



MORAINÉ PARK
TECHNICAL COLLEGE

2024

Annual Security Report

January 1, 2023 – December 31, 2023

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ANNUAL DISCLOSURE

The MPTC Security Manager prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act for the period from January 1, 2023, to December 31, 2023. This report is prepared in cooperation with the local law enforcement agencies within the jurisdictions of the Moraine Park Technical College campuses and regional centers. Each entity provides updated information and statistics to compile this report.

Each year, a notification is emailed to all enrolled students and employees. The notification is also posted on myMPTC that provides a link to this report. The notification is accessible to all enrolled students and employees. Questions about this report or a copy of it may be obtained from the MPTC Security Manager in Room C131.6 at the MPTC Fond du Lac Campus or by calling (262) 335-5705.

Annual Equal Opportunity/Affirmative Action Notice

MPTC does not discriminate on the basis of race, color, national origin, sex, disability or age in employment, admissions or its programs or activities, religion, ancestry, creed, gender identity, arrest record, conviction record, veteran status, membership in National Guard, State Defense Force, or other reserve component of the military forces of Wisconsin or the United States, marital status, pregnancy, sexual orientation, political affiliation, parental status, genetic testing and the use or nonuse of lawful products off the employer's premises during nonworking hours. MPTC offers degrees, diplomas, apprenticeships and certificates in agribusiness, business, marketing, graphics, home economics, industrial, health, services, and technical and television instructional areas. Admissions criteria vary by program and are available by calling our Admissions Office at 1-920-924-3200. The following positions have been designated to coordinate Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 and to handle inquiries regarding the College's nondiscrimination policies:

Equal Opportunity Officers and Title IX Coordinators
Moraine Park Technical College
235 N National Ave
PO Box 1940
Fond du Lac WI 54936-1940
262-335-5881 (students – Title IX)
920-924-3361 (students – EEO/504 Coordinator)
920-924-3445 (employees - EEO)
920-929-2139 (employees – Title IX/504 Coordinator)
TTY/VP: Use Relay/VRS

About Moraine Park Technical College

Moraine Park Technical College (MPTC) is one of 16 districts that operate within Wisconsin in a statewide plan for vocational, technical, and adult education. The MPTC District covers an area of 2,450 square miles in east-central Wisconsin, comprised of all Fond du Lac and Green Lake counties, most of Dodge and Washington counties, and portions of six other counties. The district covers an estimated population base of over 308,000 people. Twenty-eight (28) K-12 school districts are found within the Moraine Park Technical College District borders.

The College offers occupationally oriented programs and courses at each of its three campuses in Beaver Dam, Fond du Lac, West Bend, and regional learning center at Jackson. Fond du Lac is designated as the comprehensive campus. Currently, the College offers associate degrees and technical diploma programs, along with certificates and apprenticeships. Non-credit offerings assist those looking to maintain a license, receive certification or gain personal enrichment. MPTC offers more than 100 career areas to help prepare students for the future. Additionally, online programs allow students to take courses at anytime from anywhere.

MPTC offers customized training to businesses and industries within the district. The training is designed to raise the performance of organizations and workplace learners through consulting and providing high level training anytime, anywhere, anyway. The training is flexible, customized, convenient, and cost effective.

Governance

The Moraine Park Technical College District is governed by a nine-member District Board representing the communities served by the ten-county District. Each year, three members are appointed by a committee consisting of the county board chairpersons of the ten counties belonging to the Moraine Park Technical College District: all or the majority of Dodge, Fond du Lac, Green Lake, and Washington counties; and portions of Calumet, Columbia, Marquette, Sheboygan, Waushara, and Winnebago counties.

The Board has nine members:

- 2 employers
- 2 employees
- 1 elected official
- 3 additional members
- 1 school district administrator from a public-school district within the Moraine Park District

Any adult who is a resident of the district is legally qualified to become a member of the board. In the appointment process:

- Equal consideration is given to the general population distribution within the district.
- Equal consideration is given to the distribution of women and minorities.
- Consideration is also given to representatives of business and industry as required for the employer and employee member categories.
- No two members of the district board may be officials of the same governmental unit.
- No district board member may be a member of the school board that employs the school district administrator.
- All applicants are eligible to be considered for the additional member category.

Regular District Board meetings are held on the third Wednesday of each month, except the July Board meeting, which is held on the second Monday of the month. This is the organizational meeting of the Board when officers are elected.

Meetings are held in the evening in the MPTC World Link Conference Center on the Fond du Lac Campus, 235 North National Avenue, Fond du Lac, Wisconsin. Annually, the Board alternately holds a meeting on either the Beaver Dam Campus, West Bend Campus, or one of the regional centers. This allows Board members to visit the branch campuses during the year. Laws do provide for additional special meetings, budget meetings, and executive sessions. Meetings are

open to the public. Agendas for these meetings are prepared by the President of the College, with input from the President's Cabinet.

The District Board has exclusive control over the policy-making operations that govern the district. The Board is responsible for developing policies in accordance with educational needs of the people to be served by the District, furnishing the financial resources by which the educational programs are run, making final approval concerning hiring, compensation, retention, or dismissal of all staff, reviewing and passing actions upon the recommendation of the President, and performing other responsibilities as prescribed by state statutes.

A pivotal function of the District Board involves policy and evaluation. MPTC is governed by the District Board which functions as a principle-centered policy board. To facilitate institutional effectiveness, the Board sets certain policies primarily defining desired outcomes that the President will achieve. The President is authorized to develop procedures, plans, and guidelines in keeping with Board policies to meet the desired outcomes. The President and the executive leadership team have at their disposal a variety of information such as the multi-year financial plan, the facilities plan, program and service evaluations, student follow-up programs, and committee data to aid in its decision making.

College Security and Access Control

MPTC buildings are open to the public, at a minimum, during normal business hours (8a-4:30p). Exterior doors at each campus can be secured after 5:00 PM, Monday-Friday, based on academic and event scheduling needs. Limited doors are open when academics/events are scheduled on Saturdays. An electronic access system controls access to the buildings. Card readers are used to allow access at exterior and most interior doors. ID/Access cards are provided to employees and individuals authorized to support the College.

During non-business hours, access to all college buildings is only given to those employees and authorized individuals needing to be in the building after hours as part of their regular job requirements or with the support of the College. Anyone needing access to MPTC campuses during non-business hours must contact the Moraine Park Technical College Facilities Department. For more information on the access protocol, contact the Security Manager at 262-335-5705.

The College does not have 24-hour security coverage. The College maintains a commitment to campus security and safety. Parking lots, pedestrian walkways and building exteriors are lit from dusk to dawn. College personnel monitor the campuses for irregularities and needed repairs or maintenance of facilities, grounds, and lighting. Safety and security considerations are major factors in all building projects, landscaping, and lighting designs.

MPTC maintains campus facilities in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated. MPTC Security works closely with Facilities to address safety and security concerns promptly, including lighting, malfunctioning door locks, and other concerns. Other members of the College community are helpful when they report equipment problems to MPTC Security or to Facilities Management.

Campus Security Services

Duties of MPTC Security Staff include preventative patrol procedures, personal escorts, lock/unlock rooms upon request, response to incidents and case investigation. MPTC Security Officers have jurisdiction to operate on MPTC owned or controlled property and have the authorization to enforce College policies. Security Officers do not have authority to enforce State and local laws, cannot detain suspects, and do not have arrest powers. There are no written agreements or memorandums of understanding regarding any topics, including the investigation of criminal incidents, between MPTC and local police agencies.

MPTC Security maintains a strong working relationship with state and local police agencies, including the City of Fond du Lac, the City of West Bend, and the City of Beaver Dam.

Campus Reporting

MPTC is unable to monitor or provide security services to students and staff while off-campus. Criminal activity and law enforcement services to students and staff off campus are provided by the local law enforcement departments when violations of federal, state, or local laws surface. MPTC does not have officially recognized student organizations that own or control housing facilities outside of the MPTC core campus. Therefore, local law enforcement is used to monitor and record criminal activity since there are no non-campus locations of student organizations.

Crime and Incident Reporting

Crimes should be accurately and promptly reported to the MPTC Security Services or the appropriate police agency, when the victim of a crime elects to, or is unable to, make such a report. Members of the community are helpful when they immediately report crimes or emergencies to the MPTC Security Services for the purpose of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notices, when deemed necessary.

Moraine Park Technical College has a close working relationship with local law enforcement agencies in the communities we serve. With their assistance, we are better able to provide a safe and secure environment to all who enter our Campuses and Regional Centers. MPTC encourages all people attending or visiting the campus to report all real or perceived criminal acts and/or all other incidents of suspicious or medical nature to MPTC Security Staff so proper and appropriate follow-up or assistance can be provided and statistical information can be gathered. To report a crime or emergency, call the MPTC Emergency line at extension 5555 from any campus phone, or 911 for local law enforcement.

Fond du Lac Police Department	920.906.5555
West Bend Police Department	262.335.5000
Beaver Dam Police Department	920.887.4614
Jackson Police Department	262.677.4949

Response to a Report

All MPTC Security Incident reports involving employees are forwarded to the AVP Talent and Culture for review and referral for potential action, as appropriate. MPTC Security incident reports involving students are forwarded to the Director of Student Development for review and referral for potential action, as appropriate. All other reported incidents will be referred to the Security Manager for review and referral for potential action, as appropriate. In response to a call, MPTC Security staff will take the required action to include responding, taking the report, or requesting the victim report in person to talk to a security officer. All reported crimes will be investigated by the College, as deemed appropriate, and may become a matter of public record. If assistance is required from the local Police Department or the local Fire Department, MPTC Security Services will contact the appropriate unit. If a sexual assault or rape should occur, Title IX coordinators will offer the victim a wide variety of services.

Voluntary Confidential Reporting

Victims of a crime that do not want to pursue action by reporting to the college or criminal justice system, may still want to consider making a confidential report. MPTC will report on the details of the crime without revealing the reporting person's identity. The confidential report's purpose is to keep matters confidential while ensuring the future safety of the reporting person. With such information, MPTC can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regards to a particular location, method, or assailant, and alert the campus community of potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for MPTC.

Counseling Services Confidentiality Statement

Moraine Park Technical College Counseling Services are required by law and by professional ethics to protect the confidentiality of all communication between counselor and counselee. In certain situations, including threat to self or others, abuse or neglect of a child, court ordered subpoenas, crimes committed in violation of the criminal laws of

Wisconsin or a medical emergency, counselors are required to disclose information as necessary to comply with the law. If possible, counselors will discuss the procedures for disclosure and enlist the counselee's assistance in a resolution of the situation that necessitated such disclosure. Counselors are encouraged to inform students being counseled of the procedures to report crimes to MPTC Security, on a voluntary basis for appropriate investigation and inclusion into the annual crime statistics.

Timely Warning

Students, employees, community members, and visitors are encouraged to report all crimes and public safety-related incidents to MPTC Security in a timely manner. This will aid in providing accurate and timely warning notices to the community when appropriate, and to ensure inclusion in the Daily Crime Log and annual crime statistics. Information on crimes reported to MPTC Security is reviewed to determine if the crime poses a serious ongoing threat to members of the campus community. If the event is serious and may pose an ongoing threat to members of the MPTC community, a timely warning that withholds the names of complainants as confidential, is sent to all students and employees on campus to aid in the prevention of similar crimes. The warnings are written and distributed to the college community by the Occupational Health, Safety and Risk Manager ("Safety Manager"), Security Manager, or their designee.

Warnings and updates to the MPTC community may be distributed via email, text message, or posted on the MPTC website and social media pages. In the event a crime is reported or a situation arises, within the MPTC Clery Geography (On Campus, Public Property, and Non-campus property), that, in the judgment of the Security Manager and/or Safety Manager, and in consultation with responsible authorities when time permits, constitutes a serious or continuing threat, a campus wide "timely warning" notice will be issued.

Timely Warnings are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger MPTC community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by the Security Manager, or designee). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a "timely" warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.
- Major incidents of Arson
- Other Clery crimes as determined necessary by the Security Manager, Safety Manager, or their designee.

Timely Warning Notices may also be posted for other crime classifications and locations, even though not required by the law, at the sole discretion of MPTC.

Timely Warning Notices are typically written and distributed as listed below:

System to use	Primary Message Creator	Backup Message Creator	Authority for approving messages	Primary Message Sender/ Distributor	Backup Message Sender/ Distributor
PRIMARY <i>College Mass Notification System</i>	Safety Manager, or designee	Security Manager, or designee	Crisis Response Team	Safety Manager, or designee	Security Manager, or designee
SECONDARY <i>All College email to students and staff</i>	Public Information Officer, or designee	Safety Manager, or designee	Crisis Response Team	Public Information Officer, or designee	Safety Manager, or designee

To reach as many people as possible, the timely warning notice may be distributed across many different media. Follow up warnings may be shared using any or all of the following methods: posted on exterior doors of any affected MPTC location, on the MPTC website, electronically mailed, provided using text messages, posted on official MPTC social media, posted on digital signage, and media reports released to local radio and TV stations for mass broadcast.

Moraine Park Technical College does not condone domestic violence, dating violence, sexual assault, and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the College community. Moraine Park Technical College provides information and training to students and employees that address the recognition and prevention of domestic violence, dating violence, sexual assault, and stalking. In addition, information on the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, is provided. These procedures will be followed regardless of whether the incident occurs on or off campus when it is reported to a College official.

Notification of an Immediate Threat

If the Facilities Department confirms there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the MPTC community, the Safety Manager, Security Manager, or designee will activate emergency notification procedures. This will provide immediate notification of the threat to the MPTC community or to the appropriate segment of the community if the threat is limited to a particular location or segment of the population. The Safety Manager, backed up by the Security Manager, or designee of either, will immediately, and considering the safety of the community, determine the content of the notification based on the nature of the incident, affected people, and places, and initiate notification. This will occur unless issuing a notification will, in the professional judgement of responsible authorities, compromise the efforts to assist a complainant or to contain, respond to, or otherwise mitigate the emergency.

Several systems, including MPTC Alerts which provides email and text message alerts, are in place to quickly notify the MPTC community in the event of an incident that poses a dangerous situation or immediate threat to health or safety. All student and employee College email addresses are automatically enrolled in MPTC Alerts. Students and employees are encouraged to sign up to receive MPTC Alerts text messages on the MPTC Student Portal, student.morainepark.edu,

or MPTC Employee Portal, myMPTC.morainepark.edu Currently, MPTC Alerts is only available for those in the MPTC community. Alerts are often sent out through the MPTC social media pages as well, including Facebook and X (Twitter) (@MoraineParkTech). Additionally, emergency notifications may be made by activating the public address system and Voice Over IP (VOIP) phone system, which will provide audio and visual notifications. Anyone interested in receiving information about emergencies on campus should access the MPTC website for updates and information postings. Employees and students may be kept informed of updates via MPTC Alerts. Some or all these methods of communication may be activated in the event of a dangerous situation or an immediate threat to the campus.

If any of these systems fail or the College deems it appropriate, in-person communication may be used. In the event of an emergency, MPTC will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the College community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, and visitors.

System to use	Primary Message Creator	Backup Message Creator	Authority for approving messages	Primary Message Sender/ Distributor	Backup Message Sender/ Distributor
PRIMARY <i>College Mass Notification System</i>	Safety Manager, or designee	Security Manager, or designee	Crisis Response Team	Safety Manager, or designee	Security Manager, or designee
SECONDARY <i>All College email to students and staff</i>	Public Information Officer, or designee	Safety Manager, or designee	Crisis Response Team	Public Information Officer, or designee	Safety Manager, or designee

The content of the message will vary depending on the situation. At a minimum, the message will describe the emergency and provide basic instructions to the community.

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents, and other interested parties. The larger community can also access emergency information via the MPTC homepage and/or social media.

MPTC community members are encouraged to notify MPTC Security at the Beaver Dam, Fond du Lac, or West Bend campuses, of any situation or incident on campus that involves a significant emergency or dangerous situation that may be an immediate or ongoing threat to the health and safety of students, employees, or visitors on campus. MPTC Security, in cooperation with local law enforcement, is responsible for responding to and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, MPTC Security has a responsibility to respond to such incidents to determine if the situation does in fact pose a threat to the community. If so, federal law requires that the College notify the campus community or the appropriate segments of the community that may be affected by the situation. In the event of an emergency, MPTC will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the College community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employee, and visitors.

Follow-up information will be distributed to students and employees using some or all the identified communication systems in a manner that is timely, that withholds the names of victims as confidential, that will aid in the prevention of similar occurrences and direct them to where they can find additional information.

Crisis Response Team

MPTC maintains a Crisis Response Plan that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization, and specific responsibilities of units or positions. The Crisis Response Team (CRT) is comprised of Incident Commanders who directly manage the crisis, the College leadership team that provides strategic decision-making, and the public information officer who executes communication directives as given by the College leadership team. The CRT is chaired by the Safety Manager.

The following College Officials serve on the CRT:

- Safety Manager
- President
- Vice President – Student Services
- Vice President – Academic Affairs
- Security Manager
- Executive Assistant – President’s Office
- Vice President – Finance and Administration
- Associate Dean of General Education
- Director of Facilities
- AVP Talent and Culture
- Dean of the Beaver Dam Campus
- Dean of the West Bend Campus
- Director of Marketing & Communications
- Chief Information Officer

The College’s *“If You See Something, Say Something”* campaign requires all employees to report crimes to MPTC Security staff or to the Security Manager.

Crisis (Emergency) Response Guide

The MPTC Crisis Response Plan addresses the college’s response to emergencies by taking an all-hazards approach to both natural and human-caused hazards. The Crisis Response Plan and other preparedness resources are available on the MPTC Employee portal, myMPTC.morainepark.edu, including emergency maps for the Beaver Dam, Fond du Lac, and West Bend campuses and “What To Do In An Emergency” information. In addition, the MPTC Student Portal, student.morainepark.edu under My Campus, Safety & Security includes emergency maps for the Beaver Dam, Fond du Lac, and West Bend campuses. Each map indicates the most protected areas for severe weather, emergency exit routes for fire and evacuation emergencies, areas of rescue assistance, and locations of automated external defibrillators (AEDs). Most classrooms have an emergency map posted near the primary exit from the room. Annual training is required for employees, and they are encouraged to review the crisis response protocol regularly to be prepared in an emergency.

Planned evacuation drills are coordinated by the Safety Manager each fall semester for the Beaver Dam, Fond du Lac, and West Bend campuses. Typically, a planned severe weather drill is conducted each April with the State of Wisconsin annual severe weather awareness week. By conducting regular emergency drills, students, employees, and visitors can practice how they would respond to a particular situation.

