



EDGEWOOD COLLEGE

2015 Security & Fire Safety Report

Edgewood College is committed to providing a safe and secure environment for its students, employees and visitors. Each of us
However, has a personal responsibility for our own safety.
Working together can make this one of the safest campuses in the
nation.

This guide is published annually in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. Section 1092(f)). All students and employees are notified by October 1 each year a statement of the reports availability, the exact electronic address at which the report is posted, a brief description of the reports contents and a statement that the institution will provide a paper copy of the report upon request to the College.

Table of Contents

1. Edgewood College Security Department	1
A. Description of Security Department	1
B. Law Enforcement Response.....	2
C. How to Report a Crime	
D. Campus Resources	2
E. Confidential Reporting Process.....	4
F. Reporting Hate Crimes	5
G. Campus Crime Log	5
H. Emergency Incident Levels.....	5
I. Campus Safety and Security Notification	
J. Eagle Emergency Alert System.....	6
K. Crime Warning/Early Warning	7
L. Additional Warning Systems	8
M. Emergency Response and Evacuation Drills.....	9
N. Security of and Access to Campus Facilities	9
O. Campus Security and Safety Programs	10
P. Safety Tips	11
Q. Identity Theft	12
R. How to Respond to a Shooter an Campus	12
2. Policies and Procedures	14
A. Missing Persons Policy	14
B. Edgewood Firearms Policy	15
C. Sexual Misconduct and Relationship Violence Policy	15
D. Reporting and Resources	16
E. Procedures for Reporting	16
G. The Responsibility of Faculty and Staff.....	18
H. No contact Directives	19
I. Notice of Accommodations	19
J. Off Campus Confidential Resources	24
K. Edgewood College – Protecting the Victim Confidentiality – Questions, Answers and Resources	21
L. Risk Reduction	27
M. Bystander Intervention Tips	27
N. Signs of an abusive dating partner	28
O. Information about victims of Sexual Assault	28
3. Wisconsin Sexual Assault Laws	29
A. Crime Statues and Definitions	29
B. Sexual Harassment	34
C. Services on campus for victims of Sexual Harassment	35
D. Rights of Victims	36
E. Campus Resources	36
F. Protective Behaviors	37
G. College Reporting policy	39

H. Educational Programming on Sexual Assault & Violence Prevention	39
4. Procedures for Handling Sexual Assault Cases	41
A. Response to an Incident.....	41
B. Procedures for Handling Sexual Assault Cases	41
C. How to Report a Sexual Assault Crime	42
D. Student Rights and Responsibilities	43
E. Definitions	43
F. Authority	47
G. Who hears the case	48
H. Incident Review Team	48
	5. Policies
A. Alcohol and Drug use policy	54
B. Sexual misconduct and Relationship Policy	59
C. Definitions	59
D. Available options in Incidents of Sexual Misconduct	64
E. Reporting Contacts	66
F. Formal Complaint	66
G. Internal Investigations	67
H. College Response Options	68
I. How to file a Complaint	69
J. Procedures for allegations of Student Conduct Policy Violations	70
K. Student Conduct Hearings	71
L. Training	71
M. Support Person or Advisor	72
N. Procedures for allegations of Sexual Misconduct and Relationship Violations	73
O. Investigations and Notice of Outcomes	74
P. Standard of Proof	75
Q. Protective Measures and no Contact Orders	76
R. Retaliation	77
S. Sanctions	79
T. Emergency Action	80
U. Emergency Procedures	80
V.	
6. Rights and Resources for Victims	82
A. Victim Rights	82
B. Rights When a Victim Reports to a Wisconsin Law Enforcement Agency	83
C. Rights When Seeking Sexual Assault Nurse Examiner (SANE) Services	83
D. Rights When Alcohol is Involved	83
E. Rights in the Student Disciplinary Process	83
F. Sexual Assault Examiner Program	84
G. Additional Sexual Assault Resources	85
H. Sexual Misconduct Violations	86
I. Domestic Abuse Resources	86
J. Registered Sex Offenders	87
K. Information about predators	87
L. Victim Options	87
M. College Response Options	87
7. Title 9	92

A.	Policy Statement.....	92
B.	Title 9 Coordinator/Deputy Coordinators	92
C.	Burden of Proof	94
D.	Investigations – outcomes and appeals	95
E.	Bystander Intervention	96
F.	Edgewood Cares Team	96
G.	33
8.	Jeannie Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act).....	97
A.	The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act)	97
B.	Definitions of Reportable Crimes.....	98
C.	Crime Statistics	101
D.	Geographical Locations for Reporting	101
E.	Clery Crime Reporting Charts	102
F.	Hate Crimes	107
G.	Madison Police Department Response	108
9.	Tornado and Severe Weather Procedures	109
A.	Definitions	109
B.	Evacuation Procedures	109
C.	Shelter-in-Place Procedures	110
10.	Annual Fire Safety Report.....	113
A.	Annual Fire Safety Report – Fire log	113
B.	Fire Protection Equipment/System	113
C.	Evacuation Procedures	113
D.	Health and Safety Inspections	114
E.	Emergency Evacuation Drills.....	114
F.	Fire and Safety Education	114
G.	Residence Halls on Campus	115
H.	Fire Definitions.....	115
I.	Edgewood Policies Related to Fire Safety.....	115
J.	Total Number of Fires Reports in Residential Facilities.....	117
	Sources.....	118
	 Campus Maps	 119

Description of Security Department

The campus security department consists of a Security Director and a staff of 13 full or part time officers. The staff has well over 200 years of combined law enforcement experience. The department is also augmented by students that assist with parking enforcement, office responsibilities, Campus Assistance Center, and Traffic Control. The college security staff has the authority to enforce campus policies and regulations. Security does not have the authority to enforce local, state or federal laws. The campus security department is on duty 24/7, 365 days a year.

Edgewood College Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Edgewood College. Edgewood College security offices have the authority to issue parking tickets, which are billed to financial accounts of students, faculty and staff. The Edgewood Security Department has a highly professional working relationship with the Madison Police Department. All crime victims and witnesses are strongly encourages to immediately report crime to the Security Office and appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime. The Annual Security and Fire report is developed by the Edgewood Security Department. Copies are available upon request from the Security Department located in Weber Hall. The report covers the main campus on Monroe Street in Madison and the Deming Way site on Madison's far west side.



Mike Metcalf,
Director of
Security

Law Enforcement Response

Should a violation occur on campus that would require a law enforcement response, the college is located within the jurisdiction of the South Precinct of the Madison Police Department. The South Precinct is located at 825 Hughes Place. The non-emergency telephone number for the South Precinct is 266-5938. Emergency service response can be activated by dialing 911. The 911 Center will usually dispatch the Madison Police Department in an emergency, but other agencies may respond depending on availability. The nearest law enforcement agency to the Campus is the University of Wisconsin Police Department located on Monroe Street. Edgewood College has a Memorandum of Understanding between the Madison Police Department and the college. The Memorandum spells out the working relationship between the college and the police department detailing cooperation and response to requests for service between the two entities.

All responding police agencies can and do enforce state and local laws. The local responding law enforcement agency will contact the appropriate Federal Law Enforcement agency should they be required.

How to Report a Crime

To Report an incident, call the Security Office at 663-3285 (office) or 663-4321 (cell). You may also call the Campus Assistance Center at 663-4444 or using a campus phone at 4444. The security office is located in Weber Hall. For emergencies you may also dial 911 for local law enforcement, fire department or fire rescue. After you call 911, please call security to notify them so we may provide the responding units with assistance.

When campus security is notified, they will respond to your location, provide the appropriate response, investigate the situation, file an incident report (if applicable) and assist you with any other needs you may have as a result. All reports will be forwarded to the appropriate campus authorities for follow up when applicable. All reports that meet the requirements of the CLERY Act will be reported on the campus crime log. All victims involved in criminal incident will be encouraged to contact local law enforcement.

In addition you may report the crime to the following areas:

Dean of Students Office - 663-2313
Campus Health Center - 663- 3262
Associate Dean for Student Life – 663-3205
Center for Diversity – 664-3274
Personal Counseling Center – 663-2344

All Edgewood College incident reports are forwarded to the Dean of Students office for review and potential action by the Director of Residence Life/Judicial Affairs Officer.

You may also report the crime to the Madison Police Department. Edgewood College has a working agreement with the Madison police department.

Campus Resources

Campus Security

Mike Metcalf, Director
Weber Hall – Main Campus
Phone – Office – 608-663-3285. Cell – 608- 663-4321

City of Madison Police

211 South Carroll Street
Madison, WI 53703
Emergency – 911
Non-Emergency – 608-266-6015

Dean of Students Office

Dr. Tony Chambers
215 Predolin
608-663-2212

Financial Aid

Kari Gribble
Director, Edgewood Central
210 Dericci
608-663-2305

Study Abroad/International Students

Sara Friar, Director
340 Predolin
608-663-2277

Safety/Risk Management

Scott Lanphear
Sonderegger 108A
608-6709-6709

Housing/Residence Life

Claire Mand, Director
215 Predolin
608-663-3228

Personal Counseling

Megan Cobb, Director
Dericci 206
608-663-2344

Center for Diversity and Inclusion

Glenna Scholle-Malone, Director
Predolin 206
608-663-2250

Health Center

Kim Moreland, Director
Predolin 209
608-663-3265

Human Resources/Employee Assistance

Pam LaValliere, Director
Dericci 214
608-663-4304

Title 9 Coordinator

Pam Lavalliere
Director of Human Resources
214 Dericci Hall
608-663-4304

Title 9 – Deputy Coordinator

Arhelia Dalla Costa Behm
Human Relations Specialist
215A Dericci Hall
608-663-2383

Title 9 – Deputy Coordinator

Kelly Grorud
Associate Academic Dean
222 Dericci Hall
608-663-6925

Title 9 – Deputy Coordinator

Tony Garcia
Director of Diversity and Inclusion
239 Predolin
608-663-3274

Title 9 – Deputy Coordinator

Suann Saltzbery
Associate Athletic Director
D23 Edgedome
608-663-3249

Title 9 – Deputy Coordinator

Glenna Scholle-Malone
Director of the Student Diversity Center
Predolin 206
663-2250

Title 9 – Deputy Coordinator

Mike Metcalf
Director of Security
Weber Hall
608-663-3285

Confidential Reporting Process

If you are the victim of a crime and do not want to pursue action within the College or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director or his designee of Edgewood College can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime in regards to a particular location, method, or assailant, and alert the campus community to potential danger. Reports disclosed in this manner are counted and disclosed in the annual crimes statistics for the institution.

If an individual does not wish to file a security or police report, victims or others can report crimes informally and confidentially (no names or criminal investigation) to Personal Counseling (Dericci 206; 663-2281), Health Services (Predolin 208; 663-8337) or Campus Ministries Predolin (222, 663-3451) to be included in the annual report.

Edgewood College expects licensed counselors (including Sexual Assault Victim Advocates) and pastoral (religious) counselors to inform those they counsel, of these procedures for reporting crimes on a voluntary, confidential basis for inclusion in crime statistics when appropriate.

Counselors and Confidential Crime Reporting: As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. Counselors are defined as:

Pastoral Counselor – An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor – An employee of an institution whose official responsibilities included providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Reporting Hate Crimes

Wisconsin law prohibits threats or acts of violence against individuals or groups and their property because of personal characteristics or associations. State laws similarly prohibit defacing, damaging, or destroying another’s property to intimidate or interfere with his/her rights. Crimes routinely classified as misdemeanors can be felonies if committed because of bigotry. If you are the victim or witness a hate crime, report it as soon as possible to the appropriate police agency or the campus security department.

Campus Crime Log

The Edgewood College Security Office maintains a daily log listing of all crimes reported to the department. This log includes the nature, date, time and general location of each crime and disposition of the complaint, if known. The information is available for public inspection within two (2) business days of the initial report, except where disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim. If there is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of the individual, cause the suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld until that damage is no longer likely to occur from the release of such information.

Emergency Incident Levels

Level 1 – A major disaster or threat involving the entire campus or surrounding community (Immediate Notification Mandatory).

Level 2 – A major incident or potential threat that disrupts the campus community (Timeliness of notification determined by the incident commander (IC) and/or Edgewood College Leadership (PLT)).

Level 3 – A minor, localized department of building incident that is quickly resolved with existing College resources or limited outside help. (Warning notification as time permits – types determined by IC and/or PLT).

Campus Safety and Security Notification Plan – Emergency Notifications

The following procedures will be used for emergency notifications to the campus community:

Eagle Alert

Incidents and/or events may necessitate the notification of Edgewood Faculty, staff and students collectively or within groups.

Edgewood typically confirms significant emergencies or dangerous situations involving an immediate threat to the health or safety of students or employees on campus in conjunction with key administrative units, such as College Administration, Environmental Health and Safety and/or local first responder's agencies.

Upon confirmation of an emergency or dangerous situation, Edgewood will without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing the notification will, in the professional judgement of the responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Complete notification of 100 percent of the campus population is not possible; however, attempts will be made to notify the largest percentage feasible in the fastest way possible.

Situations for sending an Eagle Alert include, but are not limited to: active shooter, significant and serious hazardous materials spill, closing a section of campus, significant disruption to campus infrastructure, multiple building closings, or a mass casualty disaster. Edgewood does not issue Eagle Alerts to only a specific segment of the Edgewood community. All students, staff and faculty have an Edgewood email address and Eagle Alert is sent via email in an effort to notify the largest percentage of students and employees in the fastest way possible. Eagle alert is also sent via text message and telephone to those resisted in the system.

Situations requiring an Eagle Alert will almost always require ongoing communications support. Edgewood will determine the level of emergency is present and use the college emergency response plan. Once the plan is activated the process of posting information on the Edgewood Homepage and preparing crisis communications response will begin. Depending on the type of emergency, Edgewood Communications Department will work to craft a consistent set of message's that can be efficiently distributed to update the Edgewood community.

Parents and the larger community can receive information pertaining to an emergency situation at the college through the Edgewood College home page www.edgewood.edu and mass media distribution.

Crime Warning/Timely Warning

Edgewood Security issues Crime warnings to warn the campus community about certain crimes that present a continuing threat to the campus community and to aid in the preventions of similar crimes. Known in the Clery Act as a "timely warning," the intent of a Crime Warning is to warn of a criminal so that people will be enabled to protect themselves. The Clery Act requires Edgewood to distribute Crime Warnings regarding certain crimes that occur within Edgewood's geography and represent a serious or continuing threat to the safety of students and employees.

The Edgewood Security Department has the authority to develop the content of a crime warning and authorize distributing using the guidelines below. Edgewood Security will consider the type of offense, location, nature of any threat and whether there is a continuing threat to the community or a continuing crime pattern in determining the appropriateness of a Crime Warning. Some information may be withheld if there is a risk of compromising law enforcement efforts to investigate and/or solve the crime. If the victim of the crime is a person, that person will not be identified by name in a Crime Warning. Crime Warnings are issued as soon as the pertinent information is available to the Edgewood College.

Crime categories will be assessed on a case-by-case basis and Crime Warnings will be distributed as deemed necessary. Cases of Aggravated Assault involving know parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if

the individual is believed to be an ongoing threat to the larger Edgewood community. Cases of sexual assault will be considered on a case-by-case basis to determine whether there is an ongoing threat to the larger Edgewood community, depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Security Department.

The following factors will be considered when determining whether to issue a Crime Warning:

- Where the crime occurred
- The nature of the crime (Serious/non serious, violent/non-violent)
- The nature of the threat (general threat versus limited threat to a specific person)
- Whether or not there is a continuing danger to the community or continuing crime pattern

Timely warnings will typically be issued on the following occurrences on campus:

- Murder or negligent Manslaughter
- Forcible Sex Offenses
- Robbery
- Aggravated Assault
- Major Cases of Arson
- Other crime categories will be assessed on a case by case basis and Timely Warnings will be distributed as deemed necessary.

When Edgewood Security becomes aware of a situation that meets the criteria of a Crime Warning, the Security officer on duty will distribute the Crime Warning to the community.

A Crime Warning notice typically includes the following, unless issuing any of this information would risk compromising law enforcement efforts:

- The date and time of the incident;
- A brief description of the incident;
- Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips);
- Suspect description when deemed appropriate and if there is sufficient detail;
- Police and Security contact information; and
- Other information as deemed appropriate

Edgewood does not issue Crime Warning notice for the above listed crimes if:

Edgewood Security determines there is no serious or continuing threat to the safety of the Edgewood Community;

The subjects are apprehended and the threat of imminent danger to members of the Edgewood community has been mitigated by the apprehension; or a report was not filed with the Edgewood College Security Department or if the Security department was not notified of the crime in a manner that would allow the department to post a "timely" warning for the community (e.g. a report that was filed more than 7 days after the date of the alleged incident may not allow the Department to post a "timely" warning to the community. This type of situation will be evaluated on a case by case basis.

Edgewood Security will generally not issue crime warnings for crimes occurring on campus and will review geographical locations for crimes that occur off campus taking into account areas where our students typically travel in larger numbers. For example, crimes that occur in the Monroe Street, Regent Street, upper Park Street and State Street areas will be considered for issuing a "Crime Warning":

Additional Emergency Warning Systems

Exterior Warning System – The PA system operates within all facilities on campus as well as in the immediate area of building. Directions on what to do in an emergency will be provided through the system.

Emergency Notification System (Eagle Alert) – Notification on this system will include text messages and telephone calls. You must sign up to be part of this system (the Security Department, Human Resources or the Edgewood Technology Department can assist you with signing up for the notifications. All telephone numbers included when you sign up, will receive a text message and a telephone message to inform recipients of the emergency communication.

College E-mail – Written notification of an emergency and what to do will be sent out to all faculty, staff and students through the campus e-mail system.

Telephone – During an emergency the College Phone Tree system will be activated to provide information.

Fire Alarms – this system may be utilized should we require evacuation from a facility to be desired for the safety of the community. Anyone being evacuated should immediately proceed to the designated area for the facility. Directions for evacuation locations are posted in numerous places throughout the various campus facilities. In the case that the previously designated evacuation area is not safe, you will be directed by the campus public address system, telephone calls, and text messages where to go, if those methods are chosen depending upon the situation.

Social Media – Emergency information will be provided on both Facebook and Twitter.

Campus Television – Emergency information will scroll across the TV screens providing emergency information.

In most situations but not limited to this order depending upon the situation, the following the Emergency Notification System will be activated in the following order:

- Text Messages – mass e-mails.
- Public Address Systems/ Fire Alarms
- College E-mail system
- Telephone Calls
- College Emergency Responders
- Telephone tree
- Facility Posting
- College Web Site
- Social Media Sites
- Television – emergency information (scrolling)

Emergency Response and Evacuation Drills

Edgewood College utilizes the Incident Command System (ICS) for emergencies on the campus. The Incident Commander is the senior Security Officer on duty.

College Emergency Web Site – Go to www.edgewood.edu. There will be information provided there as soon as practical.

Security of and Access to Campus Facilities

1. **Access to the Residence Halls** – All doors leading to the living area of the residence halls are locked 24 hours a day. Residents are given access to their residence hall on their student ID card. Residents are responsible for their room key/student ID card and for keeping their room door locked. Residents

must escort their guests at all times. Maintaining residence hall security is a shared responsibility of all residents. It is a violation of policy if residents are found to be loaning their student ID card or room key to anyone or propping open a security door. Residents are encouraged to contact Campus Security immediately at x4321 if they observe anyone in their living area who is unescorted or appears suspicious.

- 2. Access to Non Residential Campus Facilities** – Non-residential campus facilities remain unlocked during the day and into the evening. Most buildings are locked by 10pm. Predolin Hall is accessible until 2am every day. However, hours do vary depending on the use of the building. For questions regarding building accessibility, contact the Campus Security Department or the Campus Assistance Center.

Safety Notice - Doors on campus are not to be propped open. Anyone propping any exterior door or computer room door open without the permission of the campus security department may be subjected to campus discipline.

Campus Security and Safety Programs

Blue Phones – To support personal safety, the College has installed external “Campus Safety” telephones called “Blue Phones” at various campus locations. The phones provide callers with the ability to summon help in an emergency. In an emergency the caller would activate the phone which will dial campus security. Security will respond to the location. The caller should inform the responding officer what the problem is. Security will contact Police, Fire or rescue as needed.

Blue Phone Locations:

- Between Mazzuchelli and the rear entrance to Regina Hall
- Library – front entrance area to the west
- West end of Dominican Hall loading dock area
- Walkway to Dominican Hall/Marshall Hall
- Marshall Parking Lot

Student safe ride/safe walk escorts – Should a student become concerned about their safety on campus, they may call security for an escort between facilities.

Safe Ride Shuttle – The campus has a shuttle that operates on Thursday, Friday and Saturday evenings between 9pm and 3am. The shuttle has prescribed stops between the college and lower State Street. The shuttle makes runs continuously every thirty minutes. Information on the shuttle can be obtained at the Security and Transportation office in Weber Hall.

Campus Video System – Edgewood has over 200 video cameras located in strategic points around campus to help provide a safer campus. The cameras have continuous recording capability and can store several weeks’ worth of activity.

Card Access System – The campus has a card access system that controls entry into our facilities. The residential halls are locked 24/7 and can only be entered by the use of an access card (swipe card). All other facilities are controlled for access during the periods that classes are scheduled. Access cards will only work on those areas that the user is authorized.

Public Address System (PA) – The campus utilizes a public address system that allows the Campus Assistance Center or Security Department the ability to make audible messages during an emergency. The messages will be broadcast within all campus facilities as well as within the vicinity of the exterior of facilities. Use of the PA system is for emergencies only.

Siren System – The system will be activated primarily for severe weather related events. Upon hearing the siren, go to the evacuation area located in the facility that you are in. Each building has at least one location to gather. Those locations are posted in each facility.

Eagle Alert System –The Eagle Alert system is our emergency notification system — it’s designed to provide vital information to the campus community in case of an emergency situation in the area. Edgewood College has the ability to message you (email and text) very quickly in an emergency situation, and provide instructions on how to keep safe.

The system consists of Text messages, Telephone calls to both cell phones and land lines and e-mail notification. You must register to receive Eagle Alert via text, E-mail, and on your mobile phone.

You must register to receive Eagle Alert via text, E-mail, and on your mobile phone.

Security Notification Boards - They are located in each building primarily on the first floor level. The boards are outlined in orange. When campus security is alerted to potential threats on and off campus (within several miles to the campus and including the University of Madison Campus and the State Street/downtown area, the “Security Notices will be posted”.

All Campus Security Systems are tested as part of a regular program. All testing is documented in a log book located in the security office located in Weber Hall.

Safety Tips

Pedestrian Safety – the Edgewood Educational community also consists of a high school and a campus school located on the grounds. During periods of the day there are a great number of vehicles bringing students to school, picking them up from the various schools in addition to our college students coming and going. Please be careful as you navigate around the campus. Students are asked to follow the safety tips listed below.

Anti-theft tips –

- Keep your residence hall door locked at all times
- Lock your office when it is not occupied
- Do not prop doors open
- Anchor valuable equipment
- Maintain on file a list of serial numbers of equipment
- Copy all important papers and cards that are in your purse or wallet.
- Do not give out any personal or financial information over the internet, e-mail account or by telephone without first identifying with the firm requesting the information that the request is genuine
- If your ID card is stolen, notify security immediately

Personal Safety in Your Car –

- Always keep your car doors locked
- Check the back seat before entering
- Keep your vehicle properly maintained and at least a quarter tank of gas
- Put valuables in the trunk
- Always have a spare tire and jack
- If you feel that you are being followed, drive toward a well – lit public area preferably a police station

Personal Safety –

- Walk, exercise and park in well-lit areas
- Carry your keys in hand as you approach your car – swipe in hand as you approach home or residence hall
- Be aware of your surrounding and the people around you
- Don’t wear excessive amounts of jewelry (it will draw attention to yourself)
- Avoid ATM’s in dark locations
- Walk in a group particularly at night
- Have a cell phone readily available
- Tell people where you are going and when you plan on returning
- Be aware of date rape drugs – always pour your own drinks – do not set drinks down unattended- do not accept an open drink from anyone

Identity Theft

Identity theft is a crime in which someone wrongfully obtains and uses another person's personal data in some way that involves fraud or deception, typically for economic gain. This personal data could be a social security number, bank account and credit card numbers, and other valuable identifying data.

With identity theft and fraud, which are often computer-aided, there are measures that can be taken to reduce or minimize the risk of becoming a victim. These measures can be taken by remembering the word "**SCAM**".

- **S – Be STINGY** about giving out your personal information to others unless you have a reason to trust them. Limit the information on personal checks; don't have your Social Security, Driver's License and telephone numbers printed on them. If someone telephones or sends an email with "unbelievable" credit card offer or notification of an alleged "prize" being won, do not offer any personal data, but rather ask that they mail an application or written notification of some type. If one is received from a company, the Better Business Bureau can be contacted in an effort to determine whether or not the company is legitimate.
- **C – CHECK** financial information regularly and examine records for any unrecognized/unauthorized transactions. If such transactions are noted, the banking institutions and credit card companies should be contacted immediately.
- **A – ASK** periodically for a copy of your credit report. The three principal credit reporting companies are Equifax, Experian, and TransUnion. These three companies, as well as the United Federal Trade Commission, are accessible on line
- **M – MAINTAIN** careful banking and financial records as well as –personal computer security. Computer security can be fortified by installing any number of spyware programs and by installing firewalls. Changing passwords frequently and reducing file sharing also can aid in the security of private computers. Report any suspected identity theft or identity fraud to the police.

How to Respond to a Shooter on Campus

Quickly determine the most reasonable way to protect your own life. Students are likely to follow the lead of faculty and staff during an active shooter situation.

1. Evacuate - (if possible)

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. Hide Out

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock the doors.

3. Take action

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter

CALL 911 WHEN IT IS SAFE TO DO SO.

1. How you should react when law enforcement arrives:

- Remain calm, and follow officers' instructions.
- Avoid pointing, screaming and/or yelling.
- Immediately raise hands and spread fingers.
- Keep hands visible at all times officers are entering the premises.
- Avoid making quick movements toward officers such as attempting to hold on to them for safety.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

2. Information you should provide to law enforcement or 911 operator:

- Location of the active shooter
- Number and type of weapons held
- Number of shooters, if more than one by the shooter/s
- Physical description of shooter/s
- Number of potential victims at the location

Missing Person Policy

In compliance with the “Higher Education Opportunity Act, P.L. 110-315, sec. 488, 122 Stat. 3301 (2008)” Missing Student Notification Policy and Procedures, it is the policy of the Office of Residence Life to actively investigate any report of a missing resident who is enrolled at the College and residing in on-campus housing. Each resident will be notified of the Missing Student Notification Policy and Procedures via the Residence Life Handbook.

For purposes of this policy, a student may be considered to be a “missing person” if the person’s absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.

Each resident, upon checking into his/her assigned room, is required via the Personal Data Card to identify the name and contact number of the individual(s), both primary and secondary, to be contacted in case of an emergency or in the event that the resident is reported missing. If a member of the College community has reason to believe that a student is missing, Security should be notified. Security is located in Weber Hall or may be contacted by phone at 663-3285(0) 663-4321 (C). Upon receiving notification, Security, Residence Life and other applicable college personnel will make reasonable efforts to locate the student to determine his or her state of health and well-being. These efforts may include, but are not limited to, checking the resident’s room, class schedule, friends, ID card access, locating the resident’s vehicle, and calling his/her reported cell phone number. As part of the investigation, the College reserves the right to make contact with emergency contacts to help determine the whereabouts of the resident. Emergency Contact Information will be accessible only to authorized campus officials and, may not be disclosed except to law enforcement in furtherance of a missing person investigation.

If the student is under 18 years of age, the college will immediately contact the custodial parent or legal guardian of such student. If the student has neither provided emergency contact information, nor is under 18 years of age, the college will immediately inform the appropriate law enforcement agency.

If upon investigation by Security and Residence Life Staff, the resident has been determined to be missing for at least 24 hours, the following will occur. A college representative will contact the resident’s designated emergency contact and Security will inform the appropriate law enforcement agency within the next 24 hours. Investigation will continue in collaboration with law enforcement officers as appropriate.

In compliance with the “Higher Education Opportunity Act, P.L. 110-315, sec. 488, 122 Stat. 3301 (2008)” Missing Student Notification Policy and Procedures, it is the policy of the Office of Residence Life to actively investigate any report of a missing resident who is enrolled at the College and residing in on-campus housing. Each resident will be notified of the Missing Student Notification Policy and Procedures via the Residence Life Handbook.

Each resident, upon checking into their assigned room, is required via the Personal Data Card to identify the name and contact number of the individual(s), a primary contact and secondary contact, to be notified in case of an emergency or in the event that the resident is reported missing. In the event the resident is under the age of 18 or is not emancipated, the College is required to have the primary emergency contact be a custodial parent or guardian.

Edgewood Firearms Policy

The personal possession of firearms in all campus buildings and on all campus property is strictly prohibited. This prohibition applies to all students, faculty and employees, independent contractor and visitors, including those who have a valid permit to carry a concealed weapon. This prohibition does not apply to authorized law enforcement personnel.

Except under circumstances noted above, students and employees are prohibited from using, storing or possessing weapons, fireworks, or explosives on property owned or controlled by the college and/or in the course of any college program or employment. Weapons may include, but are not limited to: firearms, pellet guns, air rifles or BB guns, paintball guns, bows and arrows, sling shots, water balloon launchers, martial arts equipment, swords, switchblade and large knives, Tasers and clubs.

Edgewood College prohibits sexual assault, domestic violence, dating violence, and stalking. These crimes will not be tolerated on campus and are a violations of Wisconsin law as well as the student code of conduct. Edgewood College pro-actively addresses sexual assault, dating violence, domestic violence, and stalking.

For the legal definitions of sexual assault, dating violence, stalking and consent in Edgewood College's jurisdiction, the state of Wisconsin, please see the chapter in this document entitled, "State of Wisconsin Crime Statutes and Definitions.

Sexual Assault, Domestic Violence, dating violence, and stalking prevention and awareness Programs provided during 2015.

Edgewood College is dedicated to educational and prevention services. Primary preventions programs means programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before the occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions. Primary prevention and ongoing educational/awareness efforts at Edgewood College contain information about options available to victims, procedures for institutional disciplinary action, risk reduction, and bystander intervention

Campus Clarity – Title 9 training program offered o all incoming freshmen. This program is also offered to all faculty and staff within 30 days of hire.

EDU – Eliminate Campus Sexual Violence – the course was offered to all faculty and staff. The course explained federal and state laws that prohibit campus sexual violence, it also covered how to report sexual violence, assisting victims and survivors of sexual violence and the prevention of sexual violence.

Bridges: building a supportive community. This course covered how to identify and report different types of sexual misconduct committed against students. It also covered ways to prevent sexual violence and maintain a safe community.

Step UP – Bystander Intervention training for all Area Coordinators, RA's, Orientation Leaders and first year students. The program was also offered to all students in their residence halls.

Pave – training for promoting awareness and victim empowerment

Self Defense Class – Sponsored by the Dane County Rape Crisis Center for students

The Mask You Live In – Violence Prevention film offered o all students

Rape Crisis training – Presented for Judicial Board Members by the Dane County Rape Crisis Center

Sexual Assault Awareness – Rape Crisis Center training for all new students

Reporting and Resources

Students and employees who experience sexual assault, Domestic Violence, dating violence, and/or stalking have many options and services available to them on and off campus, including mental health counseling, victim advocacy, employee assistance and access to the criminal and campus disciplinary systems. Services are available to victims regardless of their choice to report the incident to law enforcement, and most are available at no charge.

The campus and surrounding community have a wide range of services available to help student victims. This information is provided as part of prevention education efforts and is detailed below.

When a student or employee reports to Edgewood that they have been a victim of sexual assault, domestic violence, dating violence or stalking, whether the offense occurred on or off campus, Edgewood will provide the student or employee with written notification of the students or employee's rights and options.

Procedures for Reporting

Edgewood College encourages victims of sexual assault, domestic violence and stalking to report the incident immediately to Edgewood Security at (608)663-3265 (O) or (608)663-4321 (C), or calling 911. In addition to Security, individuals may also report sexual assault, domestic violence, dating violence and stalking to Edgewood College through the Dean of Students Office, Center for Diversity, Title 9 Coordinator, (who is responsible for coordinating Edgewood's compliance with Title 9). Edgewood Sexual Harassment Policy can be found on the Human Resources Web Page, including a description of the grievance procedures. Following a report of sexual assault, domestic violence, dating violence and/or stalking to Edgewood, whether the offense occurred on or off campus, Edgewood will provide students or employees a written explanation of the student's rights and options. All victims have the right to be accompanied by a person of their choosing, including a victim advocate, when they file a report and to any meetings related to institutional disciplinary proceedings.

A victim has the right and is encouraged to notify the appropriate law enforcement agency, to report sexual assault, domestic violence, dating violence and stalking. Victims have the right to be assisted by campus authorities in notifying law enforcement if the victim chooses. Victims also have the right to decline to notify both campus and law enforcement officials. If the crime occurred on Edgewood property, Edgewood Security and Madison PD have jurisdiction. If the crime occurred off campus, the victim can notify the appropriate local law enforcement agency with jurisdiction at the location of the crime. Edgewood Security will help the victim in identifying the correct law enforcement agency and will assist the victim in reporting to that agency. Victims have the right to NOT notify law enforcement or report the crime if they choose.

If you choose to report to Edgewood Security, Dean of Students Office or the Title 9 Coordinator, Edgewood, will investigate for a hostile and where applicable, pursue disciplinary action the person alleged to have committed the offense. The Dean of Students Office and Title 9 Coordinator are required to respond appropriately all reports of sexual violence, and will do so when they receive notice of a possible hostile environment.

To Report to Law Enforcement and Security

Madison Police Department
211 South Carroll Street, Madison, WI
608- 261-9694 or 911

Edgewood College Security
Weber Hall
Edgewood College
663-4321 (c) 663-3285 (o)

To report to Edgewood College

For Students, Dean of Students Office
215 Predolin
608-663-2212

For Employees
Human Resources
215 Dericci
608-663-663-3317

For Title 9 violations
Pamela LaValliere
214 Dericci
608-663-4304

Edgewood College provides training and information to many staff members to respond to and support victims, however, many victims do not feel comfortable talking to law enforcement, campus administrators, professors, or advisors. Healing can look different for everyone. Additional services are available to victims of crime occurring both on and off campus are listed in this chapter, including confidential options that will not result in criminal or College disciplinary investigation.

When reporting sexual assault, domestic violence, dating violence and/or stalking, please note the following:

- The preservation of evidence may strengthen investigations, which may result in a better chance of holding the accused responsible or obtaining a restraining order. (Evidence may include the clothing you were wearing at the time, a record of threatening text messages and e-mails, and bodily fluids. The Meriter Hospital Sexual Assault Nurse Examiner (SANE) program can provide at no cost forensic medical exams, even if the victim chooses not to report to law enforcement.
- Although it is best not to shower, even if you have showered and changed clothes, you can still file a police report and/or get a medical exam.
- Campus officials are required to provide you with information about your options and assist you in making contact with law enforcement personnel if you request it.
- Filing a report will generally involve an interview with a law enforcement officer, Campus Security Officer, or an investigating officer from the Dean of Students Office (or both if you choose to report to both agencies). You may request a same gender officer to take your statement.

The Responsibility of Faculty and staff the report sexual harassment, misconduct or violence

Under Title 9, all Edgewood College faculty and staff, with the exception of employees who provide or support the provision of advocacy, counseling, health, mental health, sexual assault-related services or disability-related services, are expected to report incidents of sexual assault related services, are expected to report incidents of sexual harassment, sexual misconduct or sexual violence to the campus Title 9 Coordinator.

Before a student reveals information that they may wish to keep confidential, employees should make every effort to insure that the student understands; (i) the employee's obligation to report the names of the alleged perpetrator and students involved in the alleged sexual violence, as well as relevant facts regarding the alleged incident (including the date, time, and location), to the Title 9 Coordinator or other appropriate school officials (ii) student's option to request that the school maintain their confidentiality, which the school (e.g. Title 9 coordinator) will consider, and (iii) the students ability to share the information confidentially with counselling, advocacy, health, mental health, or sexual-assault related services (e.g. sexual assault resource centers, campus health center, pastoral counselors, and campus mental health centers).

Office of Compliance, Title 9 Coordinator
Pam LaValliere
214 Dericci
608-663-4304

No Contact Directives Issued by the Dean of Students Office

Staff members of the Dean of Students Office approach their work in a proactive manner whenever possible. There are times in which students seek our assistance, guidance, and support involving a variety of complex situations, including but not limited to: relationship struggles, victimization, safety concerns, privacy concerns, bias incidents, criminal investigations, and court-ordered restraining orders. One tool the Dean of Students Office uses to support a safe, respectful, and responsible educational environment, either as a proactive measure or in response to and prevention of additional incidents, is a no contact directive.

A Dean of Students Office no contact directive is a College-issued directive that prohibits the student who receives it from having contact with, in any form, the individuals or individuals named in the directive. The no contact directive is different than a restraining order/civil injunction issued by a court of law and may be issued by the Dean of Students Office independent of the student disciplinary process.

A no contact directive may include the following language: "Be advised that you are not to have contact with First Name, Last Initial of any kind, direct or indirect, until further notice. This includes, but is not limited to: face-to-face/in-person, telephone, e-mail, text message, social networking sites, written communication, video and other electronic communication, and contact through third parties. Any attempt to contact this person may be construed as harassment and result in disciplinary and/or legal action."

A no contact directive is issued when the Dean of Students Office staff member assigned to a pending matter or disciplinary action determines that an individual should be prohibited from having contact with other parties. The individuals listed in a no contact directive can include, but might be limited to, complainants, respondents and witnesses. No contact directives are often issued during the course of investigating cases which involve allegations of sexual assault, dating/domestic violence, and stalking.

A no contact directive is issued in writing via a student's university email, and when possible, verbally. Recipients of the no contact directive are informed that future contact with the individual or individuals named in the directive may be considered harassment and result in a disciplinary investigation. Individuals are also informed, in writing, of the process to appeal the no contact directive, which is handled by the Dean of Students office. If the individuals involved are in student organizations or classes together, the parameters of the no contact directive will be discussed and additional expectations for minimizing contact may be added to the written

correspondence. Students will be provided with an opportunity to ask questions about the terms of the no contact directive issued to them.

When issued, a no contact directive does not have an end date, and can be reviewed by an Assistant Dean of Students by request of the individual(s) involved. The review decision must be issued in writing and include copies to the above mentioned staff members.

Individuals who violate a no contact directive risk being charged and investigated through the nonacademic misconduct process for Edgewood College for Refusal to Comply Regarding a College matter. Violation of a no contact order can lead to possibly being suspended from college or dismissed from college.

Information regarding the no contact directive is maintained in a student database and does not appear on an internal or external transcript.

No Contact Directives Issued to Employees

Supervisors, in consultation with Human Resources staff, have the authority to regulate workplace behavior of Academic and University staff, and the Provost may regulate faculty, as long as there is a work-related reason for doing so. Edgewood may issue no-contact directives to employees when appropriate circumstances arise. Circumstances under which a no-contact directive may be issued include, but are not limited to, pending disciplinary complaints. A no-contact directive may limit an employee's contact with another employee, a student, or other member of the University community or limit an employee's contact with a work location for a length of time determined by the employee's supervisor or the Provost. The following types of contact may be prohibited by a no contact directive: face-to-face/in-person, telephone, e-mail, text message, social networking sites, written communication, video and other electronic communication, and contact through third parties. Violation of a no-contact directive issued by UW-Madison may result in disciplinary action. Employees may challenge a no-contact directive by using the grievance process for their employment category.

Notice of Accommodations and Confidential Resources

Students and employees who report sexual assault, domestic violence, dating violence or stalking to Edgewood will receive written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community. This information is also provided to all students and employees in this ASR.

Students and employees who report sexual assault, domestic violence, dating violence or stalking to Edgewood will receive written notification of rights, options and information about available assistance in and how to request changes to academic, living, transportation, working situations and protective measures. This will be provided whether the offense occurred on or off campus. Edgewood will make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement. This information is also provided to all students and employees in this ASR.

Edgewood will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of Edgewood to provide accommodations or protective measures.

The following offices can provide information and assistance to those requesting accommodations and changes to academic, living, transportation, working situations and other protective measures:

For victims who choose to not report to law enforcement and/or to a campus office, there are several options available. These options allow a victim who is 18 or older to get help without having their name or information shared with campus officials, third parties or law enforcement to the extent permissible by law. Please be aware that exceptions to confidentiality include reports of child abuse (victims 17 or younger), elder abuse, and threats of imminent harm to self or others.

Off-Campus Confidential Resources

Sexual Assault Nurse Examiner (SANE)

202 S. Park Street, Madison, WI, 53715
(608) 417-5916

www.meriter.com/services/sexual-assault-nurse-examiner-program

Domestic Abuse Intervention Services (DAIS)

24-hour line: (608) 251-4445 or toll-free (800)747-4045

www.abuseintervention.org

Rape Crisis Center (RCC)

2801 Coho Street #301, Madison, WI, 53703

24-hour line: 608-251-RAPE (7273)

info@danecountyrrcc.org

www.danecountyrrcc.org

Deaf Unity

help@deafunitywi.org

Text helpline: 608-466-2881 M-F 9am-10pm

<http://deafunitywi.org>

Freedom, Inc.

601 Bay View, Madison, WI, 53715

608-661-4089 M-F 9am-5pm

refugeeproject@hotmail.com

UNIDOS Against Domestic Violence

1-800-510-9195

<http://www.unidosagainstdv.org39>

Edgewood College and Protecting Victim Confidentiality

When a student or employee victim reports to an office or official who is not explicitly designated as confidential, Edgewood College takes every precaution to protect victim privacy and confidentiality by sharing information only with university officials who have a legitimate educational interest and/or those who need to know for the purposes of institutional response.

In an effort to protect victim safety and privacy, Edgewood maintains information about sexual violence in a secure manner. If the College has notice of an incident, Edgewood will balance the victim's request to keep identifying information confidential with Title IX's mandate to investigate hostile environments.

To the extent permissible by law, Edgewood will endeavor to keep victim information private. However, once a report is made to the College, or the College has notice of an incident of sexual assault, domestic violence, dating violence, or stalking, confidentiality cannot be guaranteed unless that information is reported directly to one of the confidential resources listed. Edgewood will strive to maintain as confidential any accommodations or protective measures provided to the victim, but keeping victim information confidential may limit Edgewood's ability to provide accommodations or protective measures.

For victims aged 18 and older who report to non-confidential sources, relevant information will be shared only with those who need to know, such as Title IX Coordinators and Deputy Coordinators, complaint investigators, and other individuals who are responsible for handling the school's response to incidents of sexual violence. In the case of minors, Edgewood College employees must report child abuse to Child Protective Services or local law enforcement.

For Clery Act reporting and disclosures, a victim's name or identifying information will never appear in a Crime Warning, on the Daily Crime Log or in the ASR. Edgewood will redact a victim's identifying information when responding to requests for information pursuant to the Wisconsin Public Records law, which governs the disclosure of student education records. The College also will not disclose identifiable information about research subjects if prohibited by an NIH-issued Certificate of Confidentiality, HIPAA regulations and state laws pertaining to the privacy of health information or promises of confidentiality made to research subjects pursuant to the federally required consent form and authorization form. Edgewood must respond to court ordered subpoenas that are not prohibited by other applicable law, and may not be able to redact information when responding to a subpoena.

Victims have the option to access confidential resources such as College Counseling and Consultation, a Sexual Assault Nurse Examiner, Domestic Abuse Intervention Services, the Rape Crisis Center, and the Employee Assistance Office. Other licensed healthcare providers, counselors and social workers employed by the College follow the confidentiality requirements of their profession when they providing care to a patient or a client. Additionally, staff from the, campus Disability Coordinators, and interpreters do not disclose reports of prior victimization that they become aware of as part of the disability accommodation process or when providing translation services.

This section discusses commonly asked questions regarding on and off campus resources in regards to domestic violence, dating violence, sexual assault and stalking. It also includes various protective measures Edgewood may take to assist individuals who report domestic violence, dating violence, sexual assault and stalking, such as providing changes to academic, working and living situations. For information regarding no-contact orders issued by Edgewood, please see the "Reporting and Resources" section of this chapter.

What happens if I decide to report sexual assault, domestic violence, dating violence or stalking Security?

Edgewood encourages you to report sexual assault, domestic violence, dating violence and stalking to Campus Security/Madison PD. You can call 911 from on campus, call (608) 663-4321 come into Security at Weber Hall or you can call and request to have an officer come to you. An officer from Security can meet you in your residence hall, or anywhere else you feel safe. The first thing a responding officer will do will be to establish your safety. Once you're safe, the officer will maintain the crime scene, if any, and ask you if you want or need to go to the hospital. The officer will ask you a few basic questions about what happened and a detective will immediately be assigned to your case. If you call Madison PD a detective will come to meet you as well. You can request to work with officers of the gender that make you most comfortable.

If you live in Edgewood College housing and need a housing accommodation, the Residence Life Staff can work with Campus Housing to arrange it, if it is reasonably available. If you want Edgewood to reach out to your parents, Edgewood will do that, too – but only if you decide that is what you want.

Edgewood will not pressure you to engage in a lengthy discussion right away. At your initial meeting, your detective will set up a different time to meet to go over what happened – typically, this will be the next day, once you've had rest. At that next meeting, Security/Madison PD detective will ask you questions about what happened, create a safety plan with you and will explain how the investigation, judicial process and, if the offender is a student, how the student disciplinary processes work. In most cases, you will be able to decide whether or not to request Madison PD to pursue charges against the assailant. If you decide you would not like to proceed with charges, typically Edgewood/Madison PD will complete its investigation (except for a suspect interview) and will preserve the collected evidence in case you change your mind. If you decide to request Madison PD proceed with the charges, the detective can accompany you to any court appearances.

Regardless of how the investigation proceeds, Edgewood and Madison PD can provide assistance to you in obtaining a restraining order, which can often be obtained by victims at no cost.

Will Edgewood be able to keep my personal information private?

Although police reports are subject to public records laws, there are steps Edgewood can take in an effort to keep personal information personal. In many circumstances involving sexual violence, Edgewood can redact information from police reports such as your name, your date of birth, your phone number, your home address, personal habit information, medical treatment information, and your social security number if it is included in the report.

If you request Madison PD will not proceed with criminal charges, Madison/Edgewood will typically deny public records requests for your police report. An exception would be if the accused party requested the report, in which case, Madison PD/Edgewood will redact your personal information to the extent allowable by law.

If you request Madison PD to proceed with charges, Madison PD will typically forward an un-redacted police report and other investigation information to the Dane County District Attorney's Office for review by the prosecutor. There are laws in place to protect victims of sex crimes who testify in court. Evidence concerning your past sexual conduct, other people's opinions of your past sexual conduct, and any reputation as to prior sexual conduct are typically inadmissible in court, subject to exceptions. If you request Madison PD to proceed with charges, Madison PD can give you more information regarding these "rape shield" laws as they apply in Wisconsin. For more information about these laws, please see Wisconsin Statutes 972.11(2).

What if I just want to talk to someone confidentially to get more information or emotional support?

There are many offices, both on- and off- campus, who can maintain as confidential any information you share with them about your experience. To the extent permissible by law, these offices do not share information provided by adult clients with campus authorities or law enforcement. Student Health Services, Campus Ministry and Personnel Counseling Services are all confidential reporting programs.

Edgewood College Health Services Counseling and Consultation Services is the student mental health resource, providing individual and group counseling, crisis intervention, and psychiatric counseling. They offer a 24- hour mental health line for students and short-term counseling by appointment.

The Rape Crisis Center (RCC) is a community agency that has a satellite office located on campus. RCC provides free services for survivors of all forms of sexual violence, including medical and legal advocacy, support groups, short-term counseling, and community education. Chimera self-defense classes are available at a low cost and scholarships are available. Students may use either the campus or community office. Their 24 hour hotline can provide general support, access to RCC services (like legal advocacy or counseling), and/ or access to information about reporting options. A support group is offered on campus.

Rape Crisis Center (RCC)
333 East Campus Mall, 7th Floor (Campus Location)
2801 Coho Street, Madison, WI
(608) 251-7273 (24 hours)
info@danecountyrc.org
www.danecountyrc.org

Domestic Abuse Intervention Services, (DAIS) Inc., is a community agency that provides services for survivors of dating/ domestic violence, including emergency shelter, legal advocacy, community education, and support groups.

Domestic Abuse Intervention Services (DAIS)
2101 Fordem Ave., Madison, WI
Office: (608) 251-1237
(608) 251-4445 or toll-free (800) 747- 4045 (24 hours)
info@abuseintervention.org
www.abuseintervention.org

The Edgewood College Employee Assistance Office in the Office of Human Resources assists faculty and staff with maintaining and enhancing both their personal and professional lives, and offers services to promote emotional well-being. All individuals are treated in a respectful manner. The Employee Assistance Office has resources to assist staff with family violence, sexual abuse, emotional problems and many other issues.

Where can I go for a physical exam, sexually transmitted infection (STI) testing, pregnancy testing, or a follow-up exam?

Meriter Hospital's Sexual Assault Nurse Examiner (SANE) program provides medical and forensic examinations for sexual assault and domestic and dating violence victims. This service will provide follow-up medical care and medication to guard against sexually transmitted infections and pregnancy, and collect evidence if the victim desires. SANE can coordinate with the Rape Crisis Center to make an advocate available at the time of the exam. Services are available upon request 24 hours a day. A visit to SANE does not require a report to law enforcement.

Meriter Sexual Assault Nurse Examiner (SANE)
202 South Park Street, Madison, WI 53715
(608) 417- 5916

www.meriter.com/services/sexual-assault-nurse-examiner-program

Edgewood College Health Services provide a wide range of medical care services for Edgewood College students, including SANE follow-up exams, pregnancy testing, emergency contraception, sexually transmitted infection (STI) testing, and STI treatment. Medical personnel are specifically trained to respond to the needs of sexual assault victims who are getting annual exams.

What if I'm struggling with my classes because of the stress of sexual assault, domestic violence, dating violence or stalking, or because of the perpetrator is in one of my classes?

Victims of sexual assault, domestic violence, dating violence and/or stalking can request and get academic accommodations, if reasonably available. Edgewood is obligated to comply with a victim's request for an academic situation change following an alleged sex offense if it is reasonably available, regardless of whether a victim chooses to report the crime to campus or local law enforcement. Students should know that requesting academic accommodations, such as asking for a deadline extension or to be moved out of a class, may be sufficient to put Edgewood College "on notice" of a hostile environment and obligate Edgewood College to investigate as mandated by Title IX. Students may reach out directly to a professor or a TA to request accommodations. There are also offices on campus who can help students with a request. These offices are listed below.

Academic Deans Office provides confidential information to students about their rights to request accommodations and assists students with those requests, such as changing classes or sections, or requesting an extension or requesting to drop a course. See above for contact information.

The Dean of Students Office provides assistance to student victims in providing them with information about academic accommodations available to them. Students who seek help from the Dean of Students Office should know that staff in the Dean of Students Office are required to investigate all known incidents of sexual assault, domestic violence, dating violence and/or stalking.

Dean of Students Office.

What do I do if I don't feel safe in my residence hall or apartment any longer?

College Housing: for students who live in owned facilities, University Housing can offer different housing accommodations upon request when it is reasonable to do so. Edgewood is obligated to comply with a victim's request for a living situation change following an alleged sex offense if it is reasonably available, regardless of whether a victim chooses to report the crime to campus or local law enforcement. For more information, contact your House Fellow or a professional Housing staff member. Please be aware that if you report sexual assault, domestic violence, dating violence and/or stalking to Edgewood Housing when requesting assistance, Edgewood may be obligated to initiate a Title IX hostile environment or disciplinary action investigation.

The Dean of Students Office - Please be aware that if you report sexual assault, domestic violence, dating violence and/or stalking to the Dean of Students Office when requesting assistance, Edgewood may be obligated to initiate a Title IX hostile environment or disciplinary action investigation. See above for contact information.

Do I have to report this to law enforcement?

No. If you are a victim, you are under no pressure or obligation to report this crime to law enforcement or any other campus professional. Many victims feel that reporting the crime, or simply disclosing it to another person, such as a family member, friend, or confidential advocate, helps with healing, but only you can make this decision. You may also choose to report the incident to the Dean of Students Office which can conduct a campus disciplinary investigation that does not have to involve law enforcement. Edgewood is legally required to investigate all incidents of sexual assault, domestic violence, dating violence and or stalking of which it is aware. You will not be denied access to any resources if you choose not to report to law enforcement.

What can the campus disciplinary processes do? How can I get more information?

You have the right to ask questions about and learn about the campus disciplinary procedures before engaging the reporting process. Victims are entitled to certain rights under state and federal law. For more information, see: evoc.wisc.edu.

The Dean of Students Office administers the student misconduct procedure as codified in the. Edgewood authorizes the following sanctions for violations of the student code: written reprimand, denial of specified university privileges, imposing reasonable terms and conditions on continued student status, restitution, removal of the student from the course in progress, disciplinary probation, suspension, and expulsion. Please see the Campus Disciplinary Procedures section of this document for further information. You may also contact the Dean of Students Office for more information about the investigation process on campus when the accused is a Edgewood.

For information regarding campus disciplinary procedures for employees, please see the Employee Disciplinary Procedures section of this document.

If I report to law enforcement or to Edgewood, will anyone tell my parents or will this appear in my student record?

Generally, no. Edgewood College follows applicable laws and regulations regarding the protection of student privacy and will not disclose victimization to parents or note it on your academic record. In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), staff members in the Dean of Students Office and University Housing may involve a parent if the student's behavior has posed or may continue to pose a significant risk to the health, safety, or well-being of themselves or others, including suicidal comments and/ or attempts.

I am an employee. Where can I get help? What if I want a change in my working situation?

Victims have the option to contact their supervisor, departmental Human Resources staff or the campus Office of Human Resources directly to request a change in working situations or have an advocate request on their behalf. Edgewood will endeavor to comply with your request for a working situation change following an alleged sexual assault, domestic violence, dating violence stalking, or sexual harassment, if it is reasonably available, regardless of whether you choose to report the crime to campus or local law enforcement. There are also offices on campus that can assist you in requesting a change in your working situation.

The Office for Equity and Diversity (OED), in conjunction with the **Office of Human Resources**, is available to provide information and assistance to faculty and staff victims seeking options for changing their work situations, if reasonably available. OED can provide information about resources, services, and rights, including the right to be assisted in notifying law enforcement and the right to decline to notify law enforcement. OED Contact Information:
Office for Equity and Diversity (OED)

The Office of Human Resources is available to provide information and assistance to faculty and staff victims seeking options for changing their work situations, if reasonably available.

The Employee Assistance Office within the Office of Human Resources assists faculty and staff with maintaining and enhancing both their personal and professional lives, and offers services to promote emotional well-being. All individuals are treated in a respectful manner. The Employee Assistance Office has resources to assist staff with family violence, sexual abuse, emotional problems and many other issues. The Employee Assistance Office is a confidential resource.

The Dean of Students Office can assist student-employee victims in providing them with information about and assistance in requesting work accommodations. Students who seek help from the Dean of Students Office should know that Edgewood is required to investigate all known incidents of sexual assault, domestic violence, dating violence and/or stalking.
Dean of Students Office

What if I want legal help?

Edgewood College does not provide attorneys or legal assistance. There are legal resources available in the Madison community.

Domestic Abuse Intervention Services (DAIS) has a legal advocacy program for victims of sexual assault, domestic violence, dating violence and/or stalking, and they can be reached here:

Domestic Abuse Intervention Services (DAIS)

Office: (608) 251-1237

(608) 251-4445 or toll-free (800) 747- 4045 (24 hours)

info@abuseintervention.org

www.abuseintervention.org

The Dane County District Attorney's Office Victim Witness Unit is designed to assist victims and witnesses throughout the criminal court process by answering questions, keeping victims and their families informed of case development, providing information and referrals to community service providers, assisting with restitution, and offering personal assistance when possible

Dane County District Attorney's Office

Victim Witness Unit

215 S. Hamilton St. #3000,

Madison, WI 53703-3297

Phone: (608) 266-9003

Fax: (608) 261-9766

www.countyofdane.com/da/victim_witness.aspx

State Bar of Wisconsin Lawyer Referral and Information Service is offered by the State Bar of Wisconsin and is a public service that helps identify the most appropriate resource for people with a legal problem. A legal assistant who is experienced in analyzing potential legal problems helps locate the best source of help and also provides references to area attorneys who have indicated an interest in the relevant legal situation.

State Bar of Wisconsin Lawyer Referral and Information Service

(800) 362-9082

<http://www.wisbar.org/forpublic/ineedalawyer/pages/lris.aspx>

What if I need Visa or immigration assistance?

International Student Services (ISS) offers a wide variety of services and programs to international students at Edgewood. The ISS staff provides information and programs to international students about the campus and community and provides support and assistance concerning visa and related immigration issues. Edgewood College is required to investigate all known incidents of sexual assault, domestic violence, dating violence and/or stalking.

What if I need student financial aid assistance?

The Office of Student Financial Aid can provide information regarding the availability of short-term emergency loans and general student financial aid. Edgewood is required to investigate all known incidents of sexual assault, domestic violence, dating violence and/or stalking.

Risk Reduction

- Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- **Protective Behaviors: What Everyone Can Do**
- Have healthy, open and ongoing conversations with your partner or potential partner about sex and sexual contact. Talk about your boundaries and what behaviors you both feel comfortable, and uncomfortable, engaging in.
- The next time you hear yourself talking about gender or sex in a derogatory way, stop. Speak up when you hear others talk this way—no matter their gender.
- Listen to or read the personal story of a survivor of violence.
- Make sure you have enthusiastic, affirmative and ongoing consent from your partner. Consent is a clear and freely given yes, not the absence of a no.
- Consent to one act does not mean consent to other acts. Communicate and be responsive. You must continually get consent for sex. If someone seems not okay with what's happening, it is your responsibility to check in.
- When you have sex be sure you understand your partner's limits, and communicate your own limits clearly. Don't engage in sexual activities without affirmative consent from your partner.
- Most commonly, sexual assault is perpetrated not by a stranger but by someone the victim knows, typically a date or acquaintance.
- People who are incapacitated by alcohol or drugs cannot give consent. Signs of incapacitation may include—but are not limited to—throwing up, slurring words, stumbling, or not being able to remember conversations.
- Do not pressure others to drink or use drugs and be alert to people pressuring you or others to use.
- Alcohol and drugs are often used to create vulnerability to sexual assault. Studies of sexual assault incidents show a high correlation between sexual assault perpetration, victimization and drug/alcohol usage.
- Some sex offenders target people by using alcohol as a weapon. Get your own drinks; don't let someone continually fill your cup or leave your drink unattended.
- Use and encourage others to have a companion or a safe means of getting home, i.e., a trusted friend, taxi, or Safe Walk at 608.663-4321.
- If an authority figure pressures you to engage in sexual activity tell someone.
- Understand that crime victims are never responsible for the behavior of perpetrators.
- If you've been sexually assaulted or victimized, tell someone – there are resources available to help you.

Bystander Intervention Tips

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. Many people assume that sexual assault, domestic violence, dating violence and stalking only affects the crime victim, when in fact entire families, friend groups, and communities are hurt. If you see something, say something:

- Be active in supporting a safe and respectful community. If you see others engaging in disrespectful or inappropriate actions, speak up and get involved, or contact someone to assist.
- Listen for rape jokes and sexist language. You don't have to laugh or participate.
- If you see someone who looks to be in immediate danger, call 911.
- You can intervene even after an assault. Learn what options sexual assault victims have available to them on this campus and be supportive of their choices.
- If you're a bystander and see someone behaving in a way that seems suspicious, be direct and step in and do something about it, such as distracting their attention away from a potential victim. If you don't feel comfortable or safe confronting them, call 911.
- If you sense that something is wrong, don't ignore it, you can help by getting involved. Check-in and ask, "Hey, do you know this person?" or, "Are you OK?" or, "Can I call a friend to walk you home?"
- It can feel awkward to step in and say something if you notice harmful behavior, but often all it takes is a brief introduction. Let the potential perpetrator know that their actions are noticeable with a simple, "Hey, do I know you? Aren't you in Tuesday Chemistry section?"
- When you go out, consider going out as part of a group. People tend to step in and intervene in situations when they have friends that will back them up.

Signs of an abusive dating partner may include someone who:

- Calls you names, insults you or continually criticizes you.
- Does not trust you and acts possessive or jealous.
- Tries to isolate you from family or friends.
- Takes your possessions to punish you and refuses to return them.
- Monitors where you go, who you call, and who you spent time with.
- Controls finances or refuses to share money.
- Punishes you by withholding affection.
- Expects you to ask permission from them to do what you want to do.
- Threatens to hurt you, your family, your pets, or your belongings.
- Threatens and/or uses a weapon against you.
- Has ever forced, coerced, or manipulated you into having sex or performing sexual acts.
- Accuses you of cheating or is often jealous of your relationships with others of the opposite gender.
- Traps you in your apartment or residence hall room and keeps you from leaving.

You can find more information about dating violence at www.uhs.wisc.edu/assault/. Remember, sexual assault, domestic violence, dating violence, and stalking are never the fault of the victim; they are the choice of the perpetrator.

Information about Victims of Sexual Assault

- 44% of victims are under age 18
- 80% are under age 30

Sexual Assault Numbers

- Every 2 minutes, someone in the U.S. is sexually assaulted
- There is an average of 207,754 victims (age 12 or older) of sexual assault each year

Reporting to Police

- 54% of sexual assaults are not reported to the police
- 97% of rapists will never spend a day in jail

About Rapists

- Approximately 2/3 of assaults are committed by someone known to the victim
- 38% of rapists are a friend or acquaintance

Crime Statutes and Definitions

The Clery Act and the Violence against Women Act mandate that Edgewood College provide domestic violence, dating violence, sexual assault and stalking definitions applicable in its jurisdiction. Wisconsin statutes recognize that sexual assault, domestic violence, dating violence, and stalking are serious criminal offenses. It is important for all members of the Edgewood community to understand how these offenses are defined in law and to be aware of the penalties. Excerpted below are the definitions and penalties of sexual assault, domestic/dating violence and stalking. Also included are the definitions of consent, sexual contact, and sexual intercourse.

Wisconsin statutes delineate guidelines for the use of evidence in court. Wisconsin Statutes section 972.11 prohibits the use in court of evidence of the victim's past sexual conduct. There are three exceptions to this prohibition. The judge may allow evidence of the victim's past conduct with the assailant; evidence that could show the source or origin of semen, pregnancy or disease; or evidence of prior untruthful allegations of sexual assault made by the victim. Recent revisions in the law have allowed for further exceptions to be made at the judge's discretion. For more information on Wisconsin state law visit: <http://legis.wisconsin.gov/rsb/stats>.

WISCONSIN SEXUAL ASSAULT LAWS

Wis. Stat. 940.225: Sexual Assault

SEXUAL ASSAULT - Wis. Stat. s. 940.225:

First Degree Sexual Assault

Whoever does any of the following is guilty of a Class B felony. A person who commits a Class B felony can be imprisoned for up to 60 years:

Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person.

Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of use of a dangerous weapon or any article used or fashioned in a manner to lead the victim to reasonably believe it to be a dangerous weapon.

Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.

Second Degree Sexual Assault

Whoever does any of the following is guilty of a Class C felony. The penalty a Class C felony is a fine of up to \$100,000 and/or imprisonment for up to 40 years:

Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.

Has sexual contact or sexual intercourse with another person without consent of that person and causes injury, illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care for the victim.

Has sexual contact or sexual intercourse with a person who suffers from mental illness or deficiency which renders that person temporarily or permanently incapable of appraising the person's conduct, and the defendant knows of such condition.

Has sexual contact or sexual intercourse with a person who is under the influence of an intoxicant to a degree which renders that person incapable of giving consent if the defendant has actual knowledge that the person is incapable of

giving consent and the defendant has the purpose to have sexual contact or sexual intercourse with the person while the person is incapable of giving consent.

Has sexual contact or sexual intercourse with another person who the defendant knows is unconscious.

Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without consent of that person.

Is an employee of a facility or program under s. 940.295 (2) (b), (c), (h) or (k) and has sexual contact or sexual intercourse with a person who is a patient or resident of the facility or program,

Has sexual contact or sexual intercourse with an individual who is confined in a correctional institution if the actor is a correctional staff member. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.

Has sexual contact or sexual intercourse with an individual who is on probation, parole, or extended supervision if the actor is a probation, parole, or extended supervision agent who supervises the individual, either directly or through a subordinate, in his or her capacity as a probation, parole, or extended supervision agent or who has influenced or has attempted to influence another probation, parole, or extended supervision agent's supervision of the individual. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.

Is a licensee, employee, or nonclient resident of an entity, as defined in s. 48.685 (1) (b) or 50.065 (1) (c), and has sexual contact or sexual intercourse with a client of the entity.

Third Degree Sexual Assault

Whoever has sexual intercourse with a person without consent of that person is guilty of a Class G felony. A person who commits a Class G felony can be fined not more than \$25,000 and/or imprisoned not more than 10 years.

Fourth Degree Sexual Assault

Whoever has sexual contact with a person without the consent of that person is guilty of a Class A misdemeanor. A person who commits a Class A misdemeanor can be fined up to \$10,000 and/or imprisoned for up to 9 months in the county jail.

NOTES ON SEXUAL ASSAULT

Marriage is not a defense to sexual assault. A person may be prosecuted for assaulting his or her spouse. (Wis. Stat. 940.225 (6))

Restraining Orders

Restraining orders are issued under Wisconsin domestic violence laws to protect victims of abuse. Obtaining a restraining order is a two-part process. First, a victim must submit a petition for a restraining order in their local county courthouse. The judge can issue a temporary restraining order until a formal hearing is heard on the matter. At the hearing, the abused requests a final restraining order while the abuser potentially argues why no order should be issued. A final restraining order, once issued, lasts up to four years and can be renewed. A domestic violence restraining order in Wisconsin can order the abuser to maintain a certain distance from the victim's residence, school or work, require the victim be contacted by the abuser only through an attorney or law enforcement officer, and require the abuser to surrender any firearms in their possession.

CONSENT - WIS. STAT. 940.225(4)

“Consent” means words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. The following persons are presumed incapable of consent but the presumption may be rebutted by competent evidence:

- (b) A person suffering from a mental illness or defect which impairs capacity to appraise personal conduct.
- (c) A person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act.

NOTES ON CONSENT

A person under 16 years of age is incapable of consent as a matter of law. Teens 16 and 17 years old can legally consent to sexual contact; however, they are deemed incapable of consenting to sexual intercourse as a matter of law. People who have a mental illness or deficiency, and people who are unconscious or physically unable to communicate, are assumed to be incapable of consent, but that assumption can be challenged in court.

SEXUAL CONTACT - Wis. Stat. s. 940.225(5)(b)

“Sexual contact” means any of the following:

1. Any of the following types of intentional touching, whether direct or through clothing, if that intentional touching is either for the purpose of sexually degrading; or for the purpose of sexually humiliating the complainant or sexually arousing or gratifying the defendant or if the touching contains the elements of actual or attempted battery:
 - a. Intentional touching by the defendant or, upon the defendant’s instruction, by another person, by the use of any body part or object, of the complainant’s intimate parts.
 - b. Intentional touching by the complainant, by the use of any body part or object, of the defendant’s intimate parts or, if done upon the defendant’s instructions, the intimate parts of another person.

Sexual Misconduct Definitions

Stalking

Stalking has been prohibited by Wisconsin law since 1993. Stalking is engaging in a course of conduct (at least two occurrences that show a continuity of purpose), against a specific person that would make a reasonable person in that position fear bodily injury or death to himself or herself, a family member, or a member of his or her household. The act greatly expands the definition of “course of conduct” which includes acts such as being near, approaching, or contacting the victim; appearing at places the victim is likely to be; sending material or an object to the victim either directly or indirectly through a friend or contact of the victim; contacting the victim by telephone or engaging in nuisance telephoning; or entering the victim’s property. This list is not exhaustive, and a court may consider other acts as evidence of stalking, so long as there are at least two occurrences and the other elements of the crime are met.

The act increases the penalty for stalking by changing its classification from a Class A misdemeanor to a Class E felony, with enhancements for special circumstances. For example, stalking a minor or stalking after conviction for harassment, prior stalking, a violent crime, or any crime against the current victim within the last seven years, is a Class D felony. Stalking that involves gaining access to an electronic record with identifying information regarding the victim or that involves unlawful wiretapping or tracing of a phone call is also a Class D felony. A stalking offense where the victim,

a family member, or a member of his or her household suffers bodily harm that involves a dangerous weapon, or that is committed within seven years of a conviction for a prior violent crime, stalking, or harassment against the same victim, is a Class C felony.

940.32 – State Statute - Stalking

(a) “Course of conduct” means a series of 2 or more acts carried out over time, however short or long, that show a continuity of purpose, including any of the following: Those acts include:

1. Maintaining a visual or physical proximity to the victim.
2. Approaching or confronting the victim.
3. Appearing at the victim’s workplace or contacting the victim’s employer or co-workers.
4. Appearing at the victim’s home or contacting the victim’s neighbors.
5. Entering property owned, leased, or occupied by the victim.
6. Contacting the victim by telephone or causing the victim’s telephone or any other person’s telephone to ring repeatedly or continuously, regardless of whether a conversation ensues.
7. Photographing, videotaping, audiotaping, or, through any other electronic means, monitoring or recording the activities of the victim. This subdivision applies regardless of where the act occurs.
8. Sending material by any means to the victim or, for the purpose of obtaining information about, disseminating information about, or communicating with the victim, to a member of the victim’s family or household or an employer, coworker, or friend of the victim.
9. Placing an object on or delivering an object to property owned, leased, or occupied by the victim.
10. Delivering an object to a member of the victim’s family or household or an employer, coworker, or friend of the victim or placing an object on, or delivering an object to, property owned, leased, or occupied by such a person with the intent that the object be delivered to the victim.

SEXUAL INTERCOURSE - Wis. Stat. s. 940.225(5)(b)

“Sexual intercourse” includes the meaning assigned under s. 939.22 (36) (requiring only vulvar penetration and not emission) as well as cunnilingus, fellatio or anal intercourse between persons or any other intrusion, however slight, of any part of a person’s body or of any object into the genital or anal opening either by the defendant or upon the defendant’s instruction. The emission of semen is not required.

NOTE ON DOMESTIC ABUSE AND DATING ABUSE

Under Wisconsin law, dating abuse is considered a form of domestic abuse.

Domestic Violence

Wis. Stat. 813.12: Domestic Abuse Restraining Orders and Injunctions
Wis. Stat. 813.122: Child Abuse Restraining Orders and Injunctions
Wis. Stat. 968.075: Domestic Abuse Incidents
Wis. Stat. 995.67: Domestic Abuse Services; Prohibited Disclosures

Under Wisconsin law, domestic violence has two elements. The first, relating to its domestic nature, involves the relationship between the abuser and the victim. Relationships qualifying as domestic under the law are adult family and household members, adult caregivers, spouses, former spouses, any adult dating relationship and people with a child in common. The second element, violence, is any intentional infliction of physical pain, injury or illness, impairment of physical condition, sexual assault, damage to property or the threat of any of these acts.

Mandatory Arrest

A police officer has the legal obligation to arrest and take into custody any person reasonably suspected to be committing or to have committed criminal domestic abuse if there is evidence of physical injury or if domestic abuse against the victim is likely to continue. If domestic abuse is reported more than 28 days after the incident of abuse, officers are not required to arrest the

abuser unless additional evidence is present. If two persons in a domestic relationship are participating in mutual abuse, the police need only arrest the primary physical aggressor. After an arrest for domestic violence, the arrested person must avoid the residence of the victim for 72 hours.

Restraining Orders

Restraining orders are issued under Wisconsin domestic violence laws to protect victims of abuse. Obtaining a restraining order is a two-part process. First, a victim must submit a petition for a restraining order in their local county courthouse. The judge can issue a temporary restraining order until a formal hearing is heard on the matter. At the hearing, the abused requests a final restraining order while the abuser potentially argues why no order should be issued. A final restraining order, once issued, lasts up to four years and can be renewed. A domestic violence restraining order in Wisconsin can order the abuser to maintain a certain distance from the victim's residence, school or work, require the victim be contacted by the abuser only through an attorney or law enforcement officer, and require the abuser to surrender any firearms in their possession.

Sexual Harassment

Edgewood policy as well as state and federal law prohibit sexual harassment. Some acts may constitute both sexual assault and sexual harassment. Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment when:

Submission to such conduct is a condition of employment, academic progress, or participation in a university program;

Submission to or rejection of such conduct influences employment, academic or university program decisions; or

The conduct interferes with an employee's work or a student's academic career, or creates an intimidating, hostile, or offensive work, learning or program environment.

When sexual harassment occurs, it degrades the quality of work and education at the University. It erodes the dignity and productivity of the individuals involved and diminishes the quality, effectiveness and stature of the institution. Any one of us may experience harassment, be accused of harassment, or be consulted by someone who thinks he or she has been harassed.

Sexual harassment can occur in any university setting: in the workplace, the learning environment or university programs. Each of us has a duty not to harass others and to act responsibly when confronted with the issue of sexual harassment. Principal investigators, supervisors, managers, department chairs, directors and deans have additional responsibilities: individuals in positions of authority must not engage in sexual harassment, must take reasonable measures to prevent sexual harassment and take immediate and appropriate action when they learn of allegations of sexual harassment

Sexual Harassment Definition

Wis. Stats. s. 111.32(13)

"Sexual harassment" means unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. "Sexual harassment" includes conduct directed by a person at another person of the same or opposite gender.

“Unwelcome verbal or physical conduct of a sexual nature “ includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments of a sexual nature; the deliberate, repeated display of offensive sexually graphic materials which is not necessary for business purposes; or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee’s work performance or to create an intimidating, hostile or offensive work environment.

Tangible Action or Quid Pro Quo (This for That) Sexual Harassment

Occurs when employment or academic decisions resulting in a significant change in status are based on an employee or student’s submission to or rejection of unwelcome verbal or physical sexual conduct.

Hostile Environment Sexual Harassment

Occurs when verbal, non-verbal and/or physical conduct is:

1. Sexual and/or based on gender
2. Unwelcome, and
3. Sufficiently severe and pervasive to interfere with a person’s work, learning, or program performance or to create a hostile, intimidating or offensive environment.

A determination of sexual harassment is made on a case-by-case basis looking at the whole record, including the circumstances (such as the nature of the sexual advances) and the context in which the alleged incidents occurred. Some behaviors, which may be acceptable in certain contexts, are inappropriate in the workplace or classroom, particularly if an objection is expressed.

Key Points about Sexual Harassment

- Differences in power or status can be a significant component in sexual harassment. A person who seems to acquiesce to sexual conduct may still experience tangible action harassment or hostile environment harassment if the conduct is unwelcome.
- Sexual harassment can occur between men and women or between members of the same gender or transgender individuals.
- Sexual harassment may or may not involve a tangible injury (e.g., economic loss, lowered grades). A sexually harassing environment, in and of itself, may constitute a harm.
- Sexual harassment must be addressed and corrected regardless of the position or status of the harasser or the person being harassed.
- Conduct is not always offensive or unwelcome to the same degree when perceived by different people. Courts use a “reasonable person” standard to determine whether the contested behavior constitutes sexual harassment.
- Individuals in positions of authority are responsible for ensuring that employees, students, or others do not harass. In an academic or program setting, offenders can be faculty, instructors, lecturers, teaching assistants, coaches, tutors, or fellow students or program participants. In the workplace, offenders can be supervisors, coworkers or non-employees such as vendors, customers and suppliers.
- The person filing a sexual harassment charge does not have to be the person harassed but could be anyone significantly harmed by the harassing conduct.
- Harassment does not have to be reported immediately, but a significant delay may be a factor in the evaluation of a complaint. A delayed report may result in the dismissal of a complaint, e.g., 300 days, Wisconsin Equal Rights Division.
- Allegations involving classroom and teaching expression will be assessed using the Colleges Prohibited Harassment Policy.
- Some behavior that is not in violation of college’s policy may, nonetheless, be unprofessional under the circumstances. Consequences of such unprofessional behavior may include poor performance evaluations or possible discipline.

Services on Campus and in the Community to Assist Victims of Sexual Harassment

Edgewood College has a network of people trained to assist with concerns about sexual harassment. You should feel free to contact any one of them (listed below). Call 911 immediately if your safety is at risk.

Edgewood is committed to preventing sexual harassment and will take prompt and appropriate corrective action whenever it learns that sexual harassment has occurred. Employees are encouraged to report incidents or concerns to a supervisor, manager, department chair, director, or dean for appropriate action and resolution. Sexual harassment (and other prohibited harassment or discrimination) also may be reported to the Security Office, Human Resources, Title 9 coordinator, Office for Diversity and Inclusion of the Dean of Students Office.

Any of the above officers are available to receive complaints of sexual harassment and other forms of discrimination or prohibited harassment when the allegation is of misconduct by a college. If the allegation is against a student, the matter will also be referred to the Dean of Students Office. While many persons prefer have their concern addressed at the departmental level, Edgewood also provides an option for complaint reporting, investigation and/or resolution through OED. OED will conduct prompt, thorough and impartial investigations when formal complaints are filed. If informal resolution is an appropriate alternative, OED will work with individuals to facilitate a resolution that assures that sexual harassment is corrected and re-occurrence prevented.

OED presents professional development and training sessions for faculty, staff, graduate assistants and limited appointees focusing on sexual harassment and consensual relationships, on an ongoing basis. This includes presentations for English language learners and for second and third-shift employees.

Wisconsin Telecommunications Relay Service, dial 711

The Employee Assistance Office (EAO)

EAO assists faculty and staff with maintaining and enhancing both their personal and professional lives, and offers services to promote emotional well-being. All individuals are treated in a respectful manner. The Employee Assistance Office has resources assist with family violence, sexual abuse, emotional problems and many other issues.

Employee Assistance Office
214 Dericci
608-663-3317

Rights of Victims of Sexual Harassment

Victims shall be informed of their options to notify law enforcement, including Edgewood and local police, and the option to be assisted in notifying such authorities, if the victim chooses. Victims shall be notified of available counseling, mental health or student services for victims of sexual assault, both on campus and in the community. Victims shall be notified of and options for, and available assistance in, changing academic, working and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available.

In addition to the above, Wisconsin Statutes section 950 provides a victim's bill of rights. (950.01 Legislative intent.) In recognition of the civic and moral duty of victims and witnesses of crime to fully and voluntarily cooperate with law enforcement and prosecutorial agencies, and in further recognition of the continuing importance of such citizen cooperation to state and local law enforcement efforts and the general effectiveness and well-being of the criminal justice system of this state, the legislature declares its intent, in this chapter, to ensure that all victims and witnesses of crime are treated with dignity, respect,

courtesy and sensitivity; and that the rights extended in this chapter to victims and witnesses of crime are honored and protected by law enforcement agencies, prosecutors and judges in a manner no less vigorous than the protections afforded criminal defendants. For more details on Wis. Stats Chap. 950 go to: <http://folio.legis.state.wi.us>.

Campus Resources

Campus Security

Mike Metcalf, Director
Weber Hall – Main Campus
Phone – Office – 608-663-3285. Cell – 608- 663-4321

City of Madison Police

211 South Carroll Street
Madison, Wi 53703
Emergency – 911
Non-Emergency – 608-266-6015

Dean of Students Office

Dr. Tony Chambers
215 Predolin
608-663-2212

Center for Diversity and Inclusion

Glenna Scholle-Malone, Director
Predolin 206
608-663-2250

Health Center

Kim Moreland, Director
Predolin 209
608-663-3265

Human Resources/Employee Assistance

Pam LaValliere, Director
Dericci 214
608-663-4304

Title 9 Coordinator

Pam LaValliere
214 Dericci Hall
608-663-4304

Protective Behaviors

If You Are Concerned About Possible Sexual Harassment

We encourage early consulting – consultation is not escalation. Timely discussion of people’s concerns may allow resolution before alternatives become limited. The university will protect confidentiality to the extent possible under the law.

Seek advice. Consult with your department chair, another divisional resource person, OED or another campus resource (listed above) to discuss options for resolution.

Consider informing the individual(s) involved that the conduct is unwelcome and that you expect it to stop.

Keep notes of what happened, when, where, and who was present. Retain copies of any correspondence. You may find it helpful to seek support from a trusted colleague.

If You Are Accused of Sexual Harassment

Early consultation may help avoid claims of retaliation and facilitate resolution of the situation.

You will be informed of any complaint filed against you and provided with an opportunity to respond to the specific allegations.

You may choose to seek private legal advice.

Be honest when questioned about alleged conduct and explain its context.

If You Are in a Position of Authority

(E.g., Manager/Supervisor, Department Chair/Director, Dean)

Sexual harassment can arise in a healthy environment but it often develops in negative climates. If you have concerns about the climate in your area, consult with one of the resources listed above to learn about proactive measures to improve the climate for all individuals. You have a duty to remedy sexual harassment if you have notice that it is occurring.

Distribute the Prohibited Harassment Policy to new faculty and staff and to all employees periodically and when there are modifications to the policy.

Periodically remind employees of the expectation that they maintain a harassment free environment. Provide resources (e.g., this document, a link to the sexual harassment Web site).

Schedule sexual harassment informational sessions and promote attendance by everyone under your supervision.

Encourage employees and students to come forward with questions, concerns, and allegations. Avoid discouraging persons from “going outside the department with problems.” (A person may not be comfortable reporting within the department and may not seek help if the department’s culture discourages outside assistance.)

Take every complaint seriously and ensure that others do as well. Ensure that your department appropriately addresses all complaints. If you have questions about the scope of your responsibility, contact OED or another campus resource.

Keep allegations confidential except on a “need to know” basis.

Ensure that no retaliation occurs against the person making the allegations and that the person charged with harassment is not assumed guilty and/or disciplined on the basis of allegations.

For the protection of both parties, comply with all applicable university procedures and ensure that your department fully cooperates with any investigation.

If You Are Approached by a Colleague or Peer

Listen to the allegation of harassment sympathetically but objectively.

Encourage the individual to contact someone who can explain alternatives available to resolve the situation (department chair or other divisional resource, OED, or other campus resources listed above).

If requested, and if you are comfortable doing so, assist the individual in reporting the behavior.

Keep allegations confidential, except as necessary to cooperate with appropriate university officials.

If You Are Making a Complaint against a Student

If you are being harassed, threatened or harmed by a student, or if you observe conduct which you believe may be in violation of university rules, you are encouraged to contact the Dean of Students Office. Staff will then review with you which disciplinary procedures might apply, as well as other avenues for solving problems or taking action.

If You Are In or Considering a Consensual Relationship

It is in the interest of Edgewood College to provide clear direction and educational opportunities to the university community about the professional risks associated with consensual romantic and/or sexual relationships between members of the university community where a conflict of interest and/ or a power differential between the parties exists. Individuals entering such relationships must recognize that:

1. Conflicts of Interest may arise when such relationships occur between and among faculty, staff, students and prospective employees. Edgewood policies and ethical principles already preclude individuals from evaluating the work or academic performance of others with whom they have intimate familial relationships, or from making hiring, salary or similar financial decisions concerning such persons. The same principles apply to consensual romantic and/or sexual relationships and require, at a minimum, that appropriate arrangements be made for objective decision-making.
2. Power differentials between the parties in a consensual romantic and/or sexual relationship may cause serious consequences even when conflicts of interest are resolved. Individuals entering into such relationships must recognize that:
 - A. the reasons for entering, maintaining, or terminating such a relationship may be a function of the power differential;
 - B. where power differentials exist, even in a seemingly consensual relationship, there are limited after-the-fact defenses against charges of sexual harassment. Furthermore, under certain situations consensual relationships may be outside the scope of employment for university employees and, if so, an individual would not be covered by the state's liability protection in subsequent litigation; and
 - C. it is almost always the case that the individual with the power or status advantage in the relationship will bear the burden of accountability.

Edgewood College Reporting Policy

Where a conflict of interest exists, or may exist, in the context of a consensual romantic and/or sexual relationship, the individual with the power or status advantage shall notify his or her immediate supervisor. The supervisor shall have the responsibility for making arrangements to eliminate or mitigate a conflict whose consequences might prove detrimental to the College or to either party in the relationship.

Consequences

Failure to report a consensual romantic and/or sexual relationship, or to comply with an arrangement to mitigate conflict of interest, may result in discipline or dismissal according to the rules appropriate to the individuals involved.

Educational Programming on Sexual Assault and Violence Prevention, Bystander Intervention.

Programs were given by Edgewood College faculty and staff as well as outside presenters. Programs were given throughout the year beginning with Orientation in January of the year 2015.

Campus Clarity – On line Title 9 Training modules for all new students and all faculty and staff

Rape Crisis Center presentation – in person presentation for all new students talking about sexual assault and rape

Bystander Intervention Training– small group training discussion for all new students at student orientation

Bystander Intervention Training for all Area Coordinators, RA's and Orientation Leaders
Self Defense Class's

The Mask You Live in – Film Screening for students

The Hunting Ground film screening – for students, faculty and staff

Eliminate Campus Sexual Violence – presented to staff and faculty

Bridges – building a supportive community – presented to Faculty and staff

The College educates the student community about sexual assaults and date rape through mandatory freshman orientation each fall. The College Department offers sexual assault education and information programs to college students and employees upon request. Literature on date rape education, risk reduction, and College response is available through the Residence Life Office, the Personal Counseling Office, the Human Resources Department and the Campus Security Department.

Edgewood College uses the following assessment tool to determine if the Violence Prevention Training was successful in meeting the student's needs.

Violence Prevention Program Feedback Form

Presentati
on:

Title:

Presenter:

Date:

Name:

Please indicate how much you agree or disagree with the following statements:

	Strongl y Disagr	Disagree	Agree	Strongly Agree
1. I gained knowledge about the topic covered				
2a. This program helped me learn something that I did not				
2b. This program helped me learn about...				
2c. This program helped me learn about...				
2d. This program helped me learn about...				
3. This program helped me learn ways to be a good Edgewood College community member				
4. I plan on making changes in my life related to the topic				

What was the most helpful or meaningful thing
you learned? Other comments/feedback:

HANDLING SEXUAL ASSAULT CASES

A. Response to an Incident

If you are a victim of a sexual assault at this institution, your first priority should be to get yourself to a place of safety. You should then obtain necessary medical treatment. The College Security Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a College Security officer and/or to a Housing and Residential Education representative. Filing a Police report with the Madison Police Department or other jurisdictional law enforcement agency will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental option from the officer. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatments and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/ legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.
- The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the College Judicial System, or only the latter. A College representative from the Security Department, or the Office of Residence Life will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the College through the Student Health Center, College Ministries, Employee Assistance, the Personal Counseling Center and support services outside the College System can be obtained through the Dane County Rape Crisis Center, the local hospitals, and the Madison Police Department.

College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the *Student Handbook*. The handbook provides, in part, that the accused and the victim will each be allowed to have one support person of their choosing to accompany them throughout the hearing. Both the victim and the accused will be informed of the outcome of the hearing. A student found guilty of violating the College sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense. Student victims have the option to change their academic and/or campus living situations after an alleged sexual assault, if such a changes are reasonably available.

B. Procedures for Handling Sexual Assault Cases

Sexual assault remains an under-reported crime. At Edgewood College we actively encourage the victims of sexual assault to report incidents so that they may receive assistance and accurate information about formal and informal complaint options.

Seeking Medical Attention/Preserving Evidence – An individual who has been sexually assaulted should seek immediate medical attention whether or not they have reported the incident to the police, even if they do not feel they have been seriously injured. A medical examination is important to check for sexually transmitted diseases or other infection/injuries, and for pregnancy.

1. Physical evidence should be collected within 72 hours of the assault, and only at a certified medical facility. To preserve evidence, an individual should not change clothes, bath or shower, brush their teeth or use mouthwash, comb their hair, or take other actions to clean up before going to the hospital. If the individual thinks drugs may have been administered to facilitate an assault, it is best to wait to urinate until you reach the hospital and a urine sample can be collected. A staff person from Edgewood or an advocate from the Rape Crisis Center can accompany the person to the exam.
2. In addition to the Personal Counseling Office and the Health Services Office, located on campus, an individual may also contact the Rape Crisis Center for support (251-7273). The RCC staff is available 24 hours a day, seven days a week. Edgewood or the Rape Crisis staff can provide individual crisis counseling, and will accompany you as desired and available during medical treatment, interviews by law enforcement, student judicial proceedings, court hearings and other meetings as needed.
3. In addition, staff can serve in an advocacy role for your interests and needs, and will discuss options and procedures regarding academic assistance, housing, safety, medical and counseling needs. Edgewood or RCC staff can refer you as necessary to other resources, including support groups, individual psychological counseling, and other outside agencies.

Disclosures to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses – Edgewood College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Edgewood College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

How to Report a Sexual Assault Crime

It is the victim's decision if they wish to report a sexual assault. Victims may report to any campus authority. However the Security Department, Personal Counseling Services, Campus Health Center, Dean of Students Office, and the Professional Life Staff are trained to provide the victim with a number of resources and further identify additional resources to help the victim during this difficult period. Reporting to the Campus Counseling Center and the Health Center provide the ability to keep the incident confidential if the victim wishes. Having Campus Security or the local Police Department contacted is completely up to the victim. However if the assault is determined to be a potential danger to the college community and Madison community as a whole, a description of the type of incident and the location, time of incident as well as a description of the suspect or suspects maybe issued to insure that the public takes precautions and future attacks may be prevented. Should the need to warn the community be required, the victim's personal information such as name, physical description, where they live, etc. will not be used in the warning. The college is mandated by Federal Law to issue a warning in this type of incident. This typically happens when the victim is attacked by an unknown assailant.

The college will provide assistance with Visa or Immigration issues should the victim require assistance.

Reporting

If you choose to report, please note the following:

- The preservation of evidence may strengthen investigations, which may result in a better chance of holding the accused responsible for the crime or obtaining a restraining order. Evidence may include the clothing you were wearing at the time, a record of threatening text messages and emails, or bodily fluids.
- Although it is best not to shower, if you have showered or changed clothes, you can still file a police report, get a medical exam, (including a forensic medical exam from the SANE program described below) or report the incident to Edgewood College.

Making an official report to Edgewood College may result in a report of an annual crime statistic with the victim's name withheld. It may also result in a formal investigation of the incident.

Reporting to law enforcement:

Madison Police Department
Call 911 – emergency number
211 South Carroll Street,
Madison, WI
www.cityofmadison.com/police

Reporting to Security
1000 Edgewood College
Drive
Madison, WI – 53711
Weber Hall
608-663-4321

C. Consequences of Non-Compliance

Employees or students who engage in any of the prohibited conduct above are subject to disciplinary action which depending on the type and seriousness of the violation, may include: verbal or written warnings, probation, revocation of privileges, community service time, financial restitution, suspension, termination, or referral to legal authorities for prosecution.

STUDENT RIGHTS AND RESPONSIBILITIES

All students are expected to act responsibly and within the regulations and standards established by the College and all civil laws and ordinances. It is impossible to list every category or specific example of conduct serious enough to warrant discipline; therefore, the College reserves the right to initiate disciplinary action and seek appropriate sanctions for conduct which is not specifically identified in the Code and regardless of whether the conduct occurred away from the College's premises or involved a College related activity. The College will handle student disciplinary matters independent of any related civil or criminal proceedings.

I. DEFINITIONS

The following terms and phrases will be used throughout the Student Rights and Responsibilities Handbook.

Coercion: Coercion is unreasonable pressure for sexual activity. When someone's words or actions do not clearly manifest consent, or the person indicates that they do not want sex or want to stop, or that they do not want to go beyond a certain point of sexual interaction, continued pressure beyond that point is coercive. A person who is coerced does not consent to sexual contact. Continued sexual contact under such circumstances is a sexual assault.

College: The use of “College” throughout this report refers to Edgewood College.

College Official: The Vice President for Student Development, Assistant to the Vice President for Student Development, Student Conduct Officer, Director of Campus Security or other designated College employee authorized to carry out duties described in the Student Rights and Responsibilities Handbook.

College Premise(s): College premises includes all land, buildings, facilities, and other property in the possession of or owned, used or controlled by the College, including adjacent streets, parking lots, and sidewalks.

Complainant: A complainant is an individual reporting an alleged violation of College policies and may be referred to as the Reporting Party.

Consent: Words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. A person is unable to give consent if they are incapacitated because of drugs, alcohol, disabled physically or intellectually, or unconscious (s. 940.224(4), Wis. Stats.).

Consent is informed, knowing, and voluntary participation in any desired sexual activity. It is the responsibility of the person initiating sexual contact to obtain consent. It can be withdrawn by a participant at any time. Silence alone cannot be interpreted as consent. Consent can be given by words or actions, as long as those words and actions create a clear and mutually understandable permission regarding the conditions of sexual activity. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent cannot imply consent to future sexual acts. A person who is incapacitated cannot give consent to engage in sexual activity. Incapacitation can result from alcohol or other drug use, unconsciousness, blackout, mental disability, sleep, involuntary physical restraint, or from being drugged. An accused cannot avoid a violation of this policy by claiming that he or she was impaired from alcohol or drug use and unable to tell whether the complaining party was incapacitated. The issue is whether a reasonable unimpaired person would know that the other person was incapacitated.

Days: In the policies contained in this book, all references to timing is in working or business days, not calendar days, unless otherwise specified.

Dating Violence: Dating violence involves violence by a person who is or has been in a romantic or intimate relationship with the victim. Whether a relationship exists will depend on the length, type, and frequency of interaction.

Discrimination: Discrimination occurs when a member of the College community is subjected to disparate treatment in employment or in the provision of educational benefits and services, based on gender identity, sex, sexual orientation, race, religion, color, creed, national origin or ancestry, age, disability, or any other characteristic protected under applicable law.

Domestic Violence: Domestic violence refers to violence committed by a current or former spouse or intimate partner, current or former cohabitant, a person with whom a victim shares a child in common, a person similarly situated to a spouse under domestic or family violence law, or anyone else protected under domestic or family violence law.

Harassment: Harassment includes unwanted, unsolicited, and offensive conduct that tends to injure, degrade, disgrace, or show hostility toward a person because of one’s gender identity, sex, sexual orientation, race, religion, color, creed, national origin or ancestry, age, disability, or any other characteristic protected under applicable law. The conduct does not have to be threatening and may include deliberate and persistent communication that a reasonable person would find intimidating, hostile or offensive.

Hostile Environment: A work, academic, or program-related environment that is created by one or more individuals that would be considered intimidating, hostile, or offensive to a reasonable person.

Incident Review Team (IRT): The IRT is a group of staff that reviews incident reports and determines the severity of alleged Student Conduct violations and investigative need. The team is typically made up of the Assistant to the Vice President for Student Development, Residence Life Staff and Campus Security staff. Other professional staff, such as the Title IX Coordinator or the Office of Student Diversity and Inclusion, may be asked to participate in reviewing cases of sexual misconduct, relationship violence or discrimination.

Individual Student Conduct Conference: An Individual Student Conduct Conference is conducted by a Student Conduct Officer for students accused of Level 1 violations.

Level 1 Violation: A Level 1 violation is one that does not result in physical injury, criminal trespass or arrest/detainment.

Level 2 Violation: A Level 2 violation is one that results in physical injury, criminal trespass or arrest/detainment or it is a repeated Level 1 violation.

Personally Identifying Information: Personally identifying information is defined in Section 40002(a) of the *Violence Against Women Act of 1994* as *individually identifying information for or about an individual, including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault or stalking, regardless of whether the information is encoded, encrypted, hashed or otherwise protected, including:*

- *a first and last name;*
- *a home or other physical address;*
- *contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number);*
- *a social security number, driver's license number, passport number or student identification number; and*
- *any other information, including date of birth, racial or ethnic background, or religious affiliation that would serve to identify any individual.*

Preponderance of the Evidence: Information that would persuade a reasonable person that a proposition is more probably true than not true. It is a lower standard of proof than "clear and convincing evidence" and is the minimum standard for a finding of responsibility.

Respondent: A respondent is a student accused of allegedly violating college policies.

Relationship Violence: Relationship violence refers to violent conduct where the parties involved know each other or had a prior relationship and includes acquaintance rape, relationship violence, and domestic violence.

Retaliation: Retaliation includes but is not limited to ostracizing the person, pressuring the person to drop or not support the complaint, or to provide false or misleading information, or engaging in conduct that may reasonably be perceived to affect adversely that person's educational, living, or work environment. Depending on the circumstances, retaliation may be unlawful and may constitute a violation of this policy, whether or not the complaint is ultimately found to have merit. Retaliation extends to those individuals, such as investigators or witnesses, who may be participating in the investigation.

Sexual Assault: Sexual assault is defined very broadly by criminal law. It includes a wide variety of conduct from sexual intercourse to sexual contact, without the consent of the other person. Criminal sexual contact can be as limited as a single instance of touching a woman's breast, buttocks, or genital area, or touching a man's buttocks or genital area, without that person's consent, even if the person touched is fully clothed. Other examples of sexual assault include rape, acquaintance rape, forcible fondling, sodomy (oral or anal intercourse), and sexual penetration with an object. Sexual assault is also a severe form of sexual harassment. A single instance of sexual assault may be

sufficient to create a hostile environment.

Sexual assault can be verbal, visual or anything that forces a person to join in unwanted sexual contact or attention. Examples of this are voyeurism, exhibitionism, incest and sexual harassment. It can happen in different situations; in the home by someone you know, or a date or by a stranger in an isolated place.

Sexual Exploitation: Taking sexual advantage of another person for the benefit of oneself or a third party when consent is not present. This includes, but is not limited to, the following actions (including when they are done via electronic means, methods or devices):

- Sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person's consent;
- Indecent or lewd exposure or inducing others to expose themselves when consent is not present;
- Recording any person engaged in sexual or intimate activity in a private space without that person's consent;
- Distributing sexual information, images, or recordings of another person without that person's consent;
- Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
- Inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs.

Sexual Harassment: Sexual harassment is a form of sex discrimination that is illegal under Title IX of the Higher Education Amendment of 1972. Sexual harassment can occur regardless of the relationship, position or respective of the sexual identity of the parties. Same sex harassment violates this policy as does harassment by a student of a faculty member or a subordinate employee of their supervisor. Harassment because of one's sexual orientation also constitutes a violation of this policy.

Sexual harassment includes:

- o Unwelcome sexual advances or requests for sexual favors;
- o Unwelcome verbal or physical conduct of a sexual nature;
- o Making submission to such conduct an explicit or implicit term or condition of an individual's employment;
- o Making submission to, or rejection of, such conduct a factor in academic or employment decisions affecting the student or employee;
- o Conduct that unreasonably interferes with an individual's academic performance, work performance, or participation in any program or activity and related benefits.

Examples of sexual harassment can range from the obvious – such as conditioning a grade or a job on granting sexual favors, to unwelcome things which may not be obvious, but which if repeated will be deemed prohibited, such as showing or telling dirty jokes, or leering.

The College may conclude that an instance of sexual contact was sexual harassment, even if that conduct would not meet the standard of a criminal sexual assault. Furthermore, the College may even conclude that an instance of sexual contact was sexual harassment because it was without another person's consent, even if that conduct would not meet the standard of a criminal sexual assault. For example, it is possible the College would conclude under some circumstances that a person who was intoxicated could not and therefore did not give consent to sexual contact, even though the criminal courts might not reach the same conclusion.

Sexual harassment can also include exploiting consensual sex, such as by recording consensual sex where the person did not consent to the recording. Sexual harassment can include using the telephone, e-mail, or other electronic media to transmit sexually inappropriate material.

Sexual Misconduct: Sexual misconduct is a broad term encompassing any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation. Sexual misconduct can be committed by a person of any gender, and it can occur between people of the same or different genders. Examples of sexual misconduct include sexual harassment, sexual exploitation and sexual assault.

Sexual Violence: Sexual Violence refers to sexual activity where consent is not obtained or freely given. It occurs any time a person is forced, coerced or manipulated into any unwanted sexual activity.

Sexual Voyeurism: Sexual voyeurism is permitting others to witness or observe the sexual or intimate activity of another person without that person's consent.

Stalking: When one intentionally engages in a course of conduct directed at a specific person that would cause a reasonable person under the same circumstances to suffer serious emotional distress or to fear bodily injury to or the death of themselves or a member of their family or household, (s. 940.32, Wis. Stats.).

Transgender describes those individuals whose gender identity is different from the sex they were assigned at birth. A *transgender male* is someone who identifies as male but was assigned the sex of female at birth; a *transgender female* is someone who identifies as female but was assigned the sex of male at birth.

Student: The term "student" refers to any undergraduate, graduate and/or professional students admitted, enrolled or accepted to Edgewood College.

Student Conduct Board: A Student Conduct Board is composed of specially trained students, faculty and staff members of the Edgewood College community as determined by the Vice President for Student Development or a designee to hear level 2 violations.

Student Conduct Board Hearing: A Student Conduct Board Hearing is conducted by members of the Student Conduct Board to hear level 2 violations.

Student Conduct Process Advisor: A Hearing Advisor is an individual chosen by a student to serve in an advisory role throughout the student conduct process.

Student Conduct Process Support Person: A Support Person is an individual who provides support to a complainant or respondent but does not give advice. This person may be an employee of the College

Student Conduct Officer: A Student Conduct Officer conducts Individual Student Conduct Conferences with respondents. These individuals may be members of Residence Life staff, Student Development staff or a designee.

II. AUTHORITY

The procedures described in this Handbook are not intended to emulate legal proceeding but to advance the educational mission of the College. Formal rules of evidence and procedure used by the courts do not apply to student discipline proceedings at Edgewood College.

Gathering Information

When the College is made aware of a potential student violation of a policy in the Student Code of Conduct or another College policy, it may be necessary to conduct an investigation prior to referring the incident to the Student Conduct Process. Such investigations are either conducted by or in collaboration with the Vice President for Student Development/Dean of Students Office. Some examples of other offices that may conduct investigations include the Office of Diversity and Inclusion, Residence Life, the Office of Student Involvement, Academic Affairs, Information Technology, and Human Resources.

Offices charged with conducting an investigation may gather information, conduct interviews, and solicit materials. Investigations will be conducted with all reasonable speed. At the conclusion of the investigation, an investigator will work with the Vice President for Student Development/Dean of Students Office or other appropriate offices to determine whether the Student Conduct Process will begin. To the extent necessary, an investigator will provide information that will become part of a Student Conduct Process or an investigator may participate in the Student

Conduct Process as a witness.

A student may choose to have a Student Conduct Process Support Person or Advisor at any meeting related to an investigation that may give rise to a Student Conduct Process.

Determining Who Hears the Case

The Assistant to the Vice President for Student Development or a designee will work with the individuals involved to determine each individual's level of participation in the Student Conduct Process and what role each individual will have in the Student Conduct Process. For example, the Student Conduct Officer will evaluate whether the complaining individual will serve as a complainant, witness, or not participate at all.

Incident Review Team

The IRT is a group of staff that reviews incident reports and determines the severity of alleged Student Conduct violations and investigative need. The team is typically made up of the Assistant to the Vice President for Student Development, Residence Life Staff and Campus Security staff. Other professional staff, such as the Title IX Coordinator or the Office of Student Diversity and Inclusion, may be asked to participate in reviewing cases of sexual misconduct, relationship violence or discrimination.

The Incident Review Team (IRT) will review all relevant information and determine if the case will be referred for an Individual Student Conduct Conference or a Student Conduct Board Hearing. This determination will be discussed with the relevant parties during any initial meetings. Factors that contribute to the decision include but are not limited to the type of violation, severity of the incident, consideration for potential likely sanctions, the impact on the larger College community, and the role of the complainant. See details in Procedures for Allegations of Student Conduct Policy Violations starting on page 27 and/or Procedures for Allegations of Sexual Misconduct and/or Relationship Violence on page 30.

Cases involving plagiarism or other forms of academic dishonesty will be referred to the Office of the Academic Dean. Each instructor has the right to determine academic consequences resulting for any occurrence of academic dishonesty in a course. Please refer to the Policy on Academic Honesty on page 11 for further information.

Following is a list of the offices who have authority to adjudicate disciplinary cases involving students:

Form of Misconduct	Authority	Office Location
Academic dishonesty	Office of Academic Affairs	DeRicci 222
Alcohol and/or drug use	Vice President for Student Development/Dean of Students Office	Predolin 215
Discrimination	Vice President for Student Development/Dean of Students Office	Predolin 215
Harassment – Faculty/staff	Human Resources	DeRicci 214
Harassment – Students	Vice President for Student Development/Dean of Students Office	Predolin 215
Physical Assault	Vice President for Student Development/Dean of Students Office	Predolin 215
Relationship violence	Vice President for Student Development/Dean of Students Office	Predolin 215
Sexual Misconduct	Vice President for Student Development/Dean of Students Office	Predolin 215
Vandalism	Vice President for Student Development/Dean of Students Office	Predolin 215

For information about who hears cases on specific types of violations, please see Procedures for Allegations of Student conduct Violations on page 27 and/or Procedures for Allegations of Sexual Misconduct and/or Relationship Violence on page 30.

III. JURISDICTION

The Student Code of Conduct shall apply to conduct that occurs on College premises, at sponsored activities, and to off-campus conduct. The College may initiate a Student Conduct Process when a student or student organization is alleged to have violated a policy as follows:

- 1) The alleged policy violation occurred on-campus.
- 2) The alleged policy violation occurred on or off-campus at a College activity, program, function or sponsored event.
- 3) The alleged policy violation occurred off campus (including in online communities) and involves a member of the campus community (student, faculty or staff).
- 4) The alleged policy violation involved the student or student organization using their status as a member of the Edgewood College community.
- 5) The alleged policy violation affects the College or its community members.
- 6) The alleged policy violation disrupts the College, surrounding community, and/or the pursuit of College objectives.

Additionally, all students are responsible for complying with the rules, regulations, policies, and procedures contained in other official College publications including but not limited to the Residence Life Handbook, Parking policies, Student Athlete policies along with program handbooks and announcements which may be issued from time to time.

IV. STUDENT CODE OF CONDUCT

Edgewood College has as its primary objective, the academic, social and personal development of each student. The College strives to preserve for all of its students an environment that is conducive to academic pursuit, social growth, and individual discipline. Students are expected to behave in a moral and ethical manner, both on and off campus. It is essential that mutual respect for, and sensitivity to, the needs of others be accepted by all members of the College community in accordance with the Dominican ideals of Edgewood College.

The Student Code of Conduct shall apply to all undergraduates, graduate and professional students attending Edgewood College. A student, by voluntarily joining the College community, agrees to abide by the policies that have been instituted by Edgewood College. Students may be held accountable for their conduct from the time of application for admission through the awarding of a degree.

All students are expected to act responsibly and within the regulations and standards established by the College and all civil laws and ordinances. It is impossible to list every category or specific example of conduct serious enough to warrant discipline; therefore, the College reserves the right to initiate disciplinary action and seek appropriate sanctions for conduct which is not specifically identified in the Code and regardless of whether the conduct occurred away from the College's premises or involved a College related activity. The College will handle student disciplinary matters independent of any related civil or criminal proceedings.

A. TYPES OF MISCONDUCT

For the purpose of addressing incidents of student misconduct, offenses are defined as Level 1 or Level 2 violations. Level 1 violations are ones that do not result in physical injury, criminal trespass or arrest/detainment. Level 2 violations are ones that result in physical injury, criminal trespass or arrest/detainment or are repeated Level 1 violations.

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

1. Academic dishonesty

As specified in Academic Honesty Policy on page 11 of the Student handbook.

2. Actions Against the College Community and Others

Obstruction or disruption on or off campus property, of the academic, research, administrative or disciplinary processes, or other College activities or of other authorized non-College activities.

3. Harmful, Threatening or Endangering Conduct

- a. Physical abuse
- b. Verbal abuse
- c. Intimate Partner, relationship and/or dating violence.
- d. Intimidation, threats, harassment, coercion, stalking,
- e. Bullying, cyber-bullying and harassment via social media
- f. Stalking.
- g. Other conduct which threatens and/or endangers the health of any person.
- h. Sexual Misconduct.

4. Hazing

An act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts, they are violations of this rule.

5. Discrimination

Conduct based on a student's gender, gender identity, gender expression, sex, race, national origin, religion, age, disability, sexual orientation, or other protected categories, classes, or characteristics that is sufficiently severe, persistent, or pervasive that it adversely affects the victim's education or creates an intimidating, hostile, abusive or offensive educational environment which interferes with the student's ability to realize the intended benefits of the College's resources and opportunities. See the College Non-Discrimination Policy on page 16 for more information.

- a. Hate Crimes – Edgewood College will report to the police, and cooperate with them in investigating, any act constituting a hate crime, as defined by Wisconsin statute. Those who commit hate crimes will also be subject to discipline by the college in accordance with the anti-hate acts policy outlined below.
- b. Hate Acts – At Edgewood College a hate act involves: (1) Violence, threat of violence, actions that are likely to incite violence, or other acts violating college policy that are (2) directed at persons or groups who are marginalized because of their race, color, religion, sexual orientation, ability status, ethnicity/national origin, physical characteristics, sex, gender, gender identity, gender expression, and/or any other legally protected classification, and (3) have the purpose or reasonably foreseeable effect of harassing, dehumanizing, or intimidating those persons or groups.

Examples of hate acts include but are not limited to physical assault, harassment, stalking, cyber stalking, vandalism, or other damage to property.

Investigations of hate acts require due process according to the college's policies, including adherence to AAUP guidelines related to academic freedom. Sanctions will depend on the severity of the action, the impact on the targeted individual/group, intentionality of the action, and on the overall context in which the action occurred. For students, the most likely sanction for violation of this policy will be suspension or expulsion, as determined by the normal disciplinary process. Sanctions for staff may range from reprimands or training to immediate termination of employment, depending on the severity of the incident and taking into account any previous employment concerns. Sanctions for faculty may range from reprimands or

training to termination of employment, depending on the severity of the incident and taking into account any previous employment concerns.

- c. Bias Incidents – A bias incident is a verbal, written, or physical act of intolerance or prejudice that does not involve violence or other conduct violating college policy, but which threatens, intimidates, or marginalizes individuals or groups because of their actual or perceived race, color, religion, sexual orientation, ability status, ethnicity/national origin, physical characteristics, sex, gender, gender identity, gender expression, and/or any other legally protected classification and lacks a reasonable relationship to an educational, political, and/or artistic end.

Examples of bias incidents include but are not limited to homophobic or sexist jokes, racist epithets, religious slurs, offensive graffiti, or demeaning remarks on social media. Bias incidents may or may not be intended to cause harm.

Responses to bias incidents may include educational opportunities for the individuals and groups involved, as well as for members of the campus community as a whole when reporting patterns suggest broader issues that move beyond the immediate incident. This policy therefore seeks to enhance understanding, provide a forum for expression of multiple viewpoints, mediate conflict, and pursue restoration. Reports will only be referred to a disciplinary body if the behavior violates other college policies.

See the College Non-Discrimination Policy on page 16 for more information.

6. Retaliation

Intentional, adverse action taken, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a conduct process, grievance process, or other protected activity.

7. Complicity

Failure of a student or group of students, through act, to address another student, individual, or group in committing or attempting to commit a violation of the Code of Student Conduct, specifically actions against members of the College community.

8. Alcohol and Drug Use

Alcohol and Drugs.

9. Smoking

Smoking in unauthorized areas on College property.

10. Firearms, Weapons and Explosives

Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others, including but not limited to guns, paint ball guns, pellet guns, BB guns, Airsoft guns, arrows, ninja stars, nun chucks, knives with blades longer than three inches, swords, parts of guns, ammunitions, shells, shell casings, and plastic or metal pellets.

11. Flammable Materials/Arson

- a. Flammable Materials – Use or possession of flammable materials, including incendiary devices or other dangerous materials, or substances used to ignite, spread, or intensify flames for fire, except as expressly permitted by College officials.
- b. Arson (Intentional or Unintentional) – Attempting to ignite and/or the action of igniting College and/or personal property on fire either by intent or through reckless behavior that results, or could result, in personal injury or property damage of College premises.

12. Theft, Damage or Unauthorized Entry, Possession, Use or Misuse

- a. Damage to Fire Equipment – Abuse of, or tampering with fire alarm systems; tampering with fire emergency equipment or any other emergency equipment, including arson.
- b. Damage to Property, Littering – Attempted or actual damage to property owned or leased by the College, littering on grounds owned or leased by the College, by other College students, other members of the College community, or campus visitors.
- c. Forgery - Forgery, alteration or misuse of campus documents, records, or instrument of identification; knowingly furnishing false information to the College.
- d. Misrepresentation of oneself or of an organization to be an agent of the College.
- e. Theft – Attempted or actual theft of and/or damage to property of the College, property of any member of the College community, guest or visitor or other personal or public property, on or off-campus.
- f. Possession of Stolen Property – Possession of property known to be stolen or belonging to another person without the owner’s permission.
- g. Unauthorized Entry – Unauthorized entry into, unauthorized use of, or misuse of any building, structure, equipment, keys and/or facility.
- h. Unauthorized Use -
 - 1) Attempted or actual unauthorized use of a credit card, debit card, student identification card, cell phone, personal identification number, test number, College account information and/or personal check, or other unauthorized use of personal property or information of another.
 - 2) Unauthorized use of the College name, logo, registered marks or symbols.
 - 3) Unauthorized use of the College name to advertise or promote events or activities in a manner that suggests sponsorship and/or recognition by the College.
 - 4) Any attempt to gain access to a computer or a network, on campus or off campus, without authorization (i.e., hacking).
 - 5) Sending or causing to receive, harassing, obscene or pornographic drawings, images, photographs, or the like.

13. Gambling, Wagering, Gaming and/or Bookmaking

Any form of gambling, wagering, gaming or bookmaking as defined by federal, state and local laws are prohibited on College premises involving the use of College equipment or services.

14. False Reports or Terroristic Threats

Intentional sounding of a false fire alarm, falsely reporting an emergency or terroristic threat in any form, issuing a bomb threat, constructing mock explosive devices, destruction or activation of fire sprinklers, filing false police reports, or improperly possessing, tampering with or destroying fire equipment or emergency signs on College premises.

15. Failure to comply

- a. Failure to comply with reasonable directives and/or requests of a College official acting in the performance of his or her duties.
- b. Failure to present student identification on request or identify oneself to any College official acting in the performance of his other duties.
- c. Failure to comply with the sanction imposed by a Student Conduct Officer under the Student Code of Conduct or the Student Handbook.

16. Abuse, Misuse or Theft of College Information Resources

- a. Private Information and Passwords – Unauthorized use of College information resources including, but not limited to, private information and passwords, including the unauthorized sharing of private information or passwords with individuals who otherwise have no authority to access College information resources.

- b. Misuse of Information Resources – Use of College information resources for unauthorized or nonacademic purposes including, but not limited to, illegal access, attempted or actual unauthorized accessing, copying, transporting or installing programs, records, data, or software belonging to the College, another user, or another entity, and/or illegal activity (e.g., sharing copyrighted materials or media).
- c. Account or System Breach – Attempted or actual breach of the security of another user’s account and/or computing system, depriving another user of access to Edgewood College Information resources, compromising the privacy of another user or disrupting the intended use of College information resources.
- d. Commercial, Political or Personal Gain – Attempted or actual use of the College’s information resources for unauthorized commercial, political or personal purposes, or for personal gain.
- e. Disruption of Operations – Attempted or actual use of College information resources to interfere with the normal operation of the College.
- f. Obscene Material – Access, creation, storage, or transmission of material deemed obscene (as defined by Chapter 944 of the State of Wisconsin Penal Code on Crimes against Sexual Morality or other applicable laws). Exceptions may be made for academic research where this aspect of the research has the written consent of the Department Head. Discovery of obscene material, including child pornography, on any College information resource must be reported to the Director of Information Technology immediately.
- g. Destruction, disruption or modification – Attempted or actual destruction, disruption or modification of programs, records or data belonging to or licensed by the College or another user or destruction of the integrity of computer-based information using College information resources.
- h. Spamming – Intentional “spamming” of students, faculty or staff (defined as the sending of unsolicited and unwanted e-mails electronic communications, including but not limited to e-mails and text messages to parties with whom the sender has no existing business, professional or personal acquaintance) using College information resources.

17. Providing False Information or Misuse of Records – Knowingly furnishing false information to the College, to a College official in the performance of his or her duties, or to an affiliate of the College, either verbally or through forgery, alteration or misuse of any document, record or instrument of identification.

18. Violation of Published College Policies, Rules or Regulations

Violation of any college policy, rule or regulation published in hard copy or available electronically on the College website. This may include, but is not limited to: Residence Life, Library, Fitness Center, Pet and Parking policies.

19. Violation of Federal, State and/or Local Law – Commission of any act that could be found to be a violation of any federal, state or local law.

20. Sexual Misconduct and Relationship Violence –as specified in the College Sexual Misconduct and Relationship Violence Policy on page 17.

21. Violation of Federal, State, Local Law and/or College Policy – Misconduct which may constitute a violation of federal, state local laws, and/or Edgewood College policy will be considered a violation of this policy, and will be investigated and adjudicated through the College conduct system and standard of proof. A lack of conviction in any criminal proceeding will not, in and of itself, serve as evidence in a College conduct proceeding.

22. Abuse of the student conduct process – including but not limited to:

- a. Failure to obey the notice from a Student Conduct Officer or other College official to appear for a meeting or hearing as part of the student conduct process.
- b. Falsification, distortion, or misrepresentation of information during the course of the student conduct process.
- c. Disruption or interference with the orderly conduct of a student conduct proceeding.
- d. Instituting of a student judicial conduct in bad faith.
- e. Attempting to discourage an individual’s proper participation in, or use of, the student conduct process.

- f. Attempting to influence the impartiality of a hearing officer and/or a member of the Student Conduct Board prior to, and/or during the course of, the student conduct process.
- g. Harassment (verbal or physical) and/or intimidation of a hearing officer and/or a member of the Student Conduct Board.
- h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
- i. Influencing or attempting to influence another person to commit an abuse of the student conduct process.

23. Conduct not specifically listed under this code.

The College expects students to take responsibility for confronting behaviors exhibited by their peers that negatively impact their experiences and violate established standards of behavior as articulated in policies. It is imperative that students work in partnership with College faculty and staff members to protect the rights that have been afforded them.

B. ALCOHOL AND DRUG USE POLICY

In compliance with federal law, the Edgewood College alcohol and drug use policy is included below for student and employee review. Please review the policy below.

Preface

College culture nationwide exaggerates the connection between social fun and excess alcohol use. This misperception is especially strong in Madison even though well over 60%* of Edgewood College students either abstain or drink in a low risk manner. In other words, most students figure out how to enjoy their social time without drinking in a risky way or without drinking at all. Low risk drinking is roughly defined as infrequent (1 time per week or less) alcohol use in a safe environment where a person's Blood Alcohol Content is below .05 (about 1 drink per hour).

The Wisconsin drinking age is 21 years of age. Edgewood College, its students, faculty, and staff are subject to all laws of the State of Wisconsin regarding possession, consumption, sale, and distribution of alcoholic beverages or drugs. All students are required to show proof of age when purchasing, or accepting alcoholic beverages on campus. Students who fail to provide this information, use false information, violate the law and/or college policy are liable for disciplinary action.

Edgewood College expects students who choose to use alcohol, to drink in a safe manner. Excess drinking is strongly discouraged for its risk to the drinker and for its negative effects on the campus community. The College is committed to providing educational programs to promote low-risk use or abstinence, to educate students about the risks of excess drinking, and to promoting alternatives to excess drinking.

Seeking Assistance

At the discretion of the appropriate College authorities, assistance for problems with drug or alcohol may be offered in lieu of, or concurrently with, disciplinary action. An assessment and/or evidence of satisfactory progress toward elimination of the problem may be required as part of any such agreement.

A conscientious effort to seek help will not, by itself, jeopardize an employee's job or a student's enrollment. Employees or students in need of help for an alcohol or drug problem are encouraged to utilize Personal Counseling Service (608-663-2281) or the Employee Assistance Program (Cigna at 1-800-538-3546 or www.cignabehavioral.com/cgi).

General Drug and Alcohol Policies

1. Alcoholic beverages may be possessed, purchased and/or consumed only by persons of legal drinking age, and then only in areas designated by the College at College-sanctioned functions.
2. No person may procure, sell, dispense or give alcoholic beverages for or to an underage person.

3. Alcohol abuse and/or drug/alcohol intoxication will not be tolerated and will not be accepted as an excuse for unlawful behavior or misconduct.
4. Alcoholic beverages will be permitted at approved College events in accordance with the guidelines established by the College. (See guidelines that follow).
5. Alcoholic beverages are never to be used as a reward for achievement or given as a prize or award.
6. Fines will be administered for repeat drug and alcohol violations. For example, a student found responsible for a second alcohol and/or drug violation would be issued a \$75 fine. A third offense will result in a \$150 fine.
7. Use, possession, sale, delivery, manufacture or distribution of any narcotic, drug, and/or medicine prescribed to another person, chemical compound or other controlled substance, except in accordance with federal, state, local law, and/or Edgewood College policy is expressly forbidden.
8. Possession of drug-related paraphernalia, except in accordance with federal, state, local law, and/or Edgewood College policy is expressly forbidden.
9. Being under the influence of narcotics, drugs, medicine prescribed another person, chemical compound or other controlled substance, except in accordance with federal, state, local law, and/or Edgewood College policy is expressly forbidden.

Residence Hall Alcohol Restrictions

No alcoholic beverages are allowed in Marshall, Regina or Stevie (Marie Stephen Regis) Halls.

Apartment Alcohol Policy

Wisconsin State law concerning alcohol consumption is Edgewood College's apartment/ cooperative living alcohol policy. If you are 21, you can possess and consume alcohol only in the apartments/cooperative living spaces.

If you are under the age of 21, you can be in the presence of alcohol but are prohibited from consuming or possessing alcohol. If alcohol is present in the apartments/cooperative living space, it must be possessed only by residents 21 years of age or older. Anyone found providing alcohol for underage students and/or guests will be subject to disciplinary action.

Alcohol in open containers is only permitted in apartment/cooperative living areas including rooms and lounge areas and is not permitted in the traditional residence halls including the larger Dominican Hall. Possession of alcohol in open containers outside of the apartment/cooperative living areas will be subject to disciplinary action.

Empty alcohol containers for decorative purposes and alcohol signage are permitted in the apartment/cooperative living areas. However, empty alcohol containers and alcohol signage are prohibited from windows and should not be seen from outside of the building.

Beer kegs are prohibited in all locations of the apartment/cooperative living areas unless approved for a college sponsored event by the College. Possession of a beer keg will result in the keg/container and all its paraphernalia (ex. tapper) being confiscated, and they will become the property of Edgewood College. Students found in possession of a beer keg will be subject to disciplinary action.

College Guidelines for Serving Alcohol at College-Sponsored Events

Alcohol Policies that apply to on and off campus Edgewood College sponsored events. (Policies 1 through 9)

1. Students at events where alcohol might be served are responsible for legal and safe use of alcohol.
2. A faculty or staff member is required to be present at the entire event. The staff or faculty chaperone assumes the responsibility of adhering to the Edgewood College guidelines, state law and ensuring that low-risk use of alcohol is maintained by those who choose to drink. Low risk use denotes alcohol free driving, moderate amounts and behavior within the student code of conduct.
3. Students who choose to drink will demonstrate their legal drinking age.
4. Students who choose to drink will purchase only their own drinks and not purchase drinks for other students even if the other students are of legal age.

5. Only those beverages sold and provided by the sponsoring organization of an event are to be consumed. No one is to bring their own beverages to or from an event.
6. Soft drinks and food must be made available for the duration of any activity where alcoholic beverages are served.
7. No alcohol will be given away for free or as a prize or used in any way as a fundraiser.
8. Drinking games will not be allowed at campus events.
9. No person will be served alcohol if they are already visibly intoxicated.

Edgewood Alcohol Policies that apply to on-campus events

(Policies 10 through 15).

10. In order to serve alcoholic beverages at a college sponsored event, approval must be obtained from the Director of Dining Services at least one month in advance. This procedure is governed by the Event and Conference Committee. Please see guidelines below.
11. The staff or faculty chaperone is required to meet with the Director of Dining Services prior to the start of the event to review the regulations and responsibilities of the chaperone. The event may be cancelled if the review session is not scheduled or attended. All events must terminate by 9:00 p.m. Sunday through Thursday and by 10:00 p.m. on Friday and Saturday.
12. Alcohol must be purchased through Edgewood College Dining Services. Bartenders will be arranged by Edgewood College Dining Services.
13. Alcoholic beverages are to be consumed only in the designated areas approved for the event. The rooms designated include: Washburn Heritage Room in Regina Hall, the Community Room in East Regina, President's Dining Room in Regina Hall, Nona McGreal Room in Predolin Humanities Center, Commons in Predolin Humanities Center, Regina Terrace, the Todd Wehr Edgedome, and the Stream.
14. The alcohol license must be displayed at all times during the event.
15. Performers from entertainment acts will also be subject to the Edgewood College alcohol policy and state regulations on alcohol consumption.

Edgewood College Alcohol Policies that apply only to off campus events

(Policies 16 through 19).

16. Edgewood College sponsored off-campus events that include alcohol must have a staff or faculty chaperone and are subject to the laws of Wisconsin or the country in which they occur. If the event will be paid for by the College, only one drink per legal age person can be reimbursed.
17. The student code of conduct applies to off campus events.
18. Chaperones need to make efforts to ensure that students who choose to drink are 21 or older, for events in the USA, and need to maintain low-risk alcohol use by students during the off campus event. Low risk use denotes alcohol free driving, moderate amounts and behavior within the student code of conduct.
19. Chaperones need to plan to ensure these conditions and clearly communicate these expectations to their student participants.

Educational and Disciplinary Sanctions

Please refer to Appendix A for a detailed explanation of potential violations and possible sanctions associated with those violations.

Consequences of Non-Compliance

Employees or students who engage in any of the prohibited conduct in the Alcohol and/or Drug Use Policy are subject to disciplinary action which, depending on the type and seriousness of the violation, may include: verbal or written warnings, monetary fine, probation, revocation of privileges, financial restitution, suspension, expulsion, termination, or referral to legal authorities for prosecution. Edgewood College reserves the right to contact parents or guardians of students who violate the Policy on Alcohol and Other Drug Use, in accordance with the Family Educational Rights and Privacy Act (FERPA).

Questions or comments can be directed to the Vice President for Student Development/Dean of Students Office at StudentConduct@edgewood.edu or 608-663-2212.

Health Risks of Alcohol and/or Drug Use

Individuals over 21 years of age have the right to choose to consume alcohol. Edgewood College urges those individuals to exercise sound judgment and responsibility in making that decision. Edgewood College does not condone underage consumption of alcohol.

Alcohol is a central nervous system depressant. Initially it may appear to stimulate a person and reduce inhibitions. Greater amounts of alcohol will depress deeper parts of the brain, leading to loss of judgment and impaired sensory perception and motor skills.

Risks from excessive drinking, even if only occasional, include: physical and sexual assault, fights, injuries, and diminished academic performance. Brain damage from alcohol abuse is permanent and recent studies suggest that the brain development continues into a person's early 20's making that damage more significant.

Abuse of alcohol can pose a number of other health risks, both physical and psychological such as impaired ability to reason; damage to the heart and liver; irritation of the stomach lining, possibly leading to ulcers; and depression of brain centers, causing poor coordination, confusion, disorientation, stupor, anesthesia, coma, and death.

Marijuana produces an intoxicating effect that slows reasoning abilities. Concentration and problem-solving abilities are impaired. Slowed reflexes, reaction time, and poor peripheral vision may also result.

Marijuana has multiple adverse effects on the body including increased heart rate, lung damage, increased cancer risk, diminished immune systems and risk of memory impairment. Long term use has also been linked to increases in anxiety, depression and lower academic performance.

Important psychological and emotional developmental tasks (such as career establishment or developing emotional intimacy) can be delayed or stalled with heavy use of marijuana.

Party/Club Drugs refer to a large group of drugs often used at parties, raves or dance clubs and other settings that, as a group, have a wide variety of effects and risks. Some of the drugs in this informal grouping include: ecstasy, GHB, Ketamine, LSD, Rohypnol. Ecstasy is the most common of these drugs and it's taken for the euphoric effects, heightened energy and emotional warmth it produces in some users. The risks of these drugs are serious for even occasional use. Risks include: increased heart rate, nausea, dizziness, muscle tensions, teeth clenching, dangerously high body temperature, depression, and anxiety. Long term use can lead to memory problems and depression. Pills sold as ecstasy often include other substances that create even more serious health risks.

Stimulants (Amphetamines, Cocaine) Drugs that stimulate the central nervous system have a high potential for abuse because continuous use can result in severe dependence. Low doses of stimulants cause increased heart rate, blood pressure, and breathing rate. Sleeplessness and anxiety may also result. Higher doses cause irritability and excitability. Users may also experience feelings of paranoia and illusions or hallucinations. Abuse of these substances causes increased risk of heart failure, malnutrition, and a weakening of the body's immune system.

Most prescription drugs used to treat Attention Deficit Disorder are amphetamines and produce the same risks from misuse as other forms of amphetamines noted above. Illegal use of ADD prescription drugs carries very serious criminal penalties.

Depressants (Barbiturates, Narcotics, Hypnotics, and Tranquilizers) Use of substances which depress the central nervous system can produce habituation and physical dependence.

Depressants slow the bodily functions, causing sleepiness or grogginess, impaired motor skills, poor memory, and faulty judgment. Larger doses may cause unconsciousness or death. Taken over a period of time, these substances result in a physical dependency. Withdrawal from physical dependency must be medically supervised. Abruptly stopping the drug can cause delirium and convulsions.

The use of central nervous system depressants in combination with alcohol significantly increases the risk of death. The most common form of unintentional overdose results from the combination of barbiturates and alcohol.

Misuse of prescription opiates such as OxyContin or Vicodin is very dangerous because of the risk of addictions and overdose. Overdose risk is especially high when combined with alcohol. Legal penalties for such misuse are also very serious.

Hallucinogens (PCP, LSD, and Mescaline) Hallucinogens can cause habituation or psychological dependence. There are minimal withdrawal symptoms when regular use of the drug is stopped. Unpleasant psychological reactions are common, however. Risks include breaks from reality, flashbacks, emotional breakdown, and memory lapse. More severe reactions can include convulsions, partial paralysis, delusion, hysteria, and outbreaks of violence.

Madison Alcohol Ordinances

In addition to state laws, Madison enforces several local ordinances around alcohol that carry fines of up to \$1,006. The legal drinking age is 21. The following actions are prohibited and may be subject to a fine and a mandatory court appearance:

- o Underage procurement or attempted procurement of alcohol
- o Underage consumption of alcohol
- o Falsely representing age for the purpose of receiving alcohol
- o Making, altering or duplicating an official ID card
- o Possessing an open container or consuming an alcoholic beverage on a public street or alley (except for events with permits)
- o If death or serious injury results from the sale or procurement of alcohol for an underage person, the person responsible for that sale or procurement could be guilty of a Class G or H felony.
- o More information about WI alcohol laws and penalties can be found at www.cityofmadison.com and www.revenue.wi.gov/faqs/ise/atundrg.html.

Compliance with Applicable Federal, State and Local Laws

This policy is subject to amendment. Edgewood College reserves the right to amend, add, delete, or modify this policy, and any others, for any purpose including compliance with local, state, or federal law.

C. NON-DISCRIMINATION AND HARASSMENT POLICY

Overview

Edgewood College will not tolerate discriminatory or harassing behaviors. The College's Dominican Catholic heritage calls all members of the community to foster a learning environment that is free from any form of discrimination or harassment. Edgewood College is committed to maintaining a community free from discrimination, including discriminatory behavior. To fulfill this commitment, the College will work to prevent discrimination from occurring and will ensure that federal, state and local laws, and campus policies prohibiting discrimination are fully enforced.

Persons who believe that they are being or have been subjected to discrimination or harassment are encouraged to seek resolution as soon as possible. Due to the private nature of educational and personnel records, the College may not be able to fully disclose the actions taken in response to a report of discrimination or harassment. The College recognizes the right of all individuals involved in claims of discrimination to a fair framework for encouraging resolution of complaints. Deliberate falsification, distortion or misrepresentation of information during the course of a complaint process may be grounds for disciplinary action and may violate other standards of conduct.

As a Dominican Catholic institution of higher education, Edgewood College is committed to the search for truth, the advancement of knowledge and the principles of academic freedom. This policy is not intended to limit or restrict faculty or students in the legitimate exercise of their academic freedom, as the conduct defined under this policy is not within the scope of protected academic freedom. The Non-Discrimination and Harassment Policy affects all relationships within the College community.

Definitions

Discrimination occurs when a member of the College community is subjected to disparate treatment in employment or in the provision of educational benefits and services, based on gender identity, sex, sexual orientation, race, religion, color, creed, national origin or ancestry, age, disability, or any other characteristic protected under applicable law.

Harassment includes unwanted, unsolicited, and offensive conduct that tends to injure, degrade, disgrace, or show hostility toward a person because of one's gender identity, sex, sexual orientation, race, religion, color, creed, national origin or ancestry, age, disability, or any other characteristic protected under applicable law. The conduct does not have to be threatening and may include deliberate and persistent communication that a reasonable person would find intimidating, hostile or offensive.

Examples include:

- o Abusive, degrading, intimidating, or offensive remarks, jokes, or gestures.
- o Slurs, negative stereotyping, or threatening, intimidating, or hostile acts.
- o Posting of graphic material on walls, bulletin boards, in electronic communication or elsewhere on the College's premises that shows hostility, aversion, or is derogatory to an individual group.
- o Differential treatment of an individual with regard to terms and conditions of employment because of that individual's gender, sex, sexual orientation, race, religion, color, creed, national origin or ancestry, age, disability, or any other characteristic protected under applicable law.

*Note that the examples listed above are not meant to be a comprehensive list, but are provided so that individuals have a more concrete understanding of the range of behaviors that might constitute discrimination.

Policy Statement

The College affirms and protects the rights and opportunities of all persons to a working and learning environment free from discrimination and harassment. No person shall, on the basis of gender, gender identity, gender expression, sex, sexual orientation, race, religion, color, creed, national origin or ancestry, age, disability, or any other characteristic protected under applicable law, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination, including harassment, under any program of the College. Faculty, staff and/or students who violate this policy may be subject to discipline up to and including dismissal/termination. This policy also prohibits any form of retaliation.

Discrimination and Harassment takes many forms. While some actions are blatant, others are more subtle and, although equally hurtful, the intent to do a discriminatory or harassing act is less clear. Edgewood College strives to provide learning opportunities that educate all members of the community on the impact that discrimination has on individuals and the community as a whole. Our mission and values call us to utilize a social justice framework to guide both preventative and reactive efforts.

D. SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE POLICY

Policy Statement

Edgewood College policy specifically prohibits all forms of sexual misconduct and relationship violence including but not limited to, sexual harassment, sexual assault, sexual exploitation, relationship violence, domestic violence, and stalking between or against members of its community. (Please see the definitions section of this policy for explanations of these types of offenses.) Often sexual assault and related acts of violence are committed by persons

the victim knows from a current or former relationship. Title IX and the Campus Sexual Violence Elimination Act of 2013 ensure that colleges implement policies and programs to prevent sexual harassment, sexual assault, stalking, gender-identity-based violence/harassment, and relationship based violence and to prevent retaliation for reporting such offenses. Harassment of individuals based on their gender, gender identity or gender expression is also prohibited under Title IX.

This policy applies regardless of whether a) a criminal proceeding has been initiated; b) the conduct occurred on campus; or c) involved a College sponsored activity. Retaliation for filing a report or complaint, participating in a related investigation, or disciplinary proceeding is also a violation of this policy. The College will take remedial measures to address violations of this policy in a manner that is reasonably calculated to prevent such conduct from recurring and to eliminate the effects on victims and the Edgewood College community.

Consistent with law, Edgewood College intends to provide a safe and welcoming campus environment. In order to attain this goal, the College seeks to provide safety, privacy, and support to victims of sexual misconduct and relationship violence. Edgewood College offers educational programming to promote the awareness of rape, acquaintance rape, and other sexual misconduct, forcible and non-forcible. Edgewood College will offer educational programs aimed at prevention of sexual offenses. Awareness and prevention training is offered in Orientation and other programs for new students and employees. Additional information is routinely posted on upcoming programs and will be shared on Wingra Weekly, which is sent to all students twice each week during the academic year and is accessible on Edgewood Express. In accordance with Edgewood College's mission and values, as well as Federal guidelines, training about policy and procedures regarding sexual misconduct and relationship violence is required for all students, faculty, and staff.

Reports of sexual misconduct will be taken seriously and incidents will be responded to in a prompt, fair, and equitable manner. Upon receiving a report, the College will take appropriate steps to prevent the recurrence of the discrimination or harassment and address its effects. There is a fundamental difference between criminal law and the College's disciplinary actions. A person who commits a sexual assault, as defined by criminal law, may be subject to prosecution by the State of Wisconsin. If that person is a student, faculty or staff member, and the College concludes that the conduct adversely impacts the Edgewood College Community, that person may also be subject to disciplinary procedures by the College, regardless of whether or not the incident occurred on the College's premises or the accused has been convicted of any crime.

Laws and the Sexual Misconduct and Relationship Violence Policy apply to all relationships within the College community between and among students, faculty, and staff regardless of their gender identity. Some examples would include but not be limited to the following:

- o Student relationships with other students.
- o Faculty and staff conduct toward students.
- o Student conduct toward faculty and staff.
- o Supervisory conduct toward employees.
- o Employee relationships with other employees.
- o Conduct between members of different sexes.
- o Conduct between members of the same sex.
- o Conduct toward persons outside the Edgewood College community may be considered a violation of this policy if the College concludes there is a sufficient connection between the conduct and the College to warrant the College taking action.
- o Conduct by campus visitors towards students and employees will not be tolerated and should be reported to the Director of Security.

Title IX Coordinator Position

The Title IX Coordinator position has been established to oversee all sexual misconduct and relationship violence complaints at the College. The Title IX Coordinator is responsible for conducting an annual report and reviewing all complaints to ensure compliance with Title IX, make improvements, and identify any patterns or systemic problems within the community. The Title IX Coordinator serves as a neutral administrator and resource to students and employees to answer questions, to coordinate reporting and handling of complaints, to review internal disciplinary proceedings and remedies, to provide education, training, and guidance to Security personnel, Student Development, Human Resources and other personnel involved with investigations and disciplinary proceedings.

Title IX Deputy Coordinator(s): The College has also designated Deputy Title IX Coordinators who assist the Title IX Coordinator. A Title IX Deputy Coordinator is responsible for assisting the Title IX Coordinator in conducting training, investigations, climate assessments, and facilitate communications on behalf of the College with the faculty, staff and/or students who report violations, the respondents, and other administrators responsible for administering this policy.

Definitions Specific to Sexual Misconduct & Relationship Violence

Coercion: Coercion is unreasonable pressure for sexual activity. When someone's words or actions do not clearly manifest consent, or the person indicates that they do not want sex or want to stop, or that they do not want to go beyond a certain point of sexual interaction, continued pressure beyond that point is coercive. A person who is coerced does not consent to sexual contact. Continued sexual contact under such circumstances is a sexual assault.

Complainant: A complainant is an individual reporting an alleged violation of College policies.

Consent: Words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. A person is unable to give consent if they are incapacitated because of drugs, alcohol, disabled physically or intellectually, or unconscious (s. 940.224(4), Wis. Stats.).

Consent is informed, knowing, and voluntary participation in any desired sexual activity. It is the responsibility of the person initiating sexual contact to obtain consent. It can be withdrawn by a participant at any time. Silence alone cannot be interpreted as consent. Consent can be given by words or actions, as long as those words and actions create a clear and mutually understandable permission regarding the conditions of sexual activity. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent cannot imply consent to future sexual acts. A person who is incapacitated cannot give consent to engage in sexual activity. Incapacitation can result from alcohol or other drug use, unconsciousness, blackout, mental disability, sleep, involuntary physical restraint, or from being drugged. An accused cannot avoid a violation of this policy by claiming that he or she was impaired from alcohol or drug use and unable to tell whether the complaining party was incapacitated. The issue is whether a reasonable unimpaired person would know that the other person was incapacitated.

Dating Violence: Dating violence involves violence by a person who is or has been in a romantic or intimate relationship with the victim. Whether a relationship exists will depend on the length, type, and frequency of interaction.

Domestic Violence: Domestic violence refers to violence committed by a current or former spouse or intimate partner, current or former cohabitant, a person with whom a victim shares a child in common, a person similarly situated to a spouse under domestic or family violence law, or anyone else protected under domestic or family violence law.

Gender Identity refers to an individual's internal sense of gender. A person's gender identity may be different from or the same as the person's sex assigned at birth.

Hostile Environment: A work, academic, or program-related environment that is created by one or more individuals that would be considered intimidating, hostile, or offensive to a reasonable person.

Personally Identifying Information – Personally identifying information is defined in Section 40002(a) of the *Violence Against Women Act of 1994* as *individually identifying information for or about an individual, including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault or stalking, regardless of whether the information is encoded, encrypted, hashed or otherwise protected, including:*

- a first and last name;
- a home or other physical address;
- contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number);
- a social security number, driver's license number, passport number or student identification number; and
- any other information, including date of birth, racial or ethnic background, or religious affiliation that would serve to identify any individual.

Preponderance of the Evidence: Information that would persuade a reasonable person that a proposition is more probably true than not true. It is a lower standard of proof than “clear and convincing evidence” and is the minimum standard for a finding of responsibility.

Respondent: A respondent is a student accused of allegedly violating college Policies.

Relationship Violence: Relationship violence refers to violent conduct where the parties involved know each other or had a prior relationship and includes acquaintance rape, relationship violence, and domestic violence.

Retaliation: Retaliating directly or indirectly against a person who has in good faith filed, supported, or participated in an investigation of a complaint of sexual misconduct as defined above is prohibited. Retaliation includes but is not limited to ostracizing the person, pressuring the person to drop or not support the complaint, or to provide false or misleading information, or engaging in conduct that may reasonably be perceived to affect adversely that person's educational, living, or work environment. Depending on the circumstances, retaliation may be unlawful and may constitute a violation of this policy, whether or not the complaint is ultimately found to have merit.

Sexual Assault: Sexual assault is defined very broadly by criminal law. It includes a wide variety of conduct from sexual intercourse to sexual contact, without the consent of the other person. Criminal sexual contact can be as limited as a single instance of touching a woman's breast, buttocks, or genital area, or touching a man's buttocks or genital area, without that person's consent, even if the person touched is fully clothed. Other examples of sexual assault include rape, acquaintance rape, forcible fondling, sodomy (oral or anal intercourse), and sexual penetration with an object. Sexual assault is also a severe form of sexual harassment. A single instance of sexual assault may be sufficient to create a hostile environment.

Sexual assault can be verbal, visual or anything that forces a person to join in unwanted sexual contact or attention. Examples of this are voyeurism, exhibitionism, incest and sexual harassment. It can happen in different situations; in the home by someone you know, on a date or by a stranger in an isolated place.

Sexual Exploitation: Taking sexual advantage of another person for the benefit of oneself or a third party when consent is not present. This includes, but is not limited to, the following actions (including when they are done via electronic means, methods or devices):

- Sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person's consent;
- Indecent or lewd exposure or inducing others to expose themselves when consent is not present;
- Recording any person engaged in sexual or intimate activity in a private space without that person's consent;
- Distributing sexual information, images, or recordings of another person without that person's consent;
- Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;

- Inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs.

Available Options in Incidents of Sexual Misconduct and/or Relationship Violence

Edgewood College is committed to treating all members of the community with dignity, care and respect. Any individual who experiences or is affected by sexual misconduct and/or relationship violence, whether as a complainant, a respondent, or a third party, will have equal access to support and counseling services through the College. Interim remedies are also available to all parties.

The College recognizes that deciding whether to make a report, either to the College or law enforcement, and choosing how to proceed can be difficult decisions. The College encourages all individuals affected by sexual misconduct to seek the support of campus and community resources. These professionals can provide guidance in making decisions, information about available resources and procedural options, and assistance to either party in the event that a report and/or resolution under this policy is pursued. Individuals are encouraged to use all available resources on and off campus, regardless of when or where the incident occurred.

1. Seek Support

Confidential Support Contacts. Under Title IX, Edgewood College may designate certain individuals as confidential reporting resources. Confidential Support Contacts are not obligated to investigate or report information, even though these individuals may otherwise be considered “responsible employees.” Complainants can call or approach any of the following professional staff confidentially and inform them about what happened. They will listen and explain options. Talking to any of the following people does not constitute reporting the incident to the College.

Edgewood College has designated the following individuals as Confidential Support Contacts:

- o Director of Personal Counseling: DeRicci 206 | 608-663-2281
- o Director of Health Services: Predolin 208 | 608-663-8334
- o Director of Spiritual Life: Predolin 222 | 608-663-3451

In addition to the above on-campus supports, students may wish to seek support from any of the following community resources:

- o RAINN (Rape, Abuse & Incest National Network)
Online hotline: <https://hotline.rainn.org/online/terms-of-service.jsp>
800-656-HOPE (4673)
- o Dane County Rape Crisis Center
24-hour help line: 608-251-7273
- o Domestic Abuse Intervention Services
24-hour help line: 608-251-4445

Responsible Employees. College employees responsible for student welfare and all supervisors who are not specifically designated as confidential resources under this policy are required to share reports of sexual misconduct and harassment with the Title IX Coordinator or Deputy Coordinator(s) or a member of the Title IX Team.

Under Title IX, a college is required to take immediate and corrective action if a “responsible employee” knew or, in the exercise of reasonable care, should have known about sexual or gender-based violence or harassment that creates a hostile environment. Under the guidance of the Title IX Coordinator, the College will conduct an initial assessment of the conduct; of the complainant’s expressed preferences, if any, as to course of action; and of the necessity for any interim measures to protect the safety of the complainant or the community. The goal is to eliminate any hostile, intimidating, or objectively offensive environment.

A “responsible employee” includes any employee who:

- Has the authority to take action to redress the harassment;
- Has the duty to report to appropriate school officials sexual harassment or any other misconduct by students or employees; or
- A student could reasonably believe has the authority or responsibility to take action.

Examples of “responsible employees” include but are not limited to: faculty; coaches; administrators; security officers; RAs and area directors; and other staff and student employees with a responsibility for student welfare.

Before a complainant reveals information that they may wish to keep confidential, a responsible employee should make every effort to ensure that the complainant understands: a) the responsible employee’s obligation to report the name of the respondent involved in the alleged violation, as well as relevant facts regarding the alleged incident (including the date, time, and location), to the Title IX Officer, b) the complainant’s option to request that the College maintain confidentiality, which the College will consider, and c) the complainant’s ability to share information with confidential resources as described in the section above.

The College encourages any employee who becomes aware of sexual harassment or misconduct or other potentially discriminatory behavior to contact the Title IX Coordinator or a Deputy Title IX Coordinator. All administrators, faculty members, and supervisors are aware of their responsibility to assist students, faculty, and staff employees in reporting alleged incidents to the Title IX Coordinator.

Any student or employee who believes they are the victim of sexual harassment or other forms of sexual misconduct should report the incident promptly in the manner most comfortable to them.

Edgewood College’s Title IX Coordinator is Pam LaValliere in the Office of Human Resources (DeRicci 215 | 608-663-4304 | plavalliere@edgewood.edu). Responsible employees may make reports of sexual misconduct to the Title IX Coordinator directly or through any of the Reporting Contacts, which are listed under “File a Report with the College” on page 26.

Please visit the Edgewood College website for additional support, training information, College and local resources, and campus programming opportunities: www.edgewood.edu.

2. **Seek help from the Forensic Nurse Examiners Program.** Students who experience sexual violence are encouraged to go to the Emergency Department at Meriter Hospital (Unity/Point Health) to consult with a Forensic Nurse Examiner. These medical professionals have advanced education and instruction in medical-forensic examination and in psychological and emotional trauma. Even if a survivor doesn’t intend to file a report with the police, it is important to preserve evidence. Some survivors decide to report their assault after a period of time has passed. Preserving as much evidence as possible will help to ensure survivor rights are able to be enforced. The Forensic Nurse Examiners will collect medical-forensic evidence and empower the survivor to create a plan for self-care. Find more information online at <https://www.unitypoint.org/madison/sexual-assault-nurse-examiner-program.aspx>.
3. **File a Report with Law Enforcement.** Filing a complaint with the City of Madison Police Department or other law enforcement agency is highly encouraged. The complainant is entitled to the assistance of an Edgewood College representative in reporting to the Police Department, and thereafter during the process. Law enforcement may always be contacted, regardless of any other actions the person chooses to take under this policy. Filing a complaint with the police is a separate process from the College Student Conduct Process. Complainants who want to report incidents directly to the police should call 608-255-2345 or visit <https://www.cityofmadison.com/police/contact/> for more options.

4. **File a Report/Complaint with the College.** If the student wants to initiate a complaint, they may either do so through their Support Contact or by contacting the Vice President for Student Development/Dean of Students Office. The Vice President for Student Development/Dean of Students Office will meet with all parties involved to discuss the complaint process, internal and external support services, and interim measures such as:
- o No contact order between complainant and respondent. Edgewood College students or employees who are issued a no contact order, restraining order, or similar relief from a court should contact the Campus Security Director. The Campus Security Director will notify appropriate College officials and the parties to coordinate compliance. Examples of steps that may be taken to comply with such orders include changing class schedules and living arrangements.
 - o Change in academic and living situations if requested and reasonably available, for the complainant or the respondent.
 - o Change in living situation on an interim or permanent basis regardless of whether the complainant requests such a change.
 - o Transportation assistance or security escorts.

Reporting Contacts. These individuals are trained annually on issues related to sexual misconduct and relationship violence and receive specific instruction about respecting and safeguarding private information.

- o Assistant to the Vice President for Student Development/Student Conduct Coordinator: TBD
- o Title IX Coordinator/ Director of Human Resources: Pamela LaValliere,
DeRicci 214 | 608-663-4304 | plavalliere@edgewood.edu
- o Deputy Title IX Coordinator for Faculty: Kelley Grorud
Associate Academic Dean
Dericci 222 | 608-663-2200 | kgrorud@edgewood.edu
- o Deputy Title IX Coordinator: Tony Garcia
Director of Diversity & Inclusion
Predolin 239 | 608-663-3274 | tgarcia@edgewood.edu
- o Deputy Title IX Coordinator for Athletics: Suann Saltzberry
Assistant Director of Athletics
Edgedome D23 | 608-663-3249 | ssaltzberry@edgewood.edu
- o Glenna Scholle Malone
Office of Student Diversity and Inclusion
Predolin 206 | 608-663-2256 | gschollemalone@edgewood.edu
- o Michael Metcalf
Director of Security & Transportation
Weber 000 | 608-663-3285 | mmetcalf@edgewood.edu

Formal complaint. If one chooses to proceed with a formal complaint, the complaint may initially be communicated either orally or in writing. In either case, to be considered a formal complaint, the filing of the complaint must be documented in writing and signed by the complainant.

Edgewood College has established a protocol to ensure the rights of all parties are protected.

- Personally identifying information will not be shared in publicly available recordkeeping, such as in federally mandated safety reports.
- The complainant and respondent are entitled to have a support person with them at every step in the process. If they need help identifying a support, the Support or Reporting Contact will assist them in finding someone to serve in that role.
- The Support or Reporting Contact will assist the student in getting to a safe place and offer them the option to seek the assistance of Campus Security.
- The Support or Reporting Contact will encourage the complainant to seek prompt medical attention for treatment of injuries and preservation of evidence, discuss the reasons why prompt medical treatment is important, and arrange for transportation to the hospital if the student agrees to such medical treatment.
- The Support or Reporting Contact will notify the Title IX Coordinator and other responsible College Officials in a manner consistent with the student's desire for confidentiality.
- The complainant will have the option to file a criminal report. The Support or Reporting Contact or Campus Security will offer to provide assistance if the student elects to contact the police. Declining to speak with Campus Security or the police at the time of the initial report does not preclude the student from filing a criminal report at a later date.
- The Reporting Contact or Title IX Coordinator will offer and coordinate counseling and other support services for the student. The student will also receive information regarding the College Student Conduct Process.

If the complaint involves a combination of faculty, staff and students, the complainant may choose to complain directly to the office responsible for that population. For example, students who wish to file a complaint against a faculty member could go either to the Vice President for Student Development/Dean of Students Office or Academic Dean's Office. Deans of the different academic schools will become involved in pursuing complaints as appropriate. The complaint may initially be communicated either orally or in writing. However, to move forward as a formal complaint, the filing of the complaint must be documented in writing and signed by the complainant. Documentation may be done by the person receiving the complaint, but must be reviewed and signed by the complainant to be considered a formal complaint.

Internal Investigations

In cases of reported sexual violence, regardless of whether or not the complainant files a criminal complaint and/or wants the school to take action, the College will conduct an internal investigation to the greatest extent possible while honoring the complainant's request for confidentiality. This investigation is to ensure that a hostile environment does not exist and will not proceed through the student conduct system against the wishes of the complainant, unless it is determined that there is an ongoing threat to community safety.

In instances where a student insists on confidentiality, it may limit the College's ability to investigate and/or respond. Depending upon the severity of the allegation, the College may have to disclose to the community that an assault has occurred and investigate further because of its obligation to provide a safe and non-discriminatory environment for all students. In cases where students request confidentiality but the College proceeds with an investigation and remedial action, only people who need to know will be told, and that information will only be shared as necessary with investigators, witnesses, and the accused individual. Factors that may impact the ability of the College to honor the request of the complainant to not investigate include the seriousness of the alleged conduct, whether there have been other complaints about the same individual, and the respondent's rights to receive information maintained in education records covered by the Family Educational Rights and Privacy Act. Students who are adamant about not investigating or reporting should consult with the Confidential Support Contacts listed in this policy. However, all other College personnel have an independent obligation to report and investigate information regarding sexual misconduct incidents that come to their attention where they know or a reasonable person should have known that such conduct may have occurred.

As needed, the Vice President for Student Development, the Academic Deans Office, and Human Resources will work closely together and will consult with the College's behavioral intervention team when appropriate concerning alleged sexual misconduct. The College will work with both the complainant and respondent to assign designated support persons throughout the complaint process. The support persons are not required to be a College community member and can include support people such as family or legal support. Either party may refuse the assistance of a support person, but the offer must be made.

All respective offices will inform the Title IX Coordinator of any reported allegations. The Title IX Coordinator will remain a neutral administrator in the disciplinary process involving sexual misconduct allegations. The Title IX Coordinator will work with all involved parties, and will be responsible for making certain all reported grievances are managed in accordance with the Sexual Misconduct and Relationship Violence Policy. The Title IX Coordinator will not ultimately determine if a policy violation occurred. The Title IX Coordinator will:

- o Maintain confidential records.
- o Make certain only people who need to know will be told and that information will only be shared as necessary with investigators, witnesses, and the accused individual.
- o Work with Campus Security and the Vice President for Student Development/Dean of Students Office to issue immediate warnings for incidents that are confirmed to pose a substantial threat of bodily harm or danger to members of the College community. In these instances, every effort will be made to ensure that a victim's name and other personally identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

If one of these College officials is alleged to be the person who engaged in sexual misconduct, the written report may be filed with the Office of the President. If there is a complaint against the College President, the complaint will be investigated by the Board of Trustees, whose decision is final. Once a report is made, the College will conduct an investigation and issue sanctions, if appropriate.

College Response Options

The College's primary concern is safety for members of our community. Students are encouraged to report suspected violations of this policy to promote the health and welfare of our community. In general, a student reporting an incident or complaint will be given amnesty under the Good Samaritan/Medical Amnesty Policy for potential related code violations (e.g. alcohol or drug use) because such conduct never makes the victim at fault for sexual violence. The Good Samaritan/Medical Amnesty Policy can be found on page 39.

The College's response will depend on the nature and severity of the incident and whether or not it can be determined that a policy violation has occurred. If it appears that a policy violation has occurred, the normal student conduct/behavioral review process should be followed (with Student Conduct Board members who have been trained on the issue of sexual misconduct and relationship violence being the adjudicators). Proceedings will include a prompt, fair and impartial process from initial investigation to the final result. The range of responses and/or sanctions includes but is not limited to:

- o Intervention by supervisor or appropriate authority
- o No contact order between complainant and respondent. Edgewood College students or employees who are issued a no contact order, restraining order, or similar relief from a court should contact the Campus Security Director. The Campus Security Director will notify appropriate College officials and the parties to coordinate compliance. Examples of steps that may be taken to comply with such orders include changing class schedules and living arrangements.
- o Change in academic and living situations if requested and reasonably available, for the complainant or the respondent.
- o Change in living situation on an interim or permanent basis regardless of whether the complainant requests such a change.

- o Disciplinary action, if appropriate, including but not limited to:
 - Dismissal or expulsion of a person found to have violated these policies.
 - Discipline short of dismissal or expulsion for a person found to have violated these policies.
- o Referral to law enforcement when there is danger or threat to community and/or when requested by the complainant.
- o No action at this time.

For more information about the disciplinary process, please see the Sexual Misconduct and Relationship Violence Policy starting on page 17 and/or sanctions in Appendix A, starting on page 51.

Anonymous Reporting. Any individual may make an anonymous report concerning an act of sexual harassment, sexual violence, stalking, or intimate partner violence. An individual may report the incident without disclosing their name, identifying the Responding Party, or requesting any action. Depending on the extent of information available about the incident or the individuals involved, however, the College’s ability to respond to an anonymous report may be limited.

The College’s anonymous reporting system is hosted by EthicsPoint. This service allows the College to communicate with the person making the report, while maintaining complete confidentiality. EthicsPoint stores all information regarding these reports on their secure servers.

The Title IX Coordinator will receive the information contained in the anonymous report and will determine any appropriate response or action, including individual or community remedies as appropriate. In consultation with the Director of Campus Safety and Security, the Title IX Coordinator will determine if the anonymous report provides sufficient information to submit a Clery crime report.

If you require immediate or emergency assistance, please contact the Edgewood College Campus Security at 608-663-4321 or dial 911.

V. HOW TO FILE A COMPLAINT OR REPORT A STUDENT CODE OF CONDUCT VIOLATION

The College offers a variety of avenues for formal complaint procedures, depending on the nature of your concern or complaint.

If you have an immediate concern for safety, contact Edgewood College Campus Security at 608-663-4321 or dial 911.

To file a complaint or report an incident involving **student** conduct:

- o Email: StudentConduct@edgewood.edu
- o Call: 608-663-2212
- o Visit: Predolin 215 and ask for the Assistant to the Vice President for Student Development

To file a Non-academic complaint or report an incident involving **non-faculty staff member** conduct:

- o Email: plavalliere@edgewood.edu
- o Call: 608-663-4304
- o Visit: DeRicci 214 and ask for the Director of Human Resources

If you are concerned that any person might engage in violence, please contact campus security at 608-663-4321 as soon as possible.

Even if you are not sure whether or not you should report something, you are encouraged to err on the side of caution. The College has trained professional staff who can evaluate these reports and take appropriate action.

If you have been a victim of discrimination, sexual or gender-based misconduct and/or relationship violence by any person, please review the College's Sexual Misconduct and Relationship Violence Policy (page 17). Our first concern is for your safety and well-being, but we also encourage you to file a formal complaint with the campus and/or police depending on what outcomes you are seeking.

If you have experienced discrimination, sexual misconduct and/or relationship violence, have exhausted the campus complaint options and you still have a complaint, you can file a complaint with the Office of Civil Rights at <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.

VI. PROCEDURES FOR ALLEGATIONS OF STUDENT CONDUCT POLICY VIOLATIONS

The procedures described in this Handbook are not intended to emulate legal proceeding but to advance the educational mission of the College. Formal rules of evidence and procedure used by the courts do not apply to student discipline proceedings at Edgewood College.

The Life of a Student Conduct Case

1. A policy violation is reported.
2. The Student Conduct Officer acknowledges the incident and sends information about the Student Conduct Process to the complainant and respondent.
3. The Student Conduct Officer works with the complainant and respondent to identify faculty or staff members who will act as support persons to assist them with navigating the process. Employees of the College are not permitted to give advice to students participating in the Student Conduct Process.
4. Complainants and respondents have a right to an advisor of one's choosing who is able to give advice, as long as the advisor is not an employee of the College.
5. Emergency Action and/or a no-contact Order may be initiated depending on the type and/or severity of the alleged incident.
6. The Incident Review Team meets to determine if enough information is known to refer the case to an Individual Student Conduct Conference or a Student Conduct Board.
7. Level 1 violations and first offenses are referred for Individual Student Conduct Conference, and Level 2 and repeat violations are typically, though not automatically, referred for Student Conduct Board for investigation and adjudication (upon completion of the investigation, if applicable).
8. The complainant and respondent are notified of Student Conduct Board outcome and notified of their right to appeal the decision.
9. The complainant and/or respondent must appeal the decision within five business days of receiving the Student Conduct Board decision.
10. Proceedings, not including appeals, will be completed in no more than 60 days from the report of the incident.

Standard of Proof

Edgewood College uses a preponderance of the evidence standard to evaluate complaints. A preponderance of evidence is described as enough evidence to reason that it is more likely than not that the accused student has violated the Student Code of Conduct. Both the complainant and the respondent will have an equal opportunity to present relevant witnesses and other evidence. Both parties will be afforded similar and timely access to any information that will be used during the hearing proceedings.

Student Rights in the Student Conduct Process

A student participating in the Student Conduct Process is entitled to the following rights as a guarantee of fundamental fairness:

- o Throughout the investigation, the parties have an equal opportunity to present relevant witnesses and other evidence.
- o The College uses a preponderance of the evidence standard in all proceedings, including any fact-finding and hearings.

- o If one party has lawyers or other advisors at any stage of the proceedings, the other party will be given the same opportunity. Any school-imposed restrictions on the ability of lawyers or other advisors to speak or otherwise participate in the proceedings also apply equally. The cost of legal counsel is to be borne by the student.
- o If applicable, third-party expert testimony will be considered from both parties.
- o All parties are entitled to appeal the outcome of the investigation and hearing.
- o All parties are notified, in writing, of the outcome of both the complaint and any appeal. (Regardless of which party files for an appeal, both the complainant and the respondent will be informed of the status of the appeal request, processing and outcome.)
- o Respondent will be notified in writing of the guidelines and process for reinstatement to the institution, if applicable.

Student Conduct Hearings

a.) Individual Student Conduct Conference

If the alleged policy violation is a Level 1 violation, the respondent will be referred for an Individual Student Conduct Conference. A Level 1 violation is defined as a violation that does not result in physical injury, criminal trespass or arrest/detainment. Please see Appendix A, starting on page 51, for detailed descriptions of potential violations and possible sanctions. Individual Student Conduct Conferences are held by trained Conduct Officers, who may be a Residence Life professional staff member or another member of the Student Development staff. The Assistant to the Vice President for Student Development will assign each respondent a Conduct Officer for the Individual Student Conduct Conference. Typically, the Residence Life Area Directors serve as Conduct Officers for residents and the Assistant to the Vice President for Student Development serves as the Student Conduct Officer for commuters. Parents and/or Student Conduct Board Support Persons/Advisors are not permitted to attend Individual Student Conduct Conferences with students.

During the Individual Student Conduct Conference, the respondent(s) will be given the opportunity to explain their version of events. Based on evidence and the Conference itself, the Conduct Officer will determine whether the Student has violated a policy. If the student is found not responsible, the case will be dismissed. If the student is found responsible, sanctions will be applied.

b.) Student Conduct Board Hearing

If the alleged policy violation is a level 2 violation, the respondent will typically, though not automatically, be referred for a Student Conduct Board Hearing. (The complainant and respondent will have separate Student Conduct Board Hearings.) A Level 2 violation is defined as a violation that results in physical injury, criminal trespass or arrest/detainment. Please see Appendix A, starting on page 51, for detailed descriptions of potential violations and possible sanctions. When a case is referred to the Student Conduct Board, the student is given a written statement of charges and which conduct codes were alleged to have been violated. The student appears before the Student Conduct Board to discuss the case and answer questions. If several students are involved in a situation, the individuals are heard alone, not in or as a group.

The Student Conduct Board will be composed of specially trained students, faculty and staff members of the Edgewood College community as determined by the Vice President for Student Development or a designee. The Vice President for Student Development, Assistant to the Vice President for Student Development or a designee will chair the Student Conduct Board hearings.

Training

Student Conduct Board members and Student Conduct Officers receive the following training:

- How Student Development Theory informs the student conduct process;
- Ethical standards for Student Conduct Board members, including but not limited to confidentiality, conflict of interest considerations, upholding the decisions of the board;
- The Edgewood College Student Conduct process;
- The differences between the Student Conduct Process versus the Legal System;
- Student rights in the conduct process;
- Standard of proof;
- Documentation;
- The appeals process;
- Policies specific to the student conduct process;
- The hearing process;
- Questioning complainants, respondents and witnesses;
- Considering the relevancy and credibility of evidence;
- Determining credibility of testimony;
- The deliberation process;
- Sanctioning;
- Sexual assault awareness; and
- Legal issues surrounding the student conduct process
- Cultural and social awareness

A Student Conduct Board Hearing may be conducted in the absence of a student who fails to appear after campus officials have made a reasonable effort to provide advance notice of the hearing time, date, and location. Notes on the hearing or the responsibility for taping the session will be taken by the chair of the Student Conduct Board or a pre-determined individual for the Student Conduct Board Hearing. Record of the case and the findings will be the property of the College but will not become part of the student's official academic record unless the outcome is suspension or expulsion.

Due to FERPA regulations, parents are not permitted to attend Student Conduct Board Hearings with students. During the Student Conduct Board Hearing, all parties will be given the opportunity to explain their version of events. Based on evidence and the information brought forth in the hearing, the Student Conduct Board will determine whether a violation of the Student Code of Conduct occurred. If the student is found not responsible, the case will be dismissed. If the student is found responsible, student conduct sanctions will be applied.

The Student Conduct Board may announce a decision shortly after a hearing or retire to consider the evidence. The chair of the Student Conduct Board will communicate the Board's decision in writing to the parties involved within five days of the hearing subject to the requirements of the Family Educational Rights and Privacy Act or other applicable laws. The complainant will be notified as to whether or not the complaint has been denied or sustained but may not be informed of sanctions imposed except in cases involving sexual misconduct. The respondent will be notified of the Student Conduct Board's findings on each of the alleged conduct violations and any related sanctions. The College may also legally notify parents of students who are under the age of 21 of any violation of the College's alcohol and/or drug policies and/or laws.

Student Conduct Process Support Person or Advisor

The Assistant to the Vice President for Student Development will work with each participant in the Student Conduct Process to ensure they have support throughout proceedings. The College is able to offer assistance through faculty and staff members that can provide emotional support, but employees of the College are not permitted to give advice to students participating in the Student Conduct Process. If a student prefers to invite an individual who is able to give advice, that person must not be an employee of the College. The advisor may be a friend, mentor, family member, attorney, or any other supporter a party chooses to advise them who is both eligible and available.

Witnesses or other parties directly involved in a case may not serve as advisors. Complainants and respondents may elect to change support persons/advisors during the process, and are not locked into using the same support persons/advisors throughout.

Student Conduct Process Support Persons and/or Advisors should schedule a meeting with the Assistant to the Vice President for Student Development to be briefed on the role, expectations and the Student Conduct Process. The role is limited to consultation with the student involved. Complainants and respondents are responsible for presenting their own case. Student Conduct Process Support Persons and/or Advisors are not permitted to speak or to participate directly in the hearing unless requested by the Board to do so. Students who have concurrent criminal charges pending against them may have legal counsel present, the cost of which is to be borne by the student. The role of legal counsel is limited to consultation with the student involved and therefore counsel is not permitted to speak or participate directly in the hearing.

Student Status Pending Hearing or Appeal

Pending a hearing or appeal, the complainant and/or respondent may continue to have the same rights and privileges accorded other students. However, grades or diplomas will be withheld pending final determination of charges that could result in suspension or expulsion.

During the investigation and until a resolution, interim measures may be taken to prevent reoccurrence and protect both parties. Failure to adhere to any of the interim measures taken during an investigation is a violation of policy and may lead to additional disciplinary action(s). Interim measures that may be imposed include but are not limited to:

- o No contact order between complainant and respondent. Edgewood College students or employees who are issued a no contact order, restraining order, or similar relief from a court should contact the Campus Security Director. The Campus Security Director will notify appropriate College officials and the parties to coordinate compliance. Examples of steps that may be taken to comply with such orders include changing class schedules and living arrangements.
- o Change in academic and living situations if requested and reasonably available, for the complainant or the respondent.
- o Change in living situation on an interim or permanent basis regardless of whether the complainant requests such a change.
- o Transportation assistance or security escorts.

VII. PROCEDURES FOR ALLEGATIONS OF SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE

Edgewood College policy specifically prohibits all forms of sexual misconduct, relationship violence and retaliation including, but not limited to, sexual harassment, sexual assault, sexual exploitation, relationship violence, domestic violence, and stalking between or against members of its community. Please see the Sexual Misconduct Policy on page 17 for definitions and more details.

The procedures described in this Handbook are not intended to emulate legal proceeding but to advance the educational mission of the College. Formal rules of evidence and procedure used by the courts do not apply to student discipline proceedings at Edgewood College.

Both the complainant and respondent are strongly encouraged to cooperate during the investigation for the College to be able to determine an accurate outcome. The College will protect the identity of the complainant to the greatest extent possible by using alternative means of identification. Personally identifiable information will not be shared unless the complainant gives express consent to do so. Personally identifying information is defined in Section 40002(a) of the *Violence Against Women Act of 1994* as *individually identifying information for or about an individual, including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault or stalking, regardless of whether the information is encoded, encrypted, hashed or otherwise protected, including:*

- *a first and last name;*
- *a home or other physical address;*
- *contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number);*
- *a social security number, driver's license number, passport number or student identification number; and*
- *any other information, including date of birth, racial or ethnic background, or religious affiliation that would serve to identify any individual.*

Following is a general timeline of how the College addresses reported allegations of sexual misconduct or relationship violence:

1. An incident is reported to the Title IX Coordinator.
2. The Assistant to the Vice President for Student Development acknowledges the incident and sends information about the Student Conduct Process to the complainant and respondent within one business day.
3. The complainant and respondent are entitled to an advisor of their choosing to assist, support, and accompany them throughout the student conduct process. The advisor may be a friend, mentor, family member, attorney, or any other supporter a party chooses to advise them who is both eligible and available. Witnesses or other parties directly involved in a case may not serve as advisors. Complainants and respondents may elect to change advisors during the process, and are not locked into using the same advisor throughout. If a party is unable to obtain an advisor, the Assistant to the Vice President for Student Development will offer to assist the complainant and/or respondent in identifying a support person. Support persons provided by the College are not permitted to give students advice.
4. The Assistant to the Vice President for Student Development may initiate an Emergency Action and/or a No-Contact Order depending on the type and/or severity of the alleged incident.
5. The Title IX Coordinator conducts a thorough investigation.
6. The complainant and respondent attend separate hearings with the Student Conduct Board.
7. The parties are concurrently notified, in writing, about the outcome of the investigation and any subsequent appeals involving alleged violations of this policy.
8. Either party may elect to appeal the decisions and sanctions rendered by the office managing the complaint.
9. If there is no appeal or upon conclusion of the appeal process, the imposed sanction takes effect within one business day unless other arrangements are made with the Assistant to the Vice President for Student Development and/or the Director of Security.
10. Proceedings, not including appeals, are expected to be completed in no more than 60 days from the date the incident is reported.

Investigation and Notice of Outcome

Every investigation of sexual misconduct and/or relationship violence will be adequate, reliable, impartial, and prompt and include the opportunity for all parties to present witnesses and other evidence. The investigation may include, but is not limited to, conducting interviews of the complainant, the respondent, and any witnesses; reviewing law enforcement investigation documents, if applicable; reviewing student and personnel files; and gathering and examining other relevant documents or evidence.

All persons involved in conducting a school's Title IX investigations must have training or experience in handling complaints of sexual misconduct and in the school's complaint procedures. When investigating an incident of alleged sexual misconduct for Title IX purposes, to the extent possible, the College coordinates with any other ongoing school or criminal investigations of the incident and establishes appropriate fact-finding roles. If the investigation includes forensic evidence, the investigator may consult with local or campus law enforcement or a forensic expert to ensure that the evidence is correctly interpreted.

Edgewood College uses the Student Conduct Process to meet Title IX obligations, so sanctions must eliminate the hostile environment, and prevent its recurrence. Additionally, the College gives the complainant any rights that it gives to the respondent. Specifically:

- o Throughout the investigation, the parties have an equal opportunity to present relevant witnesses and other evidence.
- o The College uses a preponderance-of-the-evidence standard in any Title IX proceedings, including any fact-finding and hearings.
- o If one party has lawyers or other advisors at any stage of the proceedings, the other party will be given the same opportunity. Any school-imposed restrictions on the ability of lawyers or other advisors to speak or otherwise participate in the proceedings also apply equally. The cost of legal counsel is to be borne by the student.
- o If applicable, third-party expert testimony will be considered from both parties.
- o Both parties are entitled to appeal the outcome of the investigation and hearing.
- o Both parties are notified, in writing, of the outcome of both the complaint and any appeal. (Regardless of which party files for an appeal, both the complainant and the respondent will be informed of the status of the appeal request, processing and outcome.)
- o Respondent will be notified in writing of the guidelines and process for reinstatement, if applicable.

Appeals

Disagreement with the finding or sanctions is not, by itself, grounds for appeal. The following will be considered grounds for appeal:

- o A procedural error or irregularity which substantively affected the outcome of the student conduct process
- o New evidence that was not available at the time of the hearing and which could have a substantial impact on the outcome of the student conduct process
- o Bias on the part of a Student Conduct Board member which substantively affected the outcome of the student conduct process
- o Belief that the sanction imposed is not commensurate with the findings of fact established during the hearing process

Outcomes of Individual Student Conduct Conferences conducted by a single Student Conduct Officer may be appealed once to the Vice President for Student Development within five business days after receiving the decision. The decision of the appeal to the Vice President for Student Development for an Individual Student Conduct Conference is final.

Outcomes of a Student Conduct Board Hearing may be appealed to the Office of the College President by either the complainant or the respondent. The appeal must be made in writing to the President within five business days after the decision has been made.

The President will name an Appeal Board of at least three members to review the written appeal. The Appeal Board will consist of Student Conduct Board members who were not involved in the original Student Conduct Hearing deliberation and decision.

After receiving an appeal and reviewing all available information, the President's Appeal Board may elect to: affirm the finding and the sanction originally determined, affirm the finding and change the sanction, or dismiss the case. The decision of the President's Appeal Board is final.

The imposition of sanctions may be deferred pending the appeal proceedings. This decision will rest with the hearing officer or board chair for the original case. The responsibility for monitoring the sanctions will rest with the Vice President for Student Development, Assistant to the Vice President for Student Development, or their designee.

Standard of Proof

Edgewood College uses a preponderance of the evidence standard to evaluate complaints. A preponderance of evidence is described as enough evidence to reason that it is more likely than not that the accused student has violated the Student Code of Conduct. Both the complainant and the respondent will have an equal opportunity to present relevant witnesses and other evidence. Both parties will be afforded similar and timely access to any information that will be used during the hearing proceedings. Information about a person's prior sexual behavior or

history will not be considered to determine whether a violation has occurred. However, information regarding a prior intimate or sexual relationship between the parties may be considered relevant depending upon the issues presented in any disciplinary proceeding.

Protective Measures

During the investigation and until a resolution, interim measures may be taken to prevent reoccurrence and protect both parties. Failure to adhere to any of the interim measures taken during an investigation is a violation of policy and may lead to additional disciplinary action(s). Interim measures that may be imposed include but are not limited to:

- o No contact order between complainant and respondent. Edgewood College students or employees who are issued a no contact order, restraining order, or similar relief from a court should contact the Campus Security Director. The Campus Security Director will notify appropriate College officials and the parties to coordinate compliance. Examples of steps that may be taken to comply with such orders include changing class schedules and living arrangements.
- o Change in academic and living situations if requested and reasonably available, for the complainant or the respondent.
- o Change in living situation on an interim or permanent basis regardless of whether the complainant requests such a change.
- o Transportation assistance or security escorts.

No Contact Orders

College administrators are authorized to issue a No Contact Order (NCO) prohibiting contact between students when there exists a reasonable concern that physical or psychological harm may result from such contact.

The College will consider all facts and circumstances that may be relevant to whether an NCO should be issued, including, but not limited to, the following factors:

- o When there are allegations, threats, or evidence of physical violence by one student against another;
- o When there are allegations, threats, or evidence of emotional abuse or harassment by one student of another;
- o When there is a substantial risk of emotional harm from continued contact between students;
- o When continued contact between students may have a material impact on campus disciplinary proceedings;
- o When requested or agreed to in good faith by both students involved; and
- o When there are allegations of college policy violations.
- o

All NCOs shall provide that neither student may have contact with the other. "Contact" includes, but is not necessarily limited to, in-person contact, telephone calls, email, texts and other forms of electronic communication, social media-based messages or postings, and third party communications including through proxies.

NCOs may include additional protective measures or other terms specific to the safety, well-being, or other needs of either or both students subject to the NCO, when deemed necessary by the College. Any additional terms shall be expressly stated in the NCO. Additional protective measures or other terms need not be reciprocal. They may include, but are not limited to, the following:

- o Restricting a student from being in close proximity to the other student;
- o Restricting a student's access to certain campus locations, including the other student's residence hall;
- o Restricting the times a student may be present in on-campus dining facilities;
- o Requiring that the students not be enrolled in the same academic course(s); and
- o Requiring that the students not participate in the same co-curricular or extra-curricular activities.

NCOs may be issued by the following administrators:

- o For matters pertaining to the Student Code of Conduct: the Vice President for Student Development/Vice President for Student Development or their designee;
- o For matters pertaining to the Sexual Misconduct and Relationship Violence Policy: the Title IX Coordinator, or their designee; and
- o For emergency situations involving personal safety: the Director of Security may issue temporary NCOs, which shall be confirmed, modified or rescinded by the Vice President for Student Development/Dean of Students or Title IX Coordinator once all relevant information is reviewed.

The College will review all NCOs annually. Each NCO will remain in effect until the graduation or withdrawal of at least one of the parties, unless the NCO expressly provides otherwise or is modified or rescinded by the College. A student seeking the modification or rescission of an NCO shall so request the administrator who issued the NCO. The issuing administrator shall consult with both parties before determining whether or not to modify or rescind the NCO.

Violations of No Contact Orders are subject to discipline under the Student Code of Conduct.

Students who have interpersonal conflicts that do not raise concerns for individual health and safety will not be granted NCOs. These individuals should pursue other forms of conflict resolution, such as mediation or restorative justice, offered through the Vice President for Student Development/Dean of Students Office.

Retaliation

Retaliating directly or indirectly against a person who has in good faith filed, supported, or participated in an investigation of a complaint of sexual misconduct as defined above is prohibited. Retaliation includes but is not limited to ostracizing the person, pressuring the person to drop or not support the complaint, or to provide false or misleading information, or engaging in conduct that may reasonably be perceived to affect adversely that person's educational, living, or work environment. Depending on the circumstances, retaliation may be unlawful and may constitute a violation of this policy, whether or not the complaint is ultimately found to have merit. Any attempt by a faculty member, employee or student to penalize, threaten, coerce, intimidate, discriminate, or retaliate in any way against a person who makes a report of or who is otherwise involved in a report of sexual misconduct is completely prohibited and will not be tolerated. If you believe that you have been a victim of retaliation during an investigation, please contact the Title IX Coordinator.

Time Frame

Upon receiving a report, Edgewood College will respond promptly, equitably, and thoroughly to all incident reports. Both the complainant and the respondent are entitled to the same opportunities to have others present during a campus disciplinary proceeding. Both parties will be given periodic status updates during the investigation and both the complainant and the respondent will be given notice of the outcome and an opportunity to file an appeal, if applicable. Absent unusual circumstances, sexual misconduct investigations as well as hearings are expected to be completed within 60 calendar days following receipt of the complaint.

VIII. SANCTIONS

The following are sanctions which may be imposed for violations of the Student Conduct Code:

- a) *Disciplinary Reprimand*: A warning to the student that the cited behavior is not acceptable by College standards and that future misconduct will necessitate further disciplinary action by the College. A Disciplinary Reprimand stays active on the student's disciplinary record housed in the Vice President for Student Development/Dean of Students Office for all four academic months of a fall and/or spring term, depending on the terms of the sanction.
- b) *Disciplinary Warning*: Notice to the student that future misconduct will result in more severe disciplinary action by the College. A Disciplinary Warning stays active on the student's disciplinary record housed in the Vice President for Student Development/Dean of Students Office for all four academic months of a fall and/or spring term, depending on the terms of the sanction.

- c) *Disciplinary Probation*: A specified period of time during which the student is removed from good disciplinary standing. The student may be restricted from representing the College in any extracurricular activity or running for or holding office in any student group or organization. Probationary status may permit the student to remain in the residence halls and at the College on the condition that they comply with the sanctions determined by the hearing officer. Failure to maintain behavioral expectations will result in further disciplinary action.
- d) *Restitution*: Student is held responsible for damages to personal or community property through financial compensation or appropriate work arrangements.
- e) *Fine*: Monetary sanction which must be paid within a designated time. For example, a student found responsible for a second alcohol and/or drug violation would be issued a \$75 fine. A third offense will result in a \$150 fine.
- f) *Suspension from the Residence Halls*: Student is removed from the residence halls, without refund of housing fees, and is not allowed to live in the residence halls or have residence hall visitation privileges for a designated period of time.
- g) *Dismissal from the Residence Halls*: Student is removed from the residence halls, without refund of housing fees, and is no longer allowed to live in the residence halls or have residence hall visitation privileges.
- h) *Deferred Suspension*: a specified period of time in which a student is allowed to continue attending classes, however, the student's continued enrollment at the College is clearly in jeopardy. Should a Student Conduct Hearing Officer or the College Student Conduct Board find a student in violation of the Student Code of Conduct during the period of Deferred Suspension, the board will automatically consider imposing a lengthy suspension or an expulsion from the College. The disciplinary action will be recorded as a part of the student's record in the Vice President for Student Development/Dean of Students Office.
- i) *Suspension*: Temporary loss of student status for a specified time with resultant loss of all student rights and privileges. A suspended student will be required to leave campus and not be permitted to return until the time of the suspension has elapsed. A suspended student will lose credit for subjects carried that semester and fees and tuition will be forfeited according to the normal withdrawal policy. The disciplinary action will be recorded as a part of the student's record in the Vice President for Student Development/Dean of Students Office.
- j) *Expulsion*: Permanent termination of student status. An expelled student shall receive a grade of "F" in all courses carried during the term they are expelled and fees and tuition will be forfeited according to the normal withdrawal policy. The action of expulsion will be noted in the student's permanent record.
- k) *Immediate Removal from Campus*: A student who presents a threat to his or her own well-being or to the rights, safety and/or property of others may be subject to immediate removal from the Edgewood campus. The student may not re-enter any campus building, including the residence halls, or be present on campus without the written permission of the Vice President for Student Development or their designee.
- l) *Other Sanctions*: Other sanctions may be imposed instead of or in addition to those specified above, including but not limited to the following: educational or research projects, mandated counseling or therapy; relocation to another College living area; restriction from specified College premises; loss of specified privileges.
- m) *Parental Notification*: In compliance with FERPA regulations (Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99)), on-campus residents who are under age 21 and found responsible for two or more alcohol and/or drug policy violations will have their parents notified of their judicial outcome. This notification will be shared with the student in their Student Conduct Hearing, and will come in the form of a letter to the resident's parents (listed primary contact).

Temporary or Permanent Dismissal from the College for Administrative Reasons

No student is permitted to engage in conduct which is an undue threat to self, or others, or that interferes with the effective enjoyment of college and academic life by others. Where conduct may have been caused by a mental or physical condition (including but not limited to eating disorders or substance abuse), the Vice President for Student Development may require a medical (including mental health) evaluation of the student at the student's expense. The evaluation will be reviewed by the Vice President for Student Development and a team of administrators reviewing the situation. The committee will be comprised of professional staff members as may be appropriate, such as from Health Services and Personal Counseling Services. The decision of that administrative committee will be final.

Where reasonably possible in light of the conduct and circumstances, the College will seek mechanisms to enable the student to continue moving toward the achievement of academic goals either immediately or in the future. The College will act with respect for the laws regarding the educational opportunities of persons with disabilities, while recognizing that there may be situations where conduct or threatened conduct by any person, including persons with disabilities, requires their temporary or permanent dismissal from the College.

Please refer to Appendix A for a detailed explanation of potential violations and possible sanctions associated with those violations.

IX. APPEALS

For both Individual Student Conduct Conferences and Student Conduct Board Hearings, all parties are able to appeal the decisions and sanctions. As part of the hearing process the student is informed of the right to appeal and procedures to be followed. The following will be considered grounds for appeal:

Disagreement with the finding or sanctions is not, by itself, grounds for appeal. The following will be considered grounds for appeal:

- o A procedural error or irregularity which substantively affected the outcome of the student conduct process
- o New evidence that was not available at the time of the hearing and which could have a substantial impact on the outcome of the student conduct process
- o Bias on the part of a Student Conduct Board member which substantively affected the outcome of the student conduct process
- o Belief that the sanction imposed is not commensurate with the findings of fact established during the hearing process

Outcomes of Individual Student Conduct Conferences conducted by a single Student Conduct Officer may be appealed once to the Vice President for Student Development within five business days after receiving the decision. The decision of the appeal to the Vice President for Student Development for an Individual Student Conduct Conference is final.

Outcomes of a Student Conduct Board Hearing may be appealed to the Office of the College President by either the complainant or the respondent. The appeal must be made in writing to the President within five business days after the decision has been made.

The President will name an Appeal Board of at least three members to review the written appeal. The Appeal Board will consist of Student Conduct Board members who were not involved in the original Student Conduct Hearing deliberation and decision.

After receiving an appeal and reviewing all available information, the President's Appeal Board may elect to: affirm the finding and the sanction originally determined, affirm the finding and change the sanction, or dismiss the case. The decision of the President's Appeal Board is final.

The imposition of sanctions may be deferred pending the appeal proceedings. This decision will rest with the hearing officer or board chair for the original case. The responsibility for monitoring the sanctions will rest with the Vice President for Student Development, Assistant to the Vice President for Student Development, or their designee.

X. REENTRY AFTER SUSPENSION

When a student has concluded the suspension period and completed the conditions accompanying the suspension, he/she must submit a letter to the Assistant to the Vice President for Student Development or their designee requesting reinstatement and provide evidence that he/she has satisfied the terms of the suspension. The Assistant to the Vice President for Student Development or their designee may schedule a meeting to discuss the Student Code of Conduct and strategies to prevent further violations. The student may return to the College only after an affirmative decision has been made by the Assistant to the Vice President for Student Development or their designee.

XI. EMERGENCY ACTION

In certain circumstances, the College may temporarily limit or suspend a student's rights and privileges. Examples of limitations could include such actions as temporary removal from the residence halls, removal from co-curricular activities, and restriction to a specific area on campus between classes and interim suspension of student status.

The following Emergency Action process will be managed by the Assistant to the Vice President for Student Development:

1. Emergency Action Determination

The need for Emergency Action will be determined by the Assistant to the Vice President for Student Development or a designee. The decision to limit or suspend student rights and privileges is based on the nature and severity of the alleged incident and the safety of or impact on the community. A student who presents a threat to their own well-being or to the rights, safety and/or property of others may be subject to immediate removal from the Edgewood College campus. The student may not re-enter any campus building, including the residence halls, or be present on campus without the written permission of the Vice President for Student Development or their designee.

2. Emergency Action Notification

In the event that a student's rights and privileges are limited or suspended, the complainant and respondent will be notified by the Assistant to the Vice President for Student Development. The Campus Security Director will notify appropriate College officials and the parties to coordinate compliance.

3. Responding to Emergency Action Notification

Students who wish to respond to or dispute Emergency Action should contact the Assistant to the Vice President for Student Development at StudentConduct@edgewood.edu or 608-663-3205.

4. Emergency Action Duration

The length of limitations or suspensions due to Emergency Action will not exceed 10 business days, unless circumstances prevent adequate investigation of the alleged incident.

5. Termination of Emergency Action

The termination of Emergency Action will result in either:

1. The respondent being found not responsible and the complainant and respondent returning to normal rights and privileges; or
2. The respondent being found responsible and formal sanctions being imposed. Emergency action will terminate and formal sanction(s) will commence immediately upon the announcement of the result of the student conduct process.

XII. FILING A COMPLAINT WITH THE OFFICE OF CIVIL RIGHTS

Anyone who believes that Edgewood College has discriminated against them on the basis of race, color, national origin, sex, disability or age, may file a report with the Office of Civil Rights at <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.

XIII. EMERGENCY PROCEDURES

Emergency Procedures

To ensure the safety of all Edgewood College students, guests, faculty and staff, the following procedures will be used in emergency situations.

Police or Ambulance

- o For Police or Ambulance dial 911 from campus, office, or residence hall telephone.
- o After placing a 911 or other emergency call, place a follow-up call to Edgewood College's Security Office at 608-663-4321.

Fire

- o Please pull the fire alarm as you evacuate the building and call 911.
- o For a fire emergency, DO NOT try to extinguish the fire.
- o Persons with disabilities who are unable to evacuate the building immediately should go to the nearest safe room facing the street, shut the door, open a window and hang an article of clothing from the window. This will indicate your presence to firefighters.
- o All other persons should evacuate the building to the designated meeting area.

Tornado

A tornado warning will be activated for Edgewood College in any of the following situations:

- o A tornado warning for our area is announced on the weather radio;
- o A tornado is reported as sighted for our area;
- o The Dane County emergency sirens outside are activated.
- o All individuals should move to designated shelter areas (hallways, basements) MOVE AWAY FROM THE WINDOWS. Remain in those areas until a designated College official gives the "all clear."

Ambulance / EMS

Call 911. Give the exact location of the building, room number and directions to this area. If possible, stay with the person until help arrives.

Bomb Threat / Chemical Spill

Call 911. Evacuate the building or area. Do not re-enter the building until an "all clear" is given.

Natural Gas fumes

- o Evacuate the building or area. Do not use any electrical device, including lights, telephone or the fire alarm.
- o Call 911 from a safe area.
- o Do not re-enter the building or area until an "all clear" is given.

RIGHTS AND RESOURCES FOR VICTIMS OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND/OR STALKING

A student or employee who reports to an institution of higher education that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of the student or employee's rights and options. This document outlines those rights and options and should be provided to any student or employee that reports.

A. Victim Rights

- Victims have the right to report to law enforcement and to be assisted by Edgewood College campus authorities in so doing.
- Victims have the right to decline to report to law enforcement.
- Victims have the right to report the crime to Edgewood College and are encouraged to report to the offices designated to receive complaints; the Dean of Students Office and the Office for Campus Diversity.
- Victims have the right to a victim advocate of their choosing. The Rape Crisis Center and Domestic Abuse Intervention Services all provide free and confidential victim advocacy services.
- Victims have the right to be notified, in writing, of existing resources for counseling, mental health, health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available both on campus and in the community.
- Victims shall be notified of options for, and available assistance in changing academic, living, transportation, and working situations or protective measures, if so requested by the victim and such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.
- Victims have the right to request confidentiality from the accused.
- The right to be free from retaliation for filing an institutional complaint/report.
- The right to file a complaint with the U.S. Department of Justice and/or the U.S. Department of Education Office for Civil Rights.

B. Rights when a victim reports to a Wisconsin Law Enforcement Agency

- All victims of crime in Wisconsin who report to law enforcement are entitled to crime victim rights outlined on Chapter 950 of the Wisconsin Statutes. These rights include: the right to be treated with fairness, dignity, and respect for his or her privacy by public officials, employees, or agencies; the right to have his or her interest considered when the court is deciding whether to grant a continuance in the case; the right to be provided with appropriate intercession services to ensure that employers of victims will cooperate with the criminal justice process in order to minimize an employee's loss of pay and other benefits resulting from court appearances; and the right to have the opportunity to consult with the prosecution in a case brought in a court of criminal jurisdiction.
- Crime victims in the state of Wisconsin have the right to apply for Crime Victim Compensation, which helps pay for unreimbursed expenses that are the result of causing personal injury or death, including lost wages, counseling, medical costs, and replacement of property held as evidence.

C. Rights when seeking Sexual Assault Nurse Examiner (SANE) Services

- Victims may obtain a sexual assault medical forensic examination without incurring full out of pocket costs for that exam regardless of their decision to report to law enforcement. In Madison, this exam can be obtained from the Meriter Hospital Sexual Assault Nurse Examiner program; if you seek additional medical attention, other hospital charges may apply.
- Victims of sexual assault who seek emergency services at a hospital have the right to be provided with the option to receive emergency contraception at the hospital per Wisconsin
- Statute 50.375.

D. Rights when Alcohol is involved

- Per Edgewood College policy. "In those cases where a student has been a victim of sexual assault and/or a violent crime while under the influence of alcohol, neither the Dean of Students, Residential Life, nor Campus Security will pursue disciplinary actions against the student victim (or a witness) for his or her improper use of alcohol (e.g., underage drinking). A student who is under the influence of alcohol at the time of the sexual assault is entitled to College and community assistance and encouraged to seek help.

E. Rights in the Student Disciplinary Process

- Edgewood College uses its own policies for campus student disciplinary proceedings of sexual assault, dating violence, domestic violence, and stalking.
- The right to have options for offering victim testimony in a campus disciplinary hearing, including via phone or with a room partition. The right to have questions in a disciplinary hearing posed through an advisor or hearing committee.
- Disciplinary proceedings that provide a prompt, fair, and impartial investigation and resolution.
- The same opportunity to have others present throughout disciplinary proceedings as the accused, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
- The complainant* and the respondent** have equal opportunity to participate in the investigation and any subsequent hearing.
- Disciplinary proceedings that are conducted by panel members who receive annual training on the issues related to domestic violence, dating violence, sexual assault and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- Both parties shall be simultaneously informed, in writing, of the outcome of any disciplinary proceeding; Edgewood's procedure's for the accused and the victim to appeal the results of the proceeding; of any change to the results prior to the time that such results become final. At no time can the victim be required to keep the outcome confidential or be prohibited from discussing the case.
- The complainant shall have the same rights to appeal as the respondent**.
- The right to know the range of sanctions the institution can impose on the student respondent**
- Participation in a Edgewood College disciplinary proceeding may result in the following: in accordance with Edgewood Student Conduct Policies, Edgewood may impose after a final determination of responsibility for sexual assault, domestic violence, dating violence and/or stalking: written reprimand, denial of specified college privileges, payment of restitution, educational or service sanctions (including community service) disciplinary probation, imposition of reasonable terms and condition on continued student status, removal from a course in progress, enrollment restrictions on a course or program, suspension and/or expulsion.

**Complainant is the person alleging the misconduct*

*** Respondent is the student accused of misconduct*

F. Confidentiality

To the extent permissible by law, Edgewood College will endeavor to keep victim information private. However, once a report is made to the College or the College has notice of an incident of sexual assault, domestic violence, dating violence, or stalking, confidentiality cannot be guaranteed unless that information is reported directly to one of the confidential resources listed below.

For victims aged 18 and under and older who report to a non-confidential sources, relevant information will be shared only with those who need to know, such as the Title 9 Coordinator, deputy coordinators, complaint investigators, and other individuals who are responsible for handling the schools response to incidents of sexual violence. In the case of minors, Edgewood College employees must report child abuse cases to Child Protective Services or local law enforcement.

In an effort to protect victim safety and privacy, Edgewood maintains information about sexual violence in a secure manner. If the College has notice of an incident, Edgewood will balance the victims' request to keep identifying information confidential with Title IX's, mandate to investigate hostile environments. Edgewood will redact a victims identifying information when responding to requests for information pursuant to the Wisconsin Public Records Law and federal Family Educational Rights and privacy Act (FERPA), which governs the disclosure of student educational records. Edgewood must respond to court ordered subpoenas that are not prohibited by other applicable law, and may not be able to redact information when responding to a subpoena. Victims have the option to access confidential resources such as Edgewood Health Services, Personal Counseling Services, A Sexual Assault Nurse Examiner, Domestic Abuse Services, the Rape Crisis Center and the Employee

Assistance Office. Campus disability Coordinators and interpreters do not disclose reports of prior victimization that they become aware of as part of the disability process or when providing translation services.

Sexual Assault Nurse Examiner Program

SANE Program

Meriter Hospital, within the Emergency
Department 202 S. Park Street Madison, WI
53715
(608) 417-5916

Regardless of when the assault occurred, we encourage all victims to seek medical services to discuss both short-term and long-term health concerns.

Meriter – Unity Point Health's Sexual Assault Nurse Examiner (SANE) Program strives to help victims of sexual assault begin the healing process. Since 1988, the SANE Program has provided care to victims of all ages, races and populations.

Located within Meriter's Emergency Department, SANE provides care 24 hours a day, 7 days a week. It is the only program of its kind in Dane County.

Expert Staff – The SANE Program is staffed by registered nurses who have advanced education and instruction in medical-forensic examination and in psychological and emotional trauma. SANE nurses are available to speak to groups and organizations and may also provide expert testimony in a court of law.

Care Provided – Meriter recognizes this is a frightening, traumatic time for victims. Our SANE nurses will provide a safe, compassionate exam and empower the patient to determine their plan of care, including:

- Emotional support
- Physical examination and wellness check
- Collection of medical-forensic evidence
- Assistance with reporting the crime to police, when requested (mandatory reporting for children)
- Assistance with concerns about sexually transmitted infection and pregnancy
- Assistance with safety planning
- Development of a medical follow-up plan

Follow-Up Care – After the exam, a SANE nurse will call the patient to discuss any lab test results and may refer the patient to professionals who can provide additional services including:

- The Dane County Rape Crisis Center for assistance with crisis intervention, advocacy, and counseling.
- The Crime Victim Compensation Fund, which provides reimbursement for medical care, clothing, time lost on the job and other losses as a result of the assault.
- Health care providers for follow-up medical care. With the patient’s consent, SANE will provide all lab and exam results to the primary care provider.

Insurance/Patient Fees – Meriter accepts all commercial insurance providers such as Physicians Plus Insurance Corporation, Dean Health Plan, Group Health Cooperative and Unity Health Plans, as well as Medicare and Medicaid. If the patient does not have medical coverage, he or she may be eligible for assistance from the Crime Victim Compensation Fund or the Uncompensated Care Program through Meriter. However, Meriter will help all patients regardless of his or her ability to pay.

A referral is not needed to be seen by a SANE nurse.

B. Additional Sexual Assault Resources on Campus

Edgewood College Health Center

Predolin 209, 663-2281

Kimberly Moreland (director) and Andrew McClannahan (Admin Assistant)

Edgewood has a nurse practitioner on duty from 8am to 5pm weekdays.

Personal Counseling Services

DeRicci 206

Megan Cobb, Director of Personal Counseling

Edgewood College Security Department

Weber Hall, 663-3285

Mike Metcalf, Director of Security

Edgewood College Financial Aid

DeRicci 210, 633-2305

Carrie Gribble, Director of Financial Aid

Financial aid related services that include how to apply for a leave of absence or options for addressing concerns about loan repayment terms and conditions. Information about student financial services are available.

International Students – Study Abroad Program

Predolin 340, 663-2277

Director - Sara Friar

DOMESTIC ABUSE RESOURCES

A. Resources

Agencies / Organizations / Services

- National Domestic Violence Hotline
- U.S. Dept. of Justice Office on Violence Against Women
- WI Coalition Against Domestic Violence
- WI Dept. of Justice Office of Crime Victim Services
- WomensLaw.org – “Nationwide online resource for women and girls living with or escaping domestic violence” which provides specific information to their state. Learn how to get a restraining order. Locate domestic violence resources, legal assistance programs & lawyer referral services.

Children

- Child Abuse, Neglect & Abandonment (*WI State Law Library*) – Annotated list of links related to child abuse, etc.

Directories

- Finding Help: Legal Resources in Dane County (*Domestic Abuse Intervention Services*)
- WI Victim Resource Directory (*WI Dept. of Justice*)

Reporting

- Adult Abuse Reporting Requirements for All WI Professionals (*WI Coalition Against Domestic Violence*)
- Reporting of Domestic Violence by Health Care Providers (*WI Coalition Against Domestic Violence*)

Surrender of Firearms

- Firearms Surrender Laws (*WI Coalition Against Domestic Violence*)
- WI Prosecutor’s Domestic Abuse Reference Book (*WI Dept. of Justice*)

Domestic Abuse

- WI Prosecutor’s Domestic Abuse Reference Book (*WI Dept. of Justice*)
- Arrest and Prosecution in Domestic Abuse Incidents (*WI Legislative Council*)
- Consumer Rights Screening Tool for Domestic Violence Advocates and Lawyers (*Nat’l Consumer Law Center*) o Family Violence Publications (*Nat’l Council of Juvenile & Family Court Judges*)
- Managing your Divorce: A Guide for Battered Women (*Nat’l Council of Juvenile & Family Court Judges*)
- WI Prosecutor’s Domestic Abuse Reference Book (*WI Dept. of Justice*)

The Law (Additional statutes, regulations & opinions may apply to your specific situation.)

- WI Statutes: s. 813.12 “Domestic Abuse Restraining Orders and Injunctions”
- WI Statutes: s. 813.122 “Child Abuse Restraining Orders and Injunctions”
- WI Statutes: s. 968.075 “Domestic Abuse Incidents” * WI Statutes: s. 995.67 “Domestic Abuse Services; Prohibited Disclosures”

For More Information

Relevant sections of the Wisconsin Statutes may be downloaded at: www.legis.state.wi.us/rsb/stats.html. Key sections include: 813.12, Domestic abuse restraining orders and injunctions, and 940.32, stalking.

For information regarding stalking, domestic abuse, or restraining orders and injunctions, contact the Wisconsin Department of Health and Family Services, Domestic Abuse Division at (608) 266-9305 or the office of your County District Attorney.

B. Registered Sex Offenders

In 1997 the State of Wisconsin enacted the Sex Offender Registration and Community Notification Law. This law was created to monitor and track people convicted of sex crimes and to provide access to this information to police, victims and the general public. Information about registered sex offenders can be found at <http://offender.doc.state.wi.us/public>

C. Information about Sexual Predators – Wisconsin Department of Justice

www.vinelink.com – Information about offenders custody or release & receive notices

www.WIVictimsVOICE.org – Crime victims can enroll to receive important information about offenders who committed a crime against them.

www.widocoffenders.org – Provides public access to certain information about sex offenders. The public can search by offender name, an address or sex offenders within a zip code area. Only sex offenders convicted and registered with the Wisconsin Department of Corrections authority are listed here.

You can search for specific individuals using the Dru Sjodin National Sex Offender Public Website which is located within United States Department of Justice Web-site. This website will allow for the searching all the sexual predators throughout the United States.

D. Available Options

Step 1: Seek Support

There are people on campus that victims can talk to. Victims can call or approach any of the following professional staff confidentially and off the record and inform them on what happened. They will listen and explain options.

Talking to either of these people does not constitute reporting the incident to the College.

Confidential Support Contacts

- Director of Personal Counseling: Dr. Megan Cobb, 663-2281
- Director of Health Services: Nurse Practitioner Mary Clark, 663-8334

Non-Confidential Support/Reporting Contacts

- Dean of Students: Maggie Balistreri-Clarke, 663-2212
- Director of Human Resources; Pamela LaValliere, 663-4304
- Interim Title IX Coordinator: Pamela LaValliere, 663-4304, plavalliere@edgewood.edu
- Deputy Title IX Coordinator:
- Kelly Grorud 663-2200, kgrorud@edgewood.edu
- Director of Spiritual Life: Mary Klink, 663-3451
- Assistant Director of Center for Diversity and inclusion: Glenna Scholle Malone, 663-2256
- Security Director: Michael Metcalf 663-3285

All non-confidential employees who are aware of sex-based harassment, including sexual assault and relationship violence, are required to report the information to a designated support/reporting contact. Upon receipt of a report of sexual misconduct or relationship violence, the support contact will assist the student in getting to a safe place and may seek the assistance of Campus Security. Additionally, the support contact will encourage the student to seek prompt medical attention for treatment of injuries and preservation of evidence, discuss the reasons why prompt medical treatment is important, and arrange for transportation to the hospital if the student agrees to such medical treatment. The support contact will notify the Title IX Coordinator and other responsible College officials of the report consistent with the student's desire for confidentiality. Unless the student requests confidentiality, the

Title IX Coordinator will inform Campus Security and provide the name of the reporting party. Campus Security will contact the City of Madison Police Department. The student will have the option to file a criminal report. Campus Security will offer to provide assistance if the student elects to contact the police. Declining to speak with Campus Security or the police at the time of the initial report does not preclude the student from filing a criminal report at a later date.

The support contact or Title IX Coordinator will offer and coordinate counseling and other support services for the student. The student shall also receive information regarding the College student judicial process (see step 3).

Please visit the Edgewood College website for additional support, training information, College and local resources, and campus programming opportunities at www.edgewood.edu

Step 2: Filing a complaint with the City of Madison Police Department or other law enforcement agency is highly encouraged.

The person with the complaint may request that an Edgewood College representative assist them in reporting to the Police Department, and thereafter during the process. Law enforcement may always be contacted, regardless of any other actions the person chooses to take under this policy. It is important to preserve evidence as may be necessary to the proof of criminal sexual assault.

Step 3: Filing a Complaint/Grievance Procedure with the College

If the student desires to initiate a complaint, the support contact shall immediately notify the Dean of Students' Office. The Dean of Students' Office will seek a meeting with the student to discuss the complaint process, internal and external support services, and other support such as options regarding academic or living arrangement or a no-contact order. These options will be made available to the student regardless of whether the student proceeds with a formal complaint/grievance under College policy or a criminal report or complaint with the police.

In cases of reported sexual violence, the College will continue its internal investigation regardless of whether or not the complainant files a criminal complaint and/or wants the school to take action. Moreover, if the college knows about a possible sexual harassment or sexual violence incident, it will promptly investigate the allegations to determine what occurred and to decide if further action is necessary.

In instances where a student insists on confidentiality, it may limit the College's ability to respond. Depending upon the circumstances, the College may not be able to ensure confidentiality because of its obligation to provide a safe and non-discriminatory environment for all students. Factors that may impact the request include the seriousness of the alleged conduct, whether there have been other complaints about the same individual, and the alleged harasser's rights to receive information maintained in education records covered by the Family Educational Rights and Privacy Act. Confidential resource persons available to consult with students are listed in this policy. However, all other College personnel have an independent obligation to report and investigate information regarding sexual misconduct incidents that come to our attention where they know or a reasonable person should have known that such conduct may have occurred. Even if a student refuses to file a complaint with the College or the police or participate in a disciplinary proceeding, the College may still proceed if it has enough information.

Persons who believe that they are being or have been subjected to discrimination and/or sexual misconduct are encouraged to seek support and resolution as soon as possible after an incident.

If one chooses to proceed with a complaint, the process begins with:

- **For students** who are filing a complaint, the report must be made to the office of the Dean of Students.
- **For faculty** who are filing a complaint, the report must be made to the office of the Academic Dean.
- **For non-faculty staff members** who are filing a complaint, the report must be made to the office of the Director of Human Resources. If the complaint involves a combination of faculty, staff and students, the complainant may choose to complain directly to the office responsible for that population. For example, students who wish to file a complaint against a faculty member could go either to the Dean of Students' Office or Academic Dean's Office. Deans of the different academic schools will become involved in pursuing complaints as appropriate. The complaint may initially be communicated either orally or in writing. However, to move forward as a formal complaint, the filing of the complaint must be documented in writing and signed by the complainant. Documentation may be done by the person receiving the complaint, but must be reviewed and signed by the complainant to be considered a formal complaint.

As needed, the Dean of Students, the Academic Deans Office, and Human Resources will work closely together and will consult with Edgewood College Cares (behavioral intervention team), when appropriate concerning alleged discrimination/sexual misconduct.

The College will work with both parties (the complainant and respondent) to assign a designated support person throughout the complaint process. Either party may refuse the assistance of a support person, but the offer must be made.

Formal complaints will be thoroughly investigated with support from Campus Security as appropriate.

All respective offices will inform the Title IX Coordinator of any reported allegations. The Title IX Coordinator will remain a neutral administrator in the disciplinary process involving sexual misconduct allegations. The Title IX Coordinator will work with all involved parties, and will be responsible for making certain all reported grievances are managed in accordance with the Sexual Misconduct and Relationship Violence Policy. The Title IX Coordinator will not ultimately determine if a policy violation occurred. The Title IX Coordinator will:

- Maintain confidential records.
- Make certain only people who need to know will be told and that information only be shared as necessary with investigators, witnesses, and the accused individual.
- Issue timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the College community. In these instances, every effort will be made to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

If one of these College officers is alleged to be the person who engaged in sexual misconduct, the written report may be filed with the office of the President. If there is a complaint against the College President, the complaint will be investigated by the Board of Trustees, whose decision is final. Once a report is made, the College will conduct an investigation and issue sanctions, if appropriate.

Step 4: College Response Options

The College's primary concern is safety for members of our community. Students are encouraged to report suspected violations of this policy to promote the health and welfare of our community. In general, a student reporting an incident or complaint under this policy will be given amnesty for potential related code violations (e.g. alcohol or drug use) because such conduct never makes the victim at fault for sexual violence.

The College's response will depend on the nature and severity of the incident and whether or not it can be determined that a policy violation has occurred. If it appears that a policy violation has occurred, the normal judicial/ behavioral review process should be followed (with trained judicial board members on the issue of sexual assault being the adjudicators). The range of responses includes, but is not limited to:

- Intervention by supervisor or appropriate authority
- Individual meeting with option of support person in attendance
- Facilitated conversation or mediation (not available for sexual assault cases)
- Educational activity
- No contact order between complainant and respondent. Edgewood College students or employees who are issued a no contact order, restraining order, or similar relief from a court should contact the Campus Security Director. The Campus Security Director will notify appropriate College officials and the parties to coordinate compliance. Examples of steps that may be taken to comply with such orders include changing class schedules and living arrangements.
- The college must provide assistance in changes related to academic, living situations, transportation and working conditions if requested by the victim and are reasonably available, for yourself or the other person. These accommodations are available regardless if the victim reports the incident to the police department.
- Change in living situation on an interim or permanent basis regardless of whether the complainant requests such a change.
- Disciplinary action, if appropriate, including but not limited to:
 1. Dismissal or expulsion of a person found to have violated these policies.
 2. Discipline short of dismissal or expulsion for a person found to have violated these policies.
- Public Service for a person found to have violated these policies.
- Referral to law enforcement when there is danger or threat to community and/or when requested by victim.
- Obtaining a Restraining Order for the victim. The Security Department will inform the victim how they may obtain a Restraining Order and if they wish, assist them with obtaining the order. Restraining Orders are issued by the Dane County Court System located in the Dane County Public Safety Building.
- Increased Security Department protection when requested by the victim; Safe walks, Safe Rides, increased security patrols, and security escorts.
- No action at this time.

Step 5: Student and Employee Notice of Rights.

When a student or employee notifies the college that they were a victim of Dating Violence, Domestic Violence, Sexual Assault or Stalking the college will provide a written explanation of the student's or employee's rights and options.

What if I want legal help?

Edgewood College does not provide attorneys or legal assistance. There are legal resources available in the Madison community.

Domestic Abuse Intervention Services (DAIS) has a legal advocacy program for victims of sexual assault, domestic violence, dating violence and/or stalking, and they can be reached here:

Domestic Abuse Intervention Services (DAIS)

Office: (608) 251-1237

(608) 251-4445 or toll-free (800) 747- 4045 (24 hours)

info@abuseintervention.org

The Dane County District Attorney's Office Victim Witness Unit is designed to assist victims and witnesses throughout the criminal court process by answering questions, keeping victims and their families informed of case development, providing information and referrals to community service providers, assisting with restitution, and offering personal assistance when possible.

Dane County District Attorney's Office
Victim Witness Unit
215 S. Hamilton St. #3000,
Madison, WI 53703-3297
Phone: (608) 266-9003
Fax: (608) 261-9766
www.countyofdane.com/da/victim_witness.aspx

State Bar of Wisconsin Lawyer Referral and Information Service is offered by the State Bar of Wisconsin and is a public service that helps identify the most appropriate resource for people with a legal problem. A legal assistant who is experienced in analyzing potential legal problems helps locate the best source of help and also provides references to area attorneys who have indicated an interest in the relevant legal situation.

State Bar of Wisconsin Lawyer Referral and Information Service
(800) 362-9082
<http://www.wisbar.org/forpublic/inedalawyer/pages/Iris.aspx>

Information about Sex Offenders

The federal Campus Crimes Prevention Act requires institutes of higher education to issue a statement to the campus community about where to find information on registered sex offenders in the state. In Wisconsin, convicted sex offenders must register with the Department of Corrections; a registry can be found at www.offender.doc.stste.wi.us./public.

A. Policy Statement

Edgewood College policy specifically prohibits all forms of sexual misconduct and relationship violence including, but not limited to, sexual harassment, sexual assault, dating violence, domestic violence, and stalking between or against members of its community. This policy shall apply regardless of whether a criminal proceeding has been initiated, the conduct occurred on campus, or involved a College sponsored activity. Retaliation for filing a report or complaint, participating in a related investigation, or disciplinary proceeding is also a violation of this policy. The College will take remedial measures to address violations of this policy in a manner that is reasonably calculated to prevent such conduct from recurring and to eliminate the effects on victims and the Edgewood College community.

Edgewood College prohibits discrimination in employment and in all College programs and activities on a wide variety of bases, including prohibitions against sex discrimination and sexual harassment. These prohibitions are included in College policies and procedures, s. 36.12, Wisconsin Statutes, Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, as amended, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended.

Title IX prohibits discrimination on the basis of sex in any educational program or activity receiving Federal financial assistance. Title IX requirements cover sex discrimination, sexual harassment, sexual misconduct and sexual violence.

In accordance with these requirements, Edgewood College is responsible for taking immediate and effective steps to respond to sexual misconduct and violence. Sexual violence may include physical sexual acts performed against a person's will or where a person is incapable of giving consent. A number of acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion.

Edgewood College and community resources are available to address questions concerning sex discrimination, sexual harassment, sexual misconduct, and sexual violence.

Title IX Coordinator Position: The Title IX Coordinator position has been established to oversee all sex discrimination, sexual harassment, and sexual assault and relationship violence complaints at the College. The Title IX Coordinator is responsible for conducting an annual report and reviewing all complaints to ensure compliance with Title IX, make improvements, and identify any patterns or systemic problems within the community. The Title IX Coordinator serves as a neutral administrator and resource to students and employees to answer questions, to coordinate reporting and handling of complaints, to review internal disciplinary proceedings and remedies, to provide education, training, and guidance to public safety, student development, human resources and other personnel involved with investigations and disciplinary proceedings.

Title IX Deputy Coordinator(s): The College has also designated Deputy Title IX Coordinators who assist the Title IX Coordinator. A Title IX Deputy Coordinator is responsible for assisting the Title IX Coordinator to conduct training, climate assessments, and facilitate communications on behalf of the College with the student who reports a violation, the accused, and other administrators responsible for administering this policy.

Individuals with questions or concerns about sex discrimination including sexual harassment may contact the College's Title IX Coordinator:

Pamela LaValliere
Director of Human Resources
214 Dericci Hall
1000 Edgewood College Drive
Madison, WI
pLaValliere@edgewood.edu
608-663-4304

A complaint procedure for individuals who believe that they have been discriminated against on the bases covered by the College, including sex discrimination and sexual harassment is available online.

If you wish to file a complaint or have any questions about the complaint procedures please contact Human Services Director and Title IX Coordinator LaValliere.

Allegations of discrimination made by students against other students, including sex discrimination and sexual harassment, should be directed to the Director of Student Life, who at their discretion may refer the matter to HR or handle it within the student judicial process. The Director of Student Life can be contacted at:

Director of Student Life
Claire Mand
215 Predolin Hall
1000 Edgewood College
Drive Madison, WI 53711
Phone: 608-663-3205
Email: cmand@edgewood.edu

College Health Services also provides information for faculty, staff, and teaching assistants regarding sexual assault, dating violence and stalking.

There are also Federal and state offices where employees, students, and visitors to the campus can direct their concerns about sex discrimination including sexual harassment.

To file a complaint of sex discrimination including sexual harassment involving employment at the University, you may contact the:

U.S. Equal Employment Opportunity
Commission Milwaukee District Office
Reuss Federal Plaza
310 West Wisconsin Avenue, Suite 800
Milwaukee, WI 53203-2292
Phone: 414-297-1111 or 1-800-669-4000
Fax: 414-297-4133
TTY: 414-297-1115 or 1-800-669-6820
Office Hours: Monday - Friday from 8:00 a.m. to
4:30 pm. <http://www.eeoc.gov/milwaukee/>

Information concerning EEOC's procedures and coverage can be found online.

The Equal Rights Division (ERD) of the Wisconsin Department of Workforce Development enforces laws that prohibit sex discrimination in employment, including sexual harassment, within the State of Wisconsin. The ERD can be reached at:

Equal Rights
Division Madison
Office
201 E. Washington Avenue, Room A300
P.O. Box 8928
Madison, WI 53708-8928
608-266-6860
TTD 608-264-8752

Information concerning ERD's procedures and coverage can be found online.

B. The Title IX Coordinator

Will review all evidence in a sexual harassment, sexual violence, dating violence, domestic violence, or stalking to determine whether the complainant is entitled to a remedy that was unavailable through the process.

C. Burden of Proof

According to Title IX requirements, Edgewood College will be using a preponderance of the evidence standard (more likely than not) to evaluate complaints. The student judicial process at Edgewood College, like many colleges and universities, operates based on a "preponderance of evidence" as "standard of proof." A preponderance of evidence is described as enough evidence to make it more likely than not that the accused student has violated the Student Code of Conduct. Both the complainant and the alleged perpetrator will have an equal opportunity to present relevant witnesses and other evidence. Both parties will be afforded similar and timely access to any information that will be used during the hearing proceedings. In general, information about a person's prior sexual behavior or history will not be considered to determine whether a violation has occurred. However, information regarding a prior intimate or sexual relationship between the parties may be considered relevant depending upon the issues presented in any disciplinary proceeding.

D. Interim Measures

During the investigation and until a resolution, interim measures may be taken to prevent recurrence and protect both parties. Failure to adhere to any of the interim measures taken during an investigation is a violation of policy and may lead to additional disciplinary action(s). Any attempt by a faculty member, employee or student to penalize, threaten, coerce, intimidate, discriminate, or retaliate in any way against a person who makes a report of or who is otherwise involved in a report of sexual misconduct is completely prohibited and will not be tolerated. If you believe that you have been a victim of retaliation during an investigation, please contact the Title IX Coordinator.

E. Time Frame

Upon receiving a report, Edgewood College will respond promptly, equitably, and thoroughly for all incident reports. Both the complainant and the respondent are entitled to the same opportunities to have others present during a campus disciplinary proceeding. Both parties will be given periodic status updates during the investigation and both the complainant and the alleged perpetrator will be given notice of the outcome and an opportunity to file an appeal, if applicable. Absent unusual circumstances, sexual misconduct investigations as well as hearings will be completed within 60 calendar days following receipt of the complaint.

F. Investigation, Notice of Outcome, and Appeals

The parties will be concurrently notified, in writing, about the outcome of the investigation and any subsequent appeals involving alleged violations of this policy. Either party may elect to appeal the decisions and sanctions rendered by the office managing the complaint. Both the complainant and respondent are strongly encouraged to cooperate during the investigation for the College to be able to determine an accurate outcome.

Regardless of which party files for an appeal, both the complainant and the alleged perpetrator will be informed of the status of the appeals request, processing and outcome. Appeals may be filed on grounds of new evidence becoming available, alleged bias on the part of a judicial board member, procedural error, or the belief that the sanction imposed is not commensurate with the findings of facts established during the hearing process. Disagreement with the finding or sanctions is not, by itself, grounds for appeal. An