



MICHIGAN DEPARTMENT OF  
**LABOR & ECONOMIC  
OPPORTUNITY**



# STUDENT HANDBOOK

## Section 1 – General Information

Michigan Department of Labor and Economic Opportunity  
Michigan Rehabilitation Services

## SECTION 1 GENERAL INFORMATION

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**Notice of Non-Discrimination:**

The Michigan Department of Labor and Economic Opportunity (LEO) is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities, as required by law.

**Admissions Process:**

The majority of students attending MCTI are referred by Michigan Rehabilitation Services. Students may be referred by other agencies including Michigan Works! Service Centers, Veterans Affairs, Department of Health and Human Services, Workers' Compensation Board, Bureau of Services for Blind Persons, and private rehabilitation or insurance agencies. Referrals made outside of Michigan Rehabilitation Services will be considered on a space-available basis.

Prospective students should contact the local MRS office in their home area for an appointment to discuss attending MCTI. For private pay individuals, please contact the Admissions Office at 269-664-9587; 269-664-9223; 877-901-7360 (toll free); or by writing to Admissions, MCTI, 11611 West Pine Lake Road, Plainwell, MI 49080-9254. TTY users may contact MCTI by dialing 711 and providing the relay operator with 269-664-4461.

Some career and technical education programs may require entrance criteria based on certain reading and math levels, specific cognitive abilities and/or physical abilities. If a prospective student meets the entrance criteria of the chosen training program, his or her name is placed on the waiting list for that program.

**School Terms:**

There are four terms in the school year. Fall Term, Winter Term, Spring Term, and Summer Term. For specific beginning and ending dates, please see the MCTI school calendar on MCTI's website [www.michigan.gov/mcti](http://www.michigan.gov/mcti).

**Conflict of Interest:**

All MCTI employees are expected to maintain a relationship free from conflict of interest. Examples of relationships that could lead to a conflict of interest include, but are not limited to:

- Socializing during non-work hours with a person served by the agency.
- Serving as a guardian, conservator or other type of legal representative of a person served in an MCTI program.
- Being related to a person (i.e., brother, niece, cousin) served in an MCTI program.

**Career Readiness Center:**

The Career Readiness Center (CRC) is comprised of three programs: Career Assessment Services, Literacy and Math Services.

The CRC programs work together to offer a variety of assessments, structured programs and employability skills classes to potential and current career and technical education students. The CRC prepares students to enter a career and technical education (CTE) program that matches their skills and interests and builds employability skills prior to entering the CTE program and/or the world of work.

**Fire & Safety:**

Safety and security is a very important priority of the MCTI community. Fire and Safety Department coverage is 24 hours, seven days a week, including all holidays. This department oversees and completes all safety inspections and monitors compliance with all Michigan Occupational Safety and Health Administration (MIOSHA) standards.

The Fire and Safety Department has the responsibility to monitor, investigate, and track all unusual incident reports (UIR). They interact with local law enforcement agencies regarding any criminal activity identified on campus.

**Eagle Shack:**

The Eagle Shack is the school store managed by MCTI's Retail Marketing Department where you can purchase snacks, personal items, and school attire.

**Financial Aid:** MCTI participates in the Federal Pell Grant and Federal Supplemental Educational Opportunity Grant programs.

MCTI receives these funds from the Federal Financial Aid Program to help offset education costs and help enhance classroom instruction. It is mandatory that all students with a high school diploma or a GED complete the Free Application for Federal Student Aid (FAFSA) prior to enrollment into a trade, even if Michigan Rehabilitation Services (MRS) is sponsoring you. The FAFSA is completed online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). If the student falls under the federal definition of being a dependent, the student's parent be required to complete the parent section of the FAFSA. Failure to comply may result in the student not being able to re-enroll or receive their graduation certificate.

MCTI's Federal School code number is 026184. This code is used on the FAFSA.

Financial aid recipients must maintain satisfactory academic progress to be eligible for subsequent terms of aid. Non-compliance will affect eligibility. The financial aid records are housed in the Financial Aid office's secured files. For details, contact the Financial Aid Office at 269-664-9217 or 269-664-9543

\*TTY users may contact MCTI by dialing 711 and providing the relay operator with  
269-664-4461

**FINANCIAL AID VERIFICATION:** If the student's financial aid record requires verification, the student will be required to provide all documents including tax return transcripts (from IRS.gov), within 30 days. If the student is considered to be a dependent, the student's parent's documentation is also required. Failure to comply may result in the student not being able to re-enroll or receiving their graduation certificate.

**RETURNING FINANCIAL AID RECIPIENTS:** Students must re-apply for financial aid each academic year. (August 1 – July 30). Students must maintain satisfactory academic progress and not be in default status with the federal Perkins, Stafford or Plus loans, or

owe a refund on any Title IV Higher Education Act (HEA) grant received at any institution previously attended. MCTI does not participate with any federal or state loan programs.

**FINANCIAL AID REFUND POLICY:** Pell grant and FSEOG refunds will be implemented when a student leaves MCTI either temporarily or permanently. Some reasons for Pell grant and FSEOG refund include but are not limited to transferring to a trade that is currently at full capacity, suspensions, attendance or academic problems, medical leaves, and student decision to permanently withdraw.

The leave date posted in the MRS database will be used as the withdrawal date used for determining the refund amount. The recalculation form will be completed within 14 days of the withdrawal date and Pell/FSEOG funds will be returned within 45 days of the withdrawal date. Refunds are posted in EdExpress as a disbursement adjustment.

Refund amounts will be determined by the MCTI Financial Aid Administrator, using Federal Financial Aid guidance. The refund amount of the Pell grant and FSEOG is returned to the U.S. Department of Education – Common Origination and Disbursement Division.

The leave date posted in the MRS database will be used as the withdrawal date used for determining the refund amount. The refund amount will be completed within 14 days of the withdrawal date and Pell/FSEOG funds will be returned to the U.S. Department of Education within 45 days of the withdrawal date.

#### **Food Service:**

Meals are served in the cafeteria seven days a week when school is in session.

- The cost of meals is included with your room and board.
- You are provided with breakfast, lunch and dinner during the week and brunch and dinner on the weekends.
- You may request special diets and/or “Heart Smart” meals.
- Visitors may purchase meal tickets in the Eagle Shack for \$5.00.

#### **Health Services:**

The MCTI Health Services Department offers a variety of services to enhance your ability to successfully complete your training program. The following professional staff are available to you by appointment: registered nurse, counselors, and occupational therapist. MCTI also has a service agreement with a local physician for student appointments. Your MCTI vocational rehabilitation counselor can assist you in accessing these services.

**Instructional Services:**

MCTI provides a wide range of instructional services. These services include career and technical education training, remedial services, vocational evaluation, and employability skills training.

**Leisure Services:**

Student activities and programs are coordinated by the Leisure Services Department. The wide variety of activities help students plan their after-school hours in a fun, rewarding and productive manner.

MCTI offers an Olympic-size indoor pool staffed by certified lifeguards. MCTI's 700 feet of available lakefront on Pine Lake provides opportunities for boating, canoeing, fishing, swimming, and leisurely pontoon rides.

Off-campus activities are also available. Students can participate in a wide variety of events including local festivals, parades, hockey games, basketball games, football games, cultural activities, shopping trips and movie runs. Outdoor activities provide students the opportunity to participate in beach trips, bike trips, and skiing events. MCTI has multi-passenger vans, as well as a wheelchair-accessible van to provide transportation.

**Maintenance:**

The MCTI maintenance staff keeps the building and grounds safe and accessible for students. Students who need repair work in their dorm rooms can fill out work order requests in the Dorm Office.

**MCTI Ombudspersons:**

MCTI ombudspersons are available to assist students to resolve outstanding issues or concerns by providing direction and support. All MCTI ombudsperson's services are confidential.

**Pine Cove Restaurant:**

The Pine Cove is a restaurant managed by MCTI's Culinary Department where students, staff, and members of the community can dine. The restaurant is open for lunch on selected days during the term.

**Placement:**

Everyone is involved in the job placement process at MCTI. Students, instructors, MCTI vocational rehabilitation counselors, employment services staff, and the MRS home counselor work as a team to achieve the goal of employment. The employment services staff works closely with employers throughout the state to promote the quantity and quality of job placements.

Services provided include job-seeking skills classes, Internet access, business directories, job search videos, leads on job openings, resume preparation, cover letter preparation, practice applications, practice interviews, thank you letter preparation, telephone and fax machine use, postage for direct mailings, assistance in locating apartments and transportation, and follow-up services.

**MCTI Vocational Rehabilitation Counselors – MRS Home Counselors:**

The MCTI vocational rehabilitation counselors provide support and guidance to students. They assist in problem resolution and identify and arrange necessary on-campus supports. They also work in conjunction with your MRS home counselor to ensure that all of your needs are addressed. Your MRS home counselor will still maintain primary responsibility for your rehabilitation program and will be responsible for necessary off-campus supports.

**Campus Accessibility:**

The campus is designed to accommodate persons with all types of disabilities. Accessible features on campus include:

- Automatic doors at all main entrances
- Elevators between floors
- Lever-type door handles on frequently used doors
- All indoor student facilities located along an accessible route in one building (except for the Pine Lake Apartment complex)
- Wheelchair-accessible public restrooms
- Dorm rooms/bathrooms for students with wheelchairs
- Dorm rooms for students who are deaf or hard of hearing



- Interpreter services available for persons who are deaf or hard of hearing
- Workstation modifications for wheelchair users
- Assistive devices for specific disability-related needs
- Accessible parking



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# STUDENT HANDBOOK

## Section 2 – Student Information

Michigan Department of Labor and Economic Opportunity  
Michigan Rehabilitation Services

## SECTION 2 STUDENT

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## **CAMPUS LIFE**

**CANTEEN:** The canteen area is provided for your enjoyment and leisure time use. The area is open for equipment checkout until 10 p.m. on weeknights. The hours vary on weekends and holidays. The TV in the area will be turned off at midnight unless there is permission from the Dorm Office. Students may remain in the recreation room until 2 a.m. providing they are not disturbing other dormitory students; after that time, students should be in their dorm rooms. Students cannot play pool or air hockey after 10 p.m.

**CAFETERIA INFORMATION:** To be served in the cafeteria, you must enter from the dorm lobby and without exception, have your ID visible to the checker for each meal. If you do not have your ID visible when you come through the cafeteria line, you will be asked to go to the end of the line. If you lost your ID, you must report to the Dorm Office to receive a temporary ID. After the expiration of the temporary ID, you must obtain a new ID or admittance into the cafeteria will be denied. Sample meal schedule:

### **Hours posted by the entrance:**

Weekday Meals: Breakfast 7:00-7:45 am, First Lunch 11:30-11:50 am, Second Lunch Noon-12:30 pm, Dinner 5 to 5:40 pm

Weekends and Holiday Meal Schedule: Brunch 10:15 to 11:00 am, Dinner 4 to 4:45 pm

**Meals for Guests/Commuters:** All guests are required to purchase a meal ticket at the Eagle Shack. The cost for lunch or dinner is \$5. Visiting hours do not start until after the completion of breakfast; therefore, guests will not be allowed to purchase meal tickets for breakfast. Commuters may eat breakfast and lunch in the cafeteria for free during the week

**Table Manners and Dress:** Eating should be a pleasant time for everyone to socialize. Dress in the dining room should reflect your respect for others. Bathing suits, shower sandals and sleeping attire are not allowed in the dining room or any public area at any time. Flip flop sandals, not used as shower sandals, can be worn in the cafeteria.

Please make sure that you wash your hands before entering the serving line or dining room area. This is especially important for the noon meal as many students are coming directly from a trade area where their hands may have become soiled. Instant hand wash/sanitizer is located right outside the serving line area.

***State and local health codes require that shirts and shoes must be worn at all times in the kitchen and dining areas. No exception to this rule will be allowed. Health Code also prohibits bringing personal food into the cafeteria. If you are on a special diet and need to bring your own food in for a meal, please contact the kitchen supervisor.***

**HEALTH SERVICES:** The Health Services Department includes a variety of professional staff available to assist you with disability management concerns. The department will also assist you with an acute illness or injury on a more limited basis as appointment hours permit. Health Services staff provides programming for the school on a variety of health issues. A nurse is available for your team meetings as a resource in the areas of health, disability management and as a liaison to your own health care providers at home, if needed.

**LAUNDRY:** There are laundry facilities on campus for your use. The laundry room is open from 5 a.m. to 11p.m. These facilities are located at the east end of the Canteen. Loitering is not allowed in the laundry room. When you arrive at MCTI, you will be issued a card in Career Assessment Services. You will have to load money on the card using the machine in the Canteen. The machine accepts \$1, \$5, \$10, or \$20 bills. This card acts like a debit card in the washers and dryers. You can load more money on your card from the card machine in the canteen area. You are encouraged to turn your laundry card in when you leave.

- MCTI is not responsible for damages or clothes left in the laundry room.
- Vandalizing the washers or dryers is considered destruction of school property and disciplinary action will be taken.

**LEISURE SERVICES:** The Leisure Services Department offers a wide variety of activities to help plan your after-school hours in a fun, rewarding and productive manner. Leisure services also houses the Student Employment Office and Student Government.

MCTI's location provides opportunities for boating, canoeing, fishing, swimming and leisurely pontoon rides. Students are able to participate in kickball, disc golf, biking, horseshoes and more. Year-round activities include swimming in the indoor pool, fitness

training, bowling, archery, basketball, and card tournaments. You can also find an outlet through expressive arts, use of the music room and after-hours kitchen for student use. Off-campus activities are planned each week and vary from shopping and movie excursions to local festivals, sporting events, and trips to Lake Michigan.

The Leisure Services area is generally open until 10 p.m. on weeknights and eight (8) hours per day on Saturday, Sunday and holidays when school is in session.

Students cannot bring their own boats, canoes, kayaks, watercraft, etc. on campus.

**MCTI OMBUDSPERSON:** This is an appointed official to investigate student complaints against staff. All MCTI ombudsperson's services are confidential. MCTI's Ombudspersons can help you by:

- As a **Listener**, the ombudsperson can help you sort out complicated situations, make issues clear and assist you in developing a plan for handling problems.
- As a **Guide**, the ombudsperson can help you turn problem-solving ideas into action by discussing or role-playing challenging situations.
- As an **Information Resource**, the ombudsperson can connect you to the services, people or materials you need (such as information about and how to contact the Client Assistance Program-CAP).
- **As a Mediator**, the ombudsperson can, with your permission, act as a go-between to assist you with communicating difficult situations involving staff.
- As a **Staff Representative**, the ombudsperson can, upon your request, inform the school administration about school and student issues that may require changes in school policies, practices or procedures.

#### How to Contact the Ombudspersons:

- You may call one of our ombudspersons directly:  
Call James Walker at (269) 664-9495 or Ext 495

Call Justin VanderMeer at (269) 664-9282 or Ext 282

**PARKING:** Car Registration can be completed during the Dorm Orientation. Accessible parking is available throughout the campus. Obtaining a copy of the parking policy and proper registration of your car is mandatory for maintaining a vehicle on campus.

If you enroll other than at the beginning of a term or obtain a vehicle during the term, you must contact the Fire and Safety Office located in the office next to the Dorm Office, in Room K-7, to get a copy of the parking policy and register your vehicle. If you borrow a car for a few days, the Fire and Safety Officer on duty will issue a “temporary permit.”

Please review the Parking Policy handed out when registering your vehicle for specific parking regulations and the appropriate color-coding for student parking areas.

**NOT GENERALLY ALLOWED ON CAMPUS:** Campers, trailers, motor homes, boats, etc. Permission to have them on campus should be acquired from the Fire and Safety Department.

- Campers, trailers, motor homes, boats, etc. are not allowed overnight.
- Snowmobiles, four wheelers and dirt bikes are not allowed on campus.

Vehicles must be removed from campus during break periods between terms, vacation time and at the end of the school year. Vehicles left during these break periods will be considered abandoned and will be towed. MCTI will not be responsible for this towing charge or for damages incurred during the towing or storage process.

