



# TITLE IX RESOURCE GUIDE FOR STUDENTS AND EMPLOYEES

## Alamo Colleges District Policies, Procedures, and Options



ALAMO  
COLLEGES  
DISTRICT

NORTHEAST LAKEVIEW COLLEGE

NORTHWEST VISTA COLLEGE

PALO ALTO COLLEGE

ST. PHILIP'S COLLEGE

SAN ANTONIO COLLEGE

*The Alamo Colleges District does not discriminate on the basis of race, color, religion, gender, national origin, age, veteran status, genetic information, sexual orientation or disability with respect to access, employment, programs, or services.*

# TITLE IX RESOURCE GUIDE FOR STUDENTS AND EMPLOYEES

## Alamo Colleges District Policies, Procedures, and Options

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## VALUES STATEMENT

At Alamo Colleges, we are committed to providing a supportive learning environment and to fostering safe, healthy relationships among our students. Alamo Colleges District (ACD) supports a culture that does not tolerate sexual discrimination, including sexual violence, and sexual harassment in any form. The ACD community has a collective obligation to responsibly address all forms of sexual misconduct, and to provide resources and information on how to report.

Additionally, ACD strongly encourages individuals to report incidents to the proper authority. ACD recognizes, however, that the decision to report can be difficult. Individuals who are considering whether to report are strongly encouraged to seek the support of confidential college and community resources, as provided in the guide. Licensed Professional Counselors are available for all students or through the Employee Assistance Program for employees, these support resources are available regardless of when or where the incident occurred.

## INTRODUCTION

This Student Resource Guide was created to help affected parties and respondents navigate the Title IX grievance process and does not replace the Alamo Colleges District Policy and Procedures. If there is any discrepancy between the two, the Alamo Colleges District Policy and Procedures take precedence. To read the complete Policy and Procedures visit AlamoCARES at <https://www.alamo.edu/about-us/compliance/title-ix/>

**WARNING: This Student and Employee Guide contains content and subject matter concerning sexual assault and relationship violence that may be sensitive and upsetting. Resources are available to provide support.**

**Confidential support is available at your college counseling center and 24 hours through:**

**National Rape Crisis Helpline: 1-800-656-HOPE (4673)**

**National Domestic & Dating Violence Helpline: 1-800-799-SAFE (7233) Teletype: 1-800-787-3224**

Our goal is that AlamoCARES, Sexual Assault Prevention for Community Colleges (SAPCC), and other prevention activities regarding dating and domestic violence, sexual assault, and stalking, can help empower you to make informed decisions.

## ACCESS TO SUPPORT

If you have experienced sexual misconduct, you have options. You may pursue whatever combination of options that are best for you. You are encouraged to contact your college Title IX office to discuss your options:

- Do nothing until you are ready
- Report the incident to initiate an investigation and resolution by the Alamo Colleges District, you may pursue resolution by notifying the Title IX Coordinator and submit an incident report [https://alamo.guardianconduct.com/incident-reporting?incident\\_type=Title%20IX](https://alamo.guardianconduct.com/incident-reporting?incident_type=Title%20IX)
- Utilize supportive measures
- Speak to a College Personal Counselor
- Speak to a counselor through the Employee Assistance Program (EAP)
- Notify law enforcement

If you find yourself in an unsafe situation, go to a safe location as soon as you are able. Seek immediate medical attention if you are injured, or believe you may have been exposed to an STI/STD. Contact any of the resources listed in the resource directory.

If you report the incident to the Title IX Coordinator or other Alamo Colleges employee, note that College officials may contact on-call staff from other departments when their offices are closed or they are otherwise unavailable to assist immediately. If you are not at your college and experiencing an emergency situation, you can call the San Antonio Police Department (SAPD) by dialing 911 (V/TTY). If you are at your college and experiencing an emergency situation you can call Alamo Colleges District Police by dialing (210) 485-0911. You may also call the SAPD non-emergency line at (210) 207-7273 (V/TTY).

The Alamo Colleges District procedures will be explained to you. Those who wish incidents to be handled criminally should contact Alamo Colleges District Police Department or local police where the assault occurred. A college official is available to accompany students in making such reports if desired. Contact a Title IX Coordinator for more information.

## EVIDENCE PRESERVATION & REPORTING

It is important that the affected party of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within 120 hours (5 days) so that the evidence may be preserved as proof of a criminal activity. If an affected party has already done any of those things listed, it's okay. After 120 hours it may still be helpful to have medical attention, even if you are not trying to obtain evidence of an assault.

If you opt to seek medical attention you may speak with a Methodist Hospital Sexual Assault Nurse Examiner (SANE) who is trained in the collection of forensic evidence the telephone number is (210) 575-1590. For more information about seeking medical attention, please see our medical resources.

In circumstances of sexual assault if affected party does not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of sexually transmitted infections.

Affected parties of sexual assault, domestic and dating violence, and stalking are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, and keeping pictures, logs or other copies of documents that would be useful to college investigators or police.

Although the College strongly encourages all members of its community to report these offenses to law enforcement, it is the affected party's choice whether or not to make such a report.

To report an incident involving a sexual assault, domestic violence, dating violence, stalking, or harassment, visit [https://alamo.guardianconduct.com/incident-reporting?incident\\_type=Title%20IX](https://alamo.guardianconduct.com/incident-reporting?incident_type=Title%20IX)

In an emergency, call 911 or if at your college (210) 485-0911 to connect with an Alamo Colleges Police Department (ACPD) officer. Affected parties are encouraged to report incidents to ACPD non-emergency number at (210) 485-0099 or if you choose, the Title IX coordinator can assist you in notifying the police.

