

YOUR RIGHT TO KNOW

2016-2017

Chippewa Valley Technical College is committed to maintaining a campus environment that enhances and supports student learning and achievement.

The CVTC Board, administration, and staff recognize that a majority of its student population are at some point of transition in their lives. The college has a responsibility to maintain a safe and drug-free campus, so this transition may be as smooth as possible.

The Wisconsin Legislature and the U.S. Congress passed laws requiring colleges and universities to provide all students and staff detailed written information about these issues, including relevant state and federal laws, along with sanctions. The intent of the law is to insure that you have complete information about the extent of the problem, the risks involved, the legal standards that have been adopted, and the offices and agencies in the community to which you can turn for help. In order to comply with the requirements of the laws, we are providing this publication.

Paper copies of the information contained in this document will be provided upon request. Please contact the Student Central at 715-833-6200.

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WHO TO CONTACT

CVTC is committed to quality education and values YOUR success. In fulfilling this commitment, the college is responsive to student concerns. In most cases student concerns are best resolved through discussion with instructors (when appropriate). However, there may be times when you need to talk with someone else. Concerns or complaints can be made online via the [Student Complaint Form](#).

The following contacts are provided for your information. Or call 715-833-6200 or 1-800-547-2882 and ask to be transferred to the appropriate contact.

Concern

Contact

Public Safety

Public Safety Manager

Business Education Center, Room 116

Contact: 715-833-6670 or Email: whenning@cvtc.edu

Complaints, incidents, or grievances dealing with discrimination, harassment, or retaliation

Employees

Human Resource Director

Business Education Center, Room 104B

Contact: 715-852-1377 or Email: tburgau@cvtc.edu

Students

Diversity Manager

Business Education Center, Room 120W

Contact: 715-833-6234 or Email: diversity@cvtc.edu

Accommodations for persons with disabilities

Disability Services Specialist

Business Education Center, Room 120i

Contact: 715-833-6234 or Email: diversity@cvtc.edu

General student concerns, formal grade appeals, college service complaints, or concerns regarding other students

Vice President of Student Services or designee

(call Nancy Heller for appointment)

Business Education Center, Room 100

Contact: 715-852-1307 or Email: nheller1@cvtc.edu

Complaints concerning the quality of instruction

Educational Deans

(call Nancy Heller for appointment)

Business Education Center, Room 100

Contact: 715-852-1307 or Email: nheller1@cvtc.edu

WTCS COMPLAINT POLICY

After an attempt is made to resolve complaints through the applicable College appeals or complaint process, students who attend College within the Wisconsin Technical College System (WTCS), can file complaints at the State level in three categories as defined by the United States Department of Education:

- Complaints that allege violations of Wisconsin consumer protection laws, including but not limited to false advertising
- Complaints that allege violations of Wisconsin laws related to the licensure of postsecondary institutions
- Complaints relating to the quality of education or other State accreditation requirements.

A student who reasonably believes that a violation has occurred in one or more of these categories may file a written complaint within one year from the date of the alleged violation or the last recorded date of attendance, whichever is later. The WTCS will review complaints only after students attempt to resolve the matter through applicable college appeals or complaint processes. Complaints must be signed by the student and submitted on the official complaint form located at: <http://www.wtcsystem.edu/about-us/governance/policy-overview/educational-services/student-complaints>

EQUAL OPPORTUNITY & AFFIRMATIVE ACTION POLICY

Compliance: The Chippewa Valley Technical College District will fulfill its Equal Opportunity/Affirmative Action (EO/AA) responsibilities in compliance with the following laws: Title VI and Title VII of the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act of 1967, as amended; the Equal Pay Act of 1963, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the Civil Rights Act of 1991; the Wisconsin Fair Employment Law; 1989 Wisconsin Acts 186, 177; Federal and Wisconsin Executive Orders; Wisconsin Administrative Code, rules of the Department of Employee Relations; the Carl D. Perkins Vocational

Education Act; the Office of Civil Rights Guidelines of Eliminating Discrimination in Vocational Education Programs; and the Civil Rights Restoration Act of 1987; and any other legislation or executive order related to equal opportunity or affirmative action.

Equal Employment Opportunity: It is the college's policy not to discriminate but to maintain fair and impartial relations with employees and qualified applicants for employment. Chippewa Valley Technical College is in full compliance with applicable federal and state laws, executive orders, and regulations regarding nondiscrimination employment practices including, but not limited to, recruitment, hiring, transfers, promotions, training, compensation, benefits, layoffs, terminations, retention, certification, testing, and committee appointments.

Affirmative Action: The principles and concepts of affirmative action established to overcome the effects of past discrimination will be integrated into all phases of full- and part-time hiring practices. Affirmative action will be used to achieve a balanced workforce which includes an appropriate representation of women, ethnic/racial minorities, and persons with disabilities.

Equal Educational Opportunity: The College will provide equal educational opportunity which includes, but is not limited to, access to courses and programs; admissions; student policies and their application; counseling, guidance, and placement services; physical education and athletics; financial assistance; work-study; housing; and extracurricular activities. Chippewa Valley Technical College will seek to maintain an educational climate conducive to and supportive of cultural and ethnic diversity.

Equal Opportunity/Affirmative Action Responsibility: Ultimate responsibility for equal opportunity and affirmative action rests with the College President.