It is a privilege to have a vehicle on campus. Those students who abuse the parking system may be asked to remove their vehicles from campus for a period of time or permanently. Staff can also issue community service for policy violations.

**PHONE, VIDEOPHONE AND INTERNET SERVICE:** Local phone service is provided in your dorm room. MCTI provides the phone jacks, but you must bring your own phone. This is for local calls only. For long distance, you will need a phone card or can access the phone in the dorm office if needed and not excessive. **If you have your cell phone**

**in the classroom it must be set to vibrate or no-ring. Please do not talk on your cell phone or text during your classroom time.**

MCTI currently has two videophones for our students with hearing impairments. One is located in Health Services and will be used for professional issues such as contacting your home counselor, job interviews, communication with doctors, judicial obligations, etc. that are conducted during normal work hours. The second phone is located in the Canteen and would be used in the evenings for personal calls (20 minutes per phone call). Students wishing to use this phone should report to the Leisure Service Office and ask for access to the phone. After hours, go to the Fire & Safety Office and ask about access to the phone.

Free Internet service is available to students in their classrooms (for academic use only) and in the computer labs. Students must sign an acceptable use policy and abide by the school guidelines for Internet usage when using the student network.

MCTI provides WIFI in the dormitory for all students at no cost. Students are given secure passwords and instructions for connecting electronic and mobile devices upon enrollment. MCTI assumes no responsibility for viruses or damages caused by the use of this service.

**STUDENT EMPLOYMENT:** If you are interested in working on campus while you are attending MCTI, please visit the Leisure Office located in the dorm lobby. The following areas at MCTI may use student employees:

- |                  |   |
|------------------|---|
| Housekeeping     | Dormitory                                   |
| Health Services  | Kitchen                                     |
| Leisure Services | Training Area Assistants (Various Programs) |

Information on all the student jobs, job descriptions and student job applications are available from the Student Employment Office. Please bring a resume if you have one and be prepared to participate in a job interview. Generally speaking, first term students are not allowed to work on campus. Some student jobs may require a criminal background check.



**STUDENT GOVERNMENT:** Involvement in the Student Government system is an excellent way for a student to gain valuable leadership experience while attending MCTI. Student Government is comprised of two distinct branches-Legislature and the Student Court. Each branch has a staff advisor who works closely with each group. Students wanting to participate in Student Government need to be “in good standing” at MCTI. This means holding an acceptable GPA and issue-free in the dorm setting.

**Student Legislature:** The Student Legislature is responsible for issues related to student activities and concerns. The Student Legislature is comprised of Hall Representatives and Trade Representative. Hall Representatives are elected by each hall and trade representatives are elected from their training program. The Legislature has a President, Vice-President, Treasurer and Administrative Assistant.

The Student Legislature receives revenue through vending machine profits and laundry machine profits. Revenues are spent to improve student life at MCTI and also to contribute to local charitable organizations.

**Student Court:** The Student Court is comprised of students chosen by the Student Council. Students try to resolve issues first through the floor court system, handled through the Hall Senate and the floor judges. Student Court hears all cases presented by students concerning disputes and violations of policy that are not handled by the Floor Courts. Student Court issues subpoenas to students so that they have access to information necessary to make an informed decision. Student Court can issue fines and community service to students who have broken policies/rules. In extreme cases, recommendations are made to MCTI Administration regarding additional consequences.

**TRANSPORTATION SCHEDULE:** See MCTI’s website for all Travel Dates/Times [www.michigan.gov/mcti](http://www.michigan.gov/mcti). MCTI will provide transportation to and from the bus and train station in Kalamazoo. This run leaves every Friday afternoon (or the last school day of the week) at approximately 2:45 p.m. and 5 p.m. Pickup for students is at approximately 7 p.m. and 9 p.m. on Sunday nights at the bus and train station.

Other van runs are posted in the Dorm Office but generally include:

- Shopping trips on Tuesday evenings - Leaves from the dorm at 6 p.m.
- Shopping on Saturday and Sunday.
- Movie night on Wednesday - Leaves from the Leisure area at 6 p.m.
- Movie night on Friday – Leaves from Leisure at 5:30 p.m.

If you call for a ride at an unscheduled time, you will be charged for the ride (see section on fines). When a school term ends at 2:30 p.m. on a particular day, you don't have to be out of the dorm until noon the next day. Transportation to the bus station will be after 2:30 p.m. on the last day of class and the next morning with the last trip at noon.

### **TITLE IX SEXUAL HARASSMENT AND GRIEVANCE PROCESS:**

If you would like to review the Title IX process, please see section 4 or click on this link: [Title IX Sexual Harassment & Grievance Process](#)



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# STUDENT HANDBOOK

## Section 3 – Academic/Staff Information

Michigan Department of Labor and Economic Opportunity  
Michigan Rehabilitation Services

## SECTION 3 ACADEMIC SERVICES

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## **ACADEMIC DISHONESTY**

MCTI has high expectations for academic integrity and will not tolerate academic dishonesty in any form. Academic dishonesty is any form of cheating or misrepresentation of one's work. Academic dishonesty includes, but is not limited to, the following:

1. Sharing or receiving of questions/answers on tests and/or homework assignments without instructor approval
2. Using a source specifically not allowed for a school assignment, quiz, test, or examination
3. Using technological or electronics resources unethically
4. Copying written information without giving credit for the source

Students who violate this standard will be subject to disciplinary action that may include probation with a contract, suspension, or termination and possible course failure.

## **ACADEMIC OUTCOME EXPECTATIONS**

MCTI expects that within three months of graduation or completion of a course of study you will be doing one of the following:

- Working at a job
- Pursuing further education
- Serving in the military

## **ACADEMIC PROBATION**

When your cumulative Grade Point Average is less than a 2.0 at the end of a term, you will be placed on Academic Probation for the following term. You will be taken off Academic Probation if your next term's grade point average is a 2.0 or better and there is improvement in your cumulative grade point average.

If your cumulative grade point average is below a 2.0 for more than two terms, you may be terminated from your program of study and/or MCTI.

## **ACADEMIC PROGRESS**

To continue at MCTI through awarded federal financial aid, you must show that you are progressing academically. You and your MCTI support team (instructor, Program Manager, etc.) will evaluate your academic progress every five weeks by looking at:

- Your current grade point average
- Your cumulative grade point average
- How well you are doing in your current classes
- How many classes and/or credit hours you have completed since you have been in the program

### **Current Grade Point Average**

Your instructor looks at your current grade point average to determine if you are passing or having academic problems. You and your instructor can use this information to help identify if academic supports are needed.

### **Cumulative Grade Point Average**

Your instructor looks at your cumulative grade point average for two reasons:

1. You must have a 2.0 cumulative grade point average to receive a Certificate of Completion in your trade program and to be awarded federal financial aid.
2. Your cumulative grade point average may not drop below 2.0 (grade "C") for more than two terms to continue to be awarded federal financial aid.

### **Hours Completed**

At the end of each term, the instructor looks at how many hours you have successfully completed during the term. You are making academic progress and can continue to receive financial aid if you complete your trade program within 150% of the published length of the program. For example, if your Certificate program is published as two terms, you must complete the program in three terms.

## **Academic Support Services**

**Accommodations:** If you think you need academic support services or educational accommodations, you may ask your MCTI vocational rehabilitation counselor or instructor for help. The staff member may refer you to the Occupational Therapist who will complete



an individual assessment to determine your specific need and provide you with adaptive equipment as needed. Auxiliary aids, services and other reasonable accommodations are available, upon request, to individuals with disabilities, as required by law. You may also refer yourself by contacting the Health Services Department.

If you are hearing impaired, you may ask your MCTI vocational rehabilitation counselor for interpreter services.

**Career Readiness Center:**

- **Career Assessment Services:** This program offers incoming students the opportunity to determine their career and job interests. It also provides them with a clear picture of their knowledge, skills, and abilities. This information is used to help students make appropriate career decisions.
- **Step-Up:** This program focuses on upgrading reading, math, and data skills to the proficiency levels necessary for participation in career and technical education programs at MCTI, employment, or ongoing education. Employability skills are accentuated, and lessons are tailored to each learner's needs.

**Academic Warning:**

**Mid-term:** If your grade point average is projected to be less than a 2.0, you will receive an academic warning.

**End of the term:** If your grade point average is less than a 2.0, you will then receive an Academic Probation letter.

**Student Attendance Policy**

The goal of the Michigan Career and Technical Institute (MCTI) is to prepare you for full-time, competitive employment. As a student, you are expected to be in class each day. A school day is 8:00 a.m. until 3:30 p.m., (2:30 p.m. on Friday). Sometimes appointments are also made for you in the 3:30 p.m. to 4:30 p.m. time.

You are considered absent when you do not go to your training area, Career Assessment Services (CAS) classes or Trade classes, employability skills classes, medical appointments, school wide assemblies, Leisure Service classes, and/or any

other activities scheduled during class hours. You are considered tardy when you are not in the classroom ready to learn when the instructor begins the class.

## **PERSONAL TIME**

All students will be allowed a total of 15 hours of personal time for **all** absences from class. All time away from class will be counted in this number of hours whether it is medical related, disability related, court related, etc. For students who do not wish to use their personal time during training hours, you may ask if there is an appointment available after class hours.

**NOTE:** Any appointment that is a part of your rehabilitation plan will not be counted toward your hours. This will be considered Administrative Leave.

Attendance is participation in class and will account for credit. It is up to the individual instructor as to how this will be incorporated into the grading process.

## **STUDENTS RESPONSIBILITY**

It is your responsibility to:

- Call your instructor when you will be late or when you will be absent. If your instructor does not answer, leave a voicemail. Be clear when saying your name.
- When returning to class do so without interrupting class and follow procedures the instructor has in place for meeting to review attendance issues.
- Documentation may be required by your instructor for absence.
- Keep track of your time used. Your instructor will keep the official school record, but you should also keep track of the time you have used.
- Verify your attendance record weekly with the instructor's record.

## **TIMELINES FOR ALL STUDENTS**

### **Absence**

- When you reach **10** hours of absence, your instructor and program manager will meet with you to discuss your attendance pattern. The meeting will be documented.
- **When you reach 15 hours of absence you will be suspended by MCTI administration for a violation of the attendance policy. You may be given stipulations to complete prior to being approved to return to MCTI. Once**

**you are approved to return to campus, you will be enrolled in the next available opening.**

- At any time during your training program, you, your instructor, or your program manager can call a team meeting to discuss your attendance.

### **Tardy**

- Tardy time will be counted as both a tardy and the amount of time you were late.
- When you have been tardy 2 times to class, your instructor and program manager will meet with you to discuss your tardiness. The meeting will be documented.
- **When you reach your third (3) tardy to class, you will be suspended by MCTI administration for a violation of the attendance policy. You may be given stipulations to complete prior to being approved to return to MCTI. Once you are approved to return to campus, you will be enrolled in the next available opening**
- At any time during your training program, you, your instructor, or your program manager can call a team meeting to discuss your attendance.

### **ADDITIONAL VIOLATIONS**

If you are suspended a second time for a violation of the attendance policy a meeting will be held with the student and Program Manager to discuss re-enrollment.

### **REGISTRATION DAY**

As a student, you are expected to go through the registration process at the beginning of each term. If you do not go through the registration process, you will be charged with three (3) hours of absence.

### **ADMINISTRATIVE LEAVE**

There may be times when you are asked by the school to perform a function within your school day. This will be considered administrative leave and will not be counted against you. Administrative leave is granted only by the MCTI Academic administrator.

. Examples of administrative leave include:

- Performing as a tour guide or an MCTI Ambassador
- Participating in random drug screens requested by the school

- Meeting with an MCTI administrator or other staff (dorm, program manager) at the request of that staff.
- Participating in mandatory TB testing
- Any appointment that is part of your rehabilitation plan.

## **COMMUTERS**

During weather emergencies, please follow the reporting procedures for Plainwell Community Schools. (i.e. If Plainwell Community Schools are closed, MCTI commuters do not need to report. If Plainwell Community Schools are on a two-hour delay, MCTI commuters will also be on a two-hour delay.) Commuters will be given Administrative Leave for any time missed during these situations. Please note that classes will be open at MCTI and if the weather clears, you are encouraged to attend class.

## **APPEAL RIGHTS**

You have the right to appeal a decision made to suspend you for violation of this policy. The appeal must:

- Be made within 24 hours of you receiving the decision to suspend
- Be in writing, stating specifically the issue you are appealing
- Be given to the School Director (can be given to the Executive Secretary)

In most cases the appeal for an attendance policy violation is an off-campus appeal, meaning you must leave campus pending the decision of the appeal. The School Administration will make the decision whether it is an on or off campus appeal. Pine Lake apartment residents may remain on campus pending the outcome of the appeal.

**Excessive Use of Personal Time or Excessive Lateness (Tardiness):** If you have a medical or personal problem that may result in excessive use of personal time or make you continually late, talk with your instructor and/or MCTI vocational rehabilitation counselor immediately.

For CTE students, if you exceed the number of hours of personal time allotted you during the term due to lateness or absence and/or exceed the number of tardies allotted, the Manager of Career and Technical Education will review your situation. At that time, you may be suspended, placed on probation, or terminated.

**Personal Leave of Absence:** You or a staff member may request a special personal needs leave from MCTI, with the approval from your MCTI vocational rehabilitation counselor. A student who is unable to complete the requirements of the program will be assigned an incomplete “I” grade and has the next five weeks, upon their return to MCTI, to complete the grade. If the student has not completed the work within the time allotted, the “I” grade will automatically convert to an “F”.

### **Certificate Information**

An organized program of study at MCTI normally leads to a certificate that signifies completion of a prescribed program with certain educational and/or occupational goals.

**Certificate of Achievement Requirements:** The Certificate of Achievement is designed to meet the needs of individual students who need to or have upgraded their employment skills in a career and technical education program, but who have not or will not complete all the courses necessary to earn a Certificate of Completion. As a candidate for a Certificate of Achievement, you must have developed at least one new skill while at MCTI. You must demonstrate competency in this skill to the career and technical education instructor.

**Certificate of Completion Requirements:** The Certification of Completion is reserved for those who have developed occupational employment skills. Each program may have one or more Certificates of Completion. Other programs may be developed to meet specific employment goals and employer needs.

As a candidate for a Certificate of Completion, you must meet the following requirements: (1) Successful completion of all required courses specified in the vocational trade program of study or program plan, and (2) possess an overall grade point average of 2.0 or higher in those required courses.

### **GRADUATION REQUIREMENTS**

To receive a Certificate of Graduation, you must meet the following requirements:

1. Earned at least one Certificate of Completion OR earned a Certificate of Achievement, obtained employment prior to leaving MCTI, and remains employed for 90 days.

2. Exited MCTI in good standing (You may not be “in good standing” if you leave MCTI for disciplinary reasons. In this case, the Manager of Career and Technical Education will review your case and determine your graduation status).
3. Fulfillment of all financial and property obligations to MCTI, including:
  - Payment of all tuition and fees.
  - Payment of all school-imposed fines.
  - Return of all school property.

**CORE COMPETENCIES:** MCTI seeks to ensure that graduates have the necessary knowledge, skills, and abilities to function effectively in their personal and employment lives. Along with trade-specific employment skills, MCTI provides opportunities for students to develop core competencies to obtain and maintain employment and prepare for a life of continuous learning. These core competencies are reinforced throughout the MCTI curriculum and include:

- Learning to Learn (thinking, problem-solving, study skills)
- Communication (reading, writing, listening, speaking)
- Applied Math (including measurement and data skills)
- Common Workplace Technology and Systems
- Locating and Utilizing Information
- Self-Management
- Interpersonal Relations

**CREDIT HOURS:** Students are expected to complete 12 credit hours per term or 240 class hours. Class hours are comprised of lecture, lab, independent study, or other academic activities as identified by your instructor.

