



STUDENT
HANDBOOK

2024-2025



A member of Minnesota State



CONTENTS

Note: If viewing online, click/tap an item below to jump to that page.

INTRODUCTION 3
POLICIES & PROCEDURES QUICK REFERENCE 4
NONDISCRIMINATION 5
STUDENT CODE OF CONDUCT 6
SATISFACTORY ACADEMIC PROGRESS 7
DIRECTORY INFORMATION 8
PARKING 9
DRESS GUIDELINES & UNIFORMS 11
COMMUNICATION 11
LOGO/MASCOT USAGE 12
VARSITY ATHLETICS 12
STUDENT GOVERNMENT & INVOLVEMENT OPPORTUNITIES 13
ALCOHOL AND DRUG-FREE CAMPUS 14
CAMPUS SAFETY & SECURITY 18
EMERGENCY RESPONSE 25
DISEASE CONTROL & PREVENTION 26



INTRODUCTION

Welcome to Alexandria Technical and Community College (ATCC)! The college's goal is for you to have a positive and rewarding educational experience here.

It is the intent of this Student Handbook to provide an overview of student guidelines and expectations, and to provide important policy information. Please be aware that not all college policies and procedures are printed in this document, but links to access many key documents are provided.

This document is kept on the [college's website](#) within [MyATCC](#); however, you may request a print copy from Academic & Student Affairs in room 109. Please call 320-762-4460 or email academic.affairs@alextech.edu to request a printed copy of this handbook.

If you have general questions or are seeking information not covered in this document, please visit our [website](#) or contact the Welcome Center at 320-762-4600 or go@alextech.edu.

This document is available in alternative formats by calling 320-762-4673.



MINNESOTA STATE

Alexandria Technical & Community College
A member of Minnesota State



POLICIES & PROCEDURES QUICK REFERENCE

Alexandria Technical & Community College has policies and procedures in place in order to protect students' rights and safety, and ensure their success. The policies and procedures of the college are kept online (alextech.edu/policy) to ensure their accuracy and availability at all times.

Alexandria Technical & Community College's policies comply with all local, state, and federal laws. The college also adheres to the policies and standards established by its governing body, Minnesota State and its accrediting body, the Higher Learning Commission.

Students are responsible to know and abide by the policies and procedures of Alexandria Technical & Community College and to seek assistance if they have questions. All students are encouraged to read [ATCC Policies and Procedures](#) and understand their responsibilities, especially these:

- [Acceptable Use of Computers and Information Technology Resources](#)
- [Alcohol and Drug-Free Campus and Tobacco & Electronic Cigarettes on Campus](#)
- [Annual Notice to Students](#)
- [Attendance](#)
- [Complaints and Grievances](#)
- [Harassment and Discrimination](#)
- [Financial Due Dates, Refunds, Withdrawals & Waivers](#)
- [Grading System](#)
- [Parking](#)
- [Registration](#)
- [Satisfactory Academic Progress](#)
- [Sexual Violence](#)
- [Response to Sexual Violence](#)
- [Student Code of Conduct](#)
- [Student Rights & Responsibilities](#)
- [Student Attendance](#)
- [Title IX and Sex Discrimination](#)



NONDISCRIMINATION

Alexandria Technical and Community College is committed to equal opportunity and nondiscrimination in employment and education. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined in the Minnesota Human Rights Act, Minn. Stat. 363.01, subd. 23 is prohibited. Alexandria Technical and Community College has adopted and follows the Minnesota State Board [Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Educational Opportunity](#) in its entirety. The Minnesota State system policy may be reviewed at minnstate.edu/board/policy/1b01.html.

Alexandria Technical and Community College is committed to an equitable, diverse, and inclusive environment as expressed in the [ATCC EDI Strategic Plan](#). We understand that creating an equitable, diverse and inclusive campus community is the responsibility of every employee of the college.

Leadership, faculty, and staff strive to address inequities within our system by examining programming, policies, facilities, and operations that create barriers to student success in and out of the classroom. By actively working to address inequities, we will foster students who will successfully participate in their community and within today's dynamic, global workforce.

DESIGNATED OFFICERS

Affirmative Action/Equal Employment Opportunities Officer:

Jennifer Olson

Human Resources, room 110

Phone: 320-762-4461

Human Rights Officer, Discrimination/Harassment Complaints Officer, Title IX Coordinator:

Tamzin Bukowski

Safety & Security, room 108

Phone: 320-762-4415

Americans with Disabilities/Section 504 Coordinator:

Kaye Madigan

Support Services, room 305

Phone: 320-762-4673

TITLE IX AND SEX DISCRIMINATION

The U.S. Department of Education's Office for Civil Rights enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance.

Title IX states that 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.

Alexandria Technical and Community College (ATCC) has Title IX obligations in recruitment, admissions, and counseling; financial assistance; athletics; sex-based harassment; treatment of pregnant and parenting students; discipline; single-sex education; and employment. Also, ATCC may not retaliate against any person for opposing an unlawful educational practice or policy, or made charges, testified or participated in any complaint under Title IX. For ATCC to retaliate in any way is considered a violation of Title IX.



BIAS INCIDENT RESPONSE

Alexandria Technical & Community College aspires to create an environment that is inclusive and safe for all members of the community. Our campus will always be a place of hope and opportunity where all students – no matter who they are or what community they come from – can feel welcome, feel safe to learn, and feel free to express their hopes, their dreams, and their ideas.

Bias incidents undermine our campus' efforts toward equity and inclusion. They limit our community's ability to excel in our teaching and learning, and our service to our communities and state. They also impede free and open discourse and our ability to know and learn from one another. Biased and hateful expression causes harm and fractures in our communities that must be addressed. Incidents of hate and bias are inconsistent with the mission and values of ATCC.

