations and hearings
- Ensuring due process

Reflection Question:

Why is avoiding bias essential in Title IX investigations?

Notes:

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## **Slide 8: Rights and Responsibilities Under Title IX**

Rights:

- Protection from retaliation
- Access to confidential resources
- Formal and confidential reporting options
- Amnesty policy for minor violations when reporting Title IX concerns

Reflection Question:

How can staff encourage reporting while maintaining trust?

Notes:

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## **Slide 9: Clery Act Compliance Essentials**

Requirements:

- Campus Security Authorities must report crimes
- Timely warnings and emergency notifications
- Annual Security Report published each October 1

Activity:

List examples of situations where a Timely Warning might be necessary.

Notes:

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## **Slide 10: VAWA & Campus SaVE Act Overview**

Covered Offenses:

- Dating Violence
- Domestic Violence
- Sexual Assault
- Stalking

Survivor Rights:

- Report to campus or local law enforcement
- Access supportive measures
- Receive information on counseling and mental health services
- Right to confidentiality (within legal limits)

Case Study:

A student discloses stalking by an ex-partner. What immediate rights and resources should they be informed of?

Notes:

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## **Wrap-Up & Reflection**

Key Takeaways:

- Understand definitions and roles
- Know the grievance process
- Recognize Clery Act and VAWA obligations
- Protect the rights of students and employees

Final Reflection Questions:

1. What part of this training was most useful for your role?
2. What areas do you feel need further clarification?
3. How will you apply this training in practice?