**FIVE-WEEK TRIALS:** Some students enter a career and technical education training program on a five-week trial. The Admissions’ staff and/or Career Assessment, Step-Up instructors, and MCTI vocational rehabilitation counselors may arrange for the five-week trial. MCTI staff arranges a five-week trial when the student:

1. Does not meet the Occupational Profile for the program, but other factors indicate that the student has potential to succeed and/or
2. Has behavioral issues that may hinder employment, but staff determines that the student has potential to build employment skills

MCTI staff will also identify an alternate plan (Plan B), which will be implemented if the student is not successful in the trial program. If the student enters a career and technical education training program on a trial basis, the student's performance will be evaluated at the end of five weeks. At that time, the student will either continue in the program or be terminated from the program. If the student is continuing, the trial ends, but the student's performance continues to be evaluated every five weeks. If the student is terminated from the program after five weeks, the MCTI vocational rehabilitation counselor arranges for implementation of Plan B. Plan B may include alternative training or referral back to the home counselor.

**GRADE - INCOMPLETE:** If you have not completed the assigned coursework you will receive an Incomplete (I) for a grade. The instructor will make a formal contract with you outlining what you need to do to complete the course and state the deadline for completion. Typically, you have five extra weeks to complete the course. If you have not completed the work within the time allotted, the "I" grade automatically converts to an "F".

**GRADE – FAILED CLASS REPEAT:** If you fail a course, you must have permission from the instructor and the Manager of Career and Technical Education to repeat the course. If you successfully complete the course the second time, you will receive a new grade. Your transcript will show that you took the course twice and the grade received in each instance. However, the latest grade received is the only grade that will be used to calculate your grade point average.

**GRADE POINT AVERAGE:** Your grade point average is calculated at the end of each term. Letter grades of A, A-, B+, B, B-, C+, C, C-, and F are factored into your grade point average. Remedial or developmental courses are not calculated into your GPA and are not counted as earned credit hours towards a certificate. Grades are entered into the computer system and grade reports are distributed within two weeks after the end of each term.

To remain a student at MCTI, your cumulative grade point average may not drop below 2.0 (grade “C”) for more than two terms. You must have a cumulative grade point average of

2.0 to receive a Certificate of Completion in your course of study and/or a Graduation Certificate.

**GRADE POINT AVERAGE CALCULATION:** To calculate your GPA, you need to know the course title, the grade received for the course, the grade points assigned to the grade, and the number of credits the course is worth. Once you have the information you need, do the following:

1. For each course: multiply the grade points for the course times the credits for the course. Grade point x credit = honor points.
2. Add up all credits received.
3. Add all the honor points received.
4. Divide honor points by credits = grade point average.

**Example: INDUSTRIAL ELECTRONICS**

Course Number	Course Name	Grade	Grade Points	Credits	Honor Points
EI-429A	PLC I Intro/Troubleshooting PLCs	B	3	3	9
EI-415	Power Distribution Systems	A	4	4	16
EI-412A	Pneumatics Fundamentals & Electro Pneumatics	C	2	8	16
	<b>Totals:</b>			15	41

Honor points (41) divided by credits (15) = grade point average (2.73)



**GRADE PROCEDURES:**

**Course Grades / 100 and above Level Courses:** A typical percentage system is used and shown below. The letter grade will appear on the student’s grade report at the end of each term and on the transcript.

Percentage	Letter Grade	Grade Points
95-100	A	4.0
90-94	A-	3.7
87-89	B+	3.3
84-86	B	3.0
80-83	B-	2.7

Percentage	Letter Grade	Grade Points
77-79	C+	2.3
75-76	C	2.0
70-74	C-	1.7
59 & below	F	0

Withdraw	W
Incomplete*	I
Tested Out or Transferred	R

**\*Incomplete** – Students are expected to complete the course and receive a grade. Students not completing the course receives a grade of “F.”

All students will receive a letter grade in all career and technical education-related course work taken at MCTI. Instructors may change an incomplete grade (I) to a letter grade (A-C-, F or P). The Manager of Career and Technical Education must approve any other grade changes.

**Course Grades / 000 Level Courses:** A typical percentage system is used and shown below. **These courses do not appear on the transcript or grade report.**

Percentage	Letter Grade
75 and above	P (Pass)
74 and below	F (Fail)

Withdraw	W
Did not Complete	NC

**GRADE REPORTS:** MCTI distributes Grade Reports within two weeks after the end of each term. The Grade Report displays the courses you took the previous term and the grades you received in those courses. It also displays your grade point average for the term and your cumulative grade point average.

If you are a returning student at MCTI, after taking a leave of absence, your instructor will give you your Grade Report within the first two weeks of your return. **Exception:** At the end of the summer term, your grade report will be mailed to you. Also, if you do not return to MCTI, your Grade Report will be mailed to you.

**GRADING SCALE/SYSTEM:** MCTI uses a 4.0 grading scale or a Pass/Fail grading scale. Grades are issued upon completion of a course. The Course Assignment Schedule outlines the activities that must be completed to earn a grade. It also contains the specific grading criteria used for the course taken. A commonly used grading scale is shown below.

Grade	Grade Point	Description
A	4.0	Demonstrated all course competencies and/or completed all course assignments at an excellent level of proficiency and in a timely, knowledgeable, and skillful manner.
A-	3.7	
B+	3.3	Demonstrated all course competencies and/or completed all or most course assignments at a high level of proficiency and in a timely, knowledgeable, and skillful manner.
B	3.0	
B-	2.7	
C+	2.3	Demonstrated all course competencies and/or completed all or most course assignments at a satisfactory level of proficiency and in a timely, knowledgeable, and skillful manner.
C	2.0	
C-	1.7	
F	0	Did not demonstrate course competencies and/or did not complete course assignments at a satisfactory level or in a timely manner. Non-passing grade calculated into GPA.

The following grades do not calculate into your grade point average:

Grade	Grade Point	Description
P		A passing grade counted toward completion. Demonstrated all course competencies and/or completed all course assignments at a satisfactory level of proficiency and in a timely, knowledgeable, and skillful manner
I		Did not demonstrate all course competencies and/or complete all course assignments but is making steady progress. Must complete all work within the time allotted by instructor or "I" grade converts to an "F".
R		Credit granted to the student by passing a proficiency test or accepted credit from another institution/training center.
W		Indicates voluntary withdrawal from a course prior to the sixth week of the term. "W" is a non-passing grade.

**SAFETY IN THE CLASSROOM:** Classroom instructors are CPR/AED and First Aid certified and review safety procedures with all students at the beginning of each term to include fire suppression training and quiz ensuring safety in the classroom. Any area that deals with hazardous materials is also trained on Right to Know. Safety inspections of the classrooms are completed on a regular basis by MCTI Fire and Safety Officers.

**TEAM MEETINGS:** You, your home counselor, and/or an MCTI staff member may request a team meeting. Meetings generally occur when you transfer from one program to another, receive an academic warning, or at midterm. Often if you are receiving multiple support services it is helpful to have a meeting to coordinate activities. Meetings are also scheduled if you are not complying with school policies and are at risk of a suspension. Generally, the staff members who are working with you make up the team. You may, however, wish to include other persons of interest to participate in this meeting.

**TRANSCRIPTS:** MCTI issues one official transcript to you upon leaving MCTI, if you leave the school in good standing. The transcript displays all 100 (and above) level courses that you took while attending MCTI and the grades you received in those courses. It also displays your cumulative grade point average, the Certificates of Completion that you earned, and your graduation date. You may request up to five (5) additional official transcripts from MCTI. All subsequent requests must be made in writing along with \$5.00. All requests must contain dates of attendance, program attended, and your name at the time of attendance. Official Transcripts will not be held for any reason. The transcript is the ONLY thing that is given out if the student is not in good standing. You are considered in good standing and eligible to receive your official transcript if you have:

- Paid all tuition and fees
- Paid all school-imposed fines
- Returned all school property

Unofficial transcripts may be obtained at no charge. Submit all requests to:

Michigan Career and Technical Institute  
Attn: Registrar  
11611 W. Pine Lake Road  
Plainwell, MI 49080

**TRANSFER CREDIT REQUEST PROCEDURE:** If the student has taken one or more courses at other educational institutions, the student may submit a request for Transfer Credit. The student must complete a Transfer Credit Request form and submit a transcript from the institution to MCTI's Instructional Office.

The Instructional Office staff will ensure that the prior educational institution is accredited and/or a quality institution. If the prior institution is deemed to be a quality institution, Instructional Office staff will obtain course descriptions of classes thought to be equivalent and eligible for credit.

MCTI course instructors will review the course descriptions and determine whether courses are, in fact, equivalent. After the review, the course instructor may:

- Approve the request.
- Deny the request.
- Request more information.

If the request is approved, the student is then exempt from taking the course at MCTI. The Instructional Office staff will enroll the student in the equivalent MCTI course, and give a Grade of R. The MCTI course will appear on the student's transcript and credit for the course will be applied. The course does not change or impact the student's grade point average.

**BOOKS & SUPPLIES:** MCTI provides most books and supplies.

**NON-PAYMENT OF FINANCIAL OBLIGATIONS:** Failure to pay fines on a timely basis will result in withholding certificates and may prevent the student from re-enrolling at the beginning of the next term.

**SATISFACTORY ACADEMIC PROGRESS:** Please refer to the document entitled Academic Progress on the website at [www.michigan.gov/mcti](http://www.michigan.gov/mcti)

### **MCTI Faculty and Staff Credentials**

All faculty and staff at MCTI possess the credentials as required by the state of Michigan, Michigan Department of Civil Service. Staff is trained in blood-borne pathogens, fire suppression and right to know. Most of the staff are certified in first aid, CPR, and in the use of automated external defibrillators (AED).

**Managers:** All managers have a bachelor's and/or master's degree and have several years of professional management experience.

**Supervisors:** Supervisors meet Civil Service requirements with several years of experience.

**Rehabilitation Counselors:** All rehabilitation counselors have a master's degree in rehabilitation counseling, guidance and counseling, or a related counseling degree as indicated by the Commission on Rehabilitation Counseling Certification educational standards.

**Instructors:** All instructional staff have an associate degree in applied technology, bachelor's degree, master's degree, a vocational teacher certification or substantial experience providing professional trades' instructor services in their field.

**Fire and Safety Officers:** All fire and safety officers have at least one year of experience as a fire and safety officer. Most officers are certified as first responders. All officers have been trained in first aid, CPR, and automated external defibrillators (AED).

**Registered Nurses:** All registered nurses have a master's, bachelor or associate degree in nursing and have several years of experience in their field.

**Counselors:** All counselors have a master's degree in a counseling field and have several years of experience providing counseling services.

**Youth Specialists:** All youth specialists have completed two years of college with a minimum of 15 semester hours or 23 credit hours in social welfare, social work, sociology, psychology, family ecology, family and child development counseling and guidance, or criminal justice. They also have two years of experience as a youth specialist.

**Occupational Therapists:** All occupational therapists, at a minimum, have a bachelor's degree in occupational therapy and are licensed by the state of Michigan.

**Placement:** All placement-related staff have appropriate education and professional experience to provide placement-related services and training.



MICHIGAN DEPARTMENT OF  
**LABOR & ECONOMIC  
OPPORTUNITY**



# STUDENT HANDBOOK

## Section 4 – Policies

Michigan Department of Labor and Economic Opportunity

Michigan Rehabilitation Services

## SECTION 4 POLICIES & STUDENT RIGHTS/RESPONSIBILITIES

### **Student Rights and Responsibilities**

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Power Outages .....  
Visitors .....  
Weather Closings .....

**ACCESS TO YOUR RECORDS:** All personal information about your file is kept confidential. You may access your file if you make a formal request in writing addressed to MCTI’s Manager of Vocational Rehabilitation.

**APPEALS:** An appeal is a request to reconsider any decision made related to a student's rehabilitation program. Students have the right to appeal a decision made to suspend, terminate, or be placed on probation for their actions in the dorm, on the MCTI campus, or on a school-sponsored outing. In certain situations, students may be asked to remain off campus pending the administrative review and the decision. These would include health and safety issues and campus security issues.

**APPEAL PROCESS:** If a student disagrees with the Michigan Career & Technical Institute (MCTI) about a decision related to their rehabilitation program, they can appeal that decision. The following outlines the appeal process:

### **Talking It Over Informally**

First, the student should attempt to resolve the problem by talking it over with the MCTI staff person who made the decision they disagree with. An open discussion of the disagreement may help to clarify the situation and make the need for a formal review unnecessary.

### **MCTI Administrative Review**

If the student still disagrees with the decision and talking it over informally did not resolve the issue, the student has the right to request an administrative review. In most situations, the student may be asked to remain off campus pending the administrative review and the decision. These situations include but are not limited to concerns with health and safety and campus security.

To request an administrative review, the student must write to the school director, Paul Mulka, within five business days of being informed of the decision. In the letter, the student must state the specific issues they are appealing and ask for an administrative review. The request should be submitted to the director's executive assistant, Barb Nelson. Requests may be sent via fax to 269-664-9546, or emailed to [nelsonb10@michigan.gov](mailto:nelsonb10@michigan.gov) or mailed to 11611 West Pine Lake Rd. Plainwell, MI 49080.

**The Review Process:** The review will be conducted by a randomly assigned MCTI supervisor. It will be held over the phone at a time convenient to everyone involved in the review. The student will be able to present written information and have other individuals testify at the review to support their position. The student may also question the written information and witnesses that MCTI presents to support the decision made by the school.

The review officer will send the student a written decision within 10 days of the date of the administrative review. All decisions will be reviewed by the school director. The decision will become effective on the date it is mailed.

If the student still disagrees with the decision of the school, they may request a formal hearing. To request a hearing, the student must write to the Director of MRS, Tina Fullerton, within 30 days of the date the decision was made. In the letter the student must indicate that they are an MCTI student, state which decision they disagree with and ask for a formal hearing. The mailing address is:

Director  
Michigan Rehabilitation Services  
P. O. Box 30010  
Lansing, MI 48909

**Some Important Rights:**

The student has the right to be represented at any time during the review or formal hearing by a parent, guardian, family member, Client Assistance Program representative, other advocate, or an attorney.

If there is a need for an interpreter, translator, reader, transportation assistance or other disability related accommodation during the review or formal hearing, MCTI will provide services as requested.

The student may review and receive copies of information in their case record related to the review or formal hearing. However, there are two exceptions: First, some information must be requested directly from the agency that provided it. Second, some information

may be shared only with a qualified representative. Students will be told if either of these exceptions apply.

Students have right to review and receive copies of relevant Michigan Rehabilitation Services and MCTI policies and guideline statements.

**CLIENT ASSISTANCE PROGRAM (CAP):** The purpose of CAP is to help individuals like you who are receiving services from MRS/MCTI. CAP will investigate complaints you may have about vocational rehabilitation services or independent living services. CAP can help you understand your rights and provide you with this information in writing.

Statewide Agency: Michigan Protection and Advocacy Services

Telephone Number: Toll free at 1-800-288-5923 or (517) 487-1755

Program Name: Client Assistance Program (CAP)

4095 Legacy Parkway, Suite 500

Lansing, MI 48911

Telephone Number: Toll free at 1-800-288-5923

Both numbers are accessible by voice or TDD.

**Client Assistance wants to help YOU!**

- Will explain rehabilitation services and benefits available to you.

- Will assist you if you are having problems with counseling, training programs, rehabilitation facilities or independent living programs.
- Will act on your behalf by investigating all complaints.
- Will assist you in appealing a decision if you are dissatisfied with or denied services.

Assistance from Michigan Rehabilitation Services (MRS) is provided on a non-discriminatory basis without regard to race, creed, sex, national origin or disability.

### **COMPLAINT PROCESS:**

Complaints are grievances regarding a policy, student or staff. MCTI values student concerns and encourages students to seek assistance as needed. Student complaints are taken seriously and addressed appropriately. Students may file either an informal or formal complaint without fear of retaliation or barriers to services (see Anti-Retaliation Policy). If students need assistance with any of the processes listed below, they may seek the support of their MCTI Vocational Rehabilitation Counselor.