## CONFIDENTIALITY

***To make informed choices, all parties should be aware of confidentiality and privacy issues, as well as institutional mandatory reporting requirements.***

### CONFIDENTIAL REPORTING

Any supportive measures (i.e., counseling, medical referrals) used by the affected party or respondent is kept confidential to the extent that maintaining such confidentiality would not impair the ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the supportive measures for a student or employee.

All initial contacts will be treated with the maximum possible confidentiality. Be aware that due process requires disclosure of the allegations made by the affected party to the respondent. Confidentiality cannot be guaranteed if the affected party becomes the subject of an administrative, arbitral, or court proceeding, including a subpoena.

## STUDENTS

Students enrolled at one or more of the Alamo Colleges may speak confidentially concerning sexual harassment, sexual assault, dating violence, and stalking with a Personal Counselor at the college at which they are enrolled. If reporting students wish that details of an incident be kept confidential, they should speak with a Personal Counselor at their college and/or a medical provider in the community. Alamo Colleges Personal Counselors are available to help on an emergency basis. Their service is free of charge. Personal Counselors may not disclose any communication made by the student to the Title IX Coordinator unless the student consents to the disclosure. Personal Counselors are required to report the type of the alleged offense without identifying details under state and federal law.

## EMPLOYEES

An employee may speak confidentially with a counselor from the Employee Assistance Program (EAP). EAP counselors may not disclose any communication made by the employee to the Title IX Coordinator unless the employee consents to the disclosure. EAP counselors are required to report the alleged conduct under state and federal law.

Additionally, members of the clergy, chaplains, and the Rape Crisis Center staff can maintain confidentiality. Local resources such as crisis centers are also confidential and have no duty to report your information to the Alamo Colleges District.

Except as otherwise provided by the Title IX regulations and [H.1.2.1 \(Procedure\)](#) Civil Rights Complaints and Resolution Procedure, the College District and Colleges will maintain confidentiality:

- The identity of any individual who has made a report or complaint of sex discrimination
- Any individual who has made a report or filed a formal complaint of sexual harassment
- Any affected party, any individual who has been reported to be the perpetrator of sex discrimination
- Any respondent
- Any witness

Except as may be permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of the new Title IX regulations at 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

## MANDATED REPORTING

All Alamo Colleges District and College employees who are not employed as a Personal Counselor or designated as a Confidential Employee are Mandated Reporters for all the details of which they are aware about an incident. Mandated Reporters must share this information with the Title IX Coordinator. Failure to report can lead to disciplinary actions, including termination from employment.

Giving a Mandated Reporter notice of an incident constitutes official notice to the institution. Incidents of sexual misconduct will be taken seriously when official notice is given to the institution. Such incidents of sexual misconduct will be investigated and resolved in a prompt and equitable manner under the [Alamo Colleges District Civil Rights/Title IX Policies and Procedures](#).

You may request confidentiality and/or that the Title IX Coordinator advise you of remedies and resources without initiating a formal resolution process. The Title IX Coordinator will weigh requests for confidentiality against the institutional need to address and remedy discrimination under Title IX. Generally, the Alamo Colleges District will be able to respect your wishes, unless it believes there is a threat to the community based on the use of weapons, violence, pattern, predation, or threatening conduct by the person being accused.

In cases where your request for confidentiality is granted, the Alamo Colleges District will offer you available resources, supports, and remedies. You are not obligated to pursue formal resolution in order to access the resources that are available. If the Alamo Colleges District decides that it is obligated to pursue a formal resolution based on the notice you have given, you are not obligated to participate in the resolution process. However, the ability of the Alamo Colleges District to enforce its policies or provide some remedies may be limited as a result of your decision not to participate.

### INCIDENTS INVOLVING MINORS

Please be aware that institutional duties with respect to minors (those under the age of 18) require reporting sexual misconduct incidents to state agencies and/or local law enforcement. As a result, confidentiality cannot be guaranteed in sexual misconduct incidents involving minors.

Parents and guardians of minor students retain their legal rights to act on behalf of the minor as complainant or respondent in Title IX matters, including filing a formal complaint for the minor student.

### LAWS and POLICY

Sexual misconduct, including sexual harassment, sexual violence, sexual exploitation, intimate partner violence, and stalking are violations of Alamo Colleges District [Student Code of Conduct and its Civil Rights/Title IX Policies and Procedures](#). A number of federal laws and regulations, including Title IX, the Violence Against Women Act, and the [Clery Act](#) mandate how institutions respond to such allegations. Many types of sexual misconduct also constitute violations of Texas law.