Responsibility for implementing the EO/AA program rests with the College's Equal Opportunity Officer. All managerial and supervisory staff will assume active roles in implementing and complying with the Affirmative Action Plan. Each employee of the College is responsible for conducting employment and educational activities in support of and in compliance with this procedure.

Role of the Equal Opportunity Officer: The College Equal Opportunity Officer's responsibilities include: developing a written Affirmative Action plan; internal and external communication procedures; collecting and analyzing employment and student data; identifying problem areas; setting goals and timetables; developing and implementing programs to remedy/eliminate discriminatory practices; designing and implementing an internal monitoring system; and submitting compliance plans and reports to the Wisconsin Board Equal Opportunity Officer and Federal Reports as required. The Equal Opportunity Officer will meet with the College President on a regular basis. The officer will plan, monitor, and advise the College President, appropriate staff members and appropriate College employees on equal opportunity and affirmative action matters. The Equal Opportunity Officer will report to the full Board on a periodic basis.

Grievance Procedure: A grievance or complaint of discrimination/harassment on the basis of race, color, national origin, ancestry, religion, creed, sex, disability, age, arrest or conviction record, marital status, parental status, military status, veteran status, pregnancy, or sexual orientation is utilized to investigate and resolve charges. A formal and informal process exists and is administered by the College Equal Opportunity Officer.

Sexual Harassment: In compliance with federal and state law, the Board will not tolerate and prohibits sexual harassment by its employees, non-employees, or students participating in the activities of the institution.

Harassment: Harassment of and by its employees, non-employees or students participating in the activities of the College on the basis of the protected groups listed under the Grievance Procedure section is an unlawful employment and education practice and is prohibited by the College. Appropriate disciplinary sanctions and preventive measures will be used to eliminate harassment. The grievance procedure is available from the College Equal Opportunity Office.

Accommodations for Persons with Disabilities: Reasonable accommodation will be provided for persons with disabilities to ensure equal access to employment and educational programs. The College will maintain physical accessibility.

Religion/Creed Accommodations: In response to a student or employee request, reasonable accommodations will be provided for the student's or employee's sincerely held religious beliefs with regard to examinations and other academic or workplace requirements.

Vendors: The College will obtain nondiscrimination assurances from contractors and suppliers of services and will also seek assurance of contractors and suppliers of service of their maintenance of reputable affirmative action practices.

Contact Person: Any questions concerning affirmative action or equal opportunity should be directed to the Director of Human Resources, Chippewa Valley Technical College, Room 104, 620 West Clairemont Avenue, Eau Claire, Wisconsin 54701 Telephone number (715) 852-1377

CVTC'S DIVERSITY STATEMENT

Chippewa Valley Technical College welcomes, values, and respects differences and commonalities of all people. By valuing differences, we demonstrate our commitment to treating everyone with fairness and respect.

ALCOHOL & DRUG POLICY

CVTC is committed to maintaining a drug-free learning environment. The CVTC Board, administration, and staff recognize that the abuse of alcohol and other drugs interferes with a person's ability to learn and retain new information and increases the risk of accidents and serious health problems. All drugs chemically influence a person's motor skills, body function, and brain processes, interfering with judgment, perception, reaction time, and other skills necessary to produce a safe and effective learning environment.

The possession, use, sale, transfer, or purchase of alcohol or controlled substances on College property is strictly prohibited on CVTC campuses. This applies to all College sites and facilities including leased property and clinical sites. Consumption of alcoholic beverages is prohibited during the scheduled time of an educational field trip.

All students are prohibited from being under the influence of alcohol or controlled substances while on College property, while conducting College business, or while receiving instruction. Violations of this policy will be reported to local law enforcement as well as being the basis for disciplinary actions, up to and including dismissal from the College. This policy shall not apply to substances prescribed by a physician, ingredients in food preparation, or utilized as part of the Field Sobriety Testing Program.

Employees or students who demonstrate abuse of alcohol and/or other drugs while on CVTC campuses or at other CVTC instructional facilities may be required to leave the campus. An alcohol or drug abuser is defined by the College as an individual whose use of substances for non-medical reasons adversely affects satisfactory performance or interferes with normal social interactions at the College. If the safety of the person dictates, a taxi or an ambulance may be called by CVTC personnel at a cost to the person. In the case of behavior problems, law enforcement personnel will be called. Upon return CVTC, the employee or the student will be offered a referral to CVTC's counseling services, Employee Assistance Program (EAP), or a community agency.

The advertising of alcoholic beverages is prohibited on CVTC property and in College publications.

Student social events must be sponsored by a recognized student club, organization, or class of CVTC. Such events must be approved by the Student Life Office and follow the CVTC Alcohol and Drug Policy for Employees and Students.

Alcohol and Other Drug Guidelines for Student Life Activities - Working together, we assist students in planning activities that are legal, provide enjoyable social interaction, and promote a positive image of the organization and CVTC. Questions regarding these guidelines should be referred to the Student Life Office.

Club Travel and Educational Field Trips are scheduled learning activities. All disciplinary procedures in existence on campus apply to field trips. Illegal drug use at any time, and alcohol use during the scheduled part of the trip, is prohibited and is cause for dismissal from the trip. The consumption of alcoholic beverages on educational field trips is forbidden in motor vehicles or a

chartered bus. Disciplinary action upon return to the campus will be taken according to district policy. Groups permitting the consumption of alcoholic beverages forfeit subsidy from the Student Government. Furthermore, violating student(s) or group(s) may be denied the privilege of scheduling or participating in future trips. The consumption of alcoholic beverages is permitted, but not advised, once the group reaches the destination.