**Informal Complaints:** In most cases, complaints can be resolved through an informal process. The informal complaint process is verbal, and the complaint can usually be resolved with staff intervention. Informal complaints can be submitted to any staff or the Ombudsperson. If no resolution can be reached, students can submit a Formal Complaint.

### **How to Resolve an Issue Informally**

Step 1: The student should discuss the complaint with a staff member with whom they feel comfortable and trust. This person will help them resolve their complaint or will direct them to another staff member who can help with a resolution.

Step 2: The staff member will help them consider available options. These options may include talking to the person they are having an issue with, speaking to the person's supervisor, speaking with a staff advisor for a student group, dropping the issue, or filing a formal complaint.

Step 3: The student should decide on a course of action and take it.

Step 4: If the student is not satisfied with the results of the informal resolution and wants to file a formal complaint, they must see the Manager of Student Services for the complaint form and procedures.

**Formal Complaints:** Formal complaints are defined as a written grievance and request for resolution to concerns regarding policy, procedure, student or staff. The written request must include the student's name, contact information and specification of the facts relied upon regarding the allegation. The formal complaint process is implemented when complaints have not been resolved using the informal process. A formal complaint is written and submitted on the MCTI Student Formal Complaint Form. If there is another person involved in the complaint, the other person will be informed of the complaint and will be told who filed the complaint. Otherwise, the process is confidential. Students must file the formal complaint in a timely manner based on when the situation that prompted the complaint occurred and if the student followed the informal process first.

### **How to File a Formal Complaint**

Step 1: See the Manager of Student Services to obtain an MCTI Student Formal Complaint Form and review the Formal Complaint Procedure.

Step 2: Complete the form and return it to the Manager of Student Services within 2 days.

Step 3: The Manager of Student Services will investigate the complaint or will designate another staff member to investigate the complaint.

Step 4: The student will receive an answer to the complaint, from the investigator, within 15 days of the complaint being filed. If another person is involved, the other person will also receive the answer in writing.

Step 5: If the student is not satisfied with the results of the formal resolution, they may file an appeal through the Appeals Process.

### **MCTI Student Formal Complaint Form**

**RETURN COMPLETED FORM TO THE MANAGER OF STUDENT SERVICES**



Students complete this form to begin the formal complaint process. Students may seek help from a trusted staff member in filling out the form and for assistance with the formal complaint process.

The student filing the complaint completes this section:

Name: \_\_\_\_\_ .... Today's Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ . Department \_\_\_\_\_

Residential Status: Commuter \_\_\_\_\_ Dorm Room Number \_\_\_\_\_

Did you try to resolve this complaint using the Informal Complaint Procedure?

Yes \_\_\_ No \_\_\_

Which staff member assisted you with the informal complaint process? \_\_\_\_\_

If your complaint is related to an incident with another person, complete the following:

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_..... Location:

\_\_\_\_\_

List the names of witnesses:

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

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

On a separate piece of paper, write a description of your complaint. Attach your written statement to this form.

**This section is completed by the Manager of Student Services**

Complaint received by: \_\_\_\_\_ Date: \_\_\_\_\_

Complaint investigated by: \_\_\_\_\_ Date: \_\_\_\_\_

Interested parties notified: \_\_\_\_\_ Date: \_\_\_\_\_

Report sent to student: \_\_\_\_\_ Date: \_\_\_\_\_

Report sent to interested parties: \_\_\_\_\_ Date: \_\_\_\_\_

The Manager of Student Services keeps a record of all formal complaints and informs the Director of MCTI about recurring or significant complaints throughout the school year. At the end of the school year, the Manager of Student Services analyzes the complaints, looks for trends, and makes recommendations for changes.

MCTI is accredited by the Council on Occupational Education (COE). MCTI has grievance policies and appeals for handling complaints. COE recommends that all complaints are first attempted to be resolved through MCTI's established policies and procedures. Once the MCTI's institution's procedures have been exhausted a written and signed letter of the complaint can be filed with COE. The letter needs to describe the nature of the grievance and the preliminary steps taken to resolve the problem. Once the letter is received by COE they will respond with the next step. Contact information [www.council.org](http://www.council.org) Council on Occupational Education, 7840 Roswell, Road, Building 300, Suite 325, Atlanta, GA 30350, or you may reach them at 800-917-2081.

**CONFIDENTIALITY OF INFORMATION:** All personal information about students shall be kept confidential. It shall be released only with the informed, written consent of the individual except when it will further the individual's rehabilitation program; as needed to protect the applicant from physical harm to self or others; in response to law enforcement, fraud, or abuse investigations; in response to a judicial order; when required by federal statute or regulation; for audit, research, or evaluation purposes; or in a suspected case of abuse, neglect, exploitation, or endangerment of applicant or eligible individuals.

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT:** FERPA is a Federal law that protects the privacy of students' educational records. The law applies to all Schools that receive funds under an applicable program of the U.S. Department of Education.

**REVIEWING YOUR RECORDS:** Students, or their legal guardian(s), have the right to inspect and review their MCTI educational records. Students may only review the part of the file that was generated at MCTI. Students must contact their MCTI vocational rehabilitation counselor to make a request to review their MCTI file. The MCTI vocational rehabilitation counselor has up to 45 days to grant the request. Instructors, counselors,

and other MCTI staff add to these educational records. The person who submitted the addition to the file is the person who must review it with the student. The MCTI vocational rehabilitation counselor is only able to review documentation that they added to the file. It is the students' responsibility to contact each person who added to their file and request that they review their specific documentation with them.

For example, if a student wishes to review a report written by their instructor, then they must contact the instructor and ask for a review. If they want to view information sent to MCTI by other service providers, such as a local MRS office, they must contact them directly.

**Records Correction:** Students, or their legal guardian(s), have the right to request that a school correct records that they believe to be inaccurate or misleading. If MCTI decides not to amend the record, students then have the right to a formal hearing.

After the hearing, if MCTI still decides not to amend the record, students have the right to place a statement in the record setting forth their view about the contested information.

A request should be in writing and sent to:

Michigan Career and Technical Institute  
ATT: Director's Office  
11611 W. Pine Lake Rd.  
Plainwell, MI 49080

**Releasing Your Personal (Directory) Information:** Generally, schools must have written permission from students or their legal guardian(s) to release information from their educational record. FERPA allows schools to give out, without consent, "directory" information. MCTI only gives out the following "directory" information: Honors, Awards and Certificates received; and dates the student attended MCTI. MCTI usually only receives requests for this type of information from potential employers who are calling to verify what a student have told them about their attendance at MCTI.

Students may inform MCTI, at any time, that they do not want directory information released. The request must be in writing. It should indicate that the student does not want directory information released to certain people or companies or that the student does not want MCTI to release directory information to anyone. The student must sign and date the written request.

The request should be given to the students MCTI vocational rehabilitation counselor or sent to:

Michigan Career and Technical Institute

ATTN: Director's Office

11611 W. Pine Lake Road

Plainwell, MI 49080

**Releasing Your Educational Records:** Besides “directory” information, FERPA allows MCTI to disclose your educational records, without your consent, to the following parties:

- School officials with legitimate educational interest
- Other schools to which you are transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies

**FREEDOM FROM ABUSE, FINANCIAL EXPLOITATION, RETALIATION,**

**HUMILIATION AND NEGLECT:** MCTI staff strive to provide an environment in which students receiving services will always be treated with respect and dignity regardless of disability or other potential deficit areas. Staff will ensure that students are not exploited for monetary, sexual, or personal gain and are not subjected to embarrassment, abuse, or disparagement. See Anti-Retaliation Policy listed below.

**INFORMED CHOICE:** Students are expected to be active participants in decisions regarding their services and programming while at MCTI. You shall have the opportunity to obtain information about options and make informed choices. Your MCTI vocational rehabilitation counselor may not always be able to support your choice. If this occurs, your MCTI vocational rehabilitation counselor will explain the reason(s) and help you consider alternatives. It is important to keep in mind that you are responsible for the choices you make and the results they produce.

**RESEARCH PROJECTS:** Generally, MCTI does not participate in research projects. If MCTI has the opportunity to participate in a research project, MCTI will obtain written approval from each student selected for the project prior to the start date. If you are asked to participate in the research project, you have the right to decline without retaliation.

For further details on this policy, you may ask for a copy of MCTI Policy number 63 entitled Research Projects.

**STUDENT RESPONSIBILITY - STUDENT CODE OF CONDUCT:**

As a student at MCTI, Students are expected to:

- Treat other students and staff with respect at all times.
- Participate in the planning of my program and inform the staff of any changes.
- Be well groomed and appropriately dressed for all occasions.
- Be responsible for my behavior, both in class and after hours.
- Be truthful and honest in my classroom and dormitory life.
- Learn and develop work skills in order to get a job.
- Follow campus rules and policies
- Conduct myself in a manner that does not violate any state, local, or federal laws.

MCTI is a community of students and the rules and regulations of MCTI are the laws of the community. MCTI students who enjoy the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community.

As citizens of the school community, students need to understand and adhere to all school policies and rules and be willing to accept the responsibilities that go along with their rights and privileges.

The sections, which follow, provide detail to these responsibilities as well as define infractions that will prompt disciplinary responses.

## **STUDENT RIGHTS**

The Michigan Career and Technical Institute will:

- Treat me with respect.
- Provide me with the services to assist me in going to work.
- Listen and be open to my concerns and feedback.
- Support me in achieving my goals.
- Help me in resolving conflicts.
- Respect my right to make choices.
- Respect my choice to complete my program or discontinue it any time I feel it is not right for me.

## **CAMPUS LIFE POLICIES**

**ANTI-RETALIATION POLICY:** MCTI encourages its staff and students to make good faith disclosures regarding misconduct of staff and/or students of violation of school policies, practices or procedures. No individual filing a complaint, or otherwise participating in a complaint procedure, will be subject to reprimand or retaliatory action. Retaliation means to intimidate, threaten or coerce, or otherwise discriminate against any individual for exercising their right to file a good faith complaint of a violation of policy. Students may file an informal or formal complaint.

### **DRESS CODE POLICY:**

Classroom: During scheduled class hours, students are expected to dress in business appropriate attire or provided uniform and footwear. This means the following are not acceptable during scheduled class hours:

- Sagging trousers pants/shorts that reveal undergarments or short shorts
- Tops that show midriff, halter tops or tops with low collars
- Sweatpants or other gym attire

- Hats or headwear of any kind, unless identified as an accommodation or given instructor approval
- Flip-flops or sandals
- Jewelry that interferes with work and safety
- Any article of clothing advertising illegal substances or alcohol.
- Any article of clothing containing suggestive or offensive language.
- Appropriate footwear will be determined by each classroom instructor.

**Public Areas - Dormitory:** When in a public place, students must be fully clothed in street clothes and in a non-offensive manner. The following items are considered inappropriate:

- Trench coats, winter, or heavy coats worn through the halls (when not going outdoors).
- Hooded sweatshirts with the hood up or pulled tight around the face.
- Hats with the bill turned to the side
- Sunglasses Indoors (unless medically prescribed)
- Sleepwear or slippers in public areas (including public areas in dorm)
- Bathing suits outside of the pool or beach area.

Appropriate footwear should be worn while on campus. Students who report to class dressed inappropriately will be asked to return to their room to change clothes. The time used will be deducted from their available absence time. Students who violate the dress code policy may be assigned to serve community service hours.

Students are also expected to practice good hygiene. Students should bathe/shower regularly and make sure that their hair is clean and groomed. Students are expected to come to classes with clean cloths.

**DRUGS AND ALCOHOL:** MCTI compliance and provisions of the Drug-Free Schools and Communities Act and MCTI's Substance Abuse Policy applies to all members of the MCTI community – faculty, staff, and students. The policy, student handbook, or Civil Service Rules (for staff) defines prohibited behavior and outlines consequences for violations.

MCTI is a drug/alcohol free campus and prohibits the possession, manufacturing, distribution or use of illicit drugs and alcohol by students on MCTI's campus or at any school sponsored events whether on campus or off campus. Alleged violations are investigated thoroughly, and disciplinary action can include suspension or termination of programming. In addition, students can expect to be arrested and prosecuted for unlawful possession, use or distribution of illicit drugs and alcohol on campus. In addition, MCTI staff have the right to have any student tested for drugs during the MCTI school day if

there are observed inappropriate behaviors by MCTI staff and that MCTI staff person completes and Observed Rationale for Drug Screening Form.

Consistent with Michigan and federal law, MCTI maintains a workplace free from the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illicit drugs, and alcohol are prohibited on MCTI's campus. Pursuant to State of Michigan Work Rules governing employee discipline, any employee involved in the unlawful use, sale, manufacturing, dispensation, or possession of controlled substances, illicit drugs, or alcohol on MCTI premises, or working under the influence of such substances, will be subject to disciplinary actions up to and including dismissal or referral for prosecution.

**ENROLLMENT VERIFICATION FOR INSURANCE:** The Office of the Registrar provides current, previous and intended (if you have received an Invitation Letter from MCTI) enrollment verification letters, which indicates your student is, has been, or will be enrolled full-time (12 credits) at MCTI. Student can request a Student Status Request Form by calling 269-664-9212. The Office of the Registrar will fulfill your request within 48 hours of the date the form was received. The enrollment verification letter can be picked up, mailed/faxed directly to the location indicated on the form

**FINES/COMMUNITY SERVICE:** Community Service or fines will be assigned for various violations handbook infractions. Fines are also issued for lost keys, lost ID cards, or when MCTI provides students transportation that was not prescheduled. All fines can be paid in the MCTI Business Office.

A student can be referred to the Manager of Student Services for any violation. However, if a student exceeds three policy violations, the student will be referred to the Manager of Student Services for further action. Failure to serve the required community service may result in suspension. Failure to pay fines/serve community service may prevent students from receiving your graduate certificate. Damage to a room or furnishings will be assessed on an individual basis.

Referrals for Community Services are handled by Leisure Staff. Leisure staff will assign the work to be completed and track the completion of those hours. Common infractions include the following:

**COMMON STUDENT HANDBOOK INFRACTIONS**

Offense	1st Violation	2nd Violation	3rd Violation
Not displaying ID Properly	1 hour	2 hours	5 hours
Dress Code Violation	1 hour	2 hours	5 hours
Public Display of Affection (i.e., "Making Out")	1 hour	2 hours	5 hours
Loud Music	1 hour	2 hours	5 hours



Disrespecting Quiet Hour	1 hour	2 hours	5 hours
Leaving Dishes Behind in the Cafeteria	1 hour	2 hours	5 hours
Offensive items (i.e., rebel flag)	2 hours	5 hours	10 hours
Profanity/Inappropriate Language	2 hours	5 hours	10 hours
Spitting (on the floor, in a trash can, smoke shack)	2 hours	5 hours	10 hours
Depositing Trash in an Inappropriate Location	2 hours	5 hours	10 hours
Damage to School Property	5 hours	10 hours	15 hours
Dirty Room and/or Dirty Bathroom	2 hours	5 hours	10 hours
Room Not Ready for New Student	10 hours	20 hours	30 hours
Lost ID Card	5 hours	10 hours	15 hours
Lost Key	5 hours	\$10	
Unscheduled Ride (Bus/Train Station)	\$10-\$20		
Failure to Return Key	\$25		
Visiting Hour Violation	5 hours	10 hours	15 hours
Smoking Violation	10 hours	20 hours	30 hours
Bed Taken Apart	10 hours	\$15	
Disrespecting Staff	20 hours/or Suspension.		

**INAPPROPRIATE BEHAVIOR:** MCTI's mission is to prepare you for employment. Students are expected to conduct themselves as if you are in a work environment. This means that students must respect the rights and feelings of others, as well as, respect school facilities, school property, and the personal property of others. It also means that students must accept responsibility for their own behavior, demonstrate management of their disabilities and manage their time appropriately by attending classes, on campus appointments, etc.