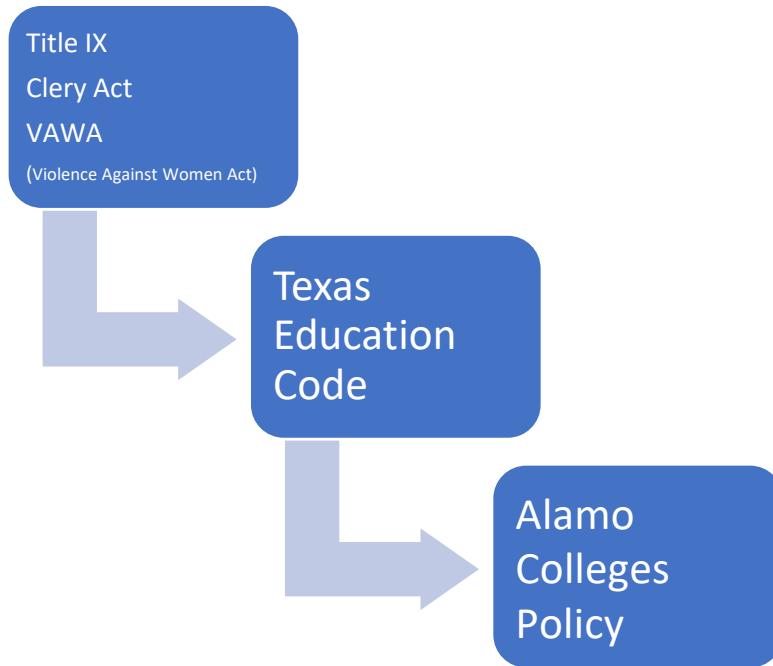
Members of the college community, guests, and visitors have a right to be free from sexual misconduct. All members of the community must conduct themselves in a way that does not infringe upon the rights of others. The Alamo Colleges District Civil Rights/Title IX Policies and Procedures are intended to define expectations for appropriate conduct and outline resolution processes to address conduct that does not meet these expectations. When individuals accused of sexual misconduct are found to be in violation of the policy, the Alamo Colleges District will impose serious sanctions, see the Procedures section for a list of the sanctions.

All members of the Alamo Colleges District community are protected by this policy regardless of their sexual orientation or gender identity. The Alamo Colleges District has jurisdiction over all acts of sexual misconduct. Which includes locations, events, or circumstances over which the Alamo Colleges District exercises substantial control over both the respondent and affected party, and also includes any building owned or controlled by a student organization that is officially recognized by the Alamo Colleges District. At the time of filing, an affected party must be participating in or attempting to participate in the education program or activity of the Alamo Colleges District. For more details on the policies and procedures, please visit [Alamo Colleges District Civil Rights/Title IX Policies and Procedures](#).

Additional information about college crime, state laws, and disclosures related to sexual misconduct can be found online in the Annual Security Report. Access it here: [Alamo Colleges District Annual Security Report](#).



# LAWS and POLICY



## DEFINITIONS

***The following are the definitions of conduct prohibited by the Alamo Colleges District Civil Rights/Title IX Policies.***

### SEXUAL HARASSMENT

Under Title IX means conduct on the basis of sex that satisfies one or more of the following:

- An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education programs or activities. Sexual Harassment also includes, sexual assault, dating violence, domestic violence, and stalking. 34 CFR 106.30

### HOSTILE ENVIRONMENT

A hostile environment is created when sexual harassment is:

- sufficiently severe, or
- persistent or pervasive, and
- objectively offensive, such that it:
- Unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the institution's educational, employment and/or social programs.



## NON-CONSENSUAL SEXUAL CONTACT

Non-consensual sexual contact is:

- any intentional sexual touching,
- however slight,
- with any object,
- by a person upon another person, that is without consent and/or by force
- or other intentional bodily contact of a sexual nature

## NON-CONSENSUAL SEXUAL INTERCOURSE

- any sexual penetration or intercourse (anal, oral or vaginal)
- however slight,
- with any object or part of the body,
- by a person upon another person, that is without consent and/or by force.

## SEXUAL EXPLOITATION

Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and the conduct does not fall within any others definition. Examples include:

- sexual voyeurism
- taking pictures or video or audio recording another in a sexual act
- prostitution
- sexual intercourse while knowingly infected with a Sexual Transmitted Disease (STD) without informing the other person about the infection.

## DATING VIOLENCE

Dating violence means violence committed by a person:

- who is or has been in a social relationship of a romantic or intimate nature with the affected party
- where the existence of such a relationship shall be determined based on:
  - the length of the relationship
  - the type of relationship
  - the frequency of interaction between the persons involved in the relationship

## DOMESTIC VIOLENCE

Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the affected party, a person with whom the affected party shares a child in common, a person who is cohabitating with or who has cohabitated with the affected party as a spouse or intimate partner, or a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction. 34 U.S.C. 12291 (a)(8)

- Stalking involves an intentional course of repeated conduct or behavior over a period of time, directed at a specific person, or member of the specific person's family or household or an individual with whom the specific person has a dating relationship which abused, tormented, embarrassed or offended. Stalking and cyberstalking are behaviors prohibited by Texas law and the Alamo Colleges District.

## STALKING

Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for their safety or the safety of others or
- suffer substantial emotional distress.

## RETALIATION

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, supporting a complainant or for assisting in providing information relevant to a claim of harassment is a serious violation of Alamo Colleges District policy and will be treated as another possible instance of harassment or discrimination.

## CONSENT

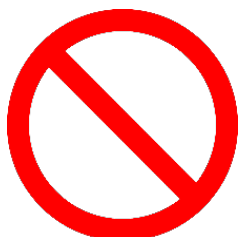
**Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity.**

Since people may experience the same interactions differently, each party is responsible for making sure that partners have provided ongoing, clear consent to engaging in any sexual activity or contact.



Previous consent to sexual activity does not imply future consent.

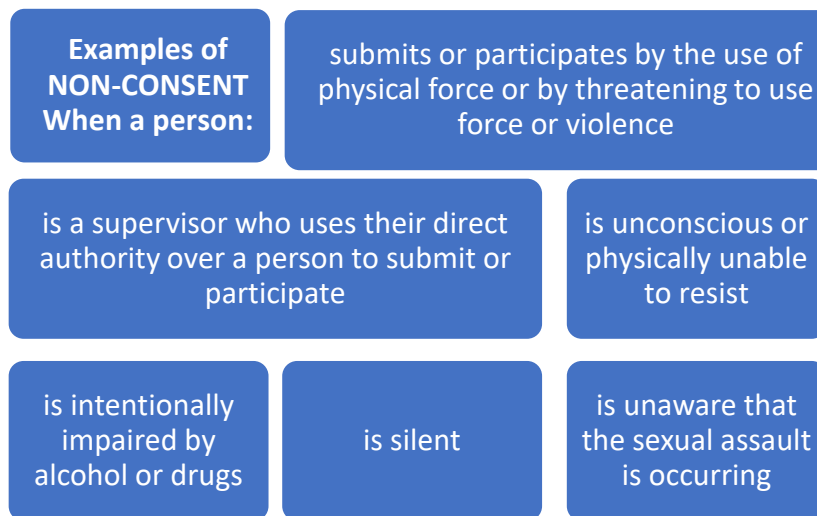
A person may withdraw consent at any time during sexual activity or contact through words or actions.