Fundraisers (such as silent auctions or other sales) by student organizations must be in compliance with the policy prohibiting advertisement of alcoholic beverages by NOT offering alcohol or drug related paraphernalia or promotional items (such as neon bar signs, mirrors, or articles of clothing with beer logos, etc.) as available prizes or purchases.

DRUG CONVICTIONS AND FINANCIAL AID ELIGIBILITY

Drug Convictions may impact your eligibility for Federal Financial Aid. According to the United States Department of Education, if a student is convicted of a drug offense after receiving Federal aid, he or she must notify the Financial Aid Office immediately and that student will be ineligible for further aid and required to pay back all aid received after the conviction. Federal Financial Aid consists of:

- Federal Student Loans
- Federal PLUS Loans
- Federal Grants
- Federal Work-Study

For additional information, including information on regaining eligibility after a drug conviction, Review the "Drug Convictions" Policy on the [CVTC Financial Aid Page](#).

TOBACCO POLICY

The use of tobacco and smoking products in any form on CVTC property is prohibited except in designated outdoor areas. This includes the use of electronic cigarettes. Students and visitors who violate this policy may be subject to reasonable actions by the College in an effort to enforce acceptable tobacco use on the

property. Designated tobacco use areas will be posted at the entrance of each Chippewa Valley Technical College facility.

ACCOMODATING RELIGIOUS BELIEFS

CVTC complies with s38.04 (16), Stats, which provides for the reasonable accommodation of a student's sincerely held religious beliefs. Students can request a reasonable accommodation with regard to scheduling an examination and other academic requirements. The student request must be in writing and submitted to the instructor five working days prior to the date or dates of the anticipated absence. The student request will be kept confidential. Instructors will provide a means by which a student can perform the makeup examination or other academic requirement in a timely manner without any prejudicial effect.

ACCOMODATING DISABILITIES

CVTC is in compliance with Section 504 of the 1973 Rehabilitation Act and with the Americans with Disabilities Act of 1990, ensuring that no qualified person solely by reason of disability will be denied access to, participation in, or the benefits of any program or activity operated by the College. Reasonable accommodations and auxiliary aids will be available for qualified students with disabilities. If the student feels the need for an accommodation and/or service, the student should notify their instructor and the Diversity Resources department as early as possible at the start of the term.

CAMPUS PUBLIC SAFETY

The Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092 (f)) is a federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses since 1990. The law requires them to publish and distribute an annual security report containing campus security policies and procedures, as well as campus crime statistics. This report includes a description of the type and frequency of programs designed to inform students and employees about campus security procedures and to

encourage them to be responsible for their own security and the security of others.

Security Policy: CVTC considers security to be an important issue and will make every reasonable effort to provide a safe and secure learning and working environment. The protection of students, staff, and College property will follow established procedures.

Reporting of Criminal Actions: Community members, students, employees, and visitors are encouraged to report all crimes and public safety incidents occurring on campus property to the local law enforcement agency and/or CVTC Public Safety Office in a timely manner. CVTC Security Officers/Guards do not have arrest powers so any criminal incidents are referred to the local law enforcement agency that has jurisdiction on the campus. Any student involved in perpetrating a reported crime occurring on campus property, is subject to disciplinary action up to and including dismissal from the College.

CVTC will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased, CVTC will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Relationships with Law Enforcement Agencies: CVTC maintains a close working relationship with local law enforcement agencies. Meetings will be held on an as needed basis. Crime related reports and statistics are exchanged upon request.

Access to Campus Facilities: Campus buildings are accessible to students and employees including visitors during the normal hours of business Monday through Friday, and on weekends depending on usage demand. This excludes holidays and most Sundays.

Security of Campus Facilities: Periodic surveys of campus property will be requested of local law enforcement or other security consultants for the purpose of reporting any deficiencies. Parking lots of the College are monitored for parking violations only.

During normal business hours, the College will be open to students, employees, and visitors. During non-

business hours, access to all College facilities is by College-issued keys or key access cards.

Security Awareness and Crime Prevention Programs: Crime prevention activities and literature coordinated through Student Life and the Student Government will be provided to students on a regular basis.

Emergency Management and Student Notification: Annual drills and emergency system tests are held in accordance with College policy. Student notification systems are in place. On campus emergency announcements as determined by College administration and/or the Public Safety Office go to all campus phones using an Inform-A-Cast system, and off-

campus students receive phone messages via the Connect Ed System. [CVTC Emergency Procedures.](#)

Reporting Crime Statistics: Periodic reports compiled by the Public Safety Office using College and local law enforcement data for all campuses will be made to students, employees, and the public on a timely basis about campus crime and crime-related problems. The number of crimes occurring on campus will be provided annually to all students in compliance with the Crime Awareness and Campus Security Act of 1990 and available to prospective students upon request.