Emergency Evacuation Procedures

The emergency evacuation procedures are tested at least once each year. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each building for a short-term building evacuation. The MPTC Safety Manager does not inform building occupants in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, MPTC Safety and MPTC Security staff on the scene will communicate information regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At MPTC, evacuation drills are used to educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of emergency exits and the sound of the fire alarm.

General Evacuation Procedures

All Moraine Park facilities are equipped with fire alarm systems to initiate a building evacuation. The alarm system is activated by pulling down on the lever of one of the fire alarm boxes or by the smoke/heat detection system that automatically activates the alarm.

1. When the alarm sounds, evacuate the premises immediately using the nearest safe exit. **Do Not Use the Elevator.**
2. Evacuation routes are posted in classrooms, laboratories, and other public areas. Familiarize yourself with the evacuation routes for areas you may occupy.
3. Employees are responsible for directing and accompanying students and visitors outside the building.
4. Once outside, move to a clear location away from the building. Stay with your group (department, work group, class). All individuals must be accounted for.
5. Call 911 with any details that you may have of the fire. Call the MPTC Emergency Line (Dial 5555) to provide information about the fire and that the fire department has been called.
6. Keep the walkways, fire lanes and areas around the fire hydrants clear for emergency crews.
7. If possible, turn off equipment that may be hazardous if left unattended. Office equipment may be left on.
8. Make sure doors are closed and lights are off.
9. Emergency officials will determine when it is safe to re-enter the building. An announcement will be made.

Evacuation Guidelines for Disabled Persons

Always ask the person if you can assist and how you can best assist them BEFORE giving assistance. If the person cannot exit, they should be escorted to an area of rescue assistance and their location reported to emergency personnel.

- Fond du Lac - staircase by O-2
- West Bend - staircase by T-208
- West Bend - staircase by T-205

In conjunction with other emergency agencies, the College conducts emergency response drills, and exercises throughout the year, such as tabletop exercises and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the College. Each test is documented and includes a description of the exercise, its date and time, and its outcomes.

MPTC Security, Facilities Department, and other identified staff members monitor tests to evaluate evacuation or sheltering participation and behavioral patterns. Reports are prepared and appropriate documentation is retained by the Safety Manager for each test that identifies the description of the exercise, the date, time, and any deficiencies in procedures and equipment so corrective actions can be taken. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration. The College Crisis Response Plan also contains additional useful information.

Basic Shelter-in-Place Guidance

If an incident occurs and the area becomes unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors. Leaving the area may expose those to danger. Shelter-in-place means making the area safer and more comfortable until it is safe to go outside.

Know When to Shelter-in-Place

A shelter-in-place notification may come from several sources, including MPTC Security, police or fire department officials, other College employees, or other authorities utilizing the College's emergency communications tools.

How to Shelter-in-Place

The basic steps of shelter-in-place will remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If inside, stay there. If outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - An interior room;
 - Above ground level; and
 - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.

4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (Facilities will turn off the ventilation as quickly as possible.)
6. Make a list of the people in the room and ask someone to call the list in to MPTC Security so they know where people are sheltering. If only students are present, one of the students should be called on the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

Emergency Medical Response Procedures

Anyone can call 911 for any student, employee, visitor, or other situation requiring immediate attention. When 911 is called from a College "landline" phone, campus Incident Commanders (ICs) and MPTC Security are automatically alerted. If 911 is called using a cellular phone, a second call should be placed to the Campus Emergency Line (extension 5555) to activate the campus Incident Commander response. Available ICs will respond to the scene to provide basic first aid, assist with securing the scene, and provide other assistance as needed until local fire and rescue arrive on-scene. The Beaver Dam, Fond du Lac, and West Bend Fire/Rescue/EMT services provide basic and advanced life support response to the campuses.

Crime Prevention and Security Awareness Program

Moraine Park Technical College is committed to providing a safe and secure environment. This is achieved by various training and informational methods. Crime awareness information is presented to new students during orientations. Specific topics on security procedures and practices will also be presented to current employees through in-services and/or disseminated using printed and/or electronic communications. New employees are provided information related to MPTC Security through new staff orientation.

Various incidents that occur throughout the area may precipitate other awareness programs and training to better help students and employees to feel better about their safety and security at MPTC.

During the 2022 reporting year, MPTC offered crime prevention and security awareness programs. Topics such as personal safety, drug and alcohol abuse awareness and sexual assault prevention are some examples of programs offered.

All crime prevention and security awareness programs encourage students and employees to be responsible for their own security and the security of others. Participants in these programs are asked to be alert, security-conscious and involved. They are advised to call MPTC Security to report suspicious behavior. For additional questions regarding crime prevention, contact the Security Manager directly at 262-335-5705.

MPTC maintains a close working relationship with the local law enforcement agencies. The local law enforcement agencies and MPTC Security communicate regularly and work closely to investigate incidents that arise. There are no written agreements or memorandums of understanding regarding any topics, including the investigation of criminal incidents, between MPTC and local police agencies.

The following is a list of campus crime prevention tactics that may reduce the risk of becoming a reporting party:

- Walk on established walkways. At night, walk on lighted walkways.
- Always lock your vehicle.
- If on campus in the evening, park close to the building in lighted areas and walk with others.
- Items of value left in vehicles should be placed out of sight.
- Never leave items of value unattended.
- Promptly report any suspicious behavior to MPTC Security.
- Do not leave keys, access cards, or valuables unattended.
- Always lock doors in unattended office areas.
- Never give out computer passwords.
- Do not click on attachments or hyperlinks in emails that are unfamiliar to you.
- When working during non-business hours, inform family and colleagues of the location and schedule.
- Contact MPTC Security for an escort to/from your vehicle or building.

DRUG FREE SCHOOLS AND COMMUNITY ACT

Moraine Park Technical College is committed to the success and safety of our students and employees. The illicit use or misuse of alcohol and drugs have no legitimate place on our campuses and is prohibited. The possession or use of illicit drugs, or the abuse of those which may otherwise be legally possessed, seriously affects the College environment, as well as the individual potential of our students and employees. For our students and employees who may suffer from the illicit use or misuse of alcohol and drugs, we want to provide opportunities to receive education and services to assist in overcoming or preventing addiction and/or misuse.

The Drug-Free Schools and Communities Act requires institutions of higher education to adopt and implement programs to “prevent the unlawful possession, use or distribution of illicit drugs and alcohol by all students and employees on school premises or as part of any of its activities (EDGAR Part 86 Subpart A 86:3)” As part of this initiative, institutions of higher education are required to provide annual notification to all students and employees regarding the institution’s Drug and Alcohol Abuse Prevention Programs. This annual notification must contain the following:

1. Standards of Conduct
2. Disciplinary Sanctions
3. Legal Sanctions under federal, state, and local laws for the unlawful possession or distribution of illicit drugs and alcohol
4. Health risks associated with the abuse of alcohol or the use of illicit drugs
5. Alcohol and other drug treatment resources

Moraine Park Technical College is pleased to share this essential information with its students and employees. This document will be reviewed for accuracy every year, and the College will review the program and its effectiveness every two years.

Standards of Conduct and Disciplinary Sanctions

To ensure a safe and effective learning environment, the possession, use, distribution, sale, manufacture, or purchase of alcohol or controlled substances on College property or as any part of College activities (on or off campus), is prohibited. All students and employees are prohibited from being under the influence of alcohol or controlled

substances while on College property, while conducting College business, or receiving instruction. Any student or employee who violates these College Standards of Conduct are subject to both the College's sanctions, including expulsion or termination of employment, and criminal sanctions provided by federal, state, and local law.

The College allows the dispensing of wine and beer for instructional purposes or at District unique events approved by the President or their designee. Exceptions may be made by the President or their designee only.

Student Conduct

Students are expected to always conduct themselves in a manner that does not interfere with the educational process; endanger the safety or welfare of other students or employees; or represent a violation of established statutes, ordinances, or public laws.

Misconduct subject to disciplinary action includes but is not limited to: Violating established Federal or Wisconsin statutes, public laws, or local ordinances pertaining to the use, possession, sale or distribution of alcohol, narcotics, or illicit drugs on College property, on satellite properties, or at College events.

Any student or individual who appears to be under the influence of alcohol and /or illicit drugs, on campus or while attending a College event, will be subject to observation by two Security/Incident Commander employees. If signs of influence are present, the individual will be escorted to the closest non-occupied room. If an individual refuses to move, others will be dismissed from the room. If an individual becomes argumentative (or behavior escalates higher) local police will be called for assistance. If the individual is a student, the Student Development Manager will be notified of the incident as a student conduct code violation.

Student Disciplinary Sanctions Due Process

In all cases involving student sanctions, the student will be given:

- Notice in writing of violation of student code of conduct
- Opportunity for a meeting to review facts related to the incident and determination of informal resolution or disciplinary sanctions
- Right to appeal the decision/sanction

Sanctions

Sanctions will be imposed on students violating established Federal or Wisconsin statutes, public laws, or local ordinances pertaining to the use, possession, sale or distribution of alcohol, narcotics, or illicit drugs on College property, on satellite properties, or at College events. Sanctions imposed by the College may include one or more of the following penalties based on severity. The Student Development Manager and Dean of Students are delegated the authority to determine and enforce appropriate sanctions. These include:

- Apology
- Development Writing Exercise
- Expulsion
- Limited Access
- Loss of Privileges

- Meeting
- Probation
- Restitution
- Suspension
- Temporary Suspension
- Warning
- Withdrawal from Class

Additionally, students who are convicted or have been convicted of possessing or selling illicit drugs may be ineligible for student financial aid.

Employee Conduct

Moraine Park Technical College (“MPTC” or “College”) is committed to maintaining an alcohol and drug free working environment. All drugs chemically influence a person’s motor skills, body functions and brain processes, interfering with judgment, perception, reaction time and other skills necessary to maintain a safe and effective learning and working environment.

To ensure a safe and effective learning and working environment, the possession, use, distribution, sale, manufacture, or purchase of alcohol or controlled substances on College property or as any part of College activities (on or off campus), is prohibited. All employees are prohibited from being under the influence of alcohol or controlled substances while on College property, while conducting College business, or receiving instruction. Any employee who violates these College standards of conduct is subject to corrective action, including termination of employment, and criminal sanctions provided by federal, state, and local laws. Employees seeking assistance in dealing with alcohol or other substance use/abuse are encouraged to use resources available to them, such as the College’s Employee

Assistance Program or referral to an appropriate outside source or rehabilitation program where possible.

The College allows the dispensing of wine and beer for instructional purposes or at District unique events approved by the President or their designee the Vice President – Finance and Administration. Exceptions may be made only by the President or Vice President - Finance and Administration for legal consumption by student attendees. Violators of this procedure may be subject to corrective action.

Employees are required to report any related pending charges or convictions in accordance with the College’s Criminal Charge and Conviction Records Check procedure.

The Drug Free Schools and Communities Act (Title 34 CFR § 86.3) specifically requires institutions of higher education to provide annual notification to all employees regarding the institution’s Drug and Alcohol Abuse Prevention Programs (DAPP). This annual notification must contain the following:

- a) Standards of Conduct
- b) Disciplinary Sanctions
- c) Legal Sanctions under federal, state, and local laws for the unlawful possession or distribution of illicit drugs and alcohol
- d) Health risks associated with the abuse of alcohol or the use of illicit drugs

e) Alcohol and other drug treatment resources

This notification will be reviewed for accuracy every year and the College will conduct a biennial review of the program and its effectiveness. Notifications will be sent to employees via myMPTC employee.

The College reserves the right to search any employee's office, desk, files, locker, vehicles or any other area or article on our premises. The College also reserves the right to question employees and all other persons entering and leaving College premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from the College's property. Inspections may be conducted at any time at the College's discretion. Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy will not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection as well as employees who, after the inspection and investigation, are found to be in possession of illicit drugs, may be subject to corrective action up to and including termination.

Employee Disciplinary Sanctions

Action to Be Taken Upon Positive Test Results

- 1) An employee with a positive drug and alcohol test results will be suspended and may be offered the opportunity to undergo a formal assessment by the Employee Assistance Program (EAP), a Substance Abuse Professional (SAP) in the case of DOT violations, or another certified program recommendation by the EAP. Treatment plans are at the expense of the employee (insurance or self-pay). The employee's acceptance or rejection of the assessment counselor's recommendations will impact their employment up to and including termination of employment. If the employee follows the EAP recommended treatment program, the employee's work status will be determined based on EAP recommendations. The EAP will monitor progress and advise the AVP Talent and Culture or their designee of the employee's progress. The EAP or assessment program must provide certification that the employee is continuously enrolled in and regularly attending the program. Should the employee fail to maintain satisfactory progress or discontinue the program, the employee will be subject to termination of employment.
- 2) If the employee returns to work, they shall have a negative return to work drug and alcohol test and shall be subject to follow-up drug and alcohol testing for a period determined by the College, EAP/assessment program, a SAP, or a licensed agency. This testing will be done at the expense of the College and at the direction of AVP Talent and Culture or their designee. Follow up testing can be conducted at any time following a positive test result.
- 3) An employee will not be entitled to any monetary or other benefits during the rehabilitation period other than those granted in accordance with the Leave of Absence Policy or those that may be available under any applicable group health plan for which the employee is otherwise eligible, subject to the terms and limitations of the insurance claims.
- 4) If the employee is professionally licensed, registered, or certified, the College will notify the employee's professional board of any action taken because of drug or alcohol abuse.
- 5) Evidence of the use, sale or possession of prohibited drugs will be reported to the appropriate law enforcement agencies.
- 6) Employees charged with off-the-job drug and/or alcohol activity may be considered in violation of the Drug Free Workplace Policy and this procedure. In deciding what action to take, the College will take into consideration the nature of the charges, the employee's current job assignment, the employee's overall record with the College and other factors relating to the impact and circumstances of the employees' charges.
- 7) The College reserves the right to conduct periodic, unannounced drug screening tests of employees who are in certain classifications which have a substantial impact on the safety of the workplace, the community or working and learning environment.

8) A second violation of this policy will result in immediate termination of employment.

Employees seeking assistance in dealing with alcohol or other substance use/abuse are encouraged to use resources available to them, such as the College’s Employee Assistance Program or referral to an appropriate outside source or rehabilitation program where possible.

Legal Sanctions

Any student or employee who violates College Standards of Conduct or Professional Conduct prohibiting the possession, use, or distribution of illicit drugs and alcohol on the College’s property or while engaged in any college activity, are subject to both the College’s disciplinary sanctions as well as to criminal sanctions provided by federal, state, and local law.

Alcohol

In the United States, the Bureau of Alcohol, Tobacco, and Firearms enforces all federal alcohol laws; including the Interstate Transport in Aid of Racketeering or 18 U.S.C. The Federal Government’s primary law governing alcohol policy is the 21st Amendment. The 21st Amendment repealed national prohibition and gave States the right to determine policy regarding the sale, importing, distribution, and possession of alcohol for the State. Under the Federal Uniform Drinking Age Act of 1984, Congress set the minimum legal drinking age to 21, and every State abides by that standard. More information can be found at National Institute on Alcohol Abuse and Alcoholism. Another resource for Alcohol-related policies in the United States can be found on the Alcohol Policy Information System.

Illicit Drugs

The Drug Enforcement Agency publishes the “Drugs of Abuse” handbook. The most current edition was released in 2017 and can be found at Drugs of Abuse handbook. This handbook contains information regarding the Controlled Substance Act, U.S. Chemical Control, descriptions of different drugs, and resources. It also includes the penalties for violating federal drug trafficking laws. It is important to note that penalties can differ depending on the type of drug, the amount, the criminal history of the alleged offender, and other circumstances. Not every case is the same nor will it have the same consequences. The Drug Abuse Prevention and Control under Title 21 U.S.C. offers information on penalties of drug laws. Below are charts that provide an overview of federal trafficking penalties.

Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999gms mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or severe injury, not less than 20 or more than life. Fine of	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	

Fentanyl Analogue (Schedule I)	10 - 99 gms mixture	not more than \$2 million if an individual, \$5 million if not an individual	100 gms or more mixture	less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual. Second Offense: Not less than 20 yrs, and
Heroin (Schedule I)	100 - 999 gms mixture	Second Offense: Not less than 10 yrs, and not more than life. If death or severe injury, life imprisonment. Fine of not	1 kg or more mixture	
DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
LSD (Schedule I)	1 - 9 gms mixture	more than \$4 million if an individual, \$10 million if not an individual	10 gms or more mixture	not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual. 2 or More Prior Offenses: Life imprisonment
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or severe injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or severe injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual		
Flunitrazepam (Schedule IV)	1 gm or more			
Other Schedule III drugs	Any amount	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual		
Flunitrazepam (Schedule IV)	30 to 999 mgs			
All other Schedule IV drugs	Any amount	First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
Flunitrazepam (Schedule IV)	Less than 30 mgs			
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

Federal Trafficking Penalties – Marijuana

DRUG	QUANTITY	1 st OFFENSE	2 nd OFFENSE
Marijuana (Schedule I)	1,000 kg or more mixture; or 1,000 or more marijuana plants	Not less than 10 years, not more than life. If death or severe injury, not less than 20 years, not more than life. Fine not more than \$4 million if an individual, \$10 million if other than an individual	Not less than 20 years, not more than life. If death or severe injury, mandatory life. Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana (Schedule I)	100 kg to 999 kg mixture; or 100 to 999 marijuana plants	Not less than 5 years, not more than 40 years. If death or severe injury, not less than 20 years, not more than life. Fine not more than \$2 million if an individual, \$5 million if other than an individual	Not less than 10 years, not more than life. If death or severe injury, mandatory life. Fine not more than \$4 million if an individual, \$10 million if other than an individual
DRUG	QUANTITY	1 st OFFENSE	2 nd OFFENSE
Marijuana (Schedule I)	more than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not more than 20 years. If death or severe injury, not less than 20 years, not more than life. Fine \$1 million if an individual, \$5 million if other than an individual	Not more than 30 years. If death or severe injury, mandatory life. Fine \$2 million if an individual, \$10 million if other than individual
Marijuana (Schedule i)	Less than 50 kg marijuana (but does not include 50 or more marijuana plants regardless of weight); 1-49 marijuana plants	Not more than 5 years Fine not more than \$250,000, \$1 million other than individual	Not more than 10 years Fine \$500,000 if an individual, \$2 million if other than individual
Hashish (Schedule i)	10 kg or less		
Hashish Oil (Schedule 1)	1 kg or less		

Of special note, 21 U.S. C. 860 provides that anyone convicted of distributing, possessing, with intent to distribute, or manufacturing a controlled substance in or on, or within one thousand feet of, the real [property comprising a public or private college, junior college, or university is subject to (1) twice the maximum punishment authorized by 21 U.S.C. 841(b).