Consent to some forms of sexual activity is NOT consent to ALL forms of sexual activity.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.

It is not an excuse that the respondent of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other. Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (i.e., to understand the “who, what, when, where, why or how” of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from taking incapacitating drugs.



## FORCE

Force is defined as direct or indirect use of physical violence and/or imposing physically on someone to gain sexual access. Force, unless part of mutually-permissible kink, is a clear demonstration of a lack of consent.

## INCAPACITATION

Incapacitation is defined as a state in which individuals are unable to make rational, reasonable decisions because they lack the capacity to understand the “who, what, when, where, why, or how” of a situation or interaction. Individuals cannot give sexual consent if they can’t understand what is happening, or if they are disoriented, helpless, asleep, or unconscious for any reason. That applies even if it is because they voluntarily consumed alcohol or drugs. Unless consent is “knowing,” it is not valid. Those engaging in sexual activity who know or should have known that the other party is incapacitated are engaging in sexual misconduct. The possession, use, distribution, and/or administration of any incapacitating substances is prohibited.

The fact that a responding party was intoxicated, and thus did not realize the reporting party was incapacitated, does not excuse sexual misconduct.



**REMEMBER:** All official means of communication is via ACES email.

## YOUR RIGHTS

You have the choice on how you would like to proceed. However, if there is a potential risk to the Alamo Colleges community the Title IX Coordinator may proceed with an investigation.

## REPORTING

- You have the right to notify law enforcement of incidents and to receive assistance from college personnel in doing so.
- You may decline to report to law enforcement.
- You can report anonymously.
- You may speak confidentially to a designated Personal Counselor or EAP counselor without a formal investigation being reported.
- You have the right to have allegations investigated and resolved internally by the Alamo Colleges District.
- You have the right to seek orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by the Alamo Colleges District Police Department, criminal, civil, or tribal courts, and may seek the help of the Alamo Colleges District Police Department in requesting and/or enforcing.

***Alamo Colleges District strives to provide members of our community with fair and equitable resolution processes that include both formal and informal options.***

## FAIRNESS

- It's your right to have reported incidents addressed according to the Alamo Colleges District Policies and Procedures.
- The affected party and respondent have equal opportunities to have an advisor of your choosing or offered by the institution present throughout all resolution proceedings (including intake, interviews, hearings, etc.). An advisor can be an attorney, family member, friend, community member etc.
- You have the right to written notice of all outcomes and decisions.
- An affected party, respondent, and witnesses will not be disciplined for minor infractions (e.g., alcohol and drug violations) that are secondary to incidents of sexual misconduct.
- Everyone involved in the investigation has the right to be free from retaliation.

## SUPPORT

- College Personal Counselors are available to all students.
- Employees may access the Employee Assistance Program (EAP) counseling services via Deer Oaks.
- Issuing interim suspensions and administrative leave pending investigation and/or a hearing.
- Referring to counseling and health services.
- Providing education to the Alamo Colleges community.
- Providing college escorts for students and employees via the Alamo Colleges Police Department.

***These measures are available regardless if you seek a formal resolution or submit a criminal report.***

## PROCEDURES

*The Alamo Colleges District procedures are fully detailed at:*  
[Alamo Colleges District Civil Rights/Title IX Policies and Procedures](#)

### GENERAL REPORTING

Any person may report (including anonymously) discrimination or harassment based on any protected criteria (whether or not the person reporting is the person alleged to be the affected party of conduct that could constitute discrimination or harassment, including sexual harassment) by mail, telephone, email, or online via [https://alamo.guardianconduct.com/incident-reporting?incident\\_type=Title%20IX](https://alamo.guardianconduct.com/incident-reporting?incident_type=Title%20IX). You may also use the Title IX Coordinator contact information to report an incident.

### INFORMAL RESOLUTION

At any time, before reaching a determination regarding responsibility, the Alamo Colleges may offer an informal resolution process, such as mediation, that does not involve a full investigation and live hearing.

An informal resolution cannot be offered if the allegation is that an employee sexually harassed a student.

### INVESTIGATIONS

An investigative model is used to resolve allegations. Trained investigators will provide an investigation that is prompt, thorough, reliable, equitable, fair, and impartial. They will interview reporting and responding parties and witnesses. Information about all the steps in the investigative process is available at [Alamo Colleges District Civil Rights / Title IX Policies and Procedures](#).