What is a bias incident?

A bias incident is an act of bigotry, harassment, or intimidation that is motivated in whole or in part by bias based on an individual's or group's actual or perceived race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. Bias often stems from fear, misunderstanding, hatred, and stereotypes and may be intentional or unintentional.

What do I do if I see a bias incident?

If you are a student who has experienced or witnessed a hate or bias incident, we want to address the incident and provide you with resources. Use the online [Bias Incident Reporting Form](#) to submit information or contact the Bias Incident Response Team at BIRT@alextech.edu.

STUDENT CODE OF CONDUCT

Failure of Alexandria Technical and Community College (ATCC) students to always conduct themselves in a respectful and professional manner may result in student discipline. A Student Code of Conduct, Sanctions for Violation of Student Code of Conduct, and other related procedures are provided. Students also have the right to appeal discipline sanctions.

The ATCC Student Code of Conduct applies at all locations and activities of the College. During orientation, students are informed of the Student Code of Conduct and where an available copy is located. Student organizations are subject to the ATCC Student Code of Conduct and to the disciplinary processes found in [ATCC Procedure 3.6.1](#).

SANCTIONS FOR VIOLATIONS OF STUDENT CODE OF CONDUCT

ATCC students are afforded appropriate due process in the resolution of any alleged violations of the Student Code of Conduct. Students found responsible for violations are subject to sanctions which may include removal from student housing or suspension or expulsion from the college. Annually, and upon amendment, colleges shall notify students of the availability and location of the Student Code of Conduct. A copy is available at appropriate locations on campus and on the college website. Allegations of discrimination, harassment, sexual violence, fraud or dishonest acts as defined in ATCC Policies [1B.1](#), [1B.3](#), [1C.2](#) must be resolved pursuant to ATCC policy. Allegations of academic dishonesty will be resolved under separate procedures in accordance with college policies on that issues.



OFF CAMPUS CONDUCT

ATCC may hold students accountable for a violation of the behavioral proscriptions contained in their student codes of conduct committed off campus when:

- The violation involves hazing; or
- The violation is committed while participating in a college-sanctioned or sponsored activity; or
- The victim of the violation is a member of the college community; or
- The violation constitutes a felony under state or federal law; or
- The violation adversely affects the educational, research, or service functions of the college.

NOTE: ATCC provides an avenue for appeal to students found responsible for a conduct violation. In addition, ATCC informs students of their right to a contested case hearing under Minnesota Statutes Chapter 14 in cases involving sanctions of suspension for 10 days or longer.

See [ATCC Policy 3.6](#) for additional information.

ACADEMIC HONESTY / DISHONESTY

Alexandria Technical and Community College protects individual academic work and ensures academic integrity across the college. All students are responsible for work submitted under their name.

If, by a preponderance of the evidence, an academic act of dishonesty has occurred, discipline by faculty may include a written warning explicitly detailing the offense, a failing grade for that assignment/quiz/test etc., or a failing grade for the course. Academic and Student Affairs may further sanction the student by removal from the course and expulsion from the college. Cheating, or any action that gives the appearance of impropriety, is a serious offense that undermines the legitimate learning process.

See [ATCC Policy 3.12](#) for additional information.

SATISFACTORY ACADEMIC PROGRESS

ATCC, the Minnesota State Board, and federal and state law require students make satisfactory qualitative and quantitative academic progress towards a degree or certificate to attend college and remain eligible for financial aid. Students bear primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. In order to retain academic and financial aid eligibility, students must meet the following satisfactory academic progress requirements:

- Qualitative Measure of Progress (2.0 GPA)
- Quantitative Measure of Progress (66.67% completion of attempted credits)
- Maximum Timeframe (completion of degree/certificate within 150% of published program length)

Please read [Satisfactory Academic Progress](#) for more detailed information.



DIRECTORY INFORMATION

Alexandria College has designated the following information as Directory Information:

- Student's name
- Hometown
- Program/major
- Dates of attendance
- Graduation status (type of degree/diploma and date of graduation)
- Honors, awards, and scholarships
- Individual or group photos, videos, and audio
- Height and weight information for athletic participants
- Performance and participation records for athletic purposes

Minnesota Statutes §135A.145 prohibits colleges and universities and any affiliated organizations from providing a credit "card issuer" with the names, addresses, phone numbers, or other contact information about its undergraduate students without the student's consent.

LIMITED DIRECTORY DATA

Limited Directory Data (LDD) may be disclosed only in the specified applications without prior consent unless the student notifies the college in writing of their objection to the release of information in one or more of these categories:

- Notwithstanding any other provision of this policy, the following information is defined as Limited Directory Data for purposes of sharing with LeadMN so the association can communicate with their members: Student name, institutional email address, and Student Change Code (NEW/RTN/DROP).
- Former and current students' phone number, address, and email addresses may be disclosed to the ATCC Foundation and Alumni Association for scholarships, events, fundraising, and membership opportunities.
- Student system e-mail address may be disclosed to the contracted college bookstore for billing purposes.
- ATCC must, pursuant to Code of Federal Regulations, title 34, part 99, prepare a current list of students enrolled in the institution and residing in student housing or within 10 miles of campus, and provide it to the Douglas County Auditor for use in election day registration. The list includes each student's current address, unless the student is enrolled in the Safe at Home address confidentiality program.