ANNUAL SECURITY REPORT- CLERY DATA

JANUARY 1, 2015 TO DECEMBER 31, 2015 - Public Law 101-542, also known as the Student Right-to-Know and Campus Security Act, requires that Chippewa Valley Technical College make public, statistics on reportable crimes. The law requires that these statistics be collected annually beginning August 1, 1991, and the information be disseminated to the campus community on a timely basis in a manner that will aid in the prevention of similar occurrences. On September 1 of every year, an annual report on crime statistics and existing policies is to be made available to any applicant for enrollment upon request.

CRIME	Eau Claire - Business Education Center			Eau Claire - Health Education Center			Eau Claire - Emergency Services Education Center			Eau Claire – Energy Education Center			Eau Claire – Gateway Campus		
	'13	'14	'15	'13	'14	'15	'13	'14	'15	'13	'14	'15	'13	'14	'15
Year															
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0		0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0		0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0		0	0	0	0	0
Arrests: Drug Abuse Violations	0	1	0	0	0	0	0	0	0		0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	0	0	0	0	0	0		0	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0	0	0	0		0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0	0	0	0		0	0	0	0	0
Arrests: Weapons Possession	0	0	0	0	0	0	0	0	0		0	0	0	0	0
Disciplinary Referrals: Weapons Possession	0	0	0	0	0	0	0	0	0		0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0		0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0		0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0		0	0	0	0	0

CRIME	Fire Safety Center			
	Year	'13	'14	'15
Murder/Non-Negligent Manslaughter				0
Negligent Manslaughter				0
Burglary				0
Arrests: Drug Abuse Violations				0
Disciplinary Referrals: Drug Abuse Violations				0
Arrests: Liquor Law Violations				0
Disciplinary Referrals: Liquor Law Violations				0
Arrests: Weapons Possession				0
Disciplinary Referrals: Weapons Possession				0
Aggravated Assault				0
Robbery				0
Motor Vehicle Theft				0
Arson				0
Sexual Assault				0
Domestic Violence				0
Dating Violence				0
Stalking				0
Hate Crimes ¹				0

No non-campus property crimes to report. Non-campus property crimes are denoted with a “”

¹Hate Crimes: Any of the above-mentioned offenses, and any incidents of Theft, Simple Assault, Intimidation, or Damage/Vandalism to Property that were motivated by bias.

SEXUAL ASSAULT

This information is provided to help protect you. However, if you are assaulted or witness a sexual assault, we want you to know the people and resources that are available to help you. You may also find the CVTC Sexual Misconduct policy and prevention program here [Sexual Misconduct Prevention and Policies](#) For more information refer to the Wisconsin statutes listed below:

Sexual Assault:

- *Wisconsin State Statute § 940.225 – Sexual Assault*

Domestic violence:

- *Wisconsin State Statute § 968.075 – Domestic Abuse Incidents; Arrest and Prosecution*
- *Wisconsin State Statute § 813.12 – Domestic Abuse Restraining Orders and Injunctions*

Stalking:

- *Wisconsin State Statute § 940.32 - Stalking*

CVTC Sexual Misconduct Policy

CVTC strives to provide a safe environment in which students can pursue their education free from the detrimental effects of sexual misconduct, which includes, but is not limited to sexual harassment, domestic violence, intimate partner violence, stalking, sexual assault and other forms of non-consensual sexual behavior. Title IX of the Higher Education Act of 1972 ("Title IX") prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance.

Title IX ensures the College does not discriminate on the basis of sex in its education programs and the Campus Sexual Violence Elimination Act (SAVE) of 2013 and Violence Against Women Reauthorization Act (VAWA) ensures that colleges and universities implement policies and programs to prevent sexual assault, dating violence, domestic violence, and stalking. Therefore, the College seeks to educate students, faculty and staff about these issues and to provide a means of recourse for those who believe they have experienced such misconduct. The College reserves the right to respond with whatever measures it deems appropriate to prevent sexual misconduct and preserve the safety and well-being of its students, staff and visiting community members.

The College specifically prohibits all forms of sexual misconduct and violence including, but not limited to, rape, acquaintance rape, sexual assault, sexual harassment, intimate partner violence, domestic violence, stalking, other forms of non-consensual behavior, and hate crimes between or against members of its college community.

The College does not discriminate on the basis of gender, gender identity, or sexual orientation in administration of its educational policies, admissions policies, scholarship and loan programs, and other College-administered programs or in its employment practices.

Laws and the requirements of CVTC's sexual misconduct and harassment policy affect all relationships within the College community, including, but not limited to:

- Student and/or employee relationships with other students and/or employees
- Instructor and staff conduct toward students and/or each other
- Student conduct toward instructors and staff
- Conduct between members of same or different genders

- Conduct toward persons outside the College community may be considered a violation of this policy if the College concludes there is a sufficient connection between the conduct and the College to warrant the College taking action
- Conduct between campus visitors and students or employees

On-campus violations include any violation which occurs: within the geographic confines of the college, including its land, institutional roads and buildings, its leased premises, the property, facilities and leased premises of organizations affiliated with the college. Because off-campus events can impact the learning environment while a student is attending the College, CVTC will also consider the effects of off-campus misconduct when evaluating whether there is a hostile environment on-campus or in an off-campus education program or activity which:

- Involves conduct directed at or by a college student or other member of the college community (e.g. outside employment)
- Occurs during college-sponsored events (e.g. field trips, social or educational functions, college-related travel, student recruitment activities, internships and service learning experiences)
- Occurs during the events of organizations affiliated with the College, including the events of student organizations and college events
- Poses a disruption and/or threat to the college community

The college cannot fully address the continuing effects of off-campus sexual violence on campus or in an off-campus education program or activity unless it processes the complaint and gathers appropriate additional information in accordance with its established procedures.