Following are the federal penalties and sanctions for illicit possession of controlled substances:

21 U.S.C. 844(a)

- 1st conviction: Up to 1-year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.
- After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fine at least \$2,500 but not more than \$250,00, or both
- After 2 or more prior drug convictions: At least 90 days in prison, but not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

21 U.S.C. 853(a)(2) and 881(a)(7)

- Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: cocaine, above).

21 U.S.C. 881(a)(4)

- Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

- Civil fine of up to \$10,000.

21 U.S.C. 862

- Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)

- Ineligible to purchase, receive or transport a firearm. Miscellaneous Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

For a full description of penalties for possession and distribution of illicit drugs under federal law, including forfeiture of property and denial of federal benefits, please see: [Drug Abuse Prevention and Control Part D - Offenses and Penalties](#)

For a full description of penalties resulting in firearms restrictions, please see: [Firearms restrictions](#)

State of Wisconsin Sanctions

Alcohol

The State of Wisconsin follows the Federal Uniform Drinking Age Act of 1984. Individuals must be 21 years of age or older to drink alcohol.

The laws of Wisconsin prohibit the sale of alcohol to anyone who has not reached the legal drinking age of 21, and there is a concurrent duty on the part of an adult to prevent the illicit consumption of alcohol on his/her premises. Underage and intoxicated persons. Repeated violation of this statute can result in imprisonment of up to 9 months and a fine of \$10,000.

Repeated violation of underage and intoxicated persons It is against the law for an underage person to attempt to buy an alcoholic beverage, falsely represent his/her age, or enter a licensed premise. Violators of this law can be fined \$1000, ordered to participate in a supervised work program, and have their driver's license suspended, Underage and intoxicated persons penalties.

Illicit Drugs

The laws of Wisconsin prohibit possession, manufacture, distribution, and/or delivery of controlled substances through the Uniform Controlled Substances Act.

Manufacture, distribution or delivery of a schedule I or schedule II narcotic drugs is a Class E felony subject to up to 15 years in prison and a \$50,000 fine, with exceptions.

Uniform Controlled Substances Act Penalties Manufacture, distribution or delivery of a schedule I, II or III non-narcotic drug is a Class H felony subject to 6 years in prison and a \$10,000 fine, with exceptions.

Uniform Controlled Substances Act additional sanctions vary based on the type of controlled substance, the amount of the controlled substance, whether the individual possessed, manufactured, distributed, delivered the controlled substance, or intended to do so, and the number of previous offenses by the individual.

For all penalties see Wis. Stat. 961.41, Wis. Stat. 961.42, and Wis. Stat. 961.43. For example, manufacture, distribution or delivery of more than 40 grams of cocaine is a Class C felony subject to 40 years in prison and fine of \$100,000. Possession of cocaine without intent to manufacture, distribute or deliver is a Class I felony subject to 3 ½ years in prison and fine of \$10,000.

In addition to the stringent penalties, prison sentences can be increased when aggravating factors are present, such as when a person distributes a controlled substance to a minor, Wis. Stat. 961.46 (1).

Local Sanctions Alcohol and Illicit Drugs

Local Law Enforcement for the cities of Beaver Dam, Fond du Lac, Jackson, and West Bend have the jurisdiction to issue underage drinking citations, false ID citations, etc. These citations typically are adjudicated through the county courthouse and decisions are binding. Typical penalties include fines and deferment courses. The College does not have a Police Force, so community police will be called if needed.

Beaver Dam

Sec. 50-24. - Possession and/or use of marijuana, hashish (any form thereof), and subsequent noncriminal offenses prohibited. (Ord. No. 16-2010, § I, 5-17-2010) Sec. 50-24

Sec. 50-25. - Possession, use, and sale of synthetic cannabinoid prohibited. (Ord. No. 22- 2010, § I, 11-15-2010)
Sec. 50-25

Sec. 50-27. - Social hosting. (Ord. No. 4-2013, § I, 3-1-2013) Sec. 50-27

Fond du Lac

Chapter 6 - ALCOHOL BEVERAGES (references State statutes and notes penalties in County code)

ARTICLE I. - IN GENERAL Sec. 6-1. - Consumption, sale, or procurement by persons under 21 years of age.

Sec. 6-2. - Additional statutes adopted. Sec. 6-3. - Penalty.

Sec. 6-4. - Cash deposit.

Chapter 38 - OFFENSES AND MISCELLANEOUS PROVISIONS ARTICLE VII. - CONTROLLED SUBSTANCES

Sec. 38-206. - Definitions.

Sec. 38-207. - Possession of marijuana.

Sec. 38-208. - Possession of drug paraphernalia.

Jackson

Chapter 4 - ALCOHOLIC BEVERAGES ARTICLE I. - IN GENERAL

Sec. 4-1. - State law adopted.

Chapter 30 – OFFENSES ARTICLE I. - IN GENERAL

Sec. 30-1. - Offenses against state laws subject to forfeiture (references State statutes for drugs and controlled substances)

Sec. 30-8. - Alcohol possession in public places prohibited.

West Bend

West Bend Municipal Code:

Drug and alcohol related ordinances under Chapter 9 – Orderly Conduct:

9.17 Marijuana, Possession and Use Prohibited 9 -10

9.175 Synthetic Cannabinoid, Possession Prohibited 9- 11

9.20 Consumption of Fermented Malt Beverages and Intoxicating Liquor Regulated 9-12

Health Effects of the Use and Abuse of Alcohol and Illicit Drugs

Substance use among college students impacts all aspects of college life, including student well-being, academic performance, the educational environment, and the quality of life on campus and in the surrounding communities. The use of alcohol or other drugs in the workplace may inhibit an employee’s ability to perform in a safe and effective manner and may also have a detrimental effect on others. The following is a partial list of drugs and some of the possible consequences of their use.

Alcohol

The National Institute on Drug Abuse released a *Commonly Abused Drugs* document which includes information on alcohol abuse, addiction, health effects, and common treatment plans:

<p>Alcohol</p> <p><i>Alcohol is the most frequently abused drug on campus and in society. Alcohol is classified as a mind-altering drug due to its depressant effect on the central nervous system.</i></p>	
<p>Short-Term Effects</p>	<ul style="list-style-type: none"> • Due to its depressant effect on the central nervous system, alcohol can affect judgment, regulation of emotions, motor speed and coordination, speech, hearing, and vision. • In higher amounts, judgment can be significantly affected, leading to impulsive, dangerous, or aggressive behaviors, including sexual and other assaults, and physical injury. • In substantial amounts, alcohol can significantly affect respiration and heart rate. Death from alcohol overdose can result for many individuals when the blood alcohol level exceeds 0.40%.
<p>Long-Term Effects</p>	<ul style="list-style-type: none"> • Alcohol use is often associated with decreased academic and professional performance. Alcohol abuse can also cause relationship problems, legal issues, and emotional difficulties. • Prolonged abuse of alcohol can lead to addiction, malnutrition, liver and brain damage, cancer, stomach ailments, sexual impotence, memory problems, and heart and central nervous system damage.
<p>Anabolic Steroids</p> <p><i>Concerns over a growing illicit market and the prevalence of abuse, combined with the possibility of long-term health effects, led Congress to classify anabolic steroids as a Schedule III Controlled Substance. Although used most frequently by bodybuilders and athletes hoping to increase muscle mass and improve performance, use of anabolic steroids can have serious and irreversible health consequences.</i></p>	
<p>Short-Term Effects</p>	<ul style="list-style-type: none"> • Abuse of steroids has been associated with increased mood problems, hostility, aggression, and paranoia.

<p>Long-Term Effects</p>	<ul style="list-style-type: none"> • The abuse of oral and injectable steroids is associated with higher risks for heart attacks, strokes, and liver problems. • In men, steroids can result in breast development and genital shrinking. • In women, steroids can cause masculinization of the body. • Use of anabolic steroids can lead to acne and hair loss. • Use of anabolic steroids can lead to addiction.
<p>Cannabis <i>Obtained from the cannabis plant, marijuana is the most widely used controlled substance in the U.S. It contains over 400 chemicals, including THC, which produces the drug effect.</i></p>	
<p>Short-Term Effects</p>	<ul style="list-style-type: none"> • Short-term effects include feeling euphoric, relaxation, altered senses, altered sense of time, impaired body movement, increased heart rate, difficulty thinking and problem solving, and impaired memory. It can cause mild to severe anxiety or mild paranoia in some users.
<p>Long-Term Effects</p>	<ul style="list-style-type: none"> • Marijuana use in teens affects brain development, which may reduce thinking, memory and learning functions for an indefinite time. • Compared to non-users, heavy users report less academic and career success. • Research has associated frequent use of marijuana with increased risk of respiratory problems. • Use during pregnancy is linked to brain and behavioral problems in babies. • Long-term use is linked to mental illness in some users. • Marijuana can be addictive. People who begin using before age 18 are at higher risk of developing problems with use. Withdrawal symptoms (including irritability, difficulty sleeping, cravings, anxiety and decreased appetite) can make quitting difficult.
<p>Cocaine <i>Cocaine (and its smokable freebase form “crack”) is among the most potent of the stimulant drugs. In addition to its euphoric effects, many use cocaine for the short-lived experience of increased mental alertness or clarity, increased energy, or increased sense of confidence.</i></p>	
<p>Short-Term Effects</p>	<ul style="list-style-type: none"> • Immediate negative effects reported by some users include restlessness, irritability, and anxiety with depressed mood following the high period. • High doses of cocaine can cause mood disturbances, paranoia, and auditory hallucinations. Crack can potentially produce particularly aggressive paranoid behavior. • Moderate to severe depression lasting weeks can follow cessation of use in heavy users. • Even those experimenting with the drug may experience disturbances in heart rhythm, heart attacks, chest pain, respiratory failure, strokes, and seizures. • Mixing cocaine and alcohol can increase the risk of sudden death.

<p>Long-Term Effects</p>	<ul style="list-style-type: none"> • Cocaine and crack pose a high potential for addiction. The more intense and immediate euphoric effects of crack increase its potential for addiction. • Prolonged snorting of cocaine can cause severe damage to the nasal membranes and nasal septum. • Prolonged use can produce irritability, mood disturbances, paranoia, and auditory hallucinations. • Medical complications of frequent cocaine use can include disturbances in heart rhythm, heart attacks, chest pain, respiratory failure, strokes, and seizures.
<p>Nicotine <i>Nicotine is another highly addictive stimulant drug whether it is ingested by smoking or chewing.</i></p>	
<p>Short-Term Effects</p>	<ul style="list-style-type: none"> • Nicotine causes a short-term increase in blood pressure, heart rate, and the flow of blood from the heart. It also causes the arteries to narrow.
<p>Long-Term Effects</p>	<ul style="list-style-type: none"> • The dependence that develops is both physical and psychological. Physical withdrawal symptoms include changes in body temperature, heart rate, digestion, muscle tone, and appetite. Psychological withdrawal can include irritability, anxiety, sleep disturbances, nervousness, headaches, fatigue, nausea, and cravings for nicotine that can last for extended periods of time after cessation of use.
	<ul style="list-style-type: none"> • Some of the risks associated with smoking include numerous types of cancer, stroke, heart disease, emphysema, elevated blood pressure, chronic bronchitis, gastric ulcers, frequent colds, and premature and more abundant facial wrinkles.
<p>Other Stimulants <i>Other stimulant drugs with the potential for abuse and dependence include amphetamines, Ritalin, and methamphetamine. These substances stimulate the central nervous system.</i></p>	
<p>Short-Term Effects</p>	<ul style="list-style-type: none"> • Stimulants cause increased energy, increased stamina, decreased need for sleep, decreased appetite, euphoria, and increased sense of power and well-being. • Short-term effects of stimulant use include anxiety, headaches, and increased heart rate and blood pressure. • In higher doses, there is a risk of stroke, convulsions, and irregular heartbeat and respiration that can lead to death. • Crushing and snorting stimulant tablets increases the risk of overdose and serious infections. These risks are increased by intravenous use, as well.
<p>Long-Term Effects</p>	<ul style="list-style-type: none"> • Prolonged abuse of stimulants can cause weight loss, paranoia, hallucinations, delusions, and the feeling of bugs crawling under one's skin. • Prolonged abuse can also cause significant depression after the high and during periods of abstinence. • Methamphetamine use can cause irreversible damage to the blood vessels in the brain and lead to strokes. • Methamphetamine has been associated with long-term decreased functioning of brain areas that regulate motor control and memory. • Methamphetamine has an extremely high potential for addiction.

Club Drugs

The term “club drugs” refers to a wide variety of substances, many of which are associated with use by individuals who are seeking their stimulating and/or psychedelic properties. Club drugs include Ecstasy (MDMA), Special K (Ketamine), GBH, and Rohypnol.

Short-Term Effects

- GBH and Rohypnol are often referred to as “date rape” drugs, due to their use by some to immobilize or cause unconsciousness in unknowing users. Rohypnol can cause a type of amnesia in which the user may not remember what was said or done while under its influence.
- In higher doses, Ecstasy can cause dehydration, dangerous increases in heart rate, dangerous increases in body temperature, heart attacks, seizures, and potentially death.
- Ketamine is a depressant drug that has dissociative properties. In low doses, it can produce psychedelic effects quickly. In higher doses, it can lead to lack of coordination, slurred speech, paranoia, aggressive behavior, heart attacks, strokes, comas, or death.
- In general, combining club drugs with alcohol can exaggerate the negative effects of each substance and increase the risks associated with even lesser amounts of use.

Long-Term Effects

- Chronic abuse of Ecstasy has been shown to cause long-term damage to the nerve cells in the brain that are important to the regulation of emotion, memory, sleep, and pain.
- Some studies suggest that lasting negative effects may occur with only experimental use.

Hallucinogens

Hallucinogenic drugs are substances that distort the perception of objective reality. The most well-known and widely used hallucinogens include LSD, PCP, psilocybin (“magic mushrooms”), mescaline, and peyote.

Short-Term Effects

- Under the influence of hallucinogens, the senses of direction, distance, time, sound, and visual perception can become distorted. Effects can last up to 12 hours.
- Psychological risks associated with the use of hallucinogens include “bad trips,” which can involve significant anxiety, confusion, depression, paranoia, and loss of emotional control. Other risks include flashbacks, violent behavior, or behaviors resembling psychosis.
- Possible physical health risks associated with hallucinogens include elevated heart rate and blood pressure, sleeplessness and tremors, and the decreased awareness of touch and pain. Use may result in injury, convulsions, and coma.

Long-Term Effects

- Hallucinogen use may precipitate significant mental health problems in emotionally vulnerable individuals.

Depressants

Depressant drugs depress, or slow down, activity in the central nervous system. Included in this broad category are medications to relieve anxiety and those to induce sleep. They include the general classes of barbiturates and benzodiazepines, as well as newer anti-anxiety drugs. Some of the more common brand names in the category are Xanax, Ativan, Valium, Librium, Amytal, Butisol, Nembutal, Seconal, Luminal, Quaalude, Notec, Placidyl, Doriden, and Ambien.

When used as prescribed, these drugs can be greatly beneficial in short-term use or at safe dosages over a longer period. However, they pose significant potential for abuse through taking them in higher dosages than prescribed, taking them without a prescription, or using them with alcohol or other depressant medications.

<p>Short-Term Effects</p>	<ul style="list-style-type: none"> • When used with alcohol or other depressant medications, the risk of overdose and possible death is multiplied. • Side effects include loss of coordination, slowed reaction time, sleepiness, or poor judgment. These side effects, which can sometimes occur in dosages slightly higher than those prescribed, may lead to accidents.
<p>Long-Term Effects</p>	<ul style="list-style-type: none"> • Tolerance can develop, in which the person needs larger amounts to achieve the desired effect. This can lead to accidental overdoses. • Drugs in this class have a high potential for physical and psychological dependence.
<p>Opioids <i>Opioids (also called 'narcotics') are a class of drugs that include the illicit drug heroin as well as pain relievers available by prescription. Some opiates come from the Asian poppy, including opium, morphine, heroin, and codeine. Others are synthetics, such as Fentanyl, Demerol and Oxycontin.</i></p>	
<p>Short-Term Effects</p>	<ul style="list-style-type: none"> • Different potencies of opioids can lead to accidental death from overdose. Unintentional overdoses can also occur due to inhaling drugs prescribed to be taken orally.
<p>Long-Term Effects</p>	<ul style="list-style-type: none"> • Due to their powerful properties, opioids have high potential for abuse. • Tolerance can lead to taking remarkably excessive amounts to achieve the desired effects, which increases the chances of accidental overdoses. • Contamination of the drug, use of unsterile needles, or mixing the drug with other substances can lead the intravenous drug user to develop HIV infection, infections in the heart lining or valves, skin abscesses, liver disease, hepatitis, or tetanus.

Drugs of Abuse, A DEA Resource Guide, is designed to be a reliable resource on the most abused and misused drugs in the United States. This comprehensive guide provides valuable information about the harms and consequences of drug use by describing a drug's effects on the body and mind, overdose potential, origin, legal status, and other key facts. It is located at https://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf#page=30.

DRUG AND ALCOHOL COUNSELING, TREATMENT, AND REHABILITATION PROGRAMS AVAILABLE TO STUDENTS AND EMPLOYEES

On-Campus Resource for Students Counseling Services

Short term alcohol and other drug abuse counseling is available on campus for students through Counseling Services at MPTC. Services are free and confidential.

Students may be referred through Counseling to other treatment programs for more intensive treatment.

Call 1-800-472-4554 or request an appointment at any Moraine Park Student Services Desk.

College-Supported Resource for Employees

The Employee Assistance Program (EAP) was established at Moraine Park Technical College because alcohol, drug, and other personal problems can affect the quality of an employee's life at home and performance on the job. Moraine Park technical College has contracted with a private agency, to provide EAP services to all permanent employees and their immediate families/household members. Participation is voluntary, confidential, and free.

Advocate Aurora Employee Assistance Program (EAP)

Calls answered 24 hours a day, 7 days a week. Emails answered within 1-2 business days.

Call 1-800-236-3231 or email eap@aurora.org

Assessment and Treatment Provider Locators - 211 Wisconsin.

The Wisconsin Addiction Recovery Hotline is a statewide resource for finding substance use treatment and recovery services. The helpline is free, confidential, and available 24/7. The trained resource specialist will help you understand your treatment and support options. For personal assistance call the three-digit number 211 or 877-947-2211.