#### RIGHTS DURING THE INVESTIGATIVE PROCESS

- The right to be treated equitably throughout the Investigative Process
- The right to have an advisor present during the interview(s), who may or may not be an attorney
- The right to provide the Investigator with their account of the alleged sexual harassment
- The right to present relevant evidence – both exculpatory or inculpatory- to be considered and to provide witnesses (both fact and expert witnesses) to be interviewed
- The right to a written notice including the date, time, location, participants and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare and participate
- The right not to be restricted from discussing the allegations under investigation
- The right not to have legally privileged information disclosed or relied upon without a voluntary waiver of the privilege
- The respondent has the right to the presumption of non-responsibility unless proven otherwise after the conclusion of the applicable grievance process
- The affected party has a right to “rape shield” protections
- The right to have the burden of proof and burden of gathering evidence rest on the college – not the parties.
- The right to receive and have at least 10 days to review and provide a written response to any evidence obtained during the investigation that is directly related to the allegations raised in the formal complaint before the completion of the Investigative Report
- The right to review and provide a written response to the Investigative Report at least 10 days before a hearing

## LIVE HEARING

The College District is required to conduct a live hearing of evidence to determine any responsibility.

Live hearings may be conducted virtually, or with all parties physically present. The live hearing may be conducted in separate rooms allowing participants to simultaneously see and hear each other answering questions.

## STANDARD OF EVIDENCE

The Alamo Colleges District uses a preponderance of evidence standard. Decision-makers consider whether, given the available credible evidence, it is more likely than not that a violation occurred.

## PAST HISTORY

The past sexual history or character of the affected party or respondent is not considered unless it is determined to be highly relevant by the decision-making panel. All parties will be notified in advance if such information has been deemed relevant and will be considered during the process.

## DETERMINATION

The decision-maker, who cannot be the same person as the District Title IX Coordinator or the investigator, must issue a written determination regarding responsibility based on the preponderance of evidence standard. Any finding must have met the standard that “unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College District’s or College’s education program or activity.”

## APPEAL OF DETERMINATION

An appeal must be submitted to the Title IX representative handling the complaint within ten (10) calendar days from the date the determination was issued by the decision-maker after the conclusion of a live hearing. The determination regarding responsibility becomes final on the 11th day after the date of the determination decision if no appeal is filed.

## SANCTIONS AND DISCIPLINE

### *Students*

After the appeal time has expired, whether or not an appeal was filed and determined, the College Title IX Coordinator handling the complaint will forward the determination to the College Student Conduct Officer for processing to determine disciplinary sanctions against a student- respondent.

The College Title IX Coordinator and Title IX Lead handling the complaint will send notification to the parties of the discipline or sanctions being imposed, with a copy to the Student Conduct Officer at the College if the respondent was a student.

If it is determined that a student has violated a Civil Rights/Title IX Policy or Procedure, a sanction will be issued in accordance with the Student Code of Conduct. The Student Code of Conduct allows for appeal of a sanction that is issued. Below is a summary of the sanctions, for more information see the [Non-Academic Misconduct Disciplinary and Appeal Process \(Procedure\)](#)

<b>SANCTION</b>	<b>EXPLANATION OF SANCTION</b>
<b>Warning</b>	A formal statement that the behavior was unacceptable and a warning that further infractions of any Alamo Colleges policy, procedure or directive may result in more severe sanctions/responsive actions.
<b>Administrative hold</b>	Registration, transcript or degree may be withheld for a student who has a disciplinary case pending final disposition. (Disciplinary hold)
<b>Educational Enrichment</b>	A disciplinary action designed to advance student learning which may include self-help workshops, seminars, counseling, etc.
<b>Probation</b>	A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any Alamo Colleges' policy, procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, non-contact orders, and/or other measures deemed appropriate. If a student is found responsible for a second violation of the Student Code of Conduct while on probation, additional and more severe sanctions may be imposed up
<b>Suspension</b>	Termination of student status for a definite period of time not to exceed two years, and until specific criteria are met. Criteria may include an administrative conference, petition to return to the Alamo Colleges, or other documentation required by the Chief Student Affairs Officer or designee. Students who return from suspension are subject to all application processes and automatically placed on probation for one calendar year. This sanction may be noted as a Conduct Suspension on the student's official transcript.
<b>Expulsion</b>	Permanent termination of student status and permanent revocation of the right to enroll at any Alamo College. Expulsion may include any right to access the College campus or college events. Before a sanction of expulsion is imposed, the President of the College shall automatically review and approve or reverse every expulsion upon concurrence by the Chancellor. This sanction may be noted as a Conduct Expulsion on the student's official transcript.
<b>Withholding Diploma</b>	The Alamo Colleges may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a complaint pending, or as a sanction if the student is found responsible for an alleged violation.
<b>Revocation of Degree</b>	The Alamo Colleges reserves the right to revoke a degree awarded from the Alamo Colleges for fraud, misrepresentation, or other violation of Alamo Colleges policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to
<b>Organizational Sanctions</b>	Deactivation, de-recognition, loss of all privileges (including registration) for a specified period of time.
<b>Other Actions</b>	In addition to or in place of the above sanctions, the Alamo Colleges may assign any other sanctions as deemed appropriate, including removal from course(s), no-contact orders, and criminal trespass warning(s) (CTW). Removal from course(s) are subject to all admissions, records, and payment deadlines and rules. A criminal trespass warning (CTW) is notice by the college or College District that entering or remaining on campus or campus



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property is forbidden until the administrator who issues the CTW suspends or terminates the CTW. The Alamo Colleges Police Department may detain a student or other person for violating a criminal trespass warning and may arrest the violator to the Bexar County Jail for possible prosecution by the County District Attorney for violating the criminal trespass statute at Texas Penal Code §30.05.

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### *Employees*

After the appeal time has expired, whether or not an appeal was filed and determined, the District Title IX Coordinator for Employees handling the complaint will forward the determination to the employee's immediate Administrator for a determination of any discipline of the employee-respondent.