Sexual Misconduct Defined

The College prohibits sexual misconduct in any form. Sexual misconduct is a broad term encompassing any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation. Sexual misconduct can occur between persons of the same or different genders. Prohibited conduct under this policy includes, but is not limited to, the following:

- Sexual Harassment or discrimination
 - Sexual Harassment is defined as unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe, persistent or pervasive such that it unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the College's educational programs or employment opportunities. The unwelcome behavior may be based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation. A single instance of sexual assault may be sufficient to constitute a hostile environment.
- Unwelcome sexual advances or propositions that interfere with an individual's education or employment opportunities
- Using electronic devices or technology (e.g., cell phone, camera, email, Internet sites or social networks) to record or transmit nudity or sexual acts without a person's knowledge and/or permission
- Committing violence within a relationship (domestic violence or intimate partner violence)
- Excessive unwelcome and persistent attention on a regular basis either with electronic devices or in person or other means (stalking)
- Intentionally observing nudity or sexual acts of another person without the person's knowledge or permission (voyeurism)
- Unwelcomed touching of the genitals, buttocks, or breasts that is intentional or other unwelcome touching or groping
- Forcing/coercing someone to touch you or someone else in a sexual manner
- Threatening to sexually harm someone
- Initiating sexual activity with a person who is incapacitated and unable to provide consent due to alcohol and/or drug consumption or other condition
- Inducing incapacitation for the purpose of sexual exploitation
- Ignoring a sexual limit that has been communicated
- Coercing or intimidating someone into sexual behavior
- Sexual assault, including non-consensual penetration of an orifice (anal, vaginal, oral) with the penis, finger, tongue or objects

Policy Definitions:

BYSTANDER

A bystander is anyone who observes an emergency or a situation that looks like someone could use some help.

COERCION

Coercion is defined as compelling someone to act based on:

- an unreasonable amount of pressure
- harassment
- threats
- intimidation

When someone makes clear that he or she does not want to engage in sexual conduct, wants it to stop, or does not wish to go past a certain point of sexual interaction, continued pressure beyond that point is coercive.

CONFIDENTIALITY

Persons seeking general information or guidance about harassment or discrimination may be concerned about whether the information they share with another person will be confidential. While the College is eager to create a safe environment in which individuals can be unafraid to discuss concerns and make complaints, legal obligations may require the College to take some action once it is informed that harassment or discrimination may be occurring. Although the confidentiality of the information received and the privacy of the individual(s) involved cannot be guaranteed, they will be protected to as great an extent as is legally possible. The expressed wishes of the complainant regarding confidentiality will be considered in the context of the College's legal obligation to act upon the charge and the right of the charged party to be informed concerning the charge(s).

CONSENT

By definition of this policy, consent must be:

- Informed, knowing, and voluntary
- Active, not passive
- Given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity; Silence, in and of itself, cannot be interpreted as consent
- Known - Consent to one form of sexual activity cannot imply consent to other forms of sexual activity
- Of legal age

HARM TO PERSONS

Actions which result in or have the potential to cause physical harm or create conditions that pose a risk of physical harm or cause reasonable apprehension of physical harm are prohibited. Conduct which threatens to cause harm, or creates hazardous conditions for others, such as dropping, throwing, or causing objects or substances to fall from windows, ledges, balconies or roofs is also prohibited.

INCAPACITATION

A state where one cannot make a rational, reasonable decision because they lack the ability to understand the who, what, where, why, or how of their sexual interaction.

- Someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a 'date-rape' drug
- Use of alcohol or other drugs will never function to excuse behavior that violates this policy

If you have sexual activity with someone you know – or should have known – to be mentally or physically incapacitated, you are in violation of this policy.

NON-CONSENSUAL SEXUAL CONTACT

Non-consensual sexual contact is any intentional sexual touching, however slight, with any object by a person upon another person without consent.

Sexual contact includes:

- Intentional contact with the breasts, buttocks, groin, or genitals, or touching another any of these body parts, or making another touch you or themselves with or on any of these body parts
- Any other intentional bodily contact of a sexual manner

NON-CONSENSUAL SEXUAL INTERCOURSE

Non-consensual sexual intercourse is any sexual intercourse (anal, oral, or vaginal) however slight, with any object, by a person upon another person, without consent.

Sexual intercourse includes:

- Intercourse, however slight, meaning vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger
- oral copulation (mouth to genital contact or genital to mouth contact)

RELATIONSHIP VIOLENCE

Relationship violence is conduct in which the parties involved know each other or had a prior relationship and may include acquaintance rape, dating violence and domestic violence.

Domestic Violence: violence committed by a

- Current or former spouse or intimate partner
- Current or former cohabitant
- Person with whom a victim shares a child in common
- Person similarly situated to a spouse under domestic or family violence law
- Anyone else protected under domestic or family violence law

Dating violence: Inappropriate conduct when the parties involved are, or have been, in a romantic or intimate relationship and does not include a causal relationship between two individuals in a business or social context. Whether a relationship exists will depend on the length, type, and frequency of interaction.