Substance Use Partner/Provider Resources Wisconsin Department of Health Substance Use: Partner-Provider Resources

Wisconsin Addiction Recovery Helpline

Call: 211 or 833-944-4673

Text: Your ZIP code to 898211 Online Search:

addictionhelpwi.org Online Chat: Enter the chat room

Call to speak with a Certified Drug and Alcohol Counselor. Counselors will do a full screening assessment and help you find a treatment facility that fits your specific needs. Counselor screening assessment services are free of charge and confidential. 1-877-882-9275 Drug Education and Rehab Programs

Beaver Dam Resources Affiliated Counseling Center LLC

1807 N. Center St.,

Beaver Dam, WI. 53916

(920)887-8751

Mental Health Treatment, Psychotropic Medication Outpatient Drug Rehab, Outpatient Mental Health Facility

Al-Anon Meetings in Beaver Dam

Alcoholism can destroy a family and loved ones. Groups like Al-Anon provide support and help to families who have

been affected by alcohol addiction. Below is a list of Al-Anon meetings in Beaver Dam:

Stepping Stones

108 4th Street
Beaver Dam, WI. 53916
Tuesday - 7:00 PM

Wednesday Acceptance AFG

308 Oneida Street
Beaver Dam, WI. 53916
Wednesday - 5:00 PM

Dodge County Human Services and Health Department

199 County Road DF
Juneau, WI. 53039
920-386-4094

Drug and Alcohol Treatment Services, Buprenorphine Used in Treatment, Naltrexone (oral), Vivitrol (injectable Naltrexone), Acamprosate (Campral), Mix of Mental Health and Substance Abuse, Medications for psychiatric disorders, Prescribes/administer buprenorphine and/or naltrexone

Outpatient Drug Rehab, Outpatient Methadone/Buprenorphine or Vivitrol, Outpatient Day Treatment or Partial Hospitalization, Intensive Outpatient Treatment, Regular Outpatient Treatment

Lutheran Social Services of Wisconsin Beaver Dam

809 Park Avenue
Beaver Dam, WI. 53916
920-887-3171

Mental Health Treatment Outpatient Drug Rehab, Outpatient Mental Health Facility

NA Meetings in Beaver Dam

Drug Addiction is not easy to overcome alone. Support Groups like Narcotics Anonymous help provide a safe environment for recovering Drug Addicts.

Alano Club

115 North Lincoln Avenue
Beaver Dam, WI. 53916
Saturday - 8:30 PM

Agnesian HealthCare, a local not-for-profit integrated healthcare system, lists accreditations, quality outcomes and more so you can make informed decisions. Mental Health Treatment, Psychotropic medication, Outpatient Drug Rehabilitation, Outpatient Mental Health Facility

William S Middleton VA Hospital Beaver Dam VA Clinic

215 Corporate Drive
Beaver Dam, WI. 53916
920-356-9415

The US Department of Veterans Affairs provides patient care and federal benefits to veterans and their dependents. Mental Health Treatment, Psychotropic medication Outpatient Drug Rehab

Fond du Lac Resources

AA Meetings in Fond du Lac

Alcohol Relapse Prevention is critical to remaining sober. Support groups and meetings such as Alcoholics Anonymous can be helpful in Relapse Prevention. Here is a list of AA Meetings in Fond du Lac:

Alcoholics Anonymous

280 North Main Street

Fond du Lac, WI. 54935 (920)

922-7512

Al-Anon Meetings in Fond du Lac

Alcoholism can destroy a family and loved ones. Groups like Al-Anon provide support and help to families who have been affected by alcohol addiction. Below is a list of Al-Anon meetings in Fond du Lac:

AFG Adult Child (open Meeting/Adult Children of Alcoholics)

645 Forest Avenue

Fond du Lac, WI. 54935

Friday - 10:00 AM

Friendship Alateen

295 West Ruggles Street

Fond du Lac, WI. 54935

Wednesday - 6:30 PM Friday - 7:30 PM

Keep It Simple AFG

295 West Ruggles Street (Corner of Ruggles Street & Mary's Avenue)

Fond du Lac, WI. 54935

Friday - 7:30 PM

Let It Begin with Me

295 West Ruggles Street (Corner of Ruggles Street & Mary's Avenue)

Fond du Lac, WI. 54935

Monday - 1:00 PM

Life Begins AFG

295 West Ruggles Street (Corner of Ruggles Street & Mary's Avenue)

Fond du Lac, WI. 54935

Monday - 6:30 PM

Mama's & Papa's AFG (open Meeting) Beginners Adult Children Family & Parents

535 Stow Street

Fond du Lac, WI. 54935

Friday - 7:30 PM

Men's Monday AFG (Open Meeting)

295 West Ruggles Street (Corner of Ruggles Street & Mary's Avenue)

Fond du Lac, WI. 54935

Monday - 7:30 PM

New Life AFG

295 West Ruggles Street (Corner of Ruggles Street & Mary's Avenue)

Fond du Lac, WI. 54935

Wednesday - 1:00 PM

Safe Haven AFG

295 West Ruggles Street (Corner of Ruggles Street & Mary's Avenue)

Fond du Lac, WI. 54935

Sunday - 7:00 PM

Wednesday Night Rivers Edge AFG

295 West Ruggles Street (Corner of Ruggles Street & Mary's Avenue)

Fond du Lac, WI. 54935

Wednesday - 6:30 PM

ARC Community Services Inc. ARC Substance Abuse Services for Women

17 Forest Avenue Suite 116

Fond du Lac, WI. 54935

920-907-0813

Outpatient Drug and Alcohol Rehab, Outpatient Drug Rehab, Outpatient Day Treatment or Partial Hospitalization, Intensive Outpatient Treatment, Regular Outpatient Treatment

Blandine House Inc

25 North Park Avenue

Fond du Lac, WI. 54935

920-922-9487

Outpatient Alcohol and Drug Treatment, Inpatient Drug Rehab, Outpatient Drug Rehab, Long Term Drug Rehab, Regular Outpatient Treatment, Computerized Treatment

Catholic Charities Inc Fond du Lac Area Office

191 South Main Street
Fond Du Lac, WI. 54935
920-923-2550

Outpatient Addiction Treatment, Outpatient Drug Rehab, Outpatient Mental Health Facility

Delta Center

196 3rd Street
Fond Du Lac, WI. 54935
920-921-3343

Outpatient Drug and Alcohol Treatment, Outpatient Drug Rehab, Outpatient Mental Health Facility

Doll and Associates Agnesian Healthcare

40 Camelot Drive
Fond du Lac, WI. 54935
920-907-8201

Agnesian HealthCare, a local not-for-profit integrated healthcare system.

Outpatient Drug and Alcohol Rehab, Outpatient Drug Rehab, Outpatient Mental Health Facility

Fond du Lac County Department of Community Programs

459 East 1st Street
Fond Du Lac, WI. 54935
920-929-3500

Outpatient Drug and Alcohol Treatment, Hospital Inpatient, Outpatient Drug Rehab, Psychiatric hospital or psychiatric unit of a general hospital

Lutheran Social Services

74 S. Main Street Suite 103
Fond du Lac, WI. 54935
(920) 924-5222

Drug and Alcohol Treatment Services, Substance Abuse Treatment Services, Inpatient Drug Rehab, Outpatient Drug Rehab, Short Term Drug Rehab, Outpatient Day Treatment or Partial Hospitalization, Intensive Outpatient Treatment, Regular Outpatient Treatment, Individual Psychotherapy, Couple/family

Therapy, Cognitive/Behavior Therapy, Anger Management, Relapse Prevention, and Substance Abuse Counseling Aftercare/continuing care, case management, comprehensive substance abuse assessment, drug or alcohol urine screening, discharge planning, family counseling offered, family psychoeducation, group counseling offered, individual counseling offered, marital/couples counseling offered, substance abuse education, screening for substance abuse, social skills development

NA Meetings in Fond du Lac

Drug Addiction is not easy to overcome alone. Support Groups like Narcotics Anonymous help provide a safe environment for recovering Drug Addicts. Here is a list of NA meetings in Fond du Lac:

Ascension Lutheran Church

CTY HWY U
Fond Du Lac, WI. 54935
Monday - 7:30 PM

Blandine House

25 North Park Avenue
Fond Du Lac, WI. 54935
Sunday - 6:30 PM

St. Agnes Hospital Behavioral Health Services

430 East Division Street
Fond Du Lac, WI. 54935
920-926-4200

Waupun Outpatient Behavioral Health Services (Agnesian)

620 Brown St.
Waupun WI 53963
920-926-4200

Outpatient Substance Abuse Treatment, Hospital Inpatient, Outpatient Drug Rehab, Outpatient Detoxification, Outpatient Methadone/Buprenorphine or Vivitrol, Outpatient Day Treatment or Partial Hospitalization, Intensive Outpatient Treatment, Regular Outpatient Treatment, Hospital Inpatient Detoxification, Hospital Inpatient Treatment, General Hospital (including VA hospital)

West Bend Resources Affiliated Clinical Services Inc

400 West River Drive
West Bend, WI. 53090

262-338-2717

Mental Health Treatment, Psychotropic Medication, Outpatient Drug Rehab, Outpatient Mental Health Facility, Partial hospitalization/day treatment

Al-Anon Meetings in West Bend

Alcoholism can destroy a family and loved ones. Groups like Al-Anon provide support and help to families who have been affected by alcohol addiction. Below is a list of Al-Anon meetings in West Bend:

Changed Attitudes AFG

1715 Creek Road
West Bend, WI. 53090
Thursday - 7:15 PM

New Attitudes Alateen

1715 Creek Drive
West Bend, WI. 53090
Monday - 7:00 PM

Tuesday Night Serenity Now AFG (beginner's Meeting)

148 South 8th Avenue
West Bend, WI. 53095
Tuesday - 7:00 PM

ARO Behavioral Healthcare Inc

1622 Chestnut Street
West Bend, WI. 53095
262-338-9498

Drug and Alcohol Treatment Services, Substance Abuse Treatment Services Outpatient Drug Rehab, Outpatient Day Treatment or Partial Hospitalization, Intensive Outpatient Treatment, Regular Outpatient Treatment

Genesis Behavioral Services Inc Comprehensive Women's Recovery

1626 Clarence Court
West Bend, WI. 53095
262-338-8611

Drug and Alcohol Treatment Services, Halfway House, Substance Abuse Treatment Services, Outpatient Drug Rehab, Outpatient Day Treatment or Partial Hospitalization, Intensive Outpatient Treatment, Regular Outpatient Treatment

NA Meetings in West Bend

Drug Addiction is not easy to overcome alone. Support Groups like Narcotics Anonymous help provide a safe environment for recovering drug addicts. Here is a list of NA meetings in West Bend:

Trinity Lutheran Church

140 North 7th Avenue

West Bend, WI. 53095

Tuesday - 7:00 PM

Unity Club

1715 Creek Road

West Bend, WI. 53095

Sunday - 6:30 PM

Saturday - 11:00 AM 8:00 PM

Rawhide Youth and Family Counseling

215 North Main Street

West Bend, WI.

53095

877-300-9101

Rawhide offers programs for at risk youth in Wisconsin. Residential care and outpatient mental health services for at-risk youth and families - Faith-based.

Mental Health Treatment, Outpatient Drug Rehab, Outpatient Mental Health Facility

Washington County Mental Health

333 East Washington Street

West Bend, WI. 53095

262-335-4583

**Mental Health Treatment, Psychotropic Medication Outpatient Drug Rehab,
Outpatient Mental Health Facility**

West Bend Drug Rehab

1530 S Main St

West Bend, WI. 53095

1-866-567-4793

Drug and Alcohol Treatment Services, Detox, Hospital Inpatient, Inpatient Drug Rehab, Outpatient Drug Rehab, Short Term Drug Rehab, Long Term Drug Rehab

As mandated by the Drug-Free Schools and Communities Act [EDGAR Part 86], this plan is distributed to all students and employees on an annual basis via email. It is available in paper and alternative texts via request forwarded to Kim Schwamn, Director of Student Development at kschwamn@morainepark.edu/262-335-5881.

During every even year, a biennial review of the comprehensive alcohol and other drug program is conducted to determine its effectiveness and implement changes.

For more information concerning current student programs, interventions and policies, contact Kim Schwamn, Director of Student Development at kschwamn@morainepark.edu /262-335-5881.

For more information concerning current employee programs, interventions, and policies, contact Beth Mendoza, AVP Talent and Culture at 920-924-3232 / bmendoza@morainepark.edu.

Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

The College prohibits domestic violence, dating violence, stalking, sex discrimination and sexual harassment. If you believe that you have been discriminated against based on sex or sexually harassed, you may follow the College's Sexual Harassment and Discrimination Grievance Procedure without fear of retaliation. All parties are assured of a prompt investigation. Victims of domestic violence, sexual assault, stalking or dating violence are encouraged to report the incident promptly, by calling, emailing, or reporting in person, to one of the College's TIX Coordinators listed below. You can also learn more by reviewing the Sexual Harassment and Discrimination Grievance Procedure.

Title IX Coordinators

Beth Mendoza, AVP Talent and Culture
920-929-2139
bmendoza@morainepark.edu

Director of Student Development

Kim Schwamn
262-335-5881
kschwamn@morainepark.edu

Security Manager

John Faeh, Facilities Office
262-335-5705
jfaeh@morainepark.edu

The College employees listed above will assist any victim with notifying law enforcement if the victim so desires. Reports of all domestic violence, dating violence, sexual assault and stalking made to MPTC Security Officers will automatically be referred to one of the Title IX Coordinators regardless of the reporting party chooses to pursue criminal or college complaints.

Police Departments may also be reached directly by calling or in person. Additional information about the Police department may be found online. A victim has the right to decline reporting alleged offenses to campus authorities and/or local law enforcement.

Police Agencies

Fond du Lac Police Department
160 South Macy Street, Fond du Lac, WI 54935
920.906.5555
<https://www.fdl.wi.gov/police/>

West Bend Police Department
350 Vine Street, West Bend, WI 53095
262.335.5000
<http://www.ci.west-bend.wi.us/Police/>

Beaver Dam Police Department
123 Park Ave, Beaver Dam, WI 53916
920.887.4614
<https://www.cityofbeaverdam.com/departments/index.php?structureid=74>

Jackson Police Department
N168 W20733 Main Street, Jackson, WI 53037
262.677.4949
<https://jacksonpolice.org/>

The College is also committed to creating and maintaining a campus community that is free from sexual harassment and sexual violence and is safe and inclusive for all members of the campus community.

Title IX of the Education Amendments of 1972 prohibits sex-based discrimination and harassment in educational programs or activities at institutions that receive Federal financial assistance. Title IX states:

“Sexual Harassment” is a form of discriminatory harassment and is prohibited. The College has adopted the following definition of “sexual harassment” to address the special environment of an academic community, which consists not only of employer and employees, but of students as well.

“Sexual harassment” is conduct based on sex that qualifies as one or more of the following:

- Quid pro quo sexual harassment
- Hostile environment sexual harassment
- Sexual assault
- Domestic violence
- Dating violence
- Stalking
- Technological abuse

Victims may choose for a formal report to be pursued through the criminal justice system and/or the Harassment and Discrimination Reporting Procedure or make an informal report to MPTC. An informal report allows MPTC to ensure steps are taken to provide services and resources to the victim and preserve the future safety of students and employees. If a student or employee does not choose to report to law enforcement or the identified College employees, the information will be kept confidential, as fully permitted by law and policy. MPTC will make every effort to balance privacy rights and

the right to know when making decisions regarding what information to release to the campus community if deemed necessary for a timely warning. A student or employee who reports an incident of domestic violence, dating violence, sexual assault or stalking will be provided with a written explanation of their rights and options. MPTC's Harassment and Discrimination Reporting Procedure can be found in both the Employee and Student Handbooks.

There is a strong correlation between when a crime is reported and if a perpetrator is caught; therefore, it is strongly encouraged that all victims of sex offenses, domestic violence, dating violence, sexual assault, or stalking report the incident as soon as possible. If a victim reports an alleged offense to MPTC Security or MPTC counseling services, they will assist you with the reporting process, including contacting the local law enforcement if the victim so desires. A victim has the right to decline reporting alleged offenses to campus authorities and/or local law enforcement.

Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported

The College has procedures in place that serve to be sensitive to Reporting Parties who report sexual assault, domestic violence, dating violence, and stalking. This includes informing individuals of the following:

- Their right to file criminal charges
- The availability of counseling, health, mental health, Reporting Party advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus
- Additional remedies to prevent contact between a Reporting Party and a Responding Party, such as academic, protective orders, transportation and working accommodation, if available.

MPTC will make such accommodations, if the Reporting Party requests them and if they are reasonable and available, regardless of whether the Reporting Party chooses to report the crime to MPTC Security or local law enforcement. Students and employees should contact the following employees by calling, emailing, or reporting in person to inquire about supportive measures.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, below are the procedures that the College will follow:

Whether or not criminal charges are filed, the College or a person may file a complaint under the following policies, depending upon the status of the responding party (student or employee):

- Moraine Park Technical College (MPTC) is committed to providing an educational and work environment that is respectful of all our students, staff, and community. The College believes all students and employees are entitled to learn and work in an environment free from discrimination and harassment. The College will not tolerate unlawful discrimination, harassment of any kind, or retaliation against a person who files a report or participates in the investigation of a report relating to discrimination or harassment by an employee, student, customer, or vendor.

Employees discriminating against employees, students and non-employees will be subject to corrective action under appropriate MPTC employment procedures. Students discriminating against other students, employees or non-employees

will be subject to discipline under the applicable student code of conduct. The College will take the necessary corrective action to remedy any instances where discrimination or harassment is determined to have occurred.

- All Faculty, Adjunct Faculty, Management and Support Professional employees of the College are mandatory reporters of harassment and discrimination and are obligated to report harassment or discrimination to appropriate College officials. Student and temporary workers are not mandatory reporters. Failure of a mandatory reporter to report an incident of discrimination or harassment of which they become aware is a violation of this Procedure and may be subject to corrective action.
- The College's professional counselors are not mandatory reporters of harassment and discrimination disclosed to them while engaging in professional counseling, except in cases of immediate threat or danger, or when required to disclose by law or court order. If a person would like the details of an incident to be kept confidential, they may speak with a professional counselor about the incident.
- Use of this Procedure does not preclude the right of a person to also file a complaint with the Equal Rights Division of the Department of Workforce Development, the Department of Education's Office for Civil Rights, the U.S. Equal Employment Opportunity Commission or the U.S. Wage and Hour Division in the Department of Labor or any other administrative or law enforcement agency with jurisdiction over the complaint. Most anti-discrimination laws have a time limit of 180 to 300 days during which an individual may file a complaint.
- MPTC allows 24/7 reporting. Specifically, any person may report Discrimination or Harassment (whether or not the person reporting is the person alleged to be the victim of the alleged Discrimination or Harassment), in person, by mail, by telephone, or by e-mail, using the contact information listed above, or by any other means that results in the individuals described above (or their successors) receiving the person's report.