If it is determined that an employee has violated a Civil Rights/Title IX Policy or Procedure, progressive discipline will be issued in accordance with the Alamo Colleges District Progressive Discipline Policy and Procedure. The Employee Complaint procedure provides grievance opportunities for regular status employees who have been issued progressive discipline. The District Title IX Coordinator for Employees handling the complaint will send notification to the parties of the discipline or sanctions being imposed to Records in Human Resources if the respondent was an employee.

For additional information for employee sanctions refer to the procedures below.

- [D.9.1.1 Progressive Discipline: Non-Tenured Employees](#)
- [D.9.1.2 Progressive Discipline: Tenured Faculty](#)
- [D.9.1.3 Procedures for Termination of Non-Benefited Employees](#)

## RISK REDUCTION

### ***Risk Reduction for Intimate Partner Violence, Stalking, Sexual Harassment, and Sexual Violence***

While blaming the affected party is never appropriate and Alamo Colleges District fully recognizes that only those who commit sexual misconduct are responsible for their actions. Below are some tips to help reduce your risk, recognize warning signs of abusive behavior, how to avoid potential attacks, and reduce the risk of being involved in acts of sexual misconduct.

### PROTECTING YOURSELF

- Vocalize limits and boundaries before you become uncomfortable.
- Clearly and firmly communicate consent or non-consent.
- Remove yourself, if possible, from an aggressor's physical presence.
- Reach out for help, either from someone who is physically nearby or by calling someone, people around you may be waiting for a signal that you need help.
- Be aware of your alcohol and/or drug use. Alcohol and drugs can increase your vulnerability to being sexually or physically harmed.
- Use a buddy system, take care of each other.
- Be willing to challenge others about high-risk choices.
- Avoid giving out your personal information (phone number, where you live, social media handles, etc.); if someone asks for your personal information, take his/her/their number instead of giving out yours.
- Only drink from unopened containers or from drinks that you have witnessed being opened and poured

## REDUCING THE RISK OF BEING ACCUSED OF SEXUAL MISCONDUCT

- If a potential partner says “no,” accept it and do not push.
- Clearly communicate your intentions to your potential sexual partners, and give them a chance to share their intentions and/or boundaries with you.
- Respect personal boundaries. If you are unsure what’s OK in any interaction, ask.
- Do not make assumptions about consent, about whether someone is attracted to you, how far you can go with that person, or if the individual is physically and mentally able to consent. If you have questions or are unclear, you do not have consent.
- Others’ loss of control does not put you in control.
- Do not take advantage of the fact that someone may be under the influence of drugs or alcohol, even if that person chose to become that way.
- Be aware of mixed messages; that behavior should be a clear indication to stop and talk about what your potential partner wants or does not want to happen. That person may be undecided about how far to go with you, or you may have misread a previous signal.
- Respect the time it takes for others to become comfortable with sexual behaviors and understand that they are entitled to change their minds.
- Recognize that even if you do not think you are intimidating in any way, your potential partner may be intimidated by or fearful of you, perhaps because of your sex, physical size, or a position of power or authority you may hold.
- Do not assume that someone’s silence or passivity is an indication of consent. Pay attention to verbal and non-verbal signals to avoid misreading intentions.
- Understand that consent to one type of sexual behavior does not automatically grant consent to other types of sexual behaviors. If you are unsure, stop and ask. Exerting power and control over another through sex is unacceptable conduct.

## WARNING SIGNS OF ABUSIVE BEHAVIORS IN RELATIONSHIPS

Threats and verbal abuse often escalate to violence. While physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe, below are some abusive warning signs.

- Being afraid of your partner
- Constantly watching what you say to avoid a “blow up”
- Feelings of low self-worth and helplessness about your relationship
- Feeling isolated from family or friends because of your relationship
- Hiding bruises or other injuries from family or friends
- Being prevented from working, studying, going home, and/or using technology – including your cell phone
- Being monitored by your partner at home, work, or school
- Being forced to do things you don’t want to do

## INCREASEING SAFETY WHILE AT YOUR COLLEGE

- Add the ACPD non-emergency (210) 485-0099 and emergency (210) 485-0911 phone numbers on your cell.
- Make sure your cell phone is easily accessible and fully charged.
- Be familiar with where emergency phones are installed.
- Be aware of open buildings where you can use a phone.
- Use public paths rather than less populated shortcuts and avoid dimly lit places.
- Avoid using headphones/ear buds in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- Carry a whistle and/or small flashlight on your keychain.
- If walking alone feels unsafe, call ACPD non-emergency (210) 485-0099 to arrange an escort.

## RESOURCES

The following resources are available for those affected by sexual assault, domestic violence, dating violence, and/or stalking. Many of the community resources listed offer services at no cost, while other have low or reduced cost option.

### EMERGENCY RESOURCES

- **Dial 911 if you are experiencing an immediate emergency.**
- If you are experiencing an emergency while at your college call ACPD (210) 485-0911 or use the emergency boxes found throughout the college.