SEXUAL ASSAULT

Sexual assault is defined very broadly by criminal law. It includes a wide variety of conduct from sexual intercourse to sexual contact, without the consent of the other person. Criminal sexual contact can be as limited as a single instance of touching a woman's breast, buttocks, or genital area, or touching a man's buttocks or genital area, without that person's consent, even if the person touched is fully clothed. Other examples of sexual assault include:

- rape
- acquaintance rape
- forcible fondling
- sodomy (oral or anal intercourse)
- sexual penetration with an object

SEXUAL EXPLOITATION

Exploitation involves taking non-consensual sexual advantage of another person, even though the behavior might not constitute one of the other sexual misconduct offenses. Examples can include, but are not limited to the following behaviors:

- Distribution or publication of sexual or intimate information about another person without consent, including by means of social media
- Electronic recording, photographing, or transmitting sexual or intimate utterances, sounds, or images without knowledge and consent of all parties
- Engaging in indecent exposure
- Voyeurism - Voyeurism involves both secretive observation of another's sexual activity and secretive observation of another for personal sexual pleasure
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex)

Sexual Misconduct

Sexual misconduct is a broad term encompassing any non-consensual behavior of a sexual nature that is committed by force or intimidation, or that is otherwise unwelcome.

Sexual misconduct includes:

- sexual assault
- sexual exploitation
- sexual harassment
- stalking
- relationship violence (domestic and dating)
- hostile environment

Sexual misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can occur between members of the same or different gender and can also occur while individuals are fully clothed.

Stalking

Stalking involves harassment, intimidation, surveillance or a similar course of repeated conduct that is intended to cause a reasonable person to fear for his or her safety or suffer substantial emotional distress, serious physical

injury, or death. Stalking includes conduct directed at the victim's immediate family, a spouse, or intimate partner. Stalking can also be a form of sexual harassment and/or it can involve a total stranger.

Obligation to Report

All College employees have an obligation to report to the Title IX Coordinator, information regarding sexual misconduct incidents made known to them, or that they have reasonable cause to suspect that such conduct might have occurred. Employees are required to caution students about confidentiality issues and to advise students that the employee is required to report potential or alleged violations of this policy. Even if a student refuses to file a complaint with the College or the police or participate in a disciplinary proceeding, the College may need to further investigate reports of sexual misconduct. To the extent possible, student privacy will be maintained and information will only be shared with individuals on a need-to-know basis. A request for confidentiality does not relieve the College employee of his or her obligation to report.

This policy will apply regardless of whether a criminal proceeding has been initiated, the conduct occurred on campus, off campus, or involved a College sponsored activity. The College will take appropriate measures to address violations of this policy in a manner that is reasonable to prevent such conduct from recurring and to minimize the effects on victims and the community. The College's policy to address cases of alleged sexual misconduct is designed to:

- Consider the rights of the complainant, the rights of the respondent, the safety of the community, and compliance with applicable laws and College policies
- Conduct a timely, fair, impartial, and equitable investigation and adjudication process with thoroughness and respect for all involved parties
- Protect the privacy of all parties to the extent practical, while balancing the need to perform an investigation, follow the procedures outlined below, comply with applicable law, and maintain campus safety
- Provide appropriate remedies and sanctions to address the discriminatory effects of sexual misconduct on the complainant and others
- Support the needs of the complainant and respondent in the areas of emotional and mental health, physical well-being, and safety from future violence or retaliation

In instances where a complaining party insists on confidentiality, it may limit the College's ability to respond. Depending upon the circumstances, the College may not be able to ensure confidentiality because of its obligation to provide a safe and non-discriminatory environment for all students. Factors that may impact the request include the seriousness of the alleged conduct and whether there have been other complaints about the same individual.

If you've been sexually assaulted CVTC encourages you to report it to your local law enforcement agency.

CVTC students and staff can report instances of sexual assault to the Title IX Coordinator Natti Marlaire, 715-852-1399. Students and staff can also report to CVTC's Public Safety office, 715-833-6202 or file an incident report located on [Public Safety's](#) My CVTC website.

REGISTERED SEX OFFENDERS

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act, the Jeanne Cleary Act and the Family Educational Rights and Privacy Act of 1974, the Chippewa Valley Technical College Public Safety Office is providing a link to the Wisconsin Department of Corrections Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student.

Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable to the fullest extent of the law.

The Wisconsin Department of Correction is responsible for maintaining the registry. Follow the link below to

access the Wisconsin Department of Corrections Sex Offender Registry Website:

<http://offender.doc.state.wi.us/public/>

DISCRIMINATION/HARRASSMENT

Title IX regulations prohibit recipients from intimidating, coercing or retaliating against individuals because they engage in activities protected by Title IX. Retaliation for filing a report or complaint or for participating in a related investigation or disciplinary proceeding is considered a violation of this policy. The College has a zero tolerance threshold for retaliation behaviors in any form, which include:

- Reporting sex discrimination, including sexual harassment and assault
- Filing a discrimination complaint
- Assisting someone in reporting discrimination or filing a complaint
- Participating in any manner in an investigation of discrimination, for example as a witness
- Protesting any form of sex discrimination

When an allegation of misconduct is brought to the appropriate authorities' attention, and an accused has been found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are not repeated.