Accessible Reporting

Employees designated by the MPTC President who have the responsibility of oversight of Title IX activities, training and investigations are MPTC's Title IX Coordinators are Kim Schwamn, Director of Student Development, and Beth Mendoza, AVP Talent and Culture.

Kim Schwamn 2151 N Main Street
West Bend, WI 53090
kschwamn@morainepark.edu (262)335-5881

Beth Mendoza
235 N National Ave.
Fond du Lac, WI 54935
bmendoza@morainepark.edu (920)929-2139

Complaint Procedure

Step 1: Complaint. If a person believes they were subject to an act of Discrimination or Harassment as defined in this Procedure, they may make a complaint to one of the Title IX Coordinators identified above. If the person believes that one of the Title IX Coordinators described above is responsible for or has permitted Discrimination or Harassment to occur, they should make their complaint to the other Title IX Coordinator.

Upon receipt of a complaint, a Title IX Coordinator will promptly and confidentially contact the complainant to discuss the availability of supportive measures, the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the complainant the process for filing a Formal Complaint.

A complainant's wishes with respect to whether MPTC investigates their complaint will be respected unless the Title IX Coordinator determines that signing a Formal Complaint to initiate an investigation despite the wishes of the complainant is necessary under the circumstances.

Step 2: Notification of Rights. Upon receiving a complaint, the Title IX Coordinator will inform the complainant of their rights under state and federal law. This will include outlining external resources available through the Wisconsin Department of Workforce Development and the Equal Employment Opportunity Commission, if applicable.

Step 3: Determination of Validity. The Title IX Coordinator will review the complaint to determine if it is "valid" under this Procedure. "Validity" does not concern whether an act of Harassment or Discrimination has occurred but whether the complaint pertains to conduct that is governed by this Procedure. If the complaint is determined not to be "valid," the matter will be closed, and the Title IX Coordinator will refer those involved to any appropriate MPTC resources, which may include other applicable MPTC procedures. If the complaint is determined to be valid, MPTC will proceed to Step 4.

Step 4a: Informal Resolution. MPTC may, in its discretion, offer and facilitate informal resolution options for individuals who do not wish to pursue the formal investigation and hearing process described below. Informal resolutions may be achieved through methods such as negotiated resolutions, so long as both parties give voluntary, informed, written consent to attempt informal resolution. Informal resolutions may avoid the need for a formal investigation. However, MPTC will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of Discrimination or Harassment.

At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the formal complaint process with respect to their complaint. However, MPTC will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student but may, in its discretion, offer informal resolution processes in any other circumstances.

Assistance for Reporting Party(s): Rights & Options

Regardless of whether a reporting party elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist reporting party(s) of sexual assault, domestic violence, dating violence, and stalking and will provide each reporting party with a written explanation of their rights and options. Such written information will include:

- the procedures reporting party(s) should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred;
- information about how the institution will protect the confidentiality of reporting party(s) and other necessary parties;
- a statement that the institution will provide written notification to students and employees about reporting party services within the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action.

Rights of Victims and MPTC’s Responsibilities for Orders of Protection, “No Contact” Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil or Tribal Court or by MPTC

MPTC complies with Wisconsin law in recognizing orders of protection. Anyone who obtains a protection or other lawful order should provide a copy to the Security Department. The Security Manager or MPTC Security Officer will meet with the reporting party to develop a safety plan to reduce the risk of harm to the reporting party while on campus or coming to and going from campus or college related activities. This plan may include safety escorts, special parking arrangements, changing classroom or work location or times, and allowing for alternate methods of instruction or assignment submissions. Other reasonable accommodation will be considered upon request. If it is determined that the terms of an order have been violated, local law enforcement will be notified at the complainant’s request. MPTC cannot apply for a legal order of protection, no contact order or restraining order for a complainant. The complainant is required to apply directly to the applicable jurisdiction for these services. MPTC can assist in providing information regarding jurisdiction and appropriate contact.

Type of Order	Rights of Reporting Person	Institution’s Responsibilities
Orders of protection	Have order of protection enforced	Notify Police
No contact orders	Have no contact order enforced	Notify Police
Restraining orders	Have restraining order enforced	Notify Police
Similar lawful orders issued by a criminal, civil, or tribal court	Have orders enforced	Notify Police

The reporting person is required to apply directly for these services with the Security Manager. Protection from abuse orders may be available through local authorities.

Type of Order:	Who Can File for One:	Court:	Based On:
Domestic Violence Civil Protection Order – up to 5 years, can be renewed**	Family or household members including: <ul style="list-style-type: none"> • Spouses, former spouses • Parent, child, foster parent • People who have kids together • Intimate partners who lived together in the last 5 years • Same sex couples are eligible 	Domestic Relations Court – where victim lives, where abuser lives or has a business, or where incident(s) occurred	Causing or trying to cause injury or placing someone in fear of imminent serious harm (Courts use different requirements for how recent the incident must be)

Stalking Protection Order - up to 5 years, can be renewed**	Any person who is a victim of stalking. No relationship with stalker is required.	Common Pleas Court - where victim lives (if family or household member, can be filed as DV Protection Order, see above)	Pattern of conduct (2 or more events), closely related in time, that cause distress or make a victim believe the stalker will cause harm
Sexually Oriented Offense Protection Order - up to 5 years, can be renewed**	Any person who was a victim of a sexually oriented offense (see ORC 2950.01). No relationship with offender is required. Case does not have to be criminally prosecuted.	Common Pleas Court – where victim lives	Sexual assault or unwanted sexual contact (see ORC 2950.01)
Juvenile Protection Order – until abuser reaches age 19	Victim of abuse by a person who is under age 18, or the victim’s parent or another household member, or other parties the Court approves.	Juvenile Court – were victim lives	Assault, stalking, sexual offenses, threats of harm or aggravated trespass

Accommodations and Protective Measures Available for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, MPTC will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, protective orders and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim’s request, and to the extent of the victim’s cooperation and consent, the college will work cooperatively to assist the victim in obtaining accommodations. If available, a victim may be offered changes to academic, living, working, protective measures or transportation situations regardless of whether the victim chooses to report the crime to MPTC Security or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Changes to work situations may include changing working hours. Changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, living, transportation and/or working situations or protective measures, a victim should contact Beth Mendoza (employees) at 920-929-2139, John Faeh, Security Manager at 262-335-5705 or Kim Schwamn, Director of Student Development at 262-335-5881. If the victim wishes to receive assistance in requesting this accommodation, they should contact Counseling Services. Beaver Dam Campus, Jason Flanders at 920-887-4441. Fond du Lac Campus, Teresa Harn at 920-924-6535 or Angie Schmidt at 920-924-3199. West Bend Campus, Katie Look at 262-335-5874.

On and Off Campus Services for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, MPTC will provide written notification (Title IX Brochure) to students and employees about existing assistance with and/or information about obtaining resources and services. Counseling services will assist students with counseling, health, mental health and victim advocacy. Counseling will also refer to other services as needed. Security Officers will assist students in notifying appropriate local law enforcement.

ON CAMPUS	Service Provider	Contact Information
MPTC Counseling Services (Students)		920-924-3207
Aurora Employee Assistance Program (Employees)		1-800-236-3231
Title IX Coordinators	Kim Schwamn (Students)	262-335-5881
	Beth Mendoza (Employees)	920-929-2139
Equal Opportunity Officers	Leslie Laster (Students)	920-924-6355
	Karli Resch (Employees)	920-924-3445
Security Manager	John Faeh	262-335-5705

OFF CAMPUS	Contact Information
National Suicide Prevention Hotline	1-800-273-8255

Fond du Lac (FDL) Area:

FDL County Mental Health Care Center	920-929-3535
Solutions Center – Shelter and Domestic Violence Services	920-923-1700
ASTOP Sexual Assault Hotline	920-926-5395
St. Agnes Hospital ER – 430 East Division St.	920-929-2300

West Bend Area:

Mental Health Services Crisis Intervention	262-365-6565 or 1-866-906-6565
Friends of Abused Families Domestic and Sexual Violence Shelter	262-334-7298
St. Joseph’s Hospital ER - 3200 Pleasant Valley Rd.	262-334-5533

Beaver Dam Area:

Dodge County Mental Health/Crisis Services	920-386-3500
PAVE Domestic Abuse and Sexual Assault Services	1-800-775-3785
Beaver Dam Community Hospital ER - 707 S. University Ave	920-887-7181

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.rainn.org> – Rape, Abuse and Incest National Network

<http://www.ovw.usdoj.gov/sexassault.htm> - Department of Justice

<http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office of Civil Rights

Victim Rights

Victims of discrimination or harassment have the right to:

- Be notified of existing resources for counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available within the College and in the community.
- Be notified about options for available assistance in, and how to request changes to academic, transportation, and working situations or protective measures regardless of whether the victim chooses to report to local law enforcement.
- Report to law enforcement authorities and be assisted by MPTC in so doing.
- Decline to report to law enforcement.
- File a complaint with the U.S. Department of Justice and/or U.S. Department of Education Office for Civil Rights.
- Exercise rights as detailed in Chapter 950 of the Wisconsin Statutes when reporting to a Wisconsin law enforcement agency.
- Apply for crime victim compensation, which can help pay for unreimbursed expenses that are the result of crimes causing personal injury or death, including lost wages, counseling, medical costs, and replacement of property held as evidence. <https://www.doj.state.wi.us/ocvs/compensation/crime-victim-compensation-program-compensation-your-financial-losses>

Reporting Party and Responding Party Rights

1. MPTC shall aid the reporting party and responding party, including access to copies of anti-discrimination laws and regulations, related guidelines, memoranda, and other relevant material supplied to MPTC by the federal government. In addition, the Equal Opportunity Officer or designated representative shall consult on this reporting procedure.
2. No person shall be subjected to discharge, suspension, discipline, harassment, or any form of discrimination for having utilized or having assisted others in the utilization of the reporting
3. Nothing in this procedure shall preclude a reporting party's right to seek other avenues of redress outside of MPTC.
4. Neither the reporting party nor the responding party shall arbitrarily delay action of the reporting procedure.

Investigation Process for Dating Violence, Domestic Violence, Sexual Assault and Stalking

Investigation

MPTC will investigate Discrimination or Harassment allegations in any Formal Complaint that is found to be "valid" and not resolved through the informal resolution process.

MPTC will send written notice to both parties (complainants and respondents) of the allegations upon receipt of a Formal Complaint. The investigator(s) assigned to the complaint, who may be MPTC employees

or outside investigators, will conduct a prompt, fair, and impartial investigation of the complaint that will include, but will not necessarily be limited to interviews with the complainant, respondent, and appropriate witnesses, (2) fact and information gathering, and (3) review of documentary evidence.

While conducting the investigation, the investigator(s) and MPTC will do the following:

- Bear the burden of gathering evidence during the investigation and the burden of proof is on MPTC, not on the parties.
- Provide equal opportunity for the parties to present fact and expert witnesses and other inculpatory and exculpatory evidence.
- Not restrict the ability of the parties to discuss the allegations or gather evidence (e.g., no “gag orders”).
- Allow the parties to select an advisor of the party’s choice who may be, but need not be, an attorney.
- Send written notice of any investigative interviews, meetings, or hearings.
- Send the parties and their advisors all evidence related to the allegations, in electronic format or hard copy, with at least 10 days for the parties to inspect, review, and respond to the evidence.
- Send the parties and their advisors an investigative report that summarizes relevant evidence, in electronic format or hard copy, with at least 10 days for them to respond.
- The investigator(s) may, in their discretion, dismiss the complaint or allegations therein if the complainant informs the Title IX Coordinators in writing that the complainant desires to withdraw the complaint or allegations therein, if the respondent is no longer enrolled or employed by MPTC, or if specific circumstances prevent MPTC from gathering sufficient evidence to reach a determination.
- The Title IX Coordinators will give the parties written notice of a dismissal and the reasons for the dismissal.
- MPTC may, in its discretion, consolidate complaints where the allegations arise out of the same facts.
- The privacy of a party’s medical, psychological, and similar treatment records will be protected. MPTC and its investigator(s) cannot access or use such records unless MPTC and its investigator(s) obtain the party’s voluntary, written consent to do so.

The investigator(s) will attempt to complete their investigation within 60 calendar days from receipt of the complaint. However, the investigation period may be extended by the investigator(s) if they determine an extension is necessary to complete a proper investigation. The investigator(s) will inform the parties of any extension.

Upon completion of the investigation, the investigator(s) will issue a written investigative report.

Hearing

After issuance of the investigative report, and at least 10 business days after the parties have received and been able to respond to the report, MPTC will hold a live hearing. The hearing will meet the following requirements:

- A live hearing will be conducted by an independent officer not affiliated with MPTC.
- At the live hearing, the independent hearing officer will permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including people challenging credibility.
- Cross-examination at the live hearing will be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally. If a party does not have an advisor present at the live hearing, MPTC will provide, without fee or charge to that party, an advisor of MPTC's choice who may be, but is not required to be, an attorney to conduct cross-examination on behalf of that party.
- Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the independent hearing officer must first determine whether the question is relevant and explain to the party's advisor any decision to exclude a question as not relevant.
- If a party or witness does not submit to cross-examination at the live hearing, the independent hearing officer may not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the independent hearing officer cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- Live hearings will be conducted with all parties, witnesses, and other participants appearing virtually.
- MPTC will create an audio or audiovisual recording, or transcript, of the live hearing.

MPTC provides rape shield protections for complainants that gives the independent hearing officer and investigators the discretion to deem irrelevant questions and evidence about a complainant's prior sexual behavior unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent.

Written Determination

The standard of evidence to determine responsibility is the "preponderance of the evidence" standard. The preponderance of evidence standard concerns whether an act of Discrimination or Harassment is more likely than not to have occurred. This standard applies to all complaints whether the respondent is a student or an employee.

Within 10 business days of completion of the live hearing, the independent hearing officer will issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent (which will be determined in consultation with the Title IX Coordinators), and whether remedies will be provided to the complainant. This deadline may be extended by the independent hearing officer if they determine that an extension is necessary to prepare the written determination. If the deadline is extended, the independent hearing officer must provide written notice to the parties.

The written determination must be sent simultaneously to the parties along with information about how to file an appeal.

Appeals

Within 5 business days of receiving the independent hearing officer's written determination or an investigator(s) notice of dismissal, both parties have the right to an appeal from the determination or dismissal on the following bases:

- 1) Procedural irregularity that affected the outcome of the matter;
- 2) Newly discovered evidence that could affect the outcome of the matter;
- 3) There was a conflict of interest or bias that affected the outcome of the matter;
- 4) The individual does not contest the determination as to whether an act of Discrimination or Harassment occurred but does not appeal the specific sanction imposed.

Appeals will be reviewed by the Vice President – Student Services if the appealing party is a student or the Vice President - Finance and Administration if the appealing party is an employee.

Decisions on appeals will be issued within 10 business days of receipt of the appeal request. However, this deadline may be extended by the Vice President if they determine an extension is necessary to make a proper decision on the appeal. The sanction being appealed will remain in effect during the appeal.

Online Conduct

This procedure is intended to be interpreted broadly to include online and cyber manifestations of Discrimination and Harassment, provided those behaviors occur in or influence MPTC's education or employment programs or use MPTC's networks, technology, or equipment.

Non-Retaliation

Retaliating directly or indirectly against a person who has in good faith submitted a formal complaint, made a formal complaint, or participated in an investigation is prohibited. Specifically, MPTC prohibits retaliation, which can include, but is not limited to:

- Charging an individual with code of conduct violations that arise out of the same facts or circumstances as a report or formal complaint, for the purpose of interfering with any right or privilege secured by law or this Procedure constitutes retaliation.
- Pressuring the person to drop or not support their complaint or to provide false or misleading information; engaging in conduct that may be perceived to adversely affect that person's educational, living, or work environment; threatening,

intimidating, or coercing the person; or otherwise discriminating against any person for exercising any rights or responsibilities under this Procedure.

- Charging an individual with a code of conduct violation for making a materially false statement in bad faith during a complaint proceeding does not constitute retaliation; however, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.

MPTC will keep confidential the identity of complainants, respondents, and witnesses, except as may be permitted by FERPA, as required by law, or as necessary to carry out proceedings under this Procedure. The exercise of rights protected under the First Amendment does not constitute retaliation.

Sanctions

Student Sanctions

- **Warning:** A formal statement that the conduct was unacceptable and a warning that further violation of any MPTC policy, procedure, or directive will result in more severe sanctions or responsive actions.
- **Probation:** A written reprimand for violation of policy, providing for more severe disciplinary sanctions if the student or organization is found in violation of any policy, procedure, or directive within a specified time period. Terms of the probation will be articulated and may include denial of specified privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, or other measures deemed appropriate.
- **Suspension:** Student status terminated for a definite time period or until specific criteria are met.
- **Expulsion:** Permanent termination of student status and revocation of rights to be on campus for any reason or to attend MPTC-sponsored events.
- **Withholding Diploma:** MPTC may withhold a student's diploma for a specified period or deny a student participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.
- **Revocation of Degree:** MPTC reserves the right to revoke a degree previously awarded from the College for fraud, misrepresentation, or other violation of MPTC policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- **Organizational Sanctions:** Deactivation, loss of recognition, loss of privileges (including registration) for a specified time.
- **Other Actions:** In addition to or in place of the above sanctions, MPTC may assign any other sanctions as deemed appropriate.

Employee Sanctions

- Warning – Verbal or Written
- On Demand Evaluation and Performance Improvement Plan

- Required Counseling
- Required Training or Education
- Loss of Pay Increase
- Loss of Oversight or Supervisory Responsibility
- Demotion
- Suspension with pay
- Suspension without pay
- Termination
- Any other sanctions as deemed appropriate.