Physical security and an environment free of harassment are necessary for individuals if they are to successfully pursue their education, therefore, no student shall:

1. Cause/threaten physical harm to or endanger the physical safety of another.

2. Engage in misconduct as defined by MCTI Misconduct and Non-Discrimination Policy.
3. Continuously or persistently intimidate another individual to coerce that individual into some action or avoidance of action.
4. Engage in repeated, unwanted verbal/written/digital communication or personal contact with another individual, including stalking or bullying.
5. Possess, manufacture, or use any drug prohibited by state or federal laws. (see MCTI Substance Abuse Policy)
6. Possess, distribute, or use any alcoholic beverages on campus
7. Damage, deface or destroy the property of another person or the school.
8. Tamper with or misuse MCTI's fire and safety equipment including but not limited to fire extinguishers, fire hoses, smoke detectors and alarm systems.
9. Remove property or goods from their assigned place without proper authorization or accept goods or property which have been procured without proper authorization.
10. Knowingly provide false information to any office or individual acting on behalf of MCTI.

Some other specific acts of behavior that will not be tolerated while students are enrolled at MCTI and which are deemed grounds for suspension, probation, or termination include:

1. Academic dishonesty.
2. Lack of academic progression.
3. Excessive use of personal leave time.
4. Excessive tardiness.
5. Unruly conduct that disrupts classes/school/dorm living.
6. Failure to comply with a reasonable request from an instructor, staff member, or administration.
7. Inappropriate dress or public displays of affection. The school is a public area and student behavior should reflect what is acceptable in the workplace. Students dorm room is considered a public area when your door is open
8. Not participating in class or not completing in-class or homework assignments.
9. Use of inappropriate language or profanity.

**INFECTION CONTROL:** Communicable diseases will be monitored and controlled for the health and safety of staff, students, and visitors. Students or staff with infections and communicable disease such as influenza, upper respiratory infections, tuberculosis, and HIV will be assessed on an individual basis and appropriate precautions will be

taken if needed. Trained staff should be contacted to clean up any blood spills that might occur. All students are required to have TB skin testing prior to enrollment and annually thereafter.

If a student is diagnosed with a contagious illness such as influenza, chicken pox, etc., a medical leave of absence will be recommended to prevent the spread of the infection within the school. Frequent hand washing is very important in limiting the spread of infections. Since there are very serious diseases that are transmitted through blood and other bodily fluids, students are advised not to share razors, toothbrushes, or other personal care items.

Guests on campus should use the public restrooms located throughout the building.

**NON-DISCRIMINATION AND MISCONDUCT POLICY:** MCTI is committed to promoting and maintaining a learning and working environment free of sexual harassment, misconduct, and discrimination. Examples may include acts of sexual violence, sexual harassment, domestic violence, dating violence and stalking. MCTI affirms its commitment to promoting the goals of fairness and equity in all aspects of its operations. The Non-Discrimination policy applies to all members of the MCTI community including administrators, supervisors, staff, vendors, or others who conduct business with MCTI or participate in a MCTI-sponsored program. Members of the MCTI community, guests and visitors have the right to be free from all forms of misconduct. MCTI has established an Equity and Compliance Team (ECT) that will take prompt and effective steps to end misconduct and harassment, prevent its recurrence and remedy any discriminatory effects on the victim and others as appropriate. The Equity and Compliance Team includes the Title IX Coordinator who oversees the policy implementation and develops the education and prevention program designed to address the MCTI community culture. MCTI uses the preponderance of the evidence (also known as “more likely than not”) as a standard for proof of whether a violation occurred. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources.

MCTI provides several resources and services to assist students and staff in addressing issues involving sex discrimination, harassment, and misconduct. Throughout the year, MCTI staff and students will participate in training to promote awareness, review policies, review the investigation and hearing process, risk reduction and campus safety and resources.

Applicable Laws: Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Title IX applies to issues involving both students and employees of MCTI. Title IX states the following:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Applicable Laws: Section 504 of the Rehabilitation Act of 1973 protects the rights of individuals with disabilities in programs and activities, including schools, that receive federal funds. Section 504 states:

"No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

### **Relevant Definitions**

- Discriminatory Harassment is harassment based on an individual’s actual or perceived membership in a protected class. Harassing conduct may take various forms, including, name calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful or humiliating.
- Equity and Compliance Team oversees and tracks investigations of complaints and recommends solutions for issue resolution and monitoring of efforts to comply with Title IX legislation, regulation, and case law. The team also tracks and oversees implementation of the Non-Discrimination policy.
- Protected Class means age, race, color, creed, religion, ancestry, national or ethnic origin, sex/gender, gender identity, gender expression, sexual orientation, disability, genetic information, military status, veteran status, familial status or any other protected category under applicable local, state or federal law, ordinance or regulation.
- Reporting Party is the person alleging a violation of policy.
- Responding Party is the person who is alleged to have violated campus policy. The "respondent" or “responding party” is the party accused of sexual misconduct or interpersonal violence.
- Sexual Discrimination occurs when a person has been treated inequitably based on sex, gender identity, or gender expression. Specifically, MCTI prohibits the following forms of sex discrimination: sexual harassment, sexual misconduct, sexual exploitation, stalking on the basis of sex and dating/intimate partner violence.
- Sexual Misconduct includes but is not limited to sexual harassment, sexual violence including dating violence, domestic violence, stalking, sexual assault and sexual exploitation.

□ Sexual Harassment is unwelcome, unsolicited, offensive behavior of a sexual nature including unwelcomed sexual advances, requests for sexual favors, sex-based and/or gender-based verbal, written, online and/or physical conduct of a sexual nature based on a person's gender, sexual orientation or gender identification. Thus, sexual harassment prohibited by Title IX can include conduct such as touching of a sexual nature; making sexual comments, jokes or gestures; writing graffiti or displaying or distributing sexually explicit drawings, pictures or written materials; calling students sexually charged names; stalking; spreading sexual rumors; rating students on sexual activity or performance; circulating, showing or creating emails or Websites of a sexual nature.

□ Sexual Violence is a form of sexual harassment. Sexual violence for purposes of this policy refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. Sexual violence may include dating violence, domestic violence, stalking, sexual assault, rape and sexual exploitation.

□ 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.

□ Intimate Partner Violence (Domestic Violence) defined as violence or abuse between those in an intimate relationship to each other. A felony or misdemeanor crime of violence committed:

□ By a current or former spouse or intimate partner 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 or intimate partner

□ Stalking on the basis of sex is following or engaging in a course of conduct on the basis of sex with no legitimate purpose that puts another person reasonably in fear for his or her safety.

□ Sexual Exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.

□ Consent or Consensual Contact is clear, and knowing, voluntary [or affirmative, conscious and voluntary] words or actions that give permission for specific sexual activity. Consent is not defined by Michigan Law. At MCTI, consent is defined as the voluntary, willful, and unambiguous agreement to engage in a specific sexual activity during a sexual encounter.

- Discrimination is defined as actions that deprive other members of the community of educational or employment access, benefits, or opportunities on the basis of sex or gender.
- Coercion is unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive
- Intimidation is defined as implied threats or acts that cause an unreasonable fear of harm in another.
- Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes free will or resistance or that produces consent.
- Retaliation is to intimidate, threaten or coerce, or otherwise discriminate against any individual for exercising their right to file a good faith complaint of a violation of policy.
- Sexual Contact includes the intentional touching of the victim's intimate parts or the intentional touching of the clothing covering the immediate area of the clothing covering the immediate area of the victims parts, if that intentional touching can be reasonably construed as being for the purpose of sexual arousal or gratification, done for a sexual purpose, or in a sexual manner for: revenge, to inflict humiliation, or out of anger.
- Sexual penetration means sexual intercourse, cunnilingus, fellatio, anal intercourse, or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body, but emission of semen is not required.

**Equity and Compliance Team:** MCTI's Equity and Compliance Team and 504 Coordinator affirms MCTI's commitment to promoting the goals of fairness and equity in all aspects of its operations. The ECT team oversees and tracks investigations of complaints and recommends solutions for issue resolution and monitoring of efforts to comply with Title IX legislation, regulation, and case law. The team also tracks and oversees implementation of the Non-Discrimination policy.

Felicia Love, Vocational Rehabilitation Counselor, Title IX Coordinator  
 Michigan Career & Technical Institute  
 11611 West Pine Lake Road  
 Plainwell, MI 49080  
 (269) 664-9584  
[LoveF@michigan.gov](mailto:LoveF@michigan.gov)

Renee Lyon, Occupational Therapist, 504 Coordinator

Michigan Career & Technical Institute  
11611 West Pine Lake Road  
Plainwell, MI 49080  
(269) 664-9206  
[LyonR3@michigan.gov](mailto:LyonR3@michigan.gov)

The Title IX Administrator oversees all complaints from staff regarding other staff.  
Jennifer Zuniga, Manager of Student Services, Title IX Administrator  
Michigan Career & Technical Institute  
11611 West Pine Lake Road  
Plainwell, MI 49080  
(269) 664-9260  
[ZunigaJ@michigan.gov](mailto:ZunigaJ@michigan.gov)

The Deputy Title IX Coordinator collaborates with Title IX Investigators to resolve Title IX related complaints.  
Kasey Burlew, Admissions Coordinator, Vocational Rehabilitation Counselor, Title IX Deputy Coordinator  
Michigan Career & Technical Institute  
11611 West Pine Lake Road  
Plainwell, MI 49080  
(269) 664-9223  
[BurlewK@michigan.gov](mailto:BurlewK@michigan.gov)

Sen Toda, Vocational Rehabilitation Counselor, Title IX Deputy Coordinator  
Michigan Career & Technical Institute  
11611 West Pine Lake Road  
Plainwell, MI 49080  
(269) 664-9229  
[TodaS4@michigan.gov](mailto:TodaS4@michigan.gov)

**PERSONAL BELONGINGS DISPOSAL POLICY:** It is the responsibility of the student to remove their personal belongings when leaving MCTI. If personal items cannot be removed due to emergency departure from MCTI, it is the responsibility of the student to box personal items and turn in these items to the Dorm staff for storage.

Boxed items must have the student's name and date of departure. Dorm staff will then place items in the designated storage area.

A student's failure to turn personal items into the Dorm staff for storage will place all responsibility for personal items upon the student. Dorm staff will make a reasonable effort to make sure that the items left will be safe, although there is no guarantee when

a student does not turn in his or her items to the Dorm staff. Personal belongings will be stored for a maximum of three weeks. Items left in storage longer than three weeks will be discarded, A letter will be sent to indicate a disposal date.

**PHYSICAL CONFLICTS:** It is MCTI's policy that violence, threats of violence, intimidation, harassment and other related behaviors will not be tolerated. It is administration's belief that students should work out their problems in a responsible, respectful and safe manner, seeking staff members' assistance and support when needed.

Compromising the safety of others, including MCTI students and staff, through fighting or intimidation of any kind may result in an investigation and possible suspension or termination of all parties involved. Such behavior could result in an immediate removal from campus. Involved parties may be subject to other disciplinary action as well.

Horseplay: Is not allowed anywhere on the MCTI campus. Students are expected to have fun and enjoy their time at MCTI in a safe manner.

**RELEASE OF INFORMATION:** All students must sign a release for MCTI staff to speak with anyone except their MRS home counselor about their programming and/or academic progress. MCTI has the right to release information to the MRS home counselor without a signed release. Students will be asked to sign a release of information during their orientation but may choose not to sign at that time. It is the student's choice with whom information can be shared. A release can be signed at any time during their enrollment at MCTI. Students may also choose to revoke a signed release at any time. Please note, MCTI staff will not contact a student's parent/guardian with progress reports, grades, or next steps. We encourage students to independently relay information to their parent/guardian. If requested by the student, MCTI staff may call the student's parent/guardian, with the student present, to assist in answering or addressing any questions or concerns.

**RIGHT TO REFUSE ADMISSION:** MCTI is an alcohol and drug-free campus. MCTI maintains the right to refuse admission to any student who appears to be under the influence of drugs or alcohol during the admission/registration process. Students may be asked to submit to a drug screen or breathalyzer test to determine their eligibility for enrollment under this policy.

Any student not on the random screening program may be asked to delay their enrollment or to participate in a substance abuse assessment if they are found to be under the influence of drugs or alcohol during the registration process. MCTI students who are on the random drug-screening program will be subject to the conditions of the drug-screening contract if they are found to be positive for substances or alcohol.

**ROOM SEARCH:** MCTI reserves the right for designated staff, to enter and search student room and/or person when there is reported or suspected possession of items



contrary to regulations (i.e., knives, other weapons, stolen property, alcohol, or illegal drugs).

Two designated staff will conduct searches. Whenever possible, the student will be informed and present for searches, except for those involving possession of a weapon.

**SELLING ITEMS ON CAMPUS:** Due to health and safety reasons, students are not allowed to sell quantity items from their dorm rooms or anywhere else on campus. Food, snack, and personal items are available from the vending machines, the Eagle Shack, or from local stores. Students can sell individual items (CD's, DVD's, etc.) to other students. The school takes no responsibility for items bought or sold between students.

**SMOKING AND TOBACCO USE POLICY:** The entire MCTI school building is considered a smoke and tobacco free environment. This includes dorm rooms, bathrooms, public restrooms, and all other areas both public and private except for designated smoking areas. Electronic cigarettes and vapes are not allowed anywhere on MCTI's campus.

Tobacco chewing is prohibited throughout this campus except in designated areas identified by "Designated Smoking Area" signs. It should be noted that within these areas, individuals who choose to use chewing tobacco must provide their own container for the disposal of all fluids. Spitting on the ground is not acceptable.

**STUDENT IDENTIFICATION:** Students are required to wear ID badges while on the MCTI campus. ID must always be worn above the waist and visible at all times.

**SUSPENSION OF STUDENTS AND REMOVAL OF NON-STUDENTS FOR DISRUPTIVE BEHAVIORS:** Should a student, guest or visitor display disruptive behavior, verbal threats, act in a threatening manner, or act in any manner that warrants concern for the safety and well-being of students and/or staff, the following responses will be enacted:

1. Person in authority or Dorm staff on duty determines that the actions of an individual are disruptive and potentially or obviously detrimental to the safety and well-being of that individual, other students, or staff and these actions are beyond the controls of the staff on duty.
2. After exhausting all usual control methods, the staff member on duty will direct the individual to leave campus. The staff will direct the student to contact his or her home counselor and MCTI vocational rehabilitation counselor for information on a return date or appeal hearing information.
3. If the individual remains uncooperative and refuses to leave campus, the individual will be removed by the police as requested by the staff in charge. Refusal by the individual to leave may result in the arrest of the offending individual.

4. If a student appeals to re-enter MCTI, the MCTI vocational rehabilitation counselor and the MCTI Director along with the Manager of Student Services, will meet with the student to determine the feasibility of re-enrollment.

Note: This policy has been reviewed with the Barry County assistant prosecutor. Should physical arrest become necessary, in most cases serious consideration should be given to lodging the offender, as opposed to release with notice to appear. (Pertinent statutes include C.L. 19.141 through 19.145.) Once campus removal has been identified, student's exit plan will be activated with the assistance of their MCTI vocational rehabilitation counselor. Students exited from campus are not allowed to return unless given expressed, written consent from their MCTI vocational rehabilitation counselor or administration.

## **SUSPENSION, DISCHARGE OR PROBATION DETERMINATION PROCEDURES**

MCTI policies and procedures ensure that a healthy and safe learning and living environment is maintained. Most policies related to students and the environment are found in the Student Handbook. If a student violates a policy or a procedures, the student may be suspended, placed on probation (behavior contract), or be discharged (terminated) from MCTI.

### **Learning Disruption Violations**

When policy violations occur that disrupt learning, the Manager/Supervisor, along with involved staff, determine the outcome. These incidents could involve, but are not limited to:

- Academic dishonesty
- Lack of academic progress
- Excessive use of leave time
- Excessive tardiness
- Conduct that disrupts the classroom

Generally, each incident is viewed on a case by case basis. A meeting with the student and staff involved is held to discuss the incident and determine the consequence. The level of consequence is dependent upon the severity and nature of the incident.