WITHHOLDING STUDENT DIRECTORY INFORMATION

If a student does not specifically request the withholding of Directory Information (including LDD) within the first 15 days of enrollment, it will indicate student approval for disclosure. Withholding Limited Directory Information may inhibit the functionality of Office 365. Withholding Limited Directory Information may inhibit the functionality of Office 365. See [ATCC Procedure 2.5.1](#) for more information.

PRIVATE STUDENT INFORMATION

Private student information is not accessible to the public. It is accessible to the subject of the data, to individuals or agencies authorized by law to gain access, and to any person or agency having the approval of the subject.

STUDENT RIGHTS UNDER FERPA

The [Family Educational Rights and Privacy Act \(FERPA\)](#) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.



RELEASE OF INFORMATION

Student data is protected under FERPA, and in order for a third-party such as a parent, spouse, or funding source to have access to non-directory student data, an [Authorization to Release Student Information](#) must be completed and submitted annually by the student.

PARKING

ATCC's parking policy and procedure can be reviewed online. For additional information about parking at ATCC, including a downloadable parking map, please visit alextech.edu/parking.

Please follow the policy and procedure completely. Specifically:

- ATCC parking lots require a parking permit.
- Permits can be obtained from the IT Department (room 403).
- Park only in designated parking lots and spaces and within authorized, marked guidelines.
- Permit must face forward and be visible on your rear-view mirror.
- The speed limit in each lot is 10 mph.
- Trailers are not allowed in parking lots unless for an approved event/club, such as Competitive Fishing league, in designated areas. Sporting Storage may be purchased for secure storage of sporting equipment and trailers.
- Parking waivers are available at the Business Office if you do not plan to park on campus. Please visit the Business Office (room 106) to complete the Parking Use Fee Exemption Request Form and return your permit.

Daily permits can be purchased In the Business Office (room 106) for \$1.00 per day by permit holders who do not have their parking permit with them. Anyone who received a parking ticket before purchasing a daily permit must pay the fine.

Visitor permits are available at the Welcome Center or the Customized Training Center.

SPORTING STORAGE

ATCC provides Sporting Storage rental opportunities to enrolled ATCC students to store recreational/ sporting equipment, including snowmobiles, motorcycles, scooters, ATVs, boats, fish houses, flatbed trailers and enclosed trailers. The outdoors are important to our students and we want to ensure they can live their passions while getting a great education!

Rental Cost & Payment

Two sizes of storage spaces are available. Visit or contact the ATCC Business Office for more details.

- 6' x 20' - \$25 per semester (suggested storage: snowmobiles, ATVs, motorcycles, scooters)
- 12' x 20' - \$50 per semester (suggested storage: boats, fish houses, snowmobiles/ATVs on trailers)

PARKING VIOLATIONS




There are times when an improperly parked vehicle may be towed right away if it is a safety issue (e.g. snow plowing or traffic issue). If it does not constitute a safety issue:

- First Violation..... Written Warning
- Second Violation..... \$25 Ticket
- Third Violation..... \$50 Ticket
- Fourth Violation..... Vehicle Towed to Impound Lot at Owner's Expense



Parking tickets are paid to the ATCC Business Office (room 106).



CAMPUS MAP & PARKING

-  Yellow Stripes = Student Parking
-  White Stripes = Employee Parking
-  Purple Stripes = Accessible Parking
-  Pink Stripes = Visitor Parking
-  Blue Stripes = Student Housing Resident Parking

Parking permits are required for all on-campus parking

-  Accessible Entrance
-  Welcome Center



DRESS GUIDELINES & UNIFORMS

Coveralls, shop coats, lab coats, safety glasses, gloves, visors, and/or other personal protective equipment (PPE) are required in many healthcare, laboratory, technical, or industrial programs. Students will be expected to dress appropriately and have the required PPE for their program.

Some programs have uniforms or require business attire be worn. If uniforms of any kind are required, faculty will outline expectations of when those are to be worn.

SPIRIT DAYS

Spirit Days are designated for students and employees to express pride in the institution, show support for students and student athletes, and benefit campus morale. Wear college colors, Legends logo wear, and/or ATCC logo wear.

Fridays are designated as Spirit Days. Other Spirit Days may be designated as reviewed and approved by the ATCC Leadership Council and will be advertised accordingly.

COMMUNICATION

ATCC STUDENT EMAIL

Email is the college's official means of communication. Students are responsible to know the information sent to them from the college through their college issued email. Check your email at alextech.edu/email

Information on how to setup college email on mobile devices is located at alextech.edu/IT.

DIGITAL DISPLAYS

ATCC uses digital displays located throughout the campus to provide miscellaneous information.

Postings include:

- Campus events
- Campus Café specials
- Club/organization meeting times and locations
- Student activities

INCLEMENT WEATHER/EMERGENCY ALERTS

ATCC provides information about weather related campus cancellations, closings, or delays through the following:

- Star Alert – text message (update your information at alextech.edu/myalerts)
- Weather Hotline - call 320-762-4400
- ATCC Email

If the college is open, students are expected to be in attendance; however, all students must use their own judgment to determine whether or not it is safe to travel. When classes are not canceled, students who miss class due to poor travel conditions must contact their instructors regarding their absences.

STAR ALERT EMERGENCY NOTIFICATIONS

In the event of school closings, evacuations, and other urgent college-related information, students will receive emergency notification emails by default. Update your contact information at alextech.edu/myalerts to receive optional text messages and/or phone calls.



LOGO/MASCOT USAGE

All ATCC materials, including college logos, program and department logos, and the Legends mascot (and all supporting graphics) are owned and controlled by the college. Any derivative of those materials MUST be approved by the ATCC Marketing & Communications Department. Requests should be submitted to communications@alextech.edu for consideration.