### COLLEGE RESOURCES

College Department	Location • Website	Phone number
Alamo Colleges Police Department	<a href="https://www.alamo.edu/experience-the-alamo-colleges/current-students/police/">https://www.alamo.edu/experience-the-alamo-colleges/current-students/police/</a>	Emergency (210) 485-0911 Non-emergency (210) 485-0099
The resources below will keep your identity and information confidential. The College Counseling Centers are open Monday through Friday from 8:30 am to 5:00 pm.		
Northeast Lakeview Student Counseling Center	Student Commons (STCM)200 <a href="https://www.alamo.edu/nlc/experience-nlc/current-students/tools-for-school/mental_health/">https://www.alamo.edu/nlc/experience-nlc/current-students/tools-for-school/mental_health/</a>	(210) 486-5487
Northwest Vista Student Counseling Center	Huisache Hall (HH) 101 <a href="https://www.alamo.edu/nvc/experience-nvc/current-students/counseling-services/">https://www.alamo.edu/nvc/experience-nvc/current-students/counseling-services/</a>	(210) 486-4357
Palo Alto College Student Counseling Center	Student Center (SC) 101 <a href="https://www.alamo.edu/pac/experience-pac/campus-life/campus-resources/share-center/counseling-services/">https://www.alamo.edu/pac/experience-pac/campus-life/campus-resources/share-center/counseling-services/</a>	(210) 486-3750
San Antonio College Student Counseling Center	Student Advocacy Center <a href="https://www.alamo.edu/sac/about-sac/college-offices/student-advocacy-center/counseling/">https://www.alamo.edu/sac/about-sac/college-offices/student-advocacy-center/counseling/</a>	(210) 486-1111
St. Phillip's College Student Counseling Center	Sutton Learning Center 102 <a href="https://www.alamo.edu/spc/experience-spc/current-students/safe-space/counseling-services/">https://www.alamo.edu/spc/experience-spc/current-students/safe-space/counseling-services/</a>	(210) 486-2333 or (210) 486-2117

The resources below can assist you with reporting and information. They will protect your privacy by limiting the people with whom they share what you tell them; however, they cannot guarantee you confidentiality.

Key Contacts	Phone number
Title IX/VII/ADA/504 Coordinator for Students and Employees	(210) 485-0230
Title IX/ADA/504 Coordinator for Students	(210) 485-0452
Title IX/VII/504/ADA Coordinator for Employees	(210) 485-0222
Title IX/ADA/504 Coordinator for Students at Northeast Lakeview College	(210) 486-5421
Title IX/ADA/504 Coordinator for Students at Northwest Vista College	(210) 486-4454
Title IX/ADA/504 Coordinator for Students at Palo Alto College	(210) 486-3930
Title IX/ADA/504 Coordinator for Students at San Antonio College	(210) 486-0835
Title IX/ADA/504 Coordinator for Students at St. Philip's College	(210) 486-2252

## EMERGENCY COMMUNITY RESOURCES

Agency	Website	Phone
<b>Family Violence Prevention Services</b>	<a href="https://fvps.org/">https://fvps.org/</a>	Crisis helpline: (210) 733-8810
<b>National Domestic Violence Hotline</b>		1-800-799-7233 Text: START to
<b>National Sexual Assault Hotline</b>		1-800-656-4673
<b>Rape Crisis Center</b>	<a href="https://rapecrisis.com/">https://rapecrisis.com/</a>	24-hour helpline: (210) 349-7273 English and Spanish

## MENTAL HEALTH COMMUNITY RESOURCES

Agency	Website	Phone
<b>Bexar County Family Justice Center</b>	<a href="https://www.bcfjc.org/">https://www.bcfjc.org/</a> Free counseling services for adults and children (assault, stalking, violence)	(210) 631-0100
<b>Center for Health Care Services Crisis Care</b>	<a href="https://chcsbc.org/">https://chcsbc.org/</a> Psychiatric services Intake Office: (210) 223-4061	24-hour Crisis & Substance Use helpline: 1-800-316-9241 OR (210) 223-7233
<b>Grace Counseling Catholic Charities</b>	<a href="https://ccaosa.org/counseling/">https://ccaosa.org/counseling/</a> Sliding scale fee for adults and children (Two locations)	(210) 377-1133
<b>Family Life Center</b>	<a href="https://www.stmarytx.edu/outreach/counseling/">https://www.stmarytx.edu/outreach/counseling/</a>	(210) 438-6411
<b>Jewish Family Service</b>	<a href="https://jfs-sa.org/">https://jfs-sa.org/</a> Sliding scale fee based on income/non-insured clients	(210) 302-6920
<b>Safe-Helpline Military/Veterans</b>		1-877-995-5247
<b>Texas Health and Human Services</b>	<a href="https://www.211texas.org/">https://www.211texas.org/</a> Online data base	211
<b>Texas Resource Guide on Disabilities</b>	<a href="https://gov.texas.gov/organization/disabilities/resources">https://gov.texas.gov/organization/disabilities/resources</a>	211

## MEDICAL RESOURCES

Hospital	Address	Phone
<b>Methodist Specialty and Transplant Hospital Forensic Nursing Department (SANEs)</b> <i>Care to patients 13 years and older</i>	8026 Floyd Curl San Antonio, TX 78229	(210) 575-1590
<b>Center for Miracles at the Children’s Hospital of San Antonio</b> <i>For children and adolescents under the age of</i>	315 N San Saba, Suite 201 San Antonio, TX 78201	(210) 704-3800

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## LEGAL RESOURCES

Agency	Website	Phone
<b>Bexar County District Attorney</b>	<a href="https://www.bexar.org/1498/Victim-Assistance">https://www.bexar.org/1498/Victim-Assistance</a> Information/assistance for pursuing criminal cases within Bexar County	(210) 335-2311
<b>Bexar County Family Justice Center</b>	<a href="https://www.bcfjc.org/204/Protective-Orders">https://www.bcfjc.org/204/Protective-Orders</a> Protective Order Information	(210) 631-0100

## MORE INFORMATION

- Visit [AlamoCARES](#) to file a complaint online, access policies and information, or contact a Title IX Coordinator.

## PROGRAMS

### AlamoCARES

The Alamo Colleges District is committed to providing a supportive learning environment and to fostering, safe, healthy relationships within our community. In this effort, Alamo Colleges District has initiated AlamoCARES, a prevention, education and support program regarding dating violence, domestic violence, sexual assault, and stalking. The [Alamo Cares](#) website provides information on rights granted by Title IX and resources to help educate and assist students and employees in making well-informed decisions about life issues. The site also lists contact information for medical and crisis services, counseling, law enforcement, emergency housing and other support assistance available within the Alamo Colleges District service area.