### **Unhealthy and Unsafe Environment Violations**

If policy violations occur that create the potential for an unhealthy or unsafe environment, the Manager/ Supervisor, along with involved staff, will determine the outcome. MCTI has a zero-tolerance policy on several issues including, but not limited to:

- Alcohol on campus
- Drugs on campus

- Drug paraphernalia on campus
- Fighting on campus
- Sexual Assault or Misconduct
- Weapons on campus

Each of these violations is an automatic suspension and can result in termination. If a student is suspended, the individual is not eligible to return until the stipulations have been completed and reviewed by MCTI Staff. Students suspended/terminated are informed of their appeal rights.

Violations are viewed on a case by case basis, and consideration for return is based on severity of the incident. The staff involved meets with the student(s) involved, discuss the incident, and determine an appropriate course of action. MCTI must take into consideration the recommendations of Title IX Investigations and/or the results of any criminal proceedings that are a result of the incident. For those individuals with criminal charges, these students will not be allowed to return to campus until documentation that criminal proceedings have been resolved and this documentation is reviewed by MCTI Staff. Criminal charges or convictions are reviewed on a case by case basis and could prevent students from re-enrollment.

MCTI will send a letter to the student documenting the incident, outcome and appeal process. It is preferable that this letter be given to the student at the time of their removal from campus. If this isn't possible because of the severity of the violation, a letter will be mailed to them within one week from their removal from campus.

### **UNREASONABLE NOISE:**

Public Areas – Students must refrain from loud behavior in public areas of the school. Public areas include, but are not limited to the: the main reception area, classrooms, hallways, cafeteria, and dorm lobby. Any laptop computer or other portable electronic device should have headphones attached when in use.

Dormitory: If the noise coming from a student's room is loud enough to be heard from two doors away, then it is too loud. If the resident, through their actions, shows that he or she is unable to control such noise level (stereo, radio, TV, etc.), the offender may receive a warning and possible community service hours. If there is a second occurrence, the student will be referred to Student Court and MCTI vocational rehabilitation counselor will be required to remove the offending piece of equipment. Car stereos should not be able to be heard inside the building. Sub-woofers are not allowed in the dorm rooms.

### **VISITATION POLICY:**

Students must have their off-campus guest(s) sign in at the Dorm Office, Leisure Office or Reception Desk and receive a guest tag. All guests must wear a guest tag above the waist and it must always be visible. Guests must remain with the student who registered them. Guests must also sign out when they leave. MCTI does not permit

overnight guests. Non-student guests must be at least 18 years old and have picture identification (driver's license or state I.D.). Commuter students are considered guests while in a dorm room.

Students are responsible for their guests and are to escort and remain with their guests at all times and locations throughout the school. Commuter students are considered guests while in a dorm room.

Guests should use the public restrooms located in the dorm lobby unless all suitemates agree to guests using the restrooms in the suite. Guests are not allowed to use the dorm showers. Only students residing in the dorms may use the shower facilities in their assigned suite.

Students can visit other floors of the dormitory only during visitation hours.

**WEAPONS POLICY:** The following are not permitted in dormitory rooms or anywhere on campus, including in vehicles:

Explosives: Pressurized tanks, fireworks, smoke bombs, firearms ammunition, or any other type of explosives.

Flammables: Gasoline, bottled gas, candles, incense, oil, or any other flammable liquid.

Possession of any of these items may result in a suspension:

- Guns
- Walking sticks
- Chains
- Pocket knives with blades over 1.5 inches long
- Boards that can be used as clubs
- Ice picks
- Laser pens
- Steel tip darts
- Martial arts weapons
- Archery equipment \*
- Ball bats \*
- Paint ball equipment \*\*

(\*These items may be stored in the Leisure Services office with staff approval)

(\*\*This item may be stored on campus, but NOT used on campus)

Fire and Safety will remove unauthorized items if the resident does not remove items from the dorm room immediately. Students may be able to reclaim any "legal" item(s) that are removed from the dorm room to transport home.

**QUICK REFERENCE RESOURCES:** If you need to report a fire, medical, or other emergency, off campus DIAL 911. In the event of a fire, first response fire-fighting

service is provided by Prairieville Township Volunteer Services Department's 24-hour service. All buildings on campus are equipped with fire alarm systems and accessible fire extinguishers; many have smoke detection and automatic sprinkler systems. In addition, fire drills are conducted on a regular basis.

**ON-CAMPUS EMERGENCY TELEPHONE NUMBERS:**

Contact:	From MCTI Phone:	From Outside Line:
Dormitory Help Line	Ext. 202	269-664-9202
<i>If no answer at number listed above call 269-290-3457 or 269-720-5308</i>		
Fire & Safety Office	Ext. 560	269-664-9560
<i>If no answer at number listed above call 269-290-2465</i>		
Local Fire Department	9-911	911
Local Police Department	9-911	911
24 Hour Sexual Assault Crisis Line	9-385-3587	269-385-3587
National Suicide Prevention Hotline	9-1-800-273-8255	1-800-273-8255

**NON-EMERGENCY TELEPHONE NUMBERS:**

Contact:	From MCTI Phone:	From Outside Line:
Dormitory Help Line	Ext. 202	269-664-9202
Fire & Safety Office	Ext. 560	269-664-9560
Prairieville Township Police Department	9-623-4800	269-623-4800
Barry County-Dispatch	9-948-4800	269-948-4800

**CRIME INFORMATION AND STATISTICS:** At Michigan Career and Technical Institute (MCTI) we take safety very seriously. Each member of the campus community – students, faculty, and staff – take an active role in preventing and reporting incidents that jeopardize safety on campus. Please review this information carefully.

MCTI, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act and the Higher Education Opportunity Act, has published this document to provide its students and employees with an overview of the school's security and safety resources, policies and procedures. A hard copy of the Campus Safety Report may be obtained by contacting the Fire and Safety Office at (269) 664-9560 or on our website [michigan.gov/MCTI](http://michigan.gov/MCTI). MCTI also reports the annual crime and fire statistics contained in this report to the U.S. Department of Education. A searchable database containing those statistics can be found at <http://ope.ed.gov/campussafety/#/>.

This handbook contains general information about the campus, fire and safety resources, reporting crimes, coordination between MCTI and local law enforcement agencies, crime and fire prevention, victim support services, residence hall security, crime and fire statistics, MCTI's Relationship and Sexual Misconduct Policy, and MCTI's

Drug and Alcohol Policy. It also contains information about alcohol laws and penalties, campus alcohol and other drug education, and counseling resources.

The MCTI Clery Report is prepared by the Director of Student Services, Jennifer Zuniga and Thomas Miller, Fire and Safety Lead Worker. Contact information is:

Jennifer Zuniga  
Director of Student Services  
Michigan Career and Technical Institute  
11611 W Pine Lake Rd.  
Plainwell, MI 49080  
(269)664-4461 or (877) 901-7360

Tom Miller  
Fire and Safety Lead Worker  
Michigan Career and Technical Institute  
11611 W Pine Lake Rd.  
Plainwell, MI 49080  
(269)664-4461 or (877) 901-7360

MCTI has established a Safety Committee, chaired by the Director of Student Services, to enhance efficiency and coordination to provide an effective response to the Clery Act obligations including the drafting of the Campus Safety Report. The group is comprised of representatives from instructional staff, fire and safety staff, administration, title nine coordinator, leisure staff and health services staff. Specifically, this group reviews policies and procedures related to the Clery Act, statistics, unusual incident reports, and discusses ways to improve these various components of Clery Act compliance. This group meets monthly and discusses specific Clery Act-related issues.

**CAMPUS SEX CRIMES PREVENTION ACT:** The Campus Sex Crimes and Prevention Act (CSCPA) is a federal law that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education or working or volunteering on campus.

The CSCPA amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act to require sex offenders already required to register in a state to provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. It also mandates that state procedures ensure that this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate state records or data systems.

The Michigan State Police maintain a listing of all registered sex offenders in Michigan. This information is available at:

[http://www.communitynotification.com/cap\\_main.php?office+55242/](http://www.communitynotification.com/cap_main.php?office+55242/).

**CAMPUS SAFETY AND SECURITY:** The Fire and Safety Office is staffed 24/7 when classes are in session. The duties of our Fire and Safety staff include building access control, emergency management, fire safety, parking services, and special event management. This department is responsible for communication to all areas of campus in event of a natural disaster or criminal activity that may endanger students and staff.

The department also conducts educational programs on crime reporting and safety (orientation).

Fire and Safety staff are not law enforcement officers. These staff can assist or conduct investigations into incidents on campus. They do not possess the same responsibilities, rights, or powers as a law enforcement officer. Fire and Safety maintains a cooperative relationship with local, county, state and federal law enforcement agencies.

Fire and Safety and MCTI administration are responsible for all the facilities' Emergency Operation Plans. This plan provides a comprehensive set of guidelines for directing resources before, during, and after campus emergencies and disasters. The Emergency Plan includes guidelines for medical emergencies, acts of violence or crimes, emergency shelter, facilities management, weather related emergencies, water system management, environmental hazards, and building closure.

Although every effort is made to ensure reasonable campus safety and security, students and staff also have a responsibility to use good judgment in their everyday actions and to report all suspicious, illegal, or emergency situations to Fire & Safety or Dorm Staff. MCTI Community members who become aware of criminal activity that represents a threat to students, employees or visitors must report that activity to Fire and Safety immediately so that the school may issue a warning to the campus community. As a member of the MCTI Community you are expected to immediately report any real or perceived criminal actions or other emergencies to a staff member. MCTI staff will report any criminal activity to the Director or designated supervisor on duty at that time. MCTI staff will report all criminal activity to the local law enforcement agency. Students are informed of security policies during orientation.

Security cameras are in use in public areas.

**If you are a victim of a crime or a witness to one, or if you need to report a fire, medical or other emergency dial 9-911 on campus or 911 from a cell phone. MCTI community members who become aware of criminal activity that represents a threat to students, employees or visitors must report that activity to Fire and Safety immediately, so that the school may issue a warning to the campus community.**

**TESTING OF EMERGENCY AND EVACUATION PROCEDURES:** Evacuation and sheltering drills are conducted annually. In addition, the facility conducts 10 fire drills each year and 4 tornado drills. The purpose of each drill is to prepare every faculty, student and staff for an organized response to an emergency. During each drill, occupants practice drill procedures and familiarize themselves with the location of emergency exits and the sounds of the alarms. The process also provides MCTI an opportunity to test the operation of fire and safety system components in buildings. Fire and Safety office conducts follow-through activities designed for assessment and evaluation of the drill process and emergency evacuation, secure-in-place, and sheltering plans.

MCTI regularly conducts the following drills using the RAVE Alert system to ensure students/staff are prepared for the following:

**Fire Drills:** The State Fire Safety Board has a rule on fire drills for schools, both public and private elementary and secondary. It also applies to all instructional areas of all institutions of higher education as provided by subsection (1) of Section 3C of Act No. 207 of the Public Acts of 1941, as amended. That rule is as follows:

Rule 275 (1) A minimum of 10 fire drills is required for each school year. However, if weather conditions will not permit fire drills to be held at least once a month, then at least 6 or 7 drills shall be held in the fall of each year and 4 fire drills shall be held during the remaining part of the school year.

In compliance with the above rule, the policy on fire drills for MCTI will be as follows: The Fire and Safety Department in conjunction with the Safety Committee will, in its October meeting each year, select dates for at least 10 fire drills. If a scheduled drill cannot be held due to weather on the date it is scheduled, the Fire and Safety Department will reschedule that drill as soon as possible following the canceled drill. It will be the responsibility of the Safety Committee Chairperson to conduct the drills, or to designate another to conduct the drills. It will also be the chairperson's responsibility to record the date and outcome of each drill and to keep and maintain these records.

Procedure:

- Exit the building at the nearest exit.
- Remain calm and exit in an orderly fashion, no pushing or shoving.
- Get as far away from the building as possible.
- Please stay out of the driveway and the parking lot areas as these need to remain clear for emergency vehicles.
- Remain out of the building until an all clear is sounded or until official personnel give you more detailed instructions.

**Tornado Drills:** Tornado drills are scheduled each spring as a precaution.

Procedure:

- Go to your designated area in a quiet, orderly fashion as covered in your orientation when first entering MCTI.
- Remember to stay away from outside doors and windows due to the threat of broken and blowing glass.
- Remain in the designated area until an all clear is announced over the PA system.

If you are in the dormitory during a tornado drill or an actual tornado warning, you have two options:



- Go to the bathroom area in your room and remain there until the all clear is sounded
- Go down to the lowest floor on your dormitory wing (Kennedy or Academy) and remain in the hallway until the all clear is sounded.

Tornado and fire drills are scheduled on different days and different shifts to ensure that we are prepared for all possibilities.

**Sheltering in Place:** Sheltering in Place is the use of any classroom or office for the purpose of providing temporary shelter from a hazardous material release.

Procedure:

- If you are outside, go indoors.
- Take shelter in a room with MCTI staff
- Continue to follow instructions given over the PA system and by MCTI staff
- Do not leave the shelter until given the all clear order.

**MISSING STUDENT NOTIFICATION POLICY:** In compliance with the Higher Education Opportunity Act, MCTI has established a Missing Student Notification Policy that describes the formal notification procedures to be followed when a student residing in on-campus housing has been reported missing for more than 24 hours.

During student orientation, all students are requested to provide the Admissions Office with the name and contact information of a personal emergency contact person(s). This information is maintained in the student's file and designated as confidential. MCTI encourages all students to provide personal emergency contact information during orientation. All emergency contact information submitted to MCTI is kept confidential and only shared with appropriate emergency response and law enforcement personnel in the event that such information should be needed.

Incidents of missing students at MCTI should be reported immediately to the Director of Student Services 269-664-9260, Dorm Staff 269-664-9202, and/or Fire and Safety 269-664-9560. Upon receipt of a report of a missing student who resides in on-campus housing, staff will notify the Director of Student Services to authorize a missing student investigation. If MCTI determines that a student has been missing for more than 24 hours and has not returned to campus, MCTI will contact, within 24 hours of the official determination, the person(s) the student designated in the Personal Emergency Contact. If a missing student is under 18 years of age and not emancipated, the student's custodial parent or legal guardian is also contacted. Information that a student has been determined missing will be forwarded to local law enforcement.

**COMMUNICATION ABOUT EMERGENCY NOTIFICATIONS AND SAFETY:** In the event of an emergency that poses immediate threat to the safety of MCTI's campus, Fire and Safety Office is responsible for developing and distributing emergency

messages to alert the community. Distributed through the RAVE Alert System, emergency messages inform subscribers about incidents and provide direction and information to promote safety.

MCTI has a variety of ways of disseminating emergency information to the community if a threat or emergency occurs. The notification options include:

**RAVE System:** allows authorized personnel to send a recorded voice message, email, and/or text message. The messages contain important information about the emergency. In addition, this notification system is used for emergency drills for Fire Alarms, Tornado Alarms, and Lock Down Drills. Drills are identified as such when issued. When the system is activated, one or more alerts are sent, depending on the situation.

**Public Announcement:** MCTI can announce emergency situations over the Public Address System.

**Outdoor Speakers:** MCTI can announce emergency situations over the Public Address System.

**Tornado Sirens:** local sirens are tested the first Saturday of every month.

**Fire Alarms:** MCTI buildings are equipped with fire alarms.

**TIMELY WARNINGS:** The MCTI Director of Student Services or designee is responsible for determining whether or not criminal activity reported to campus security or other authorities warrants the issuance of a timely warning to the campus community. When this staff determines that there may be a serious or continuing threat to the health and safety of on-campus students, employees, or visitors, they will provide a timely warning campus-wide in a manner that is intended to enable campus community members to protect themselves and aid in the prevention of similar crimes. Timely Warnings are issued only in the event that a Clery Act reportable crime occurs on MCTI property.