PROMOTIONAL ITEMS FEATURING LOGO OR MASCOT

Students who want to create t-shirts, posters, brochures, or other materials using any of the college's names or logos for a program, department, team, or club, **must obtain permission and order product through the Campus Store**. Please contact the Campus Store for guidance on the process.

VARSITY ATHLETICS

Alexandria Technical and Community College offers the following competitive sports:

- Archery (Co-ed)
- Baseball (Men's)
- Clay Target League (Co-ed)
- Competitive Fishing (Co-ed)
- Esports (Co-ed)
- Golf (Men's & Women's)
- Soccer (Men's & Women's)
- Volleyball (Women's)

ATCC is a member of the Minnesota College Athletic Conference (MCAC), and a member of the National Junior College Athletic Association (NJCAA). The college is also affiliated with the U.S.A. College Clay Target League and USA Archery Collegiate Archery program. Check out the [Alexandria College Legends Varsity Sports website](#) for information on our teams and sports schedules. Go Legends!

For Title IX information and contact information for our Title IX Coordinator, please see [Nondiscrimination section](#). For information related to Sexual Violence, how to report instances of Sexual Violence, and related campus policy & procedure information, please see [Campus Safety & Security section](#).



STUDENT GOVERNMENT & INVOLVEMENT OPPORTUNITIES

STUDENT AMBASSADORS

ATCC Student Ambassadors are a group of students who are selected to serve as ATCC representatives. In addition to receiving leadership training, they represent ATCC at various functions and activities, including the ATCC Foundation Gala, Open House events, and more. Selection of Ambassadors is through an application and interview process. Student Ambassador is a paid Work Study position and eligibility may be dependent on financial aid eligibility.

STUDENT SENATE (STUDENT GOVERNMENT)

ATCC Student Senate represents student voices on issues and concerns and assists with organizing student activities. Student Senate is composed of representatives from each divisional area and student club, plus other student volunteers. Students who are interested in serving others and leadership are encouraged to get involved. Student Senate meets the first and third Thursdays of the month at noon. Student Senate participates on a regional and state level with LeadMN, Minnesota State's two-year college student association.

Student Senate is often consulted when items are proposed to be changed that would impact students, including, but not limited to, policies and procedures, fee changes, and course scheduling. Senate feedback is frequently presented to college leaders.

STUDENT CLUBS

Student clubs are integral to the student experience at Alexandria Technical and Community College. A student club is considered any group of students that meets regularly to discuss or perform activities of a shared interest. Clubs are student-formed and student-led.

If you are looking to start a new student club, please see [ATCC Procedure 2.1.1](#) for more details. New clubs must have a minimum of six ATCC student members, a governing structure and supporting document, and an ATCC faculty or staff advisor.

Once all information is submitted, Student Senate reviews the request and invites the Student Contact of the proposed club to attend a Student Senate meeting. Student Senate will then make a recommendation to the ATCC President.

FUNDRAISING GUIDELINES

The following guidelines are offered to assure uniform policies and practices relating to fundraisers conducted by student clubs.

Only recognized clubs may conduct fundraisers.

All fundraising must be conducted in conformance with plans as submitted on the Fundraising Activity Approval Form. The Fundraising Activity Approval Form must be submitted to the Foundation Office for approval prior to doing any fundraising.

Fundraisers may include:

- Contests/Tournaments (darts, pool, pie-in-the-face, etc.)
- Dinners (spaghetti, etc.)
- Sales (candy, coupons, etc.)
- Services (car washes, etc.)
- Student Events (in cooperation with the Student Senate)

Upon completion of a fundraiser, a report must be submitted to the Student Senate and the ATCC Foundation to document the effort including a summary of expenses, revenue, and profit. Conformance with fundraising guidelines is used to determine eligibility to conduct additional fundraisers.



ALCOHOL AND DRUG-FREE CAMPUS

ATCC POLICY 5.18 ALCOHOL AND DRUG-FREE CAMPUS AND TOBACCO & ELECTRONIC CIGARETTES ON CAMPUS

The state prohibits the unlawful manufacture, distribution, dispensation, possession, use, sale, trade, and/or offer for sale of alcohol or drugs in the workplace or while performing work for the state.

Alexandria Technical and Community College shall comply fully with all of the conditions of the Minnesota Management and Budget – Prohibition of Alcohol and Drug Use by State Employees policy (HR/LR Policy #1418), which can be reviewed at <https://mn.gov/mmb-stat/policies/1418-DrugAndAlcoholPolicy.pdf>

The State of Minnesota Drug and Alcohol Plan will be followed for employees who operate a commercial motor vehicle and are required to have a commercial driver's license (CDL) to perform the assigned duties of their position. (https://mn.gov/mmb/assets/1418A-drugandalcoholtestingplan_tcm1059-321981.pdf)

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), Alexandria Technical and Community College has established this policy and has implemented processes to meet the college responsibilities as outlined in the law.

This responsibility includes:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on its property or as part of any of its activities;
- A description of the applicable legal sanctions under Local, State, or Federal law for the unlawful possession or distribution of drugs and alcohol;
- A description of the health risks associated with the use of drugs and the abuse of alcohol;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students;
- A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with Local, State, and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment, and referral for prosecution, for violations of the standards of conduct enumerated in the DAAPP. (The regulations note that a disciplinary sanction may include the completion of an appropriate rehabilitation program).