HARRASSMENT

Covert or overt abuse, harassment, or intimidation of members of the college community or others is prohibited. This includes, but is not limited to, harassment on the basis of race, ethnic origin, disability, creed, gender, or sexual orientation. See the Grievance Policy (Student Handbook, pages 173- 174) for more information about harassment and how to report.

HATE CRIME

The victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

HOSTILE ENVIRONMENT

Includes any situation in which there is harassing conduct that is sufficiently severe, persistent or pervasive such that it alters the conditions of employment or limits, interferes with or denies

educational benefits or opportunities, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.

The determination of whether an environment is "hostile" must be based on all of the circumstances listed here. These circumstances may include, but are not limited to:

- The frequency of the conduct
- The nature and severity of the conduct
- Whether the conduct was physically threatening
- Whether the conduct was humiliating
- The effect of the conduct on the alleged victim's mental or emotional state
- Whether the conduct was directed at more than one person
- Whether the conduct arose in the context of other discriminatory conduct
- Whether the conduct unreasonably interfered with the alleged victim's educational or work performance

SEXUAL HARASSMENT

Unwelcome conduct of a sexual nature which may or may not be manifested as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature.

- Unwelcome, gender based verbal or physical conduct rises to an actionable level when it is sufficiently severe, persistent, or pervasive and objectively offensive that unreasonably interferes with or deprives someone of educational or employment access, benefits or opportunities. Examples of actionable sexual harassment occurs when:
 - Submission to or rejection of such conduct or communication is a term or condition of education benefits, academic evaluation or opportunities
 - Submission to such conduct or communication has the effect of substantially interfering with an individual's education or work environment
 - Such conduct is sufficiently severe, persistent or pervasive and objectively offensive behavior that it creates an intimidating, hostile, or offensive educational or work environment that denies an individual's educational or employment opportunities or

participation in campus activities or access to campus benefits

Examples of Harassment: Not all workplace or educational conduct that may be described as 'harassment' affects the terms, conditions or privileges of employment or education. For example, a mere utterance of an ethnic, gender-based, or racial epithet which creates offensive feelings in an employee or student would not normally affect the terms and conditions of their employment or education.

Discrimination or harassment in any service, program, course or facility of CVTC or in any CVTC employment practice on the basis of race, color, national origin, ancestry, religion, creed, sex, disability, age, arrest or conviction record, marital status, parental status, military status, veteran's status, pregnancy or sexual orientation is prohibited and in violation of federal and state laws and CVTC policies. Discrimination means any action, policy or practice, including bias, stereotyping and harassment, which is detrimental to a person or group, which differentiates or distinguishes among persons, or which limits or denies a person or group of person's opportunities. Harassment means behavior which is pervasive, severe, and which substantially interferes with a person's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status as a student; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions or enrollment, rating or grading of a student; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or academic progress, or creating an intimidating, hostile or offensive work or academic environment. Sexual harassment is explicitly forbidden, be it between staff, between students, or between staff and students.

Harassment of individuals in other protected classes (race, color, national origin, ancestry, religion, creed, disability, age, arrest or conviction record, marital

status, parental status, veteran's status, pregnancy or sexual orientation) is also contrary to CVTC policy when it:

- has the purpose or effect of creating an intimidating, hostile, or offensive academic or working environment
- has the purpose or effect of unreasonable interference with an individual's academic or work performance
- otherwise adversely affects an individual's academic progress or employment opportunities.

Any individual that engages in discrimination or harassment will be subject to disciplinary action.

COMMUNITY RESOURCES

CVTC has provided a list of resource locations to assist in your success as a student at Chippewa Valley Technical College organized by County of residence. Services include in the resources guides include: Alcohol and Other Drug Abuse, Childcare, Crisis and Support, Disability and Accessibility, Diversity, Education and Training, Employment, Financial Planning and Debt Management, Food/Nutrition and Meals, Free Clinics and Healthcare Services, Homeless Shelters, Household Needs, Housing Assistance, Literacy, Tutoring and Instruction, Sexual Assault and Domestic Violence, Transportation, and Veterans. If you are a current student, all resources are also located on the Community Resources page at <https://mycvtc.cvtc.edu/site/student/Pages/Community-Resources.aspx>.

Buffalo County

<http://www.workforceconnections.org/Buffalo.html>

Chippewa County

<http://www.co.chippewa.wi.us/government/human-services>

Clark County

<http://clark.uwex.edu/>

Dunn County

<http://www.co.dunn.wi.us>

- Located under Residents

Eau Claire County

<http://eauclaire.uwex.edu/family-living/resource-directories/>

Jackson County

<http://www.workforceconnections.org/Jackson.html>

Pepin County

<http://www.workforceconnections.org/Pepin.html>

Pierce County

<http://www.co.pierce.wi.us/Human%20Services/ADRC.html>

St. Croix County

<http://www.co.saint-croix.wi.us/>

Taylor County

<http://www.co.taylor.wi.us/pdf/services.pdf>

Trempealeau County

www.workforceconnections.org/Trempealeau.html

SEXUAL ASSULT RESOURCES

If you have been sexually assaulted, report it to your local law enforcement agency at 911.