The particular method of communication by which the timely warning is provided varies depending on the specific circumstances of the crime and the potential threat to safety. Timely warnings may be issued by the RAVE System, hall meetings, and/or email sent to staff/students informing them of a potential threat

**EMERGENCY NOTIFICATIONS:** Emergency Notifications are issued when a significant emergency or dangerous situation (e.g. tornado/severe weather, fire, active shooter, gas leak or terrorist threat) is currently occurring on or imminently threatening campus and the Director or designee has determined that the issuance of the notification is warranted. The Director or designee evaluates information on a case by case basis and determines whether an emergency notification is necessary. The Director or designee determines who will receive the notification based on the type of emergency. Fire and Safety determines the content of the notification based upon what information was available and relevant to ensure safety. Fire and Safety initiates the RAVE emergency notifications system. The warnings are different than a Timely

Warning in that it is not limited to Clery Act crimes and maybe targeted to certain segments of campus.

**SAFETY AND SECURITY – CAMPUS FACILITIES:** MCTI works hard to ensure a safe environment. MCTI hosts many events each year that are open to the public. Other than these events, the grounds and facilities are not accessible to the general public. The main building is accessible to staff and students each day from 8am to 5pm via electronic key access. Visitor during this time must be buzzed in and sign in at the reception office. The main building is not open to the public on the weekends.

**SAFETY AND SECURITY – RESIDENCE HALLS:** All living areas in the dorm are locked and can be accessed only by residents or staff using an identification card. Residents entering the dorm must scan their MCTI ID on designated doors through the use of electronic key access. Guests must sign in at the dorm office and be accompanied by a current resident of the school at all times. Guests must exit the building by 10pm.

**RELATIONSHIP VIOLENCE AND SEXUAL MISCONDUCT:** Michigan Career and Technical Institute (MCTI) is committed to promoting and maintaining a learning and working environment free of sexual harassment, misconduct, and discrimination. Examples may include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. MCTI affirms its commitment to promoting the goals of fairness and equity in all aspects of its operations. The policy applies to all members of the MCTI community which include administrators, supervisors, staff, vendors, or others who conduct business with MCTI or who are participating in a MCTI-sponsored program. All guests and visitors have the right to be free from all forms of misconduct. MCTI uses the preponderance of the evidence (also known as “more likely than not”) as a standard for proof of whether a violation occurred.

Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources. MCTI’s Relationship Violence and Sexual Misconduct Policy applies to all members of the MCTI community---faculty, staff, and students and applies to all types of relationship violence and sexual misconduct, including same sex relationship violence and sexual misconduct. The policy defines prohibited behavior and outlines procedures for complaints about sexual misconduct and relationship violence, including with whom to file a complaint. Specifically, the policy defines, domestic violence, dating violence, stalking, sexual misconduct, sexual harassment, sexual violation, sexual exploitation, consent, and incapacitation. This policy also covers privacy and confidentiality, complaint procedures, and provides resources.

**STATE AND FEDERAL LAWS:** MCTI prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking. Under Michigan Law, these crimes are defined as follows:

**Stalking:** a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened,

intimidated, threatened, harassed, or molested and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

**Domestic Violence:** assault or assault and battery of 1) a current or former spouse, 2) an individual with whom the assailant has or has had a dating relationship, 3) an individual with whom the assailant has had a child in common, or 4) a resident or former resident of the assailant's household.

**Dating Relationship:** frequent, intimate associations primarily characterized by the expectation of affectional involvement. This term does not include a casual relationship or an ordinary fraternization between two individuals in a business or social context.

**Dating Violence:** a form of domestic violence under Michigan Law.

Michigan criminal laws regarding sexual assault are separated into four degrees of criminal sexual conduct. For each of those criminal offenses, the following definitions apply:

**Sexual Contact:** includes the intentional touching of the victim's intimate parts or the intentional touching of the clothing covering the immediate area of the clothing covering the immediate area of the victim's parts, if that intentional touching can be reasonably construed as being for the purpose of sexual arousal or gratification, done for a sexual purpose, or in a sexual manner for: revenge, to inflict humiliation, or out of anger.

**Sexual Penetration:** means sexual intercourse, cunnilingus, fellatio, anal intercourse, or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body, but emission of semen is not required.

Consent is not defined by Michigan Law. At MCTI, consent is defined as the 'voluntary, willful, and unambiguous agreement to engage in a specific sexual activity during a sexual encounter.

**TITLE IX OF THE EDUCATION AMENDMENTS OF 1972:** The Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Title IX applies to issues involving both students and employees of MCTI. Title IX states the following:

*"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."*

The following are definitions relevant to MCTI's adherence to Title IX. Please note that some definitions may differ from those included in Michigan Law:

**Reporting Party:** In this process, the person alleging a violation of policy is referred to as the reporting party.

**Responding Party:** In this process, the person who is alleged to have violated campus policy is referred to as the responding party. The "respondent" or "responding party" is the party accused of sexual misconduct or interpersonal violence.

**Sexual Discrimination:** Occurs when a person has been treated inequitably based on sex, gender identity, or gender expression. Specifically, MCTI prohibits the following forms of sex discrimination: sexual harassment, sexual misconduct, sexual exploitation, stalking on the basis of sex, and dating/intimate partner violence.

**Sexual Misconduct:** includes, but is not limited to, sexual harassment, sexual violence including dating violence, domestic violence, stalking, sexual assault, and sexual exploitation.

**Sexual Harassment:** is unwelcome, unsolicited, offensive behavior of a sexual nature including unwelcomed sexual advances, requests for sexual favors, sex-based and/or gender-based verbal, written, online and/or physical conduct of a sexual nature based on a person's gender, sexual orientation or gender identification. Sexual harassment may include, but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person, with sexual or demeaning implications
- Unwelcome touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grade, job, etc.
- References to sexual orientation

**Sexual Violence:** may include dating violence, domestic violence, stalking, sexual assault and sexual exploitation.

**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.

**Intimate Partner Violence (Domestic Violence):** violence or abuse between those in an intimate relationship to each other. A felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner 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 or intimate partner

**Stalking:** following or engaging in a course of conduct on the basis of sex with no legitimate purpose that puts another person reasonably in fear for his or her safety.

**Sexual Exploitation:** occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.

**Consent or Consensual Contact:** clear, and knowing, voluntary [or affirmative, conscious and voluntary] words or actions that give permission for specific sexual activity.

**Discrimination:** defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex or gender.

**Coercion:** unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

**Intimidation:** implied threats or acts that cause an unreasonable fear of harm in another.

**Force:** the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes free will or resistance or that produces consent.

**Retaliation:** To intimidate, threaten or coerce, or otherwise discriminate against any individual for exercising their right to file a good faith complaint of a violation of policy.

**PREVENTION OF SEXUAL MISCONDUCT:** MCTI provides several resources and services to assist students and staff in addressing issues involving sex discrimination, harassment, and misconduct. Throughout the year, MCTI staff and students will participate in training to promote awareness; review policies; review the investigation and hearing process, risk reduction, campus safety and resources. MCTI has established an MCTI Equity Inclusion team which will take prompt and effective steps to end misconduct and harassment, prevent its recurrence and remedy any discriminatory effects on the victim and others as appropriate. MCTI uses the preponderance of the evidence (also known as “more likely than not”) as a standard for proof of whether a violation occurred. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources. The Equity and Inclusion Team includes the Title IX Coordinator who oversees the policy implementation and develops the education and prevention program designed to address the MCTI community culture.

MCTI implements several intervention approaches toward the prevention of sexual misconduct and victimization including primary and secondary prevention strategies. Students enrolling in Career Assessment Services engage in structured male and female group activities focused on topics related to healthy interactions, prevention and risk reduction. School resources are reviewed during the student’s engagement in the group sessions and reviewed with the students assigned Vocational Counselor. Secondary prevention measures include notification to students of our policies involving sexual misconduct, dating and domestic violence and the recommended steps to address the short-term impact of occurring incidents.

MCTI provides annual educational seminars regarding Title IX to staff and students. Informational materials are distributed reviewing strategies to reduce the incidence of sexual assault, risk reduction and prevention strategies.

**MCTI’S EQUITY AND COMPLIANCE TEAMS:** MCTI’s Equity and Compliance Team affirms MCTI’s commitment to promoting the goals of fairness and equity in all aspects of its operations. The ECT team oversees and tracks investigations of complaints and recommends solutions for issue resolution and monitoring of efforts to comply with Title IX legislation, regulation, and case law. The team also tracks and oversees implementation of the policy.

**Title IX/504 Coordinators:**

Felicia Love, Vocational Rehabilitation Counselor  
Title IX Coordinator  
[lovef@michigan.gov](mailto:lovef@michigan.gov)  
(269) 664-9584

Renee Lyon, Occupational Therapist  
504 Coordinator  
[lyonr3@michigan.gov](mailto:lyonr3@michigan.gov)  
(269)-664-9206

MCTI's Title IX Coordinator's responsibilities include ensuring that MCTI is compliant with all requirements under Title IX of the federal Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other laws prohibiting discrimination or otherwise designed to assure equitable education and work environments. The Title IX Coordinator oversees the development and delivery of prevention and awareness programs related to sexual misconduct and sex discrimination ensuring that all members of the MCTI school community are aware of the discrimination policies and resources.

**Title IX Administrator:**

Jennifer Zuniga, Director of Student Services  
[Zunigaj@michigan.gov](mailto:Zunigaj@michigan.gov)  
(269) 664-9260

The Title IX Coordinator works closely with the Title IX Administrator to monitor Title IX investigations and reviews and addresses investigation resolution. The Title IX Administrator oversees all Title IX related complaints from staff regarding other staff.

**Title IX Deputy Coordinator:**

Kasey Burlew, Admissions Coordinator  
[BurlewK@michigan.gov](mailto:BurlewK@michigan.gov)  
(269) 664-9223

The Deputy Title IX Coordinator collaborates with Title IX Investigators to resolve Title IX-related complaints.

**Fire and Safety Coordinator:**

Tom Miller  
[MillerT@michigan.gov](mailto:MillerT@michigan.gov)  
269-664-9560

MCTI's Fire and safety Department is committed to maintaining a safe and secure environment for students, faculty and staff to live, work and study.

**TITLE IX INVESTIGATION PROCEDURES:** In the event that sexual misconduct, gender-based violence, or the crimes of sexual assault, stalking, dating violence, or domestic violence do occur, MCTI takes the matter very seriously. MCTI employs interim protection measures such as interim suspensions, and/or no contact orders in

any case where a student's behavior represents a risk of violence, threat, pattern or predation. If a student is accused of sexual misconduct, gender-based violence, or the crimes of sexual assault, stalking, dating violence, or domestic violence, s/he is subject to action in accordance with the Student Misconduct policy in the handbook. A student wishing to officially report such an incident may do so to the Title IX Coordinator, Program Manager, or Administrator.

When MCTI learns of an incident related to sexual misconduct or relationship violence, regardless of whether the alleged victim is the individual who reports, MCTI has an obligation to conduct, when possible, an investigation. Trained counselors assigned to students will conduct the investigations under the oversight of the Title IX Coordinator, the Title IX Administrator and the Director. Investigations will include interview of the Reporting Party, Respondent and any witnesses. A review of evidence, such as electronic and written material, will be conducted if any such evidence exists. Both the Reporting Party and the Respondent will be notified of the outcome of an investigation and provided with an opportunity to respond before the final report is issued. MCTI will use its best efforts to complete its investigations of sexual misconduct, gender-based violence, or the crimes of sexual assault, stalking, dating violence, or domestic violence within 60 calendar days, although this timeframe may be extended for good cause. Throughout the process, Reporting Parties and Respondents may have an advisor or support person of their choice present.

Anyone with knowledge of such an incident is encouraged to report it immediately. Protective measures for victims are available from the campus whether a victim chooses to report to local and/or campus law enforcement, and irrespective of whether a victim pursues a formal complaint through the MCTI resolution process.

Any victim of sexual misconduct, gender-based violence, or the crimes of sexual assault, stalking, dating violence, or domestic violence are recommended to follow some or all of these safety suggestions for guidance if an incident has occurred:

- Go to a safe place and speak with a staff person. If there is any immediate danger, dial 9-911 on-campus.
- Consider securing immediate professional support through counseling, victim advocacy, medical services, etc. for assistance during the crisis through Health Services, Kalamazoo YWCA Sexual Assault Program 269-385-3587.
- If a student is on campus during regular business hours, the student may go to their Program Manager or Health Services for counseling services. After business hours, or in any situation where a victim wishes, local resources are also available and may be able to provide confidential assistance. YWCA Sexual Assault 269-385-3587 or Domestic Violence 269-385-3587
- For safety and well-being, immediate medical attention is encouraged. Further examination as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault.
- To preserve evidence, it is recommended that the victim not bathe, shower, douche, eat, drink, smoke, brush their teeth, urinate, defecate, or change clothes before receiving medical attention. Even if the victim has already taken any of the



actions, they are still encouraged to have prompt medical care, and evidence may still be recoverable.

- If Police will be potentially involved, it is best to leave everything undisturbed from the scene. They will gather any pertinent articles that may be used for evidence.
- If the victim has physical injuries, photograph or have them photographed with a date stamp on the photo.
- The victim should record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a campus policy violation.
- If the victim obtains external orders of protection (e.g. restraining orders, injunctions, protection from abuse), they are asked to please notify Fire and safety or the Title IX team so that the orders can be observed on campus.

Procedurally, when MCTI receives a report of sexual misconduct, gender-based violence, or the crimes of sexual assault, stalking, dating violence, or domestic violence, sanctions range from warning to expulsion. Serious and violent incidents and acts of non-consensual sexual intercourse usually result in suspension, expulsion, or termination of employment.

When MCTI receives a report of the above-mentioned acts, the campus Investigators, Title IX coordinator, Title IX Administrator or the Deputy Title IX Coordinator are notified. If the Reporting Party or Responding Party wishes to access local community agencies and/or law enforcement for support, MCTI will assist in making these contacts. The Investigators and the Title IX team will offer assistance to the Reporting Party or Responding Party in the form of interim or long-term measures such as opportunities for academic accommodations; changes in housing; changes in working situations; and other assistance as may be appropriate and available on campus or in the community (such as no contact orders, campus escorts, transportation assistance and targeted interventions). If the Reporting Party or Responding Party so desires, that individual will be connected with a counselor on or off campus as well as an on or off campus victim's advocate. No party is required to take advantage of these services and resources, however MCTI provides them in the hopes of offering help and support without condition. A summary of rights, options, supports, and procedures, is provided to all Reporting Parties, whether they are students, employees, guest, or visitors.

When appropriate upon receipt of notice, the Title IX team will cause a prompt, fair, and impartial process to be initiated, commencing with an investigation, which may lead to the imposition of sanctions based upon a preponderance of evidence (what is more likely than not) upon a responding student or other accused individual. The Title IX team is responsible for assuring in all cases that the behavior is brought to an end, that MCTI acts to reasonably prevent its recurrence, and the effects on the involved parties and the community are remedied. The Coordinator is responsible for assuring that training is conducted annually for all advocates, investigators, hearing officers and appeals officers that encompasses a hearing process that protects the safety of victims and promotes accountability. Training will focus on sexual misconduct, domestic violence, dating

violence, sexual assault, stalking, sexual harassment, retaliation and other behaviors that can be forms of sex or gender discrimination covered by Title IX and the Clery Act. Training will help those decision-makers in the process of protecting the safety of victims and promoting accountability for those who commit offenses.

The investigation and records of the resolution conducted by MCTI are maintained confidentially. Information is shared internally between administrators and staff who need to know for campus safety procedures. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation is maintained in accordance with Michigan law and the federal FERPA statute. Any public release of information needed to comply with the open crime logs or timely warning provisions of the Clery Act will not include the names of victims or information that could easily lead to a victim's identification. Additionally, MCTI maintains privacy in relation to any accommodations or protective measures afforded to a victim, except to the extent necessary to provide the accommodations.

In any complaint of sexual misconduct, gender-based violence, or the crimes of sexual assault, stalking, dating violence, or domestic violence, covered under the Title IX federal law, the Reporting Party and Responding Party are entitled to the same opportunities for a support person of their choice throughout the process. The support person may fully participate in the process, including any meeting, conference, hearing, appeal or other procedural action. The Reporting Party and Responding Party will be informed of the outcome through verbal or written means, including the finding, the sanctions (if any), and the rationale. Delivery of this outcome to the parties will occur without undue delay between notifications. All parties will be informed of MCTI's appeal processes and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization all parties will be informed verbally or in writing in a timely manner and will be notified when the results of the resolution process become final.

**SECTION 504 OF THE REHABILITATION ACT OF 1973:** Section 504 of the Rehabilitation Act of 1973 protects the rights of individuals with disabilities in programs and activities, including schools, that receive federal funds. Section 504 provides that:

*"No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."*

**THE LAW AND MCTI POLICIES:** MCTI's standards of conduct do not replace or relieve persons from obligations to comply with the requirements of civil or criminal laws whether federal, state or local. Students who violate laws will be referred to a local law enforcement agency. Unlawful behavior may result in criminal prosecution as well as MCTI disciplinary action.

**POWER OUTAGES:** Power outages can occur at any time of the year at MCTI. If an outage occurs during the day while you are in your classroom, please remain in your classroom until you have further instructions from the staff in charge. If the outage occurs while you are in your dorm room, please wait there until you are given other instructions.

If you are in any other part of the building, please wait until the emergency lights and generators come on before you move to an area of safety. Please stay in one area so that we do not have people wandering throughout the building during a power failure.

**VISITORS:** Visitors are required to check in either at the main reception desk or Dorm Office during normal work hours (8:00 AM to 5:00PM) and in the Dorm or Leisure Office outside of normal work hours. Visitors will be issued a Guest tag which must be worn above the waist and visible at all times while they are the MCTI campus. Visitors must sign out when leaving campus. Upon leaving campus, the visitor's Guest tag must be returned at the checkout point.

**WEATHER CLOSINGS:** MCTI classes are not cancelled due to bad weather since the majority of students reside on campus. If Plainwell schools are closed or delayed due to the weather conditions, commuting students have the option of attending class or arriving late without penalty.

## MCTI Title IX Grievance Process:

Once a decision has been determined to open an investigation that may lead to disciplinary action against a respondent, a written notice will be provided to the respondent stating the allegations constituting a potential violation of MCTI's sexual discrimination and harassment policy. The notice will include sufficient details to prepare a response prior to any initial interview including, but not limited to:

- a description of the prohibited conduct allegedly constituting the potential violation,
- MCTI's policy/specific section of the code of conduct allegedly violated,
- the date and the location of the incident,
- the identity of the individuals involved.

The respondent will be given at least 10 days to prepare for an initial interview. All parties involved in an investigation will be given at least 10 days to prepare for each interview throughout the investigation and will receive written notice in advance of each interview.

Potential remedies and sanctions, which may be applied to the Complainant and/or the Respondent: Upon receipt of a report or concern, MCTI may impose reasonable and appropriate interim supportive measures, some of which could become permanent upon resolution of the complaint, to protect the parties involved.

MCTI will make reasonable efforts to communicate with the parties to ensure that all safety concerns, both emotional and physical well-being, are being addressed. Such measures may be imposed regardless of whether formal disciplinary action is sought by the complainant or MCTI and will be implemented at the discretion of MCTI.

### **Notice of Investigation:**

Following the receipt and review of the formal complaint by the Title IX Coordinator, and it being determined that the matter properly falls under this Title IX Sexual Harassment policy, the parties will be informed in writing of the initiation of the investigation. The written information shall include:

- The identities of the parties, if known.

- A concise summary of the alleged conduct at issue (including when and where it occurred, if known).
- Notice of the allegations potentially constituting Title IX Sexual Harassment.
- A statement that the respondent is presumed not responsible and that a determination regarding responsibility is made at the conclusion of the grievance process.
- A statement informing the parties that they may have an adviser of their choice, who may be, but is not required to be, an attorney.
- A statement informing the parties that they may request to inspect and review evidence.
- A statement informing the parties that knowingly making false statements or knowingly submitting false information during the grievance process may constitute a violation of University policy.
- Information regarding the applicable grievance procedures, including the informal resolution process.

If, during the investigation, additional information is disclosed that may also constitute prohibited conduct under this policy, the respondent and complainant will be informed in writing that such additional information will be included in the grievance process.

### **Collection of Evidence:**

The investigators will collect information from each party. While the complainant and the respondent are not restricted from gathering and presenting relevant evidence, the investigators are responsible for gathering relevant evidence to the extent reasonably possible. However, each party will be given an equal opportunity to suggest witnesses; provide other relevant information, such as documents, communications, photographs, and other evidence; and suggest questions to be posed to the other party or witnesses. Parties and witnesses are expected to provide all available relevant evidence to the investigators during the investigation. If a party or witness fails to provide available relevant evidence during the investigation, such evidence may, at the discretion of the Decision-Maker Hearing Panelist, be excluded from consideration at the hearing. While parties are not restricted from presenting information attesting to the parties' character, such evidence generally is not considered relevant.

The investigators will provide to a party written notice of the date, time, location, participants, and purpose of all investigative interviews to which they are invited or expected, with sufficient time (generally no less than three (3) business days, absent exigent circumstances) for the party to prepare to participate.

Parties will be interviewed separately and will be interviewed by the panel of investigators. The investigators will interview witnesses as necessary and may, at their discretion, delegate witness interviews to two investigators. The investigators will record

all interviews or notes of the interviews will be taken by the investigators. Any other recording of interviews is prohibited, and violations may result in discipline.

In general, a party's medical and counseling records are confidential. The investigators will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the investigators obtain that party's voluntary, written consent to do so.

The investigators will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege (e.g., attorney-client, doctor-patient), unless the individual holding such privilege has waived the privilege.

### **Investigation Guidelines:**

In the case of a formal grievance, MCTI will initiate an investigation. MCTI will designate an investigator of its choosing from the Equity and Compliance team who has participated in specific training related to investigating allegations of sexual discrimination and misconduct. MCTI will provide annual training for all investigators, and any investigator chosen to conduct the investigation will be impartial and free of any conflict of interest.

The investigator(s) will conduct the investigation in a manner appropriate in light of the circumstances of the case, which will typically include interviews with the complainant, the respondent, and any witnesses. Disclosure of facts to parties and witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation. During the investigation and adjudication of the Title IX complaint, any prior relationship history of the complainant with anyone other than the alleged perpetrator will not be considered.

As part of the investigation, MCTI will provide an opportunity for the parties to present statements, witnesses, cross examination of witnesses (though parties will not be permitted to personally question or cross-examine each other), and other evidence. The interviews will be supplemented by the gathering of any physical, documentary, or other evidence, as appropriate and available. The investigation is designed to:

1. Be respectful of the needs and rights of individuals involved.
2. Proceed as promptly as possible per the time frame noted in this policy.
3. Permit a complainant and a respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures. Both parties shall also have similar and timely access to information used at hearings.

4. Include notifying the complainant of his/her right to proceed with a criminal investigation and a Title IX complaint simultaneously.
5. Be conducted in accordance with applicable due process standards and privacy laws.
6. Provide notice to both the complainant and respondent (through written letter or email) of the outcome in a timely manner, as permitted by applicable privacy law.
7. Be based on a preponderance of evidence standard.

### **Investigation Outcome:**

During the investigation, the complainant and the respondent will be kept informed at regular intervals of the status of the investigation.

At the conclusion of the investigation, the investigator will prepare a written report which will be provided to the MCTI Director and Title IX Coordinator. At a minimum, the report will:

1. Detail the investigative steps taken by the investigator
2. Provide summaries of testimony for all witnesses interviewed.
3. Include copies of all documents reviewed.
4. Set forth the analysis of the investigator supporting the conclusions drawn.
5. If the complaint is substantiated by the investigation, provide recommendations (with support of legal counsel, as needed) as to the consequences and actions to be taken, which may involve sanctions up to and including termination and/or expulsion for the accused.

No student will have his/her educational status adversely affected as a result of making a complaint. Also, no employee will have his/her employment adversely affected as a result of making a complaint.

### **Adjudication Process:**

MCTI is required to hold a live hearing and will adhere to the following guidelines established by the new Title IX Regulations:

1. The party's advisors must be allowed to cross-examine other parties and witnesses.
2. No party can ever be allowed to personally question or cross-examine anyone.
3. If any party request it, the entire hearing must be held with the parties located in separate rooms, with technology enabling everyone to see and hear each other.
4. Cross-examination will be utilized and simply means that a party's advisor asks questions that might challenge the other party's denials, or allegations.
5. Cross-examination questions must be relevant, and decision-makers must decide if a question is relevant before the party or witness has to answer it.

6. A complainant's privacy is protected by only allowing questions or evidence about prior sexual history in tow circumstances.
7. No party is EVER allowed to personally cross-examine anyone.
8. MCTI will provide a party with an advisor of the school's choosing free of charge, solely for the purpose of conducting cross-examination on that party's behalf. The selected advisor is not required to be a lawyer.
9. By hearing each party's version of events and hearing each party answer questions about their version of events, the neutral, unbiased decision-maker will reach a determination regarding responsibility. The decision maker will decide whether it meets the school's standard of evidence for sexual harassment allegations.

Determination will be noted in writing and will include the policy violated, procedural steps taken, findings of fact section, conclusion of the facts, statement and rationale, disciplinary sanctions imposed on the respondent and if remedies were provided to the complainant. Statement noting how remedies will restore or preserve equal access. Statement of the Right to appeal the initial determination regarding responsibility.

### **Participation in Hearings:**

If a party or witness chooses not to appear at the live hearing, or not to answer cross-examination questions, the decision maker excludes that party's or witness statements and evaluates any evidence that doesn't involve those statements.

### **Recordings:**

MCTI will create an audio, audiovisual recording, or transcript of any live hearing and will make it available to the parties for review.

### **Time Frame for Resolution:**

MCTI seeks to resolve all reports within 60 days of the initial report. All time frames expressed in this policy are meant to be guidelines rather than rigid requirements. Extenuating circumstances may arise that require the extension of time frames, including extension beyond 60 days. Extenuating circumstances may include the complexity and scope of the allegations, the number of witnesses involved, the availability of the parties or witnesses, any intervening school break or vacation, or other unforeseen circumstances.

In general, a complainant and respondent can expect that the process will proceed according to the time frames provided in this policy. In the event that the investigation



and resolution exceed this time frame, MCTI will notify all parties of the reason(s) for the delay and the expected adjustment in time frames. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

At the request of law enforcement, MCTI may agree to defer its fact-gathering until after the evidence gathering portion of a criminal investigation. MCTI will, nevertheless, communicate with the complainant and with the respondent as appropriate regarding Title IX rights, procedural options, and the implementation of interim measures to ensure safety and well-being. MCTI will promptly resume its fact-gathering as soon as law enforcement has completed its evidence gathering.

## Appeals

Either party may appeal the final outcome in writing to the appointed “Appeals Officer.” Both parties have equal opportunity to submit a written statement supporting or challenging the outcome. The appeal will be conducted in an impartial manner by the impartial Appeal Officer. The appeal must be filed in writing (which can include email) within five (5) business days of receiving the written decision makers outcome or from the Title IX Coordinator’s decision to not proceed with a formal grievance process.

### **Grounds for an Appeal:**

1. A procedural irregularity affected the outcome of the matter
2. New evidence has been discovered that was not reasonably available at the time of the determination on responsibility or dismissal.
3. A conflict of interest on the part of a Title IX Coordinator, an investigator who compiled evidence, or a decision maker, and the conflict of interest affected the outcome

The appeal shall consist of a plain, concise, and complete written statement outlining the grounds for appeal and all relevant information to substantiate the basis for the appeal.

Dissatisfaction with the outcome of the hearing is not grounds for appeal. The only grounds for appeal are:

- A procedural or substantive error occurred that significantly affected the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, etc.).
- New evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction (a summary of this new evidence and its potential impact must be included).

The receipt of the appeal will be acknowledged in writing (which can include email). Each party will be given the opportunity to respond in writing to the other party's appeal. Any response by the opposing party must be submitted to the designated Appeal Officer within five (5) business days from receipt of the appeal. The appeals documents from each party will be considered together in one appeal review process. In any request for an appeal, the burden of proof lies with the party requesting the appeal, as the original determination and sanction are presumed to have been decided reasonably and appropriately. The designated Appeals Officer shall first consider whether the appeal was filed in a timely manner and, if so, whether the appeal is properly framed based on the two grounds. If the designated Appeals Officer determines that the appeal is not properly framed, the appeal will be denied.

Sanctions imposed are implemented immediately unless the Director of MCTI, or his designee, determine that implementation may not occur due to extraordinary circumstances, pending the outcome of the appeal.

The designated Appeals Officer will render a written decision on the appeal to the complainant and respondent within fifteen (15) business days from the date of the submission of all appeal documents by both parties. Appeal decisions are final.

In the event that the investigation and resolution exceed this time frame, or any of the other time frames included in this procedure, MCTI will notify all parties of the reason(s) for the delay and the expected adjustment in time frames. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

### **Retaliation:**

Retaliation against any person or group who makes a complaint, cooperates with an investigation, or participates in a grievance procedure is a violation of MCTI policy. Retaliation should be reported promptly to the Title IX Coordinator, Equity and Compliance Team members or Administrators for investigation, which may result in disciplinary action independent of any sanction or interim measures imposed in response to the underlying allegations of discrimination and/or harassment.

At the conclusion of the investigation and after appropriate corrective action has been determined, the complainant and the respondent will simultaneously receive a written copy of the outcome of the investigation including general findings and corrective action that may be taken.

### **Conflicts of Interest:**

These procedures will be administered in a manner that eliminates any conflict of interest (real or perceived) by individuals handling the procedures.

Anyone who feels there is any conflict of interest related to a Title IX proceeding should report the conflict to the Title IX Coordinator, Equity and Compliance Member or a MCTI Administrator if they feel the conflict of interest. The final decision as to whether to remove the individual is the prerogative of the Director of MCTI. When considering whether to remove an individual from the proceedings, the Director will consider:

- The nature of the relationship between the individual and the situation (or those involved)
- Whether that individual could be reasonably expected to render a fair and impartial analysis regardless of the relationship.

### **Policy Notices and Distribution of policy to students:**

At a minimum MCTI will make available to each student information about its Notice of Nondiscrimination and Title IX Grievance Procedures and shall additionally post a copy of its Notice of Nondiscrimination at appropriate locations on campus at all times. MCTI may distribute its Notice of Nondiscrimination and Grievance Procedures provided all students are directly notified of how to access this information by an exact address, and that they may request a paper copy.

### **Distribution of policy to employees:**

MCTI will make available to all employees a copy of its Notice of Sexual Nondiscrimination and Title IX Grievance Procedures.

### **Record Retention:**

MCTI will maintain for a period of seven years records of the following:

- Each Title IX Sexual Harassment grievance process conducted under this policy, including any determination regarding responsibility and any audio or audiovisual recording or transcript from a hearing, any disciplinary sanction imposed on the respondent, and remedies provided to the complainant designed to restore or preserve access to MCTI's education program or activity;
- Any appeal and the result therefrom.
- Any informal resolution and the result therefrom;
- All materials used to train MCTI Title IX Coordinators, Investigators, Hearing Decision-Maker Panel members, Appeal Panel members, and any individual who facilitates the informal resolution process with regard to Title IX Sexual Harassment;

- Records of any actions, including any supportive measures, taken in response to a report or formal complaint of Title IX Sexual Harassment. In each instance, MCTI will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to MCTI's educational and working program or activity. If MCTI does not provide a complainant with supportive measures, then MCTI will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

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