The standards of conduct at Alexandria Technical and Community College prohibit the unlawful possession, use, or distribution of drugs, drug paraphernalia and alcohol on the campus premises, or in conjunction with, any college-sponsored activity or event whether on or off campus. In accordance with federal regulations, this policy is printed in the Student Planner and Student Handbook, which is made available to every student. The policy is also available to students and employees at <https://www.alextech.edu/policies-procedures/alcohol-drug-free-tobacco-ecig> and is available in a printed format on request. The policy is included with the annual Campus Crime and Security Report and is distributed to every student and employee.

The college conducts a biennial review of this policy to determine the effectiveness of this policy and to ensure that disciplinary sanctions for violating standards of conduct are enforced consistently. The number and type of sanctions imposed as a result of drug and alcohol-related violations and fatalities that have occurred on the campus, or as part of campus-related activities, are included in the annual Campus Crime and Security Report. The college provides education for students and staff regarding the health risks associated with alcohol and drug abuse.



Standards of Conduct

- No student or employee shall use, manufacture, sell, give away, barter, deliver, exchange, or distribute or possess with the intent to use, manufacture, sell, give away, barter, deliver, exchange, or distribute a controlled substance, drugs, or drug paraphernalia as defined in Minnesota Statutes, Chapter 152
 - » while on campus; or
 - » while involved in a college activity, service, project, program, or work situation.
- No student or employee shall illegally introduce upon or have possession of any alcoholic beverage as defined in Minnesota Statute 340A.101
 - » while on campus; or
 - » while involved in a college activity, service, project, program, or work situation.
- No student or employee shall introduce upon or have possession of any alcoholic beverage as defined in Minnesota Statute 340A.101
 - » while involved in a college activity, service, project, program, or work situation that has defined alcohol use restrictions established through organizational by-laws or policies.
- No employee shall report to work, and no student shall report to campus, while under the influence of alcohol or a controlled substance or as the student's specific program defines as under the influence of alcohol or a controlled substance.
- Students who operate commercial vehicles will be required by law to provide documentation of drug and alcohol testing at the time of enrollment. Also, students may be randomly tested during enrollment in their training program.

Distribution of Written Policy

ATCC's policy is in the Student Handbook and is published on the ATCC website. One or more of these publications is sent via college e-mail, ATCC's official method of communication, to every student and employee annually. All new employees and students are provided this policy during their orientation session.

Tobacco

Alexandria Technical and Community College is tobacco-free within its buildings and college vehicles. The college campus, including entrances to buildings, lawns and landscaped areas is tobacco-free with the following exceptions:

- tobacco use is permitted in parking lots; and
- tobacco use is permitted outside of designated entrances when beyond 25 feet from the designated entrance.

Electronic Cigarettes

Alexandria Technical and Community College bans the use of electronic cigarettes on all college property. This includes, but is not limited to, parking lots, classrooms, bathrooms, and sidewalks.

ATCC PROCEDURE 5.18.1 ALCOHOL AND DRUG-FREE CAMPUS

Legal Sanctions

Federal and state sanctions for illegal possession of controlled substances range from up to one-year imprisonment and up to \$100,000 in fines for a first offense, to three years imprisonment and \$250,000 in fines for repeat offenders. Additional penalties include forfeiture of personal property and the denial of federal student aid benefits.

Under federal laws, trafficking in drugs such as heroin or cocaine may result in sanctions up to and including life imprisonment for a first offense involving 100 gm or more. Fines for such an offense can reach \$5 million. First offenses involving lesser amount, 10-99 gm, may result in sanctions up to and including 20 years imprisonment and fines up to \$1 million. A first offense for trafficking in marijuana may result in up to five years imprisonment and fines up to \$250,000 for an offense involving less than 50 kg, and up to life imprisonment and fines up to \$20 million for an offense involving 1,000 kg or more.



The State of Minnesota may impose a wide range of sanctions for alcohol-related violations. For example, driving while intoxicated (blood alcohol content of .08 or more) may result in a \$1,000 fine, 90 days in jail, and/or revocation of driver's license for 30 days. Possession of alcohol under age 21 or use of false identification to purchase alcohol results in up to a fine of \$1,000. Furnishing alcohol to persons under the age of 21 is punishable by up to a \$3,000 fine and/or one-year imprisonment.

Health Risks Associated with Illicit Drug Use and Alcohol Abuse

Alcohol and drug use are prohibited not simply because it is against the law, but because of the demonstrated health risks associated with use. While the following list is not exhaustive, it serves to demonstrate the range of potential hazards associated with illicit drug and alcohol use.

Alcohol

Loss of concentration and judgment, slowed reflexes; disorientation leading to higher risk of accidents and problem behavior; risk of liver and heart damage, malnutrition, cancer and other illnesses; can be highly addictive to some persons.

Amphetamines

Can cause rushed, careless behavior - pushing beyond your physical capacity, leading to exhaustion; intolerance increases rapidly; causes physical and psychological dependence; withdrawal can result in depression and suicide; continued high doses can cause heart problems, infections, malnutrition and death.

Cannabis

Causes permanent damage to lungs, reproductive organs and brain function; slows reflexes; increases forgetfulness; alters judgment of space and distance.

Cocaine

Causes damage to respiratory and immune systems; induces malnutrition, seizures and loss of brain function. Some forms (such as "crack") are highly addictive.

Hallucinogens (PCP, LSD, Ecstasy)

Causes extreme distortions of what's seen and heard; induces sudden changes in behavior, loss of concentration and memory; increases risk of birth defects in user's children; overdose can cause psychosis, convulsions, coma and death. Frequent use can cause permanent loss of mental function.

Narcotics (Heroin, morphine, opium, codeine)

Tolerance increases rapidly; causes physical and psychological dependence; overdose can cause coma, convulsions, respiratory arrest and death; leads to malnutrition, infection and hepatitis; sharing needles is a leading cause of the spread of HIV and Hepatitis; highly addictive.