### Title IX/VAWA/CLERY TRAINING

Incoming students (new undergraduate and transfer students) are provided with education and training on awareness and risk reduction of sexual violence, dating violence, domestic violence, stalking, and consent in compliance with the Violence Against Women Act, the Clery Act and Title IX.

Sexual Assault Prevention for Community Colleges (SAPCC) is an online program addressing the critical issues of sexual assault, relationship violence, stalking, sexual harassment, and bystander intervention. The training is made up of interactive modules, videos, scenarios, and a pre and post survey. This training can be accessed through your ACES email address where additional instructions are provided.

### ONGOING CAMPAIGNS

Ongoing awareness and prevention campaigns are provided throughout the school year to students, faculty, and staff. View your college website for events.



Office of the Chancellor

**MEMORANDUM**

TO: Alamo Colleges District Family

FROM: Dr. Mike Flores, Chancellor *Mike Flores*

RE: **Affirmation of the Alamo Colleges District Commitment to Title IX, the Campus SaVE Act, VAWA and other Civil Rights Protections**

DATE: September 10, 2021

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The Alamo Colleges District is committed to maintaining an environment that is free of sex-based discrimination, sex-based misconduct, and other forms of discrimination, harassment or retaliation prohibited by law. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at colleges receiving federal financial assistance. Title IX prohibits all forms of sex-based discrimination, including sexual harassment, sexual violence, and other forms of sexual misconduct. The Campus SaVE Act of 2014 and the 2014 Reaffirmation of the Violence Against Women Act (VAWA) serve to reinforce our need to focus on ensuring a safe learning environment.

This affirmation of our Civil Rights policies, to include Title IX, is sent to all members of the Alamo Colleges District for their awareness and commitment. The referenced policies are located at [H.1.1 Equal Employment and Education Opportunity](#) & [H.1.2 Civil Rights Discrimination, Harassment and Retaliation](#).

Any student, staff, or faculty member who has concerns regarding sex discrimination and/or sexual misconduct is encouraged to seek the assistance of the Title IX/VII/ADA/504 Coordinator, as listed below. This team is prepared to help you understand your options if you think you may have witnessed or been a victim of sex discrimination, sexual misconduct, or any other form of Civil Rights based discrimination, harassment or retaliation. A complaint of harassment may be made to the Civil Rights Coordinators or filed online using our [Title IX Complaint Form](#).

With the beginning of the academic year, this is also a reminder to complete the Title IX training, which may be located in Alamo Talent as “Civil Rights and Title IX for Employees and Students.”

Thank you for your attention to this important commitment.

## **Title IX/VII/IV/ADA/504 Coordinator Contact List**

A complaint of certain or potential discrimination, harassment or retaliation may be made to any of the following Coordinators or Deputies, or with Alamo Colleges District Police Department (ACPD) or filed online at [www.alamo.edu/TitleIXCoordinator/](http://www.alamo.edu/TitleIXCoordinator/)

### Alamo Colleges District- District Title IX/VII/IV/ADA/504 Coordinator

Linda Boyer-Owens

Associate Vice Chancellor for Human Resources & Organizational Development

2222 N. Alamo Street, 230A-West Wing

San Antonio, TX 78215

210-485-0230

[lboyer-owens@alamo.edu](mailto:lboyer-owens@alamo.edu)

### Title IX/VII/IV/ADA/504 Coordinator for Employees

Nina Sosa

Director Employee Relations, Advocacy and Civil Rights

2222 N. Alamo Street, 230A-West Wing

San Antonio, TX 78215

210-485-0222

[nsosa1@alamo.edu](mailto:nsosa1@alamo.edu)

### Title IX Coordinator for Students

Patricia B. Parma

Associate Vice Chancellor for Student Success and Success Initiatives

Office of the Vice Chancellor for Student Success

2222 N. Alamo Street, Room E331

San Antonio, TX 78215

210-485-0452

[pparma@alamo.edu](mailto:pparma@alamo.edu)

### College Title IX Coordinator-Northeast Lakeview College

Dr. Tangila Dove

Vice President for Student Success

Northeast Lakeview College

1201 Kitty Hawk Road

Universal City, TX 78148

210-486-5421

[twatts@alamo.edu](mailto:twatts@alamo.edu)



College Title IX Coordinator-Northwest Vista College

Deborah Gaitan

Vice President for Student Success

Northwest Vista College

3535 N. Ellison Drive

San Antonio, TX 78251

210-486-4454

[dgaitan@alamo.edu](mailto:dgaitan@alamo.edu)

College Title IX Coordinator-Palo Alto College

Gilbert Becerra Jr.

Vice President for Student Success

Palo Alto College

1400 W. Villaret Blvd

San Antonio, TX 78224

210-486-3930

[gbecerra8@alamo.edu](mailto:gbecerra8@alamo.edu)

College Title IX Coordinator-St. Philip's College

Diane Hester

Interim Vice President for Student Success

St. Philip's College

1801 Martin Luther Drive

San Antonio, TX 78203

210-486-2252

[dhester@alamo.edu](mailto:dhester@alamo.edu)

College Title IX Coordinator-San Antonio College

Dr. Barbara Hong

Vice President for Student Success

San Antonio College

1819 N. Main Avenue

San Antonio, TX 78212

(210) 486-1209

[bhong3@alamo.edu](mailto:bhong3@alamo.edu)