For help and support, contact one of these agencies:

- CVTC Academic Advising, Student Success, and Career Development 715-833-6346
- CVTC Public Safety, 715-833-6202
- Title IX Coordinator, Natti Marlaire 715-852-1399

Wisconsin Resources

- [Great Rivers 211](#)
An Information & Referral and Crisis Line
- [The Wisconsin Coalition Against Domestic Violence](#)
Wisconsin resources for domestic violence and sexual assault

- [WCASA](#)
Wisconsin Coalition Against Sexual Assault
- [Department of Justice](#)
Wisconsin Sexual Assault Service Provider List
- [Department of Justice-Victim Resources](#)
County information for victim resources in Wisconsin

Buffalo County

- [Bolton Refuge House](#)
Advocacy services, information and referrals, transitional housing and emergency shelter to victims of domestic violence, dating violence, sexual assault, and stalking
- [New Horizon's Shelter & Outreach Center](#)
Sexual assault and domestic violence advocate services, shelter and crisis line

Chippewa County

- [Bolton Refuge House](#)
Advocacy services, information and referrals, transitional housing and emergency shelter to victims of domestic violence, dating violence, sexual assault, and stalking
- [Family Support Center](#)
Domestic violence intervention & counseling and sexual assault support & counseling-Eau Claire and Chippewa Counties

Clark County

- [Personal Development Center, Inc. Clark County Outreach](#)
Domestic violence and sexual assault victim services, crisis line and medical advocacy

Dunn County

- [The Bridge to Hope](#)
The Bridge to Hope offers FREE and confidential services to victims and survivors of domestic abuse, sexual assault and human trafficking in Dunn and Pepin Counties

Eau Claire County

- [Bolton Refuge House](#)
Advocacy services, information and referrals, transitional housing and emergency shelter to victims of domestic violence, dating violence, sexual assault, and stalking
- [Center for Awareness of Sexual Assault \(CASA\) UW-Eau Claire](#)
Sexual assault crisis line, advocacy and support-NOT limited to UWEC students
- [Eau Claire Area Hmong Mutual Assistance Association's Family Strengthening Program](#)
A bilingual Family Strengthening Advocate assists families with legal advocacy and provides outreach to service providers and Hmong families on domestic violence prevention and awareness
- [Family Support Center](#)
Domestic violence intervention & counseling and sexual assault support & counseling-Eau Claire and Chippewa Counties

Jackson County

- [Bolton Refuge House](#)
Advocacy services, information and referrals, transitional housing and emergency shelter to victims of domestic violence, dating violence, sexual assault, and stalking
- [Gunderson Lutheran Domestic Abuse & Sexual Assault Program](#)
Ongoing support, advocacy for survivors of domestic violence and sexual assault including: legal, medical, and human services advocacy, crisis intervention, safety planning, referrals to community resources, 24-hour crisis line, multilingual and multicultural availability
- [Ho-Chunk Nation Domestic Abuse Services](#)
Offers support services to domestic abuse victims and their families

Pepin County

- [The Bridge to Hope](#)
The Bridge to Hope offers FREE and confidential services to victims and survivors of domestic abuse, sexual assault and human trafficking in Dunn and Pepin Counties

Pierce County

- [St. Croix Valley SART](#)
SART The St. Croix Valley Sexual Assault Response Team (SART) provides forensic healthcare, education, protection and advocacy for victim survivors of sexual assault and the community
- [Turningpoint](#)
Victims of domestic and/or sexual violence

St. Croix County

- [St. Croix Valley SART](#)
The St. Croix Valley Sexual Assault Response Team (SART) provides forensic healthcare, education, protection and advocacy for victim survivors of sexual assault and the community
- [Turningpoint](#)
Victims of domestic and/or sexual violence

Taylor County

- [Stepping Stones](#)
Support services to victims of domestic violence and sexual assault
- [The Women's Community, Inc.](#)
Provides confidential counseling and shelter, domestic abuse or sexual assault support groups, services for youth and children, sexual assault services and assistance with civil, parenting and criminal issues

Trempealeau County

- [Mayo Clinic Health System-Safe Path](#)
Domestic abuse and sexual assault program for Mayo Clinic Health System Franciscan Healthcare (La Crosse, WI)
- [New Horizons Shelter & Outreach Centers](#)
Sexual assault and domestic violence advocate services, shelter and crisis line

National Resources

- [RAINN](#)
Rape, Abuse, & Incest National Network
- [The National Suicide Prevention Lifeline](#)
24 hour, toll free confidential suicide prevention hotline
- [Love is Respect](#)

Information about how to recognize dating violence and find help.

- [National Domestic Violence Hotline](#)
24 hour support for people facing domestic violence
- [Stalking Resource Center](#)
Provides assistance and guidance for individuals impacted by stalking
- [NotAlone.gov](#)
Resources on responding to and preventing sexual assault in schools
- [Pandora's Project](#)
An organization dedicated to providing information, support, and resources to survivors of rape and sexual abuse and their friends and family
- [Child Welfare Information Gateway](#)
Information on local state laws regarding mandatory reporting and confidentiality
- [Prevention Connection](#)
A national online project dedicated to the primary prevention of sexual assault & domestic violence
- [Stop It Now](#)
Provide support, information and resources to keep children safe and create healthier communities
- [National Sexual Violence Resource Center](#)
The NSVRC's Mission is to provide leadership in preventing and responding to sexual violence through collaboration, sharing and creating resources, and promoting research
- [Violence Against Women Network \(VAWnet\)](#)
Resources on domestic violence, sexual violence, funding, research, and international issues