General Requirements

Throughout implementing the provisions of this procedure, MPTC, its employees, investigator(s) and decision-makers will do the following:

- Treat complainants equitably by providing remedies any time a respondent is found responsible and treat respondents equitably by not imposing disciplinary sanctions without following the complaint process prescribed.
- Ensure that remedies, which are required to be provided to a complainant when a respondent is found responsible, will be designed to maintain the complainant's equal access to education and may include the same individualized services as supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.
- Require objective evaluation of all relevant evidence, inculpatory and exculpatory, and avoid credibility determinations based on a person's status as a complainant, respondent, or witness.
- Train MPTC personnel, which will include training on the definition of "sexual harassment," the scope of the MPTC's education programs or activities, how to investigate and complaint process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- Ensure that independent hearing officers are trained on any technology to be used at a live hearing.
- Ensure that independent hearing officers and investigators are trained on issues of relevance, including how to apply the rape shield protections provided only for complainants.
- Post all relevant materials used to train Title IX personnel on the MPTC website and make materials available for members of the public to inspect.
- Ensure that this complaint process will not use, rely on, or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Definitions

Discrimination: A difference in treatment in any service, program, course, or facility provided by MPTC based on a

person's membership in a Protected Class. This Procedure only applies to Discrimination based on sex.

Protected Class: Protected classes include race, color, religion, national origin, ancestry, creed, sex, disability, arrest record, conviction record, age, veteran status, membership in the National Guard, State Defense Force, or other reserve component of the military forces of Wisconsin or the United States, marital status, pregnancy, sexual orientation, political affiliation, parental status, genetic testing, the use or nonuse of lawful products off the employer's premises during nonworking hours, and any other protected class established by applicable state, federal, or local law.

Harassment: Unwelcome conduct based on a person's membership in a Protected Class where: (1) enduring the conduct becomes a condition of continued employment/enrollment or (2) the conduct is sufficiently severe or pervasive to create a work/learning environment that a reasonable person would consider intimidating, hostile, or abusive. The conduct may include, but is not limited to, offensive jokes, bullying, slurs, epithets, or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with performance. The term "harassment," as used in this Procedure, shall always be interpreted consistent with applicable law. This Procedure applies only to Harassment based on sex.

Sexual Harassment: Sexual harassment is a type of Harassment defined broadly to include any of three types of misconduct based on sex, all of which jeopardize equal access to education.

- Any instance of quid pro quo harassment;
- Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; and
- Any instance of sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Quid Pro Quo Harassment: Conditioning an educational or employment benefit or service upon a person's participation in unwelcome sexual conduct.

Complainant: Any individual who is alleged to be the victim of Discrimination or Harassment.

Respondent: Any individual who is reported to be the perpetrator of Discrimination or Harassment.

Formal Complaint: A document that initiates MPTC's complaint process. Specifically, a formal complaint is a document filed by a complainant or signed by a Designee alleging Discrimination or Harassment against a respondent, requesting that MPTC investigate the allegation, and stating that at the time of filing the formal complaint, the complainant is participating in or attempting to participate in an education or employment program or activity of MPTC. Where a Designee signs a formal complaint, the Designee is not a complainant or a party during a complaint process and must remain free from conflicts and bias.

Supportive Measures: Individualized services available that are nonpunitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment. These services may include, but are not limited to:

- Referral to counseling, medical, or healthcare services.
- Referral to the Employee Assistance Program.

- Referral to community-based service providers.
- Visa and immigration assistance.
- Student financial aid counseling.
- Education to the community or community subgroups.
- Altering work arrangements for employees or student-employees.
- Safety planning.
- Providing campus safety escorts.
- Providing transportation accommodations.
- Implementing contact limitations between the parties.
- Academic support.
- Timely warnings.
- Class schedule modifications, withdrawals, or leaves of absence.
- Increased security and monitoring of certain areas of campus.
- Any other actions deemed appropriate.

Actual Knowledge: Notice of sexual harassment or allegations of sexual harassment to a recipient’s Title IX Coordinator or any official of the recipient who has authority to institute corrective measures on behalf of the recipient.

Consent: In the implementation of this Procedure, “sexual consent” shall be defined as words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. Minors, persons suffering from mental illness or defect that impairs capacity to appraise personal conduct, and persons who are unconscious or for any other reason are physically unable to communicate unwillingness to act are presumed unable to give consent. Failure to resist does not indicate consent.

Day: In the implementation of this Procedure, “business day” refers to a day that the College is open for business.

Student: A person engaged in an educational program or activity that occurs in a location, at an event or under circumstances that MPTC has control over, either through physical location or funding. This includes computer and internet networks, digital platforms and computer hardware and software owned or operated by MPTC.

Sexual Misconduct Information

Moraine Park Technical College (MPTC) prohibits sexually violent acts, termed “Sexual Misconduct”. Sexual Misconduct includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, interpersonal relationship violence, sex- or gender-based stalking, sexual harassment, rape, acquaintance rape, sexual assault, dating violence, and domestic violence. While the College uses different enforcement standards than criminal courts, its definition of Sexual Misconduct often overlaps with the legal definitions of rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence.

DEFINITIONS

“Rape” is forced sexual intercourse. It may also include situations in which sexual intercourse occurs when the victim is incapable of giving consent due to incapacitation by means of disability, alcohol, or other drugs. Many rapes are committed by someone the victim knows, such as a date or friend.

Federal Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

- **Domestic Violence:** A Felony or misdemeanor crime of violence committed—
 - i. By a current or former spouse or intimate partner of the victim;
 - ii. By a person with whom the victim shares a child in common;
 - iii. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - iv. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - v. By anyone against an adult or youth victim protected from that person’s acts under the domestic or family violence laws of the jurisdiction where the crime occurred.
 - vi. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - i. The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the people involved in the relationship.
 - ii. For the purposes of this definition—
 - A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - B) Dating violence does not include acts covered under the definition of domestic violence.
 - iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- **Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim if incapable of giving consent.”
 - **Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.

- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - i. Fear for the person’s safety or the safety of others; or
 - ii. Suffer substantial emotional distress.

For the purposes of this definition—

1. *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
2. *A reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
3. *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
4. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of the Clery Act reporting.

In the State of Wisconsin, both the terminology and substance of the laws relating to rape have been extensively modified over time. Major alterations include revisions to the criminal code instituted by Chapter 696, Laws of 1955, the change from the term "rape" to "sexual assault" in Chapter 184, Laws of 1975, and 1983 Wisconsin Act 17, which decriminalized most types of private (that which is not conducted "in public") sexual activity between consenting adults, including homosexual activity. Current categories of sexual assault follow:

State of Wisconsin Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

- Domestic Violence (abuse) s. 968.075: Any of the following engaged in by an adult person against his or her spouse or former spouse, against an adult with whom the person resides or formerly resided, or against an adult with whom the person has a child in common:
 - i. Intentional infliction of physical pain, physical injury, or illness;
 - ii. Intentional impairment of physical condition;
 - iii. A violation of felony sexual assault; or
 - iv. A physical act that may cause the other person reasonably to fear imminent engagement in the conduct described under the state definitions of sexual assault.
- Dating Violence s. 940.32: The state of Wisconsin does not offer a specific definition on dating violence but does assist in defining a "dating relationship". Dating violence, then, can be inferred as violence between individuals that meet the state's definition of a dating relationship:
 - i. Dating relationship means a romantic or intimate social relationship between 2 adult individuals, but does not include a causal relationship, or an ordinary fraternization between 2 individuals in a business or social context. A court shall determine if a dating relationship existed by considering the length of the relationship, the type of the relationship, and the frequency of the interaction between the adult individuals involved in the relationship.
- Sexual Assault s. 940.225:
 - i. First-degree sexual assault.
 - a) Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person.
 - b) Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of use of a dangerous weapon or any article used or fashioned in a manner to lead the complainant to believe it to be a dangerous weapon.
 - c) Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.
 - ii. Second-degree sexual assault.

- a) Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.
 - b) Has sexual contact or sexual intercourse with another person without consent of that person and causes injury, illness, disease, or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care for the complainant.
 - c) Has sexual contact or sexual intercourse with a person who suffers from a mental illness or deficiency which renders that person temporarily or permanently incapable of appraising the person's conduct, and the defendant knows of such condition.
 - d) Has sexual contact or sexual intercourse with a person who is under the influence of an intoxicant to a degree which renders that person incapable of giving consent if the defendant has actual knowledge that the person is incapable of giving consent and the defendant has the purpose to have sexual contact or sexual intercourse with the person while the person is incapable of giving consent.
 - e) Has sexual contact or sexual intercourse with a person who the defendant knows is unconscious.
 - f) Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without the consent of that person.
 - g) Is an employee of a facility or program under s. 940.295 (2) (b), (c), (h) or (k) and has sexual contact or sexual intercourse with a person who is a patient or resident of the facility or program.
 - h) Has sexual contact or sexual intercourse with an individual who is confined in a correctional institution if the actor is a correctional staff member. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for sexual contact or sexual intercourse under this section.
 - i) Has sexual contact or sexual intercourse with an individual who is on probation, parole, or extended supervision if the actor is a probation, parole, or extended supervision agent who supervises the individual, either directly or through a subordinate, in his or her capacity as a probation, parole, or extended supervision agent or who has influenced or has attempted to influence another probation, parole, or extended supervision agent's supervision of the individual. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for sexual contact or sexual intercourse under this section.
 - j) Is a licensee, employee, or non-client resident of an entity, as defined in s. 48.685 (1)(b) or 50.065 (1) (c), and has sexual contact or sexual intercourse with a client of the entity.
- iii. Third degree sexual assault. Whoever has sexual contact in the manner described in sub. (5) (b)2. Or 3. with a person without the consent of that person.
 - iv. Fourth degree sexual assault. Whoever has sexual contact with a person without the consent of that person.
- Stalking s. 940.32: A series of 2 or more acts carried out over time, however short or long, that show a continuity of purpose, including any of the following
 - Maintaining a visual or physical proximity to the victim.
 - Approaching or confronting the victim.
 - Appearing at the victim's workplace or contacting the victim's employer or coworkers.

- Appearing at the victim’s home or contacting the victim’s neighbors.
- Entering property owned, leased, or occupied by the victim.
- Contacting the victim by telephone or causing the victim’s telephone or any other person’s telephone to ring repeatedly or continuously, regardless of whether a conversation ensues. Photographing, videotaping, audiotaping, or, through any other electronic means, monitoring or recording the activities of the victim, regardless of where the act occurs.
- Sending material by any means to the victim or, for the purpose of obtaining information about, disseminating information about, or communicating with the victim, to a member of the victim’s family or household or an employer, coworker, or friend of the victim.
- Placing an object on or delivering an object to property owned, leased, or occupied by the victim.
- Delivering an object to a member of the victim’s family or household or an employer, coworker, or friend of the victim or placing an object on, or delivering an object to, property owned, leased, or occupied by such a person with the intent that the object be delivered to the victim.
- Causing a person to engage in any of the acts described in 1. to 9.

The complete State of Wisconsin sexual assault definitions and categories are found in Section 940.225 of the Wisconsin Statutes. The Federal Bureau of Investigation’s definition of rape is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Other sexual offenses include sodomy (forced anal intercourse), oral copulation (forced oral genital contact), rape by a foreign object (forced penetration by a foreign object, including a finger), and sexual battery (the unwanted touching of an intimate part of another person for the purpose of sexual arousal).

In Wisconsin, “sexual consent” is defined as words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. Minors, persons suffering from mental illness or defect that impairs capacity to appraise personal conduct, and persons who are unconscious or for any other reason are physically unable to communicate unwillingness to act are presumed unable to give consent. Failure to resist does not indicate consent. – Section 940.225 (4) of the Wisconsin Statutes.

Other Related Wisconsin Definitions

“Dating violence” is controlling, abusive, and aggressive behavior in an intimate relationship. It can include verbal, emotional, physical, or sexual abuse, or a combination of these.

General Prevention and Awareness Programs

To reduce the risk of Sexual Misconduct, the College uses a range of campaigns, strategies, and initiatives to provide awareness, education, risk reduction, and prevention.

It is the College’s practice to offer programming to prevent Sexual Misconduct. Educational programs are offered to raise awareness for all incoming students and employees. These programs and others offered throughout the year include strong messages regarding awareness as well as primary prevention (including normative messaging,

environment management and bystander intervention), and they discuss institutional policies and procedures on Sexual Misconduct as well as the Wisconsin definitions of “domestic violence,” “dating violence,” “sexual assault,” “stalking,” and “consent” in reference to sexual activity. Bystander engagement is encouraged through safe and positive intervention techniques and byempowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies, and creating distractions.

College programs also offer information on risk reduction that strives to empower victims by teaching them how to recognize warning signals and how to avoid potential attacks, and it does so without victim-blaming approaches. Throughout the year, ongoing awareness and prevention campaigns are directed to students and employees, including faculty, often taking the form of e-mails, guest speakers, training, lunch and learns, videos, and other campaigns.

How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” MPTC promotes a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. A bystander may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Intervene with people who seclude, hit on, attempt to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction

Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims to promote safety and help individuals and communities address conditions that facilitate violence. Information about risk reduction must not be presented in a manner that encourages victim blaming.

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

1. *Be aware* of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a tough situation.

2. Try to *avoid isolated areas*. It is more difficult to get help if no one is around.
3. *Walk with purpose*. Even if you do not know where you are going, act like you do.
4. *Trust your instincts*. If a situation or location feels unsafe or uncomfortable, it is not the best place to be.
5. *Try not to load yourself down* with packages or bags as this can make you appear more vulnerable.
6. *Make sure your cell phone is with you* and charged and that you have cab money.
7. *Do not allow yourself to be isolated* with someone you do not trust or someone you do not know.
8. *Avoid putting music headphones in both ears* so that you can be more aware of your surroundings, especially if you are walking alone.
9. *When you go to a social gathering, go with a group of friends*. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a tough situation.
10. *Trust your instincts*. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. *Do not leave your drink unattended* while talking, dancing, using the restroom, or making a phone call. If you have left your drink alone, just get a new one.
12. *Do not accept drinks from people you do not know or trust*. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, do not drink from punch bowls or other large, common open containers.
13. *Watch out for your friends, and vice versa*. If a friend seems out of it, is way too intoxicated by the amount of alcohol they have had, or is acting out of character, get him or her to a safe place immediately.
14. *If you suspect you or a friend has been drugged, contact law enforcement immediately*. Be explicit with doctors so they can give you the correct tests (you will need a urine test).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
 - b. Be true to yourself. Do not feel obligated to do anything you do not want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. Have a code word with your friends or family so that if you are uncomfortable, you can call them and communicate your discomfort without them knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. Lie. If you do not want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are taking care of a friend or family member, not feeling well, having somewhere else you need to be, etc.
16. *Try to think of an escape route*. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby? If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Prevention and Awareness Programs

Because of the physical, mental, and emotional trauma inflicted upon a victim and the people surrounding that victim, Moraine Park Technical College recognizes and takes seriously all allegations of domestic violence, dating violence, sexual assault, and stalking. MPTC is committed to compliance with present law and guidelines prohibiting harassment in

education and employment. Protected classes include race, color, religion, national origin, ancestry, creed, sex, disability, arrest record, conviction record, age, veteran status, membership in the National Guard, State Defense Force, or other reserve component of the military forces of Wisconsin or the United States, marital status, pregnancy, sexual orientation, political affiliation, parental status, genetic testing, the use or nonuse of lawful products off the employer’s premises during nonworking hours, and any other protected class established by applicable state, federal, or local law.

Unwelcome sexual advances, requests for sexual favors, sexual violence and other verbal or physical conduct of a sexual nature constitutes sexual harassment. Acts of this nature will not be tolerated, and a full investigation will be conducted.

Primary Prevention and Awareness Programs

The College has developed a Know your Rights and Resources brochure that outlines what to do if you are a victim of sexual assault.

Ongoing Prevention and Awareness Campaigns

Currently new staff are provided sexual misconduct training that includes bystander intervention guidance. Among many elements, the training includes ways to approach and handle a potential harassment situation.

Moraine Park Counselors and Student Life Specialists provide educational and awareness campaigns for students and staff that support ongoing prevention and on the issues of domestic violence, dating violence, sexual assault, and stalking.

MPTC maintains partnerships with local advocates and community resource providers such as domestic violence and sexual assault shelters and agencies.

Moraine Park’s Title IX Coordinators have received ongoing training. The college has coordinated responsibilities of the Title IX Coordinators, and Equal Opportunity Officers investigators.

Moraine Park Technical College worked in collaboration with the Wisconsin Technical College System (WTCS) and its member institutions to implement a student training program (Not Anymore) for all students that supports primary and ongoing prevention and awareness programs and campaigns about domestic violence, dating violence, sexual assault, and stalking. This training has been embedded in the colleges’ “College 101” class. This class is mandatory for all degree program students.

Primary Prevention and Awareness Programs

These programs include online training, classroom training, and new employee orientation. Specifically, the College offered the following primary prevention and awareness programs for all incoming students in 2023:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
<i>Not Anymore</i> Online Training	Spring, Summer & Fall 2023 Semesters	Online & College 101 Class	DoV, DaV, SA, S

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

Students are encouraged to partake in Title IX training through participation in *Not Any More*, an online training program tailored toward college students. New undergraduate students receive an email from the Dean of Students encouraging them to complete the training. In addition, the training is also embedded into our College 101 courses.

The College offered the following primary prevention and awareness programs for all new employees in 2023:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Title IX for Higher Education	Initial	Online	Dov, DaV, SA, S
Campus Security Obligations under Federal Law	Initial	Online	Dov, DaV, SA, S

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

Ongoing Prevention and Awareness Campaigns

Ongoing prevention and awareness campaigns means programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

Moraine Park Technical College prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking as defined by the Violence Against Women Act (VAWA). To reduce the risk of these crimes occurring among its students, MPTC utilizes a range of campaigns, strategies, and initiatives to provide awareness, and educational, risk reduction and prevention programming. We continue to raise awareness through programs that are offered in April during Sexual Assault Awareness Month.

Specifically, the College offered the following ongoing awareness and prevention programs for students in 2023:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Green Dot Training	09/05/2023	Fond du Lac Campus	DoV, DaV

The College offered the following ongoing awareness and prevention programs for employees in 2023:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Green Dot Training	09/05/2023	Fond du Lac Campus	DoV, DaV, SA, S

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

Sexual Misconduct – Services and Resources

The College takes Sexual Misconduct very seriously. The College employs interim protection measures such as interim or temporary suspensions and no-contact orders in any case where a person’s behavior creates a risk or threat of

violence or predation. If a person is accused of Sexual Misconduct, the person is subject to action in accordance with the Student Handbook or Employee Handbook, as applicable. Anyone with knowledge about Sexual Misconduct is encouraged to report it immediately.