Sedatives

Tolerance increases rapidly; produces physical and psychological dependence; causes reduced reaction time, and confusion; overdoses can cause coma, respiratory arrest, convulsions and death; withdrawal can be dangerous; in combination with other controlled substances can quickly cause coma and death.

Counseling and Assistance Resources

Appropriate referrals to counseling and health agencies will be made for individuals as needed. Rehabilitation may become a condition of continuing association with our college. The college will impose sanctions when this policy is violated. Disciplinary action may include written reprimand, suspension, or dismissal and referral for prosecution under local, state, or federal law.



Alexandria Technical & Community College

Counseling Center	320-762-4487
Employee Assistance Program	800-657-3719
Confidential Alcohol Screening	888-285-3725

Community

Lakeview Chemical Dependency Services	320-762-8135 800-450-4500
Douglas County Social Services	320-762-2302
Drug and Alcohol Emergencies (Alomere Hospital ER)	320-762-6000
Someplace Safe (24 hour Crisis Line)	800-974-3359

Self-Help Groups

Alcoholics Anonymous/AA/ALANO	320-762-8546 866-423-2969
Narcotics Anonymous	320-762-3981

Disciplinary Sanctions

Students

Administrative and legal sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the preceding standards of conduct.

Any students showing reasonable suspicion that they are under the influence of alcohol or a controlled substance while on campus are subject to be dismissed from a classroom setting by the supervising college representative. This student shall be referred to an Administrator. Criminal violations will be referred to local law enforcement.

The student must make arrangements to be transported to their local residence. They may not drive themselves home, but must be transported either by a friend or a local cab service.

ATCC reserves the right to determine whether reasonable suspicion exists and the level of discipline to be applied to the student.

Employees

Employees must abide by the terms of ATCC Policy 5.18. Administrative and legal sanctions consistent with existing contracts, up to and including termination of employment and referral for prosecution, will be imposed on employees who violate the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

Distribution of Written Procedure

ATCC's procedure is in the Student Handbook, Employee Handbook, and is published on the ATCC policy/procedure website. One or more of these publications is sent via college e-mail, ATCC's official method of communication, to every student and employee annually. All new employees and students are provided with a copy of this procedure during their orientation session.



CAMPUS SAFETY & SECURITY

Alexandria Technical & Community College encourages students and college community members to be fully aware of the safety issues occurring on the campus and to take action to prevent and to report illegal and inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community.

Alexandria Technical & Community College monitors criminal activity and maintains a three-year statistical history of this activity occurring on the campus facilities owned and rented by Alexandria Technical & Community College. The college distributes a copy of the Campus Security Report to each current student and to each prospective student or employee who requests it in writing. It is also kept on the college website. Information concerning registered level three sex offenders can be obtained through the Department of Corrections website at www.doc.state.mn.us/level3/search.asp. Contact the Alexandria Police Department for information concerning registered level two sex offenders.

Alexandria Technical & Community College has no authority to require the Alexandria Police Department or the judicial court process to take any action in connection with a reported crime. The college encourages prosecution of all criminal violations through the criminal courts and, if appropriate, the campus conduct process for violations committed on campus by other students.

The college currently has a variety of policies and procedures relating to campus security, and it expressly reserves the right to modify them or adopt additional policies or procedures at any time without notice. Such changes may appear in successive issues of this report.

PERSONAL SAFETY TIPS

The Safety and Security Department is available to assist you in protecting yourself by providing escorts, safety and security programs, as well as various safety and security information and brochures. However, only you can protect yourself by being aware of your surroundings and taking appropriate steps in preventing crime from happening.

Protect your property

- Personal property (cell phones, purses, laptops, calculators, etc.) should never be left unattended. Take such items with you if you are leaving the office or classroom.
- Lock your door when you leave your room.
- Always lock your car doors.
- Always escort your guests to and from the main entrance doors.
- Protect all valuables in your room. Do not leave valuables in plain view. Take valuables home with you.
- Always lock your bike. There are several good anti-theft devices available. Case-hardened heavy locks and chains afford the best protection.

Protect your automobile

- Always lock your car doors and never leave your keys in the vehicle.
- Try to park your car in a well-lit area.
- Avoid leaving property where it is visible.



Protect yourself at night

- Avoid walking alone at night.
- Refrain from taking shortcuts; walk where there is plenty of light and traffic.
- Protect yourself when walking and jogging.
- Avoid walking and jogging alone after dark.
- Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.
- Have your keys ready when returning to your residence and keep your personal or valuable items concealed and close to your body.

Help us protect you

Watch for suspicious persons in and around College buildings and in parking lots. Do not pursue them. Call the Safety and Security Department immediately at 320.762.4415.

Suspicious Activity

If you see suspicious activity or people on or near campus, call the Safety and Security Department at 320.762.4415. Do not assume the person is a visitor or College staff member that you have not seen before.

Suspicious people may be:

- Loitering about at unusual hours and locations; running, especially if something of value is being carried.
- Exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs or otherwise needing medical or psychiatric assistance.
- Carrying property that might be suspicious, depending on the circumstances, and going from room to room trying door handles.

Report all thefts and property loss immediately to the Safety and Security Department. Be security conscious at all times.

Bystanders

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

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are OK.
- Confront people who seclude, hit on, and/or try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off-campus resources listed in the Annual Security Report or other resources for support in health, counseling, or legal assistance.



Reducing the Risk of Sexual Assault

You can reduce the chances of sexual assault by doing the following:

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



EVENING SECURITY

Student employees, who are not certified or sworn peace officers, provide evening security coverage and escorts for the main campus building, the 700 building, and the Law Enforcement Training Center.

