

Why this Information...?

The Wisconsin Legislature and U.S. Congress have passed numerous laws which require colleges and universities to disclose written information about their policies and experiences regarding alcohol and drugs, safety and security, student misconduct and campus crime, including sex offenses. These laws were passed to inform students and staff about the environment in which they study and work.

WITC strives to maintain a campus environment which is supportive of the educational process. Please take a few minutes to read the information contained in this pamphlet. Hopefully it will contribute to the successful achievement of your academic goals by alerting you to potential problems before they occur and/or directing you to helpful resources if and when problems do occur.

Your assistance in helping WITC to maintain a safe and supportive learning environment is always appreciated. If you have questions concerning any of the information contained in this pamphlet, please contact Sandra Sutter, Affirmative Action Officer.

Alcohol and Drug Policy

It is our belief that the use and abuse of alcohol and drugs interferes with a person's ability to learn and succeed in a college environment. As such, WITC has established the following alcohol and drug policy for students, staff and visitors.

- A. The possession, use, delivery, sale, or manufacture of illegal drugs is prohibited from all WITC campuses and from all other WITC instructional sites and WITC sponsored activities.
- B. The possession and/or use of any beverage containing alcohol, including beer or other malt beverages, wine, wine coolers or distilled beverages on college property is prohibited (except in hospitality services-approved curriculums).
- C. The possession and/or use of alcohol as a part of any off-campus, college-sponsored activity without prior approval by the President (or his designee) is prohibited. All college-sponsored student activities (using tax dollars and/or activity fees) must be open to all students regardless of age. If alcoholic beverages are present at off-campus, WITC-sponsored activities, provisions must be made to accommodate any student under 21 years of age.

- D. The consumption of alcoholic beverages is prohibited during the program/activity portion of any educational field trip or while in transit to/from the campus.
- E. The use of alcoholic beverages in any WITC Conference Center is not to be encouraged and will be authorized only in rare and unusual circumstances with the prior approval of both the local Campus Administrator and the President.
- F. The expenditure of student activity fees for alcoholic beverages is not allowed.
- G. The advertising of alcoholic beverages is prohibited on WITC property and in college publications.
- H. Any individual who violates this policy or exhibits disruptive/abusive behavior while on WITC property, while at other WITC instructional sites or while attending any WITC-sponsored activity may be asked to leave/be escorted from the premises. In the case of serious behavioral problems, law enforcement personnel will be called.
- I. Staff or students found in violation of this policy will be subject to disciplinary action which may include written reprimand, suspension, expulsion, or loss of employment, and/or referral to law enforcement authorities. Rehabilitation may be a condition for continued association with the college.

Sexual Assault and Harassment

What is Harassment?

Harassment on the basis of race, sex, national origin, age, handicap, religion, sexual orientation, or other protected status is unlawful and prohibited by Wisconsin Indianhead Technical College.

Harassment shall mean the use of aspersions, insults or slurs or other verbal or physical conduct based upon an individual's membership in one of the protected classifications identified above when:

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or enrollment; or,
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual; or,

3. The conduct had the purpose or effect of substantially interfering with an individual's work performance/educational opportunity or creating an intimidating, hostile, or offensive environment.

Sexual harassment is defined as:

1. unwelcome sexual advances
2. unwelcome requests for sexual favors
3. unwelcome physical contact of a sexual nature
4. unwelcome verbal or physical conduct of a sexual nature. Such conduct includes:
 - a) the deliberate, repeated making of unsolicited gestures or comments of a sexual nature.
 - b) the deliberate, repeated display of offensive sexually graphic materials which is not necessary for business purposes, or
 - c) deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee's work performance or to create an intimidating, hostile, or offensive work or educational environment.

Staff or students found in violation of this policy will be subject to disciplinary action which may include written reprimand, suspension, expulsion, or loss of employment.

Examples of Sexual Harassment

- Whistling or cat-calling
- Crude, vulgar and obscene jokes and language
- Pinching or patting
- Grabbing or tearing someone's clothing
- Pressuring someone to sit on your knee, hug you, kiss you
- Leaning over someone for a "better view"
- Commenting on the clothing of an individual in a sexual way; for example, "Boy, I sure like the way those pants fit"
- Jokes or comments that put women or men down
- Recounting one's sexual exploits in the office, classroom, or work area
- Referring to someone in demeaning terms; example "girl," "sweetie," or hunk"
- Repeatedly asking someone for a date after you have been turned down
- Displaying crude jokes and pictures, including pin-ups from magazines such as Playgirl or Playboy
- Revealing parts of your body that violate common decency
- Starting and spreading rumors about the sex life of a fellow employee or student

- Physically forcing sexual activity on someone
- Stalking someone
- Vulgar or obscene slogans on any items of clothing; caps, shirts, etc.

It is possible for sexual harassment to occur within different levels of relationships: between instructors and students, supervisors and work study students, student to student, supervisor and employee, and employee to employee.

It is important that you communicate with a counselor, advisor or the Affirmative Action Officer as soon as possible if you suspect sexual harassment. A complaint is necessary to initiate a formal grievance. It is necessary to file a complaint within 300 days after its occurrence. Formal complaints will be resolved in accordance with college policies and procedures.