If you are the victim of Sexual Misconduct, some or all these safety suggestions may guide you after an incident has occurred:

- 1) Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger call 911.
- 2) Consider securing immediate professional support (e.g.: counseling, victim advocacy, medical services) to assist you in the crisis. Community Resources are listed at the end of this policy.
- 3) For your safety and well-being, immediate responsive attention is encouraged:
 - Being examined as soon as possible, ideally within 120 hours (about 5 days), is important in the case of rape or sexual assault. The hospital will arrange for a specific medical examination at no charge.
 - To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to seek prompt medical care, and evidence may still be recoverable.
 - Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens, or unlaundered clothing and any other pertinent articles that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean sheet, to avoid contamination.
 - If you have physical injuries, photograph them or have them photographed, with a date stamp on the photo.
 - Record the names of any witnesses and their contact information. This information may be helpful to the proof of a crime, to obtain an order of protection, or to offer proof of a campus policy violation.
 - Try to memorize details (physical description, names, license plate number, car description), or even better, write notes to remind you of details, if you have time and the ability to do so.
 - If you obtain external orders of protection (e.g., restraining orders, injunctions, protection from abuse), please notify Security or the College Title IX Coordinators so that those orders can be observed on campus.
- 4) Even after the immediate crisis has passed, consider seeking support from local Community Resources (outlined at the end of this procedure).

Contact the Director of Student Development or the AVP Talent and Culture, as applicable, if you need assistance with College-related concerns, such as no-contact orders or other protective measures, The Director of Student

Development will also help advocate for students who wish to obtain protective or restraining orders from local authorities. The College is able to offer reasonable academic assistance, transportation assistance, escorts, no-contact orders, counseling services, access and other support and resources as needed by a victim.

SEX OFFENDERS

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, the Family Educational Rights and Privacy Act (FERPA) of 1974 and State law, the College is to provide a link to the Wisconsin State Sex Offender Registry. All sex offenders are required to register in the state of Wisconsin and to provide notice of each institution of higher education in Wisconsin at which the person is employed, carries a vocation or is a student.

Wisconsin State Sex Offender Registry: <https://offender.doc.state.wi.us/public/>

In addition to the above notice to the State of Wisconsin, all sex offenders are required to deliver written notice of their status as a sex offender to the College's Dean of Students (in the case of students) or to the College's Director of Human Resources (in the case of employees) no later than three (3) business days prior to their enrollment in, employment with or volunteering at the College. Such notification may be disseminated by the College too, and for the safety and well-being of, the College community, and may be considered by the College for enrollment and corrective action purposes.

Campus Resources

Resource	Contact	Phone
All Emergencies		911
Security Manager	John Faeh	262-335-5705
Title IX Coordinators	Kim Schwamn	262-335-5881
	Beth Mendoza	920-929-2139
Equal Opportunity Officers	Leslie Laster	920-924-6355
	Karli Resch	920-924-3445
Aurora Employee Assistance Program (Employees only)		800-236-3231
*MPTC Counseling Services (Students only)		920-924-3207

All Campus Hours: Monday through Friday, 8:00 a.m. to 4:30 p.m.

MPTC Counseling Services provide short-term personal counseling, and career and academic counseling to help you reach your goals and stay mentally healthy while attending college.

* If you are in crisis when MPTC Counseling Services are closed, please use the resources listed below.
Community Resources

All Emergencies	911
National Suicide Prevention Hotline	800-273-8255
<u>Fond du Lac:</u>	
FDL County Mental Health Care Center	920-929-3535
Solutions Center - Shelter and Domestic Violence Services	920-923-1700
ASTOP Sexual Assault Hotline	920-926-5395
St. Agnes Hospital ER - 430 East Division	920- 929-2300
<u>West Bend:</u>	
Mental Health Services Crisis Intervention	262-365-6565 or 866-906-6565
Friends of Abused Families Domestic and Sexual Violence Shelter	262-334-7298
St. Joseph's Hospital ER - 3200 Pleasant Valley Rd.	262-334-5533
<u>Beaver Dam:</u>	
Dodge County Mental Health/Crisis Services	920-386-3500
PAVE Domestic Abuse and Sexual Assault Services	800-775-3785
Beaver Dam Community Hospital ER - 707 S. University Ave	920-887-7181

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.rainn.org> – Rape, Abuse and Incest National Network

<http://www.ovw.usdoj.gov/sexassault.htm> - Department of Justice

<http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office of Civil Rights

Disciplinary Procedures for Sexual Assault, Domestic Violence, Dating Violence and Stalking

College Process

College sanctions for Sexual Misconduct range from warnings through expulsion or termination of employment, as applicable. Sexual Misconduct is a type of discrimination subject to the College's Harassment and Discrimination Reporting Procedure. If a person believes they were subject to an act of discrimination or harassment, including Sexual Misconduct, they may report the discrimination or harassment to the College pursuant to that Procedure.

Student Conduct Code

The Moraine Park Technical College District Board and staff believe all members of the College community are responsible for providing a positive environment that fosters and supports the district's academic mission.

Every student has the right to pursue his/her education free from disruption, harassment, threats, or danger. Any conduct or communication in any form that impedes the educational process, violates the rights, or intimidates staff or students will not be tolerated. The College has processes and procedures that define offenses, designate sanctions, and clarify

procedural requirements. Students are expected to conduct themselves in a manner that does not interfere with the educational process; endanger the safety or welfare of other students or staff; or represent a violation of established statutes, ordinances, or public laws.

Due Process

In all cases involving student sanctions, the student will be given:

Notice in writing of violation of student code of conduct

Opportunity for a meeting to review facts related to the incident and determination of informal resolution or disciplinary sanctions

Right to appeal the decision/sanction

Student Status

A student is defined as someone accepted and actively enrolled to obtain a degree or diploma. A student involved in the disciplinary process, unless suspended temporarily, suspended, or expelled, may continue to have the same rights and privileges as any other student.

A student who is suspended or expelled may not enter any Moraine Park owned or leased facilities, including satellite properties, or attend any Moraine Park event without written permission of the Director of Student Development or designee. Such requests may be denied. Grades or diplomas may be withheld pending final determination of the charges.

A student may, during an investigation of alleged misconduct or after a statement of facts has been delivered, but prior to a hearing, submit a written withdrawal from the College. In the event of a withdrawal, the Director of Student Development will determine a sanction as is deemed consistent with the misconduct. The student will be notified of the decision by a written letter and will have ten (10) standard business days to request a meeting.

The student and College may agree to modification of the above procedures.

Due to unique requirements, some programs have additional policies with the existing Student Handbook.

Student Conduct Code (Nonacademic)

Misconduct subject to disciplinary action includes, but is not limited to:

- Conduct that is a danger to the personal safety of other college community members or visitors.
- Physical or verbal abuse, threats, intimidation, harassment, bullying, or cyberbullying that is sufficiently severe or pervasive from both a subjective perspective (i.e., the recipient's view) and from an objective perspective (i.e., a reasonable person's view) that it would effectively deny another person's access to the College's resources and opportunities or deprive another person of some other legally protected right; detention of any person on College property, satellite property, or at College activities; or conduct that endangers the health or safety of some other legally protected right; detention of any person on College property, satellite property, or at College activities; or conduct that endangers the health or safety of others.
- Conduct that involves damage or destroys College property or satellite property or attempts to damage or destroy College property, satellite property, technological resources, or the property of other students.
- Theft of College property, satellite property or the property of any visitor or member of the College community.

- Conduct that obstructs or impairs, or attempts to obstruct or impairs, College-run or authorized activities, including activities outdoors or inside a classroom, library, laboratory, shop, or other places where College activities are provided.
- Viewing or displaying pornographic images.
- Unethical, inappropriate, or illegal use of electronic communication.
- Unauthorized entry or use of College property, satellite properties or facilities, technological resources, or third-party technological resources.
- Violations of the Student Acceptable Use of College Resources procedures. The College's Acceptable Use of Computing policy can be found on myMPTC.
- Violations of the Affirmative Action and Equal Opportunity Policy or the Sexual Misconduct Procedure. The policy and procedure can both be found on myMPTC.
- Retaliation against any person or group who makes a complaint, cooperates with an investigation, or participates in a resolution process. Retaliation can take many forms, including continued abuse or violence, bullying, threats, and intimidation. Any individual or group of individuals, not just a complainant or respondent, can engage in retaliation.
- Intentional conduct that obstructs a College official or employee from engaging in the lawful performance of his/her duties.
- Making a knowingly false statement, orally or in writing, to any college employee.
- Violating established Wisconsin statutes, public laws, or local ordinances pertaining to the use, possession, sale or distribution of alcohol, narcotics, or illegal drugs on College property, on satellite properties, or at College events.
- Violating established laws pertaining to the use of firearms, explosives, or dangerous chemicals on College-owned property, on satellite properties or controlled property, or at College-sponsored activities.
- Forging signatures or falsifying information on documents or records and/or altering documents affecting academic records.
- Excessive use of College resources based on complaints that are frivolous, lacking in merit, intended to harass, or are irrelevant to the person's status as an MPTC student.

Sanctions (Nonacademic)

Sanctions will be imposed on students violating any of the above. Sanctions imposed by the College in response to nonacademic misconduct may include one or more of the following penalties based on severity. The Student Development Manager and Dean of Students are delegated the authority to determine and enforce appropriate sanctions. These include:

Temporary Suspension: If a student's behavior presents an immediate danger to self, other students, staff or property, or technological resources, or threatens the disruption or interference of a college-sponsored activity, the Dean of Students, Student Development Manager, or senior campus administrators can invoke temporary suspension prior to the conduction of a full investigation and hearing. Students may be removed for mental health assessment. Temporary suspension begins A student may not enter any Moraine Park Technical College campus, regional center, or other facility where the College is conducting business unless scheduled to meet with the Director of Student Development, Dean of Students, or campus administrator to discuss the temporary suspension. All access to technological resources is also suspended. Failure to respond to a temporary suspension letter and meet with MPTC administration within thirty (30) calendar days will result in the student being placed on full suspension for at least one semester.

Loss of Privileges: Under this provision, the student's relationship with the College is restricted and specific privileges are denied for a designated time. Privileges may include, but are not limited to, use of computer resources, student e-mail, library, and/or other services of the College.

Limited Access: The student shall have limited access to the this is a restriction to selected parts and/or the entire campus, regional center and/or any other facility that provides instruction or activity for the college.

Restitution: Fines and/or restitution, where appropriate, when loss or damage has been done to college facilities, property, and/or the property of others.

Execution from Class: A student withdrawn from class under this provision loses any grading opportunity plus tuition and fees from the class or classes.

Apology: A letter of apology from the student to any relevant party, including the College.

Development: Complete a reflection paper or essay that addresses the following questions/statements:

What have you learned from this experience?

What would you do differently if the same situation should arise in the future?

What are some of the potential consequences of your actions?

How did your actions negatively impact your program, fellow students and MPTC?

How will the MPTC Core Abilities factor in your decision making in the future?

Meeting: A meeting with a college official or counselor to discuss the student's behavior and potential corrective

Warning: A notice, in writing, to the student that the student is violating or has violated certain College conduct expectations, policies and regulations.

Probation: A student placed on probation would be allowed to remain enrolled at Moraine Park if he/she complies with all college conduct expectations or regulations or with other designated standards of conduct. Probation may include a loss of certain privileges and shall not exceed two semesters.

Suspension: A student placed on suspension loses his/her student status for a specific period, not to exceed five years. All student rights and privileges are lost during the suspension. At the conclusion of the suspension, the student may reenroll. After two suspensions, a third incident will result in an expulsion.

Expulsion: Under expulsion, the student's relationship with the college is terminated. All student rights and privileges are lost permanently. The Vice President of Student Services reviews all recommendations of expulsion.

Student Conduct Code Action (Nonacademic)

Resolution of a violation of conduct code is based on the premise that informal resolution is the preferred outcome.

Procedures

Students who are subject to disciplinary sanctions will be notified of specific infractions of the College conduct code and can meet with the Student Development Director to seek resolution. The goal of this meeting is to find a mutually agreed-upon resolution if possible or for the student to accept the original sanction imposed.

Students subject to probation as their disciplinary sanctions may appeal to the Student Development Director. A student will be accorded five (5) standard business days, following receipt of the written notification of loss of privilege/probation,

to contact the Dean of Students in writing to request a meeting. As part of the written request, the student must include the following:

The student's specific concerns and circumstances related to the incident.

Why is the sanction of privilege/probation unreasonable, unfair, excessive, or not in keeping with the sanctions prescribed in the Student Code of Conduct.

The outcome that the student seeks.

Any other relevant documents to be considered in the appeal process.

Students subject to suspension or expulsion as their disciplinary sanction may request a meeting before the Student Conduct Committee. A student will be accorded five (5) standard business days, following receipt of the written notification of suspension or expulsion, to contact the Dean of Students in writing to request a meeting before the Student Conduct. As part of the written request to the Dean of Students, the student must include the following:

The student's specific concerns and circumstances related to the incident.

Why is the sanction of suspension or expulsion unreasonable, unfair, excessive, or not in keeping with the sanctions prescribed in the Student Code of Conduct.

The outcome that the student seeks.

Any other relevant documents to be considered in the appeal process.

If the written request does not include all the information listed above, the appeal may be denied.

Student Conduct Committee

If a student requests a meeting before the Student Conduct Committee, the Dean of Students will forward all information to the Academic Dean who will schedule a meeting before a Student Conduct Committee to be held within thirty (30) standard business days of the date the student's request is received, or at a mutually agreed upon and convenient time. Should the Dean of Students need to extend the investigation beyond the thirty (30) day period, the student will be notified in writing.

The Student Conduct Committee members shall be selected by the Academic Deans Office from a pool of staff and students and will be trained in College student conduct procedures. Members of the committee will elect a chair.

Membership for a Student Conduct Committee includes:

Three staff members, of which two must be teaching faculty and from outside the student's program area of study.

Two students, from outside the student's program area of study.

A nonvoting recorder.

The Dean of Students will provide procedure and process support to the committee and is a nonvoting member.

Meeting Procedures

The meeting shall be informal and closed to the public. The committee is not bound by common law or statutory rules of evidence and may consider evidence deemed reliable.

The Committee members, recorder, Academic Dean, faculty member, student, and respective support person (optional) shall remain in the room. All other parties called will only remain in the room during their testimony or as required by the committee. The student may have one person of their choosing present during the meeting(s) for support. This support person will not be permitted to speak, or otherwise act, as an advocate for the student or instructor.

If the accused student fails to appear for the informal meeting, the Dean of Students or designee may proceed to review and act upon the complaint in his/her absence and shall notify the student in writing of the action taken.

At the hearing's end, the Student Conduct Committee will deliberate and/or discuss, in private, and may request that the Dean of Students remain in the room to address procedure and/or process questions.

The committee will prepare written findings of fact and a written statement of the decision. The decision will be forwarded by the Dean of Students to complete and send by certified receipt-requested mail to the student within fourteen (14) standard business days of the meeting.

The committee may impose a disciplinary sanction that differs from the recommendation of the Student Development Manager.

Request for Appeal

Students may appeal the decision of the Student Conduct Committee to the College Vice President of Student Services within ten (10) standard business days of service of a decision. The appeal will consist of written exceptions to the findings of fact, decision, or disciplinary sanction.

The College Vice President of Student Services will schedule an individual meeting within fourteen (14) standard business days of receipt of the student's request. At the meeting, the student will have an opportunity to file additional documentation and present oral arguments.

Within fourteen (14) standard business days of the meeting, the College Vice President of Student Services will approve, reverse, or modify the decision; however, the College Vice President of Student Services shall not impose a sanction more severe than that imposed by the Student Conduct Committee. The decision of the College Vice President of Student Services will be final, and the matter will be closed.

Right to Petition for Readmission

A student who has been suspended or expelled may petition for readmission. The petition must be in writing and directed to the Dean of Students. The petition may not be filed prior to one-half of the suspension period expiration, or three (3) years (six semesters) from the date of final determination in expulsion cases.

The Dean of Students will determine whether such petitions will be granted or denied.

Student Conduct Code (Academic)

Instructors are responsible for familiarizing students with conduct expectations associated with academic integrity. Students have an obligation to conduct their academic work according to College standards. Students also have a right to expect that they will be graded fairly and have the right of due process procedures should they be charged with academic misconduct.

Academic misconduct subject to disciplinary sanctions includes, but is not limited to:

Cheating

- Possessing and/or using resources, notes, study aids, information or materials while taking any quiz, test or exam. These resources may be written or electronic in nature.
- Allowing another person to do one's work and submitting that work under one's own name.

Plagiarism

- Seeking to claim credit for the work or efforts of another without authorization by citation.
- Purchasing of term papers and submitting them in whole or in part to meet course requirements.

Unfair Advantage

- Damaging, destroying, or erasing the academic work of others.
- Stealing, damaging, defacing, destroying or concealing library materials to deprive others of their use.
- Intentionally obstructing or interfering with another student's academic work.

Collusion

- Assisting other students in cheating, falsifying information, or plagiarizing.
- Providing false information in connection with an inquiry regarding academic dishonesty.
- Engaging in conduct aimed at making false statements of a student's academic performance.

Falsification of Records and Official Documents

- Forging signatures or falsifying information on documents or records.
- Altering documents affecting academic records.
- Presenting or making use of false documentation.
- Making false statements to college employees regarding academic work.
- Misrepresenting themselves to college representatives, other students, and/or external entities.

Unauthorized Use

- Downloading, storing, and/or sharing nonacademic information/ videos on a student's home directory.
- Using electronic or other devices to make an audio or video record of any instructional or college activity or academic material unless authorized by the instructor or Associate Dean/Dean.
- Using another student's home directory for any purpose.
- Non-students accessing resources identified for student use only.

Other

- Failing to comply with a reasonable request or directive from a representative of the College.
- Additional provisions from accrediting bodies and clinical/internship sites may supplement this Student Conduct Code.

Sanctions (Academic)

Faculty members with direct personal knowledge of an Academic Student Conduct Code violation by a student or students can impose penalties. Based on the evidence and the severity of the misconduct, instructors may impose the following sanctions:

- Issue an oral reprimand.
- Give a written reprimand presented only to the student.
- Require an assignment or repeat the work graded on its merit.
- Issue a lower or failing grade on the assignment or test in question.
- Lower the grade in the course.
- Submit a failing grade in the course.
- Remove the student from the class session in progress.
- Dismiss the student from the class for the balance of the class session and/or referral to the Student Development Manager for further action.
- In addition to the sanctions, described above, the Associate Dean/Dean may impose one or more of the following:
 - A letter of apology from the student to any relevant party, including the College.
 - A meeting with a college official or counselor to discuss the student's behavior and potential corrective strategies.
 - Fines and/or restitution, where appropriate, when damage has been done to college facilities and/or the property of others.
 - Removal from program.
 - One or more of the disciplinary sanctions listed may be imposed.
 - If the academic misconduct's severity is deemed serious or extreme, the faculty member or Associate Dean/Dean will refer the matter to the Student Development Manager for disciplinary action.