When on duty, Evening Security Staff can provide escorts to vehicles parked in college parking lots, or aid with other non-emergency safety and security concerns. Evening security staff is available in these areas Monday through Thursday while classes are in session, from 5 p.m. until the buildings close.

Evening Security Staff normally patrol the campus during normal evening operating hours, so if the station is unattended please call for assistance.

Evening Security Phone Numbers

Evening security can be reached at the following numbers:

Main Campus.....	320-304-1451
700 building.....	320-304-1458

CAMPUS CRIME SECURITY STATISTICS

Alexandria Technical and Community College is required under federal law to report specific criminal offenses to the United States Department of Education as detailed in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092(f)). These criminal offenses are as follows:

- Aggravated Assault
- Arrests and referrals for campus disciplinary action for the following violations:
 - » Drug Law Violations
 - » Illegal Weapons Violations; Possession
 - » Liquor Law Violations
- Arson
- Burglary
- Criminal Homicide
 - » Manslaughter by Negligence
 - » Murder and Non-negligent Manslaughter
- Dating Violence
- Domestic Violence
- Hate Crimes including all of the criminal offenses listed in this section, with the addition of:
 - » Damage/Destruction/Vandalism of Property
 - » Intimidation
 - » Larceny-Theft
 - » Simple Assault
 - » For each Hate Crime recorded under 34 CFR 668.46(c)(1)(iii), ATCC identifies the category of bias that motivated the crime. The categories of bias include the victim’s actual or perceived:
 - Disability
 - Ethnicity
 - Gender
 - Gender Identity
 - National Origin
 - Race
 - Religion
 - Sexual Orientation
- Motor Vehicle Theft
- Robbery



- Sex Offenses
 - » Fondling
 - » Incest
 - » Rape
 - » Statutory Rape
- Stalking

The statistical report for alleged reports, arrests of criminal activity, and disciplinary referrals reported to Alexandria Technical & Community College, the Alexandria Police Department, and the Douglas County Sheriff's Office occurring on and off the campus of Alexandria Technical & Community College is available online at alextech.edu/campuscrime

CRIME PREVENTION PROGRAMMING

Alexandria Technical & Community College provides the following crime prevention programs and services:

Relationship with Law Enforcement

Alexandria Technical & Community College uses local law enforcement for law enforcement authority on campus. All illegal and inappropriate activities occurring on campus must immediately be reported to local law enforcement. All alleged criminal activities will be investigated.

Assistance

In cases involving Title IX complaints with multiple parties involved, Alexandria Technical and Community College is dedicated to providing supportive measures including (but not limited to) modifications of class schedules as appropriate and as reasonably available.

Educational Programming

The Alexandria Technical & Community College provides assistance in presenting programs on campus safety and security. The college develops and presents educational programs in the area of crime prevention, sexual assault awareness, personal safety, etc. The college works closely with the Alexandria Police and Fire Departments in presenting needed programs.

The college has available, at no cost, brochures, flyers, pamphlets, videos, and posters concerning various safety issues. The college's Counseling Center provides staff to aid students in coping with alcohol and drug abuse.

Student Discipline

Individuals or individual members of organizations in violation of the rules and regulations of the college are subject to disciplinary action by the college administration, President, or his/her designee responsible for the judicial process. The college's complete [Student Code of Conduct](#) is published online.



ANNUAL CRIME REPORTING

The following policies concern reporting crime occurring on the campus of Alexandria Technical & Community College.

- Students, faculty, staff, and visitors are encouraged to report criminal activity immediately to the Alexandria Police Department at 911 or 320-763-6631.
- College administration are employees of Alexandria Technical & Community College and are not normally certified or sworn peace officers but are authorized, when appropriate, to make a citizen's arrest. Normally such arrests are made only in the presence of an Alexandria police officer.
- The college works closely with the Alexandria Police Department, Douglas County Sheriff's Department, and state and federal law enforcement agencies to track and respond to campus criminal activity.
- The college normally requires a written complaint and the assistance of the complainant in the disciplinary process unless the college determines that there is a clear danger to the victim and/or the college community.

Who Should Report

All employees, faculty, or staff who become aware of an allegation of violation of college policy, student code of conduct, civil law, or criminal law should report said complaint or allegation to college administration. The Federal Register, dated April 29, 1994, expands those required to make reports by defining campus security authorities to include "officials of the institution who have significant responsibility for student and campus activities, but not including counselors." Campus staff "with significant counseling responsibility" is required to provide college administration with the statistical information relating to crimes on campus but may continue to honor the confidentiality of victims.

- Any criminal activity should be reported directly to the Alexandria Police Department. However, the following have been identified as being required to report situations of a criminal nature that have come to their attention to college administration:
 - » Admissions representatives
 - » Alumni Director
 - » Assistants and associates
 - » Assistant coaches
 - » Coaches
 - » Director of Student Activities
 - » Director of Support Services
 - » Division Chairs
 - » Financial Aid Director
 - » Human Rights Officer
 - » Human Resources Officer
 - » President
 - » Registrar
 - » Safety Coordinator
 - » Student Housing Manager
 - » Vice President of Academic and Student Affairs
 - » Vice President of Advancement & Outreach/Executive Foundation Director
- According to the Federal Register, April 29, 1994, "The function of these administrators is not to determine whether a crime took place - that is the function of the law enforcement professionals working within the criminal justice system - but with respect to these regulations to report the alleged crime, that was received in good faith, to the appropriate law enforcement personnel, either campus or local police."