Sexual Assault

It is a criminal offense for a person to engage in sexual contact or sexual intercourse with any other person without their consent. Sexual contact is the intentional touching of a person's intimate parts for the purpose of sexually degrading or humiliating the victim, or sexually arousing or gratifying the perpetrator. Penalties for one convicted of this offense range from a fine of up to \$10,000 and imprisonment for up to nine months, to up to 20 years imprisonment. Factors which may make the offense more serious or allow an increased penalty include:

- A. The sexual intercourse resulted in pregnancy or great bodily harm to the victim.
- B. The sexual intercourse or contact was accompanied by the use or threat of use of a dangerous weapon.
- C. The sexual contact or intercourse was aided or abetted by another person or by use or threat of use of force.
- D. The sexual contact or intercourse was with a person suffering from a mental illness or deficiency rendering that person incapable of appraising their conduct, and the perpetrator knows of such condition.
- E. The sexual contact or intercourse was with a person known by the perpetrator to be unconscious.

Sexual Assault of a Child

It is a crime for any person to have sexual contact or sexual intercourse with anyone under the age of 16. The maximum penalty for one convicted of this offense may be a fine of up to \$10,000 and/or not more than 30 years imprisonment depending upon the age of the victim. Consent of the victim is not an issue for this offense.

Sexual Exploitation by a Therapist

It is unlawful and criminal for any person who purports to be a therapist to intentionally have sexual contact with a patient or client during an ongoing therapist/patient relationship. Such conduct is a crime regardless of whether or not it occurs during any treatment, consultation, interview or examination. Consent of the victim to the sexual contact is not an issue. Persons included under the title "Therapist" are physicians, psychologists, social workers, nurses, chemical dependency counselors, members of the clergy, and all other persons, licensed or not, who perform or purport to perform psychotherapy. The maximum possible penalty for this offense is a fine of up to \$10,000 and/or imprisonment for up to fifteen years.

College Crime and Security Information

Campus Law Enforcement

The College does not maintain its own security force, however, a cooperative and professional relationship exists between WITC and the police departments of the communities in which WITC facilities are located. Information is openly exchanged with law enforcement agencies in order to maintain informed and cooperative efforts at preventing campus crime and resolving crime-related problems.



Reporting Criminal Actions

To report a real or potential security situation, please contact the Information Services Desk as quickly as possible. The Information Services Staff will alert appropriate personnel who will take whatever action is required. If the Information Services Staff is unavailable, dial 911 and report the situation directly.

During the school year, the Information Services Desks at the WITC campuses and the Administrative Office at Shell Lake are open as follows:

Ashland Campus
Monday-Thursday 7:30 a.m. – 8:00 p.m.
Friday 7:30 a.m. – 4:30 p.m.

New Richmond Campus
Monday-Thursday 7:30 a.m. – 6:45 p.m.
Friday 7:30 a.m. – 4:30 p.m.

Rice Lake Campus
Monday-Thursday 7:00 a.m. – 8:00 p.m.
Friday 7:00 a.m. – 4:30 p.m.

Superior Campus
Monday-Thursday 8:00 a.m. – 6:30 p.m.
Friday 8:00 a.m. – 4:30 p.m.

Administrative Office
Monday-Friday 8:00 a.m. – 4:30 p.m.

Incidents occurring after the end of the normal school day should be reported to the evening supervisor at the facility. A notice indicating the hours when the Information Services Desk is open during the summer will be posted at each location.

Crime Information

On request, WITC will provide information relating to community crime statistics, over the past three years, for murder, rape, robbery, assault, burglary and motor vehicle theft to anyone interested. Information relating to campus arrests for alcohol and/or illegal drugs during the most recent school year is also available. To obtain this information, contact Mary Hansen, Human Resources Specialist, WITC Administrative Office, 505 Pine Ridge Drive, Shell Lake, WI 54871, 715.468.2815.

Equal Opportunity Statement

Wisconsin Indianhead Technical College (WITC) does not illegally discriminate on the basis of race, color, creed, national origin, religion, sex, age, disability, sexual orientation, lack of English skills, arrest or conviction record, political affiliation, marital status, or other protected categories, in its services, employment programs, and/or its educational programs and activities, including but not limited to admissions, access and participation. The College attempts to be in compliance with all federal laws including but not limited to Title IX & Section 504. Inquiries regarding this non-discrimination policy should be directed to the Equal Opportunity Officer or Vice President, Administrative Services, at 505 Pine Ridge Drive, Shell Lake WI 54871. Telephone Number: 1.800.243.9482 or 1.715.468.2815, Ext. 2225 or 2237. TTY#: 1.888.261.8578. Wisconsin Indianhead Technical College provides reasonable accommodations to assist persons with disabilities to access or participate in its programs or activities.

Compliance Contact

The following individuals have been designated to handle inquiries regarding non-discrimination in employment and/or educational programs, services, and activities relative to Title VI and Title VII, Civil Rights Act of 1964 as amended Title IX, Educational Amendments Section 504, Vocational Rehabilitation Act of 1973, and program information or assistance regarding reasonable accommodation under Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Sandra Sutter, Affirmative Action Officer/Americans with Disabilities Act (ADA) Coordinator

WITC Administrative Office
505 Pine Ridge Drive
Shell Lake WI 54871
715.468.2815, Ext. 2225
sandy.sutter@witc.edu
TTY: 1.888.261.8578

John Will, Vice President, Administrative Services

WITC Administrative Office
505 Pine Ridge Drive
Shell Lake WI 54871
715.468.2815, Ext. 2237
john.will@witc.edu
TTY: 1.888.261.8578



Wisconsin Indianhead Technical College

Your Right to Know and Campus Security Information

Alcohol and Drug Policy

Sexual Harassment and Assault

College Crime and Security Information



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