Student Grievances (Academic)

A grievance is a written claim raised by a student claiming alleged improper, unfair, arbitrary, or discriminatory action by an employee involving application of a specific provision of MPTC policies and procedures. An academic grievance is a dispute related to an academic matter within a learning activity, class, or program of study.

This grievance procedure pertains to both credit and non-credit classes and programs. In the following procedures, standard business days are understood to follow a Monday through Friday sequence, not counting days when the college is closed. The Associate Dean/Dean has the authority to extend the reporting times if there are documented extenuating circumstances.

The grievance procedure is based on the proposition that informal resolution initiated by the student is the preferred outcome. If such resolution cannot be attained or if the student feels that an initial informal meeting with the affected party is not possible due to the nature of the concern, then the grievance procedure will begin as outlined below. Failure to comply with any of the deadlines below will forfeit a student's right to appeal.

Informal Resolution

The intention is to achieve resolution with parties involved at the lowest administrative stage without the need for further sanction or escalation. The student must contact the instructor with whom they have the grievance and request a face-to-face meeting or phone conference to discuss the concern within five (5) standard business days of the date on which the alleged issue occurred or was brought to the student's attention by the instructor.

The instructor must hold a meeting or phone conference with the student within five (5) standard business days of the receipt of the student's request. The instructor will listen to the entirety of the student's concern and consider if a change of decision is warranted.

Within five (5) standard business days of reaching a decision, the instructor will communicate the decision to the student in writing (college e-mail or letter) and provide a copy to the Associate Dean/Dean of the instructor's instructional area. If there is no resolution of the grievance with the instructor, the student may initiate a Formal Appeal.

Formal Resolution

Step 1: Request for Appeal to the Associate Dean/Dean

If the issue was not able to be resolved during the meeting with the instructor and the student seeks to pursue the matter further, the student may appeal the sanction using the following procedures.

The student must submit a written appeal request to the Associate Dean/Dean within five (5) standard business days of the date on which the student learned of the instructor's decision. The written appeal request document (or e-mail) must clearly address:

- The student's specific concerns.
- The date on which the student met with the instructor to seek resolution of the issue (if the student did not meet with the instructor, the student must explain why).
- The result of the discussion with the instructor.
- The outcome the student seeks.

The Associate Dean/Dean will contact the student to establish a meeting. At this meeting, the Associate Dean/Dean will discuss with the student the concerns related to the issue. After the meeting, the Associate Dean/Dean will communicate a decision to the student, in writing. A copy of the communication will be provided to the instructor (as applicable). In the case of a grievance within the areas General Education, Adult Basic Education and Economic Workforce Development, the Dean will advise the student that continuation of an appeal will move to Step 3 in the process.

Step 2: Request for Appeal to the Dean

The student may appeal to the appropriate Dean. The student must make this request to the Dean within five (5) standard business days of the date on which the student learned of the Associate Dean's/Dean's decision.

The Dean will contact the student to establish a meeting if necessary. The Dean will have access to all information involved in the prior steps of the procedure and may invite other people as necessary to decide.

The Dean will communicate a decision to the student, in writing. A copy of the communication will be provided to the instructor (as applicable) and the Associate Dean.

Step 3: Request for Appeal to the Vice President of Academic Affairs

The student may appeal to the Vice President of Academic Affairs. The student must make this request within five (5) standard business days of the date on which the student learned of the Dean's decision.

The Vice President of Academic Affairs, or the Vice President's designee, will contact the student to establish a meeting if necessary. The Vice President will have access to all information involved in the prior steps of the procedure and may invite other persons as necessary to decide.

The Vice President will communicate a decision to the student in writing. A copy of the communication will be provided to the instructor, the Associate Dean, and the Dean, as applicable. The decision of the Vice President is final.

Student Rights and Responsibilities

Students are responsible for their own learning and development. They have a responsibility to be active learners by attending class, participating in class activities and discussions, completing class and laboratory assignments, and preparing in advance for scheduled class session.

When you attend Moraine Park Technical College, you have the right to:

- Receive high-quality education and services.
- Be treated with respect and courtesy.
- Have your information kept private and confidential, according to FERPA guidelines.
- Be listened to and have staff work with you to plan to address your concerns and needs.
- Obtain information and support to make decisions to improve your situation.
- Be provided services and resources without discrimination.

This is what we expect from you:

- Treat the staff and others at Moraine Park Technical College with courtesy and respect.
- Adhere to the policies and procedures identified in the Student Handbook.
- Request support and services when needed.
- Complete and return all required documents.
- Interact with civility and mutual respect.
- Follow and adhere to the MPTC Core Abilities: Work Productively, Demonstrate Integrity, Adapt to Change, Communicate Clearly, Act Responsibly, Think Critically and Creatively, and Work Cooperatively.

Civility and Mutual Respect

MPTC students are expected to conduct themselves with civility and mutual respect. This means that students are encouraged to show respect for others (students, staff, and community members); contribute to mutual respect, effective communication, and team collaboration; maintain a positive and cooperative attitude; and exhibit professional and ethical behaviors.

However, there are some circumstances in which behavior may justify disciplinary action up to and including separation of the offending party from MTPC. These behaviors include:

- Expression that violates the law.
- Expression that falsely defames a specific individual.

- An expression that constitutes a genuine threat or harassment.
- An expression that unjustifiably invades substantial privacy or confidentiality interests.
- Expression that is sufficiently severe or pervasive that it would effectively deny another person's access to the College's resources and opportunities or deprive another person of some other legally protected right.
- Expression that communicates an unlawful threat of violence.
- Expression of a type that tends to provide immediate violent reaction.

In addition, MPTC may regulate the time, place, and manner of expression to ensure it does not disrupt the College's ordinary activities. By respecting and valuing each other and maintaining a positive and cooperative attitude, we can dramatically enhance our Campus environment and personal well-being.

Written Notification Checklist for Sexual Assault, Domestic Violence, Dating Violence and Stalking

Accommodations and Protective Measures Available for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, MPTC will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, protective orders and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, the college will work cooperatively to assist the victim in obtaining accommodations. If available, a victim may be offered changes to academic, living, working, protective measures or transportation situations regardless of whether the victim chooses to report the crime to MPTC Security or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Changes to work situations may include changing working hours. Changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, living, transportation and/or working situations or protective measures, a victim should contact Beth Mendoza, AVP Talent and Culture at 920-929-2139, John Faeh, Security Manager at 262-335-5705 or Kim Schwamn, Student Development Manager at 262-335-5881. If the victim wishes to receive assistance in requesting this accommodation, they should contact Counseling Services. Beaver Dam Campus, Dena Willman at 920-887-4441. Fond du Lac Campus, Teresa Harn at 920-924-6535 or Angie Schmidt at 920-924-3199. West Bend Campus, Katie Look at 262-335-5874.

Victim Rights

Victims of discrimination or harassment have the right to:

- Be notified of existing resources for counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available within the College and in the community.
- Be notified about options for available assistance in, and how to request changes to academic, transportation, and working situations or protective measures regardless of whether the victim chooses to report to local law enforcement.
- Report to law enforcement authorities and be assisted by MPTC in so doing.
- Decline to report to law enforcement.
- File a complaint with the U.S. Department of Justice and/or U.S. Department of Education Office for Civil Rights.
- Exercise rights as detailed in Chapter 950 of the Wisconsin Statutes when reporting to a Wisconsin law enforcement agency.
- Apply for crime victim compensation, which can help pay for unreimbursed expenses that are the result of crimes causing personal injury or death, including lost wages, counseling, medical costs, and replacement of property held as evidence. <https://www.doj.state.wi.us/ocvs/compensation/crime-victim-compensation-program-compensation-your-financial-losses>

Reporting Party and Responding Party Rights

MPTC shall aid the reporting party and responding party, including access to copies of anti-discrimination laws and regulations, related guidelines, memoranda, and other relevant material supplied to MPTC by the federal government. In addition, the Equal Opportunity Officer or designated representative shall consult on this reporting procedure.

No person shall be subjected to discharge, suspension, discipline, harassment, or any form of discrimination for having utilized or having assisted others in the utilization of the reporting

Nothing in this procedure shall preclude a reporting party's right to seek other avenues of redress outside of MPTC.

Neither the reporting party nor the responding party shall arbitrarily delay action of the reporting procedure.

Missing Student Policy

In compliance with the Higher Education Opportunity Act, P.L. 110-315, sec. 488, 122 Stat.3301 (2008) Missing Student Notification Policy and Procedures, it is the policy of the Director of Student Development and the Security Manager to actively investigate any report of a missing student who is enrolled at the College and residing in VUE Building. For purposes of this policy, a student may be a "missing person" if the person's absence is contrary to his/her usual pattern of behavior and/or unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with person who may endanger the student's welfare.

If a member of the College community has reason to believe that a student who resides in the VUE Building, that information should be reported immediately to the Director of Student Development and/or the Security Manager. Any College employee receiving a missing student report, or any VUE Building occupant or employee, receiving a missing student report should immediately notify the Director of Student Development, Security Manager, or security staff so that an investigation can be initiated.

Students residing in the VUE Building have the option to identify confidentially an individual to be contacted by the College only in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the College will notify that individual no later than 24 hours after the student is determined to be missing. The option to identify a contact person in the event the student is determined missing in addition to identifying a general emergency contact person, but they can be the same individual for both proposals. A student's confidential contact information will be accessible only by authorized campus officials, and it will only be disclosed to law enforcement personnel in the furtherance of a missing student investigation.

Upon checking in to his/her assigned room, every resident student is required via the personal data card to identify the name and contact number of two individuals to be notified in case of an emergency or if the student is reported missing. The emergency contact and individual to be notified may be, but do not have to be, the same person.

After investigating a missing person report, if the student has been missing for 24 hours, the College will notify local police authorities unless it was local law enforcement that determined the student is missing. If the missing student is under the age of 18 and is not emancipated, the College will also notify that student custodial parent or legal guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

Please note that the Campus Vue Building is a privately-owned housing complex owned and managed by BMOC Inc. While Moraine Park Technical College gathers data for the complex, Moraine Park Technical College does not own, control, or manage the building.

CLERY GEOGRAPHY AND CRIME STATISTICS

Reportable Crimes under the Clery Act - 34 CFR 668.46(c)

The crimes identified in Clery are defined in the Handbook for Campus Safety and Security Reporting

Criminal Offenses

- **Murder/Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.
- **Negligent Manslaughter:** the killing of another person through gross negligence.
- **Robbery:** the taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or would result in a serious potential injury if the crime were successfully completed.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding)

- **Arson:** The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or individual property of another kind.

Arrests and Referrals for Disciplinary Action

- **Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.
- **Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone's); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- **Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Hate Crimes

We are also required to report statistics for bias-related (hate) crimes by the type of bias as defined below for the following classifications: murder, sex offenses (forcible or non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson and larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and of other crimes involving bodily injury to any person, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim.

- **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation: To unlawfully place another person in reasonable fear of bodily harm through threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to physical attack.**
Destruction, Damage or Vandalism: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

If a hate crime occurs where there is an incident involving larceny-theft, simple assault, intimidation, and destruction, damage or vandalism of property, and other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document. A bias-related (hate) crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of

the case indicate that the offender was motivated to commit the offense because of their bias against the victim's race, sexual orientation, etc., the assault is then also classified as a hate crime.

Sex Offenses

- **Sex Offenses-Forcible** - Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
 - **Forcible Rape**

The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
 - **Forcible Sodomy**

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
 - **Sexual Assault with an Object**

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
 - **Forcible Fondling**

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
- **Sex Offenses-Non-forcible** - Unlawful, non-forcible sexual intercourse.
 - **Incest**

Non-forcible sexual intercourse between persons related to each other within the degrees where marriage is prohibited by law.
 - **Statutory Rape**

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

The Violence Against Women Reauthorization Act of 2013 (VAWA) was enacted in March 2013. Upon final legislative approval, the following crimes will be included for the Clery Act reporting.

- **Dating Violence**

The term "dating violence" means violence committed by a person—

 - A. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - B. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. The length of the relationship.
 - b. The type of relationship.
 - c. The frequency of interaction between the people involved in the relationship.
- **Domestic Violence**

The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

- **Stalking**

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- A. Fear for his or her safety or the safety of other; or
- B. Suffer substantial emotional distress.

- **Sexual Assault**

An offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Campus Security Authorities

MPTC provides security services Monday through Thursday from 8:00am – 10:00pm during the academic year, excluding holidays and spring break. All crimes and other emergencies must be reported to the security officer on duty or the Security Manager. Crimes and other emergencies that occur after-hours should be reported to the Security Manager or local law enforcement agency. Crimes should be accurately and promptly reported to MPTC Security Services or the appropriate police agency, when the victim of a crime elects to, or is unable to, make such a report. Members of the community are helpful when they immediately report crimes or emergencies to the MPTC Security Services and CSAs for purposes of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notices, when deemed necessary.

Campus Security Authority

Beaver Dam

	Phone	Office
Security Services	920.948.2318	BD J100
Dean of the Beaver Dam Campus	920.887.1441	BD J101.4
Director of Student Development	262.335.5881	BD K106

Fond du Lac

Security Services	920.948.2517	FDL C127
Director of Student Development	262.335.5881	FDL C129.3

West Bend

Security Services	262.370.3627	WB T100
Dean of the West Bend Campus	262.335.5706	WB T113.5
Director of Student Development	262.335.5881	WB L113.2

All Campuses and Centers

Security Manager	262.355.5705	WB T113.1
Occupational Health, Safety and Risk Manager	920.924.6426	FDL C131.5
Director of Student Development	262.335.5881	FDL C129
AVP Talent and Culture	920.924.3232	FDL E114.7
Director of Facilities	920.929.2136	FDL C131.3

Clery Geography

The Clery Act requires colleges to disclose statistics for reported Clery crimes that occur: 1) on campus, (2) on public property within or immediately adjacent to the campus, and (3) in or on non-campus buildings or property that the institution owns or controls. These categories define MPTC’s Clery Geography. The geographic categories are further defined in the Handbook for Campus Safety and Security Reporting as follows:

- 1) *On campus* – Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
- 2) *Public property* – All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
- 3) *Non-campus buildings or property* - Any building or property owned or controlled by a student organization that is officially recognized by the institution; or Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

The following are pictorial representations of the Clery geography for the Fond du Lac, West Bend and Beaver Dam campuses. The Clery geography at the regional centers is defined frequently based on individual classroom usage. MPTC does not own or control any non-campus buildings or property. Therefore, this category is not included in MPTC’s Clery geography.

Fond du Lac Campus



- 235 N. National Ave & Adjoining MPTC property to the North
- Public Property

West Bend Campus



 2151 N. Main St. & Adjoining MPTC property to the North

 Public Property

Beaver Dam Campus



Separate Campuses – Crime

All policy statements contained in to all campuses unless otherwise

Crime Statistics-MPTC Fond du

Statistics

this report apply indicated.

Lac Campus

— 700 Gould Street & Adjoining MPTC property to the North

Public Property

Offense (Reported By Hierarchy)	Year	On Campus	Non- Campus	Public Property	Total
Murder/Non-Negligent Manslaughter	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Manslaughter by Negligence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Sex Offenses, Forcible (Rape, Fondling, Statutory Rape & Incest)	2023	0	0	0	0
	2022	0	0	0	0

	2021	0	0	0	0
Sex Offenses, Non-Forcible (Incest and Statutory)	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Robbery	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Aggravated Assault	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Burglary	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Motor Vehicle Theft	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Liquor Law Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	1	0	0	0
Drug Law Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Weapons Law Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Domestic Violence	2023	0	0	0	0
	2022	0	1	0	0
	2021	0	0	0	0
Dating Violence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Stalking	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

Hate Crimes:

2023: 0

2022: 0

2021: 0

Unfounded Statistics:

2023: 0

2022: 0

Crime Statistics-MPTC West Bend Campus

Offense (Reported By Hierarchy)	Year	On Campus	Non- Campus	Public Property	Total
Murder/Non-Negligent Manslaughter	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Manslaughter by Negligence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Sex Offenses, Forcible (Rape, Fondling, Statutory Rape & Incest)	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Sex Offenses, Non-Forcible (Incest and Statutory)	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Robbery	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Aggravated Assault	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Burglary	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Motor Vehicle Theft	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Liquor Law Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Drug Law Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Weapons Law Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Domestic Violence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Dating Violence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Stalking	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

Hate Crimes:

2023: 0

2022: 0

2021: 0

Unfounded Statistics:

2023: 0

2022: 0

2021: 0

Crime Statistics-MPTC Beaver Dam Campus

Offense (Reported By Hierarchy)	Year	On Campus	Non- Campus	Public Property	Total
Murder/Non-Negligent Manslaughter	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Manslaughter by Negligence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Sex Offenses, Forcible (Rape, Fondling, Statutory Rape & Incest)	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Sex Offenses, Non-Forcible (Incest and Statutory)	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Robbery	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Aggravated Assault	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Burglary	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Motor Vehicle Theft	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Liquor Law Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Drug Law Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Weapons Law Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Domestic Violence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Dating Violence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Stalking	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

Hate Crimes:

2023: 0

2022: 0

2021: 0

Unfounded Statistics:

2023: 0

2022: 0

2021: 0

Fire Safety Report

The following information is for the VUE Building, 325 Campus Dr., Fond du Lac, WI 54935.

Year	Total # of Fires	Cause of Fire	#Injuries	#Death	Value of Damage
2023	0	N/A	N/A	N/A	N/A
2022	0	N/A	N/A	N/A	N/A
2021	0	N/A	N/A	N/A	N/A

Description of VUE Building Student Housing Fire Safety Systems.

Fire Alarm Monitoring on Site: Yes

Partial Sprinkler System: Yes

Full Sprinkler System: Yes

Smoke Detection: Yes

Fire Extinguisher Devices: Yes

Evacuation Plans and Placards: No

Evacuation Drills Per Year: No

Please note that the Campus Vue Building is a privately-owned housing complex owned and managed by BMOC Inc. While Moraine Park Technical College gathers data for the complex, Moraine Park Technical College does not own, control, or manage the building.

PRIVACY OF RECORDS – RELEASE OF WRITTEN INFORMATION

Victims may request that directory information on file with MPTC be withheld by completing a “Request to Withhold Student Information” form and submitting it to the Registrar’s Office or contacting Lynn Marquardt at (920) 924-3376.

Regardless of whether a victim has opted-out of allowing the MPTC to share “directory information,” personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

MPTC does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Furthermore, if a Timely Warning Notice is issued based on a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.