- When reports are made to college administration, the college, in conjunction with the Alexandria Police Department, shall determine if a threat continues to exist to the campus community. If it is determined that such a threat continues to exist, a warning will be sent out, via appropriate methods, informing the campus community.
- Faculty, staff, and employees are encouraged to assist anyone reporting alleged criminal activity in contacting the Alexandria Police Department in order to file a criminal report.

Crime Reporting Guidelines

- All criminal activity occurring on campus should be reported immediately to the Alexandria Police Department.
- The Safety Coordinator will assist the complainant in completing criminal reports.
- Every effort should be made to ensure that physical evidence is maintained and protected. Criminal reports, and any statements relating to these reports, made to the Safety and Security Office and Safety Coordinator will be forwarded to the Alexandria Police Department.
- When alleged perpetrators are identified as students, the case will be forwarded to the college president for appropriate action. Criminal investigation, arrests, and prosecution can occur independently and at the same time as the campus judicial process.
- The college staff will assist the Alexandria Police in any investigation.
- All allegations will be investigated. If the college administration, Alexandria Police Department, or the Douglas County Sheriff's Department "conclude that the allegations reported are not substantiated by the facts or the law, no campus crime need be disclosed as a statistic."
(Federal Register, April 29, 1994)
- Reports may be made to the Safety Coordinator, other college administrators, and/or the Alexandria Police Department either by telephone or in person.
- The Safety Coordinator or other college administrators will accept third party reports (in cases of sexual assault) in order to protect a survivor's identity.
- All statements or reports of a criminal nature made to any member of the college staff will be shared with the Alexandria Police Department and, if appropriate, the Safety Coordinator.

Victim of a Crime or Witness a Crime

- Call the Alexandria Police Department at 911 immediately for any emergency including medical assistance, fires, suspicious people or activities, crime reports, traffic accidents, and other law violations.
- Attempt to obtain a description of the offender(s), including sex, age, race, hair, clothing, and distinguishable features.
- Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by offenders or vehicles and report these to the police.
- Preserve the crime scene. Do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until the Alexandria Police arrive.



EMERGENCY RESPONSE

Students, faculty, staff, and visitors are encouraged to seek medical and emergency assistance by dialing 911 from a campus office, classroom, or conference room phone. Using these landline phones ensures emergency personnel know exactly where on campus the emergency is taking place.

All significant emergencies must be reported to local law enforcement by dialing 911 from a campus phone. Dangerous situations involving an immediate threat to the health or safety of students or staff occurring on the campus must immediately be reported to the Safety Coordinator. If an emergency response or evacuation is warranted, an immediate warning will be sent out informing the campus community of this threat.

Warnings will be published using class announcements, email, Star Alert emergency notification system, and classroom computers, unless issuing a notification would compromise efforts to contain the emergency.

The [emergency response and evacuation procedures](#) are updated and tested annually in all student occupied buildings.

EMERGENCY PHONE NUMBERS

ATCC Campus Emergencies.....	911
Alexandria Police.....	911
ATCC Safety Coordinator.....	320-762-4415
ATCC Counseling Center.....	320-762-4487
Someplace Safe.....	800-974-3359
24 Hour Crisis Hotline.....	800-854-9001

EMERGENCY MEDICAL TRANSPORTATION

Non-emergency medical needs or assistance should be referred to a local clinic rather than dialing 911. In the event an ambulance is called, the cost of an ambulance is the responsibility of the patient. If the patient refuses transport, there is no charge. There is no charge to the person who calls the ambulance for the patient.



DISEASE CONTROL & PREVENTION

The following information is provided by the Minnesota Department of Health (MDH) and the Centers for Disease Control & Prevention (CDC).

MENINGOCOCCAL DISEASE

According to the CDC, meningococcal disease is a name for any infection caused by bacteria called *Neisseria meningitidis*. Meningococcal bacteria is commonly spread to others through saliva. Meningitis and bloodstream infections are the two most common meningococcal infections. Both can be deadly.

- Meningococcal meningitis: Bacteria infect the lining of the brain and spinal cord and cause swelling.
- Meningococcal bloodstream infection: Bacteria enter the blood and damage the walls of the blood vessels, causing bleeding below the skin and/or internal bleeding.

Additional information about meningitis is available from the MDH:

<https://www.health.state.mn.us/diseases/meningococcal/collegefact.pdf>

HEPATITIS

Hepatitis A

Hepatitis A is an infection in the liver caused by the hepatitis A virus. It is spread by close contact with an infected person or by eating/drinking contaminated food and water. Symptoms include severe nausea, tiredness and weakness, and yellowing of the skin and eyes. Symptoms are more severe in adults than in children. Symptoms may last for several weeks resulting in missed school and work. There is a vaccine to prevent hepatitis A.

Hepatitis B

Hepatitis B is an infection in the liver caused by the hepatitis B virus. Hepatitis B infection can be life-long and can lead to cirrhosis, liver cancer, and even death. Hepatitis B virus is easily spread through contact with an infected person's blood or body fluids, including sexual contact. Many people do not have symptoms until many years later. Vaccination is the best way to prevent hepatitis B infection. Treatment may help in later stages of chronic illness but cannot help when the initial infection occurs.

Hepatitis C

Hepatitis C is a liver infection caused by the hepatitis C virus. The infection is spread by contact with the blood of an infected person. Most persons who get hepatitis C carry the virus for the rest of their lives. There is no vaccine to prevent hepatitis C. Like hepatitis B there is treatment available to help in later stages of chronic illness.

Additional information about Hepatitis is available from the MDH:

<https://www.health.state.mn.us/diseases/hepatitis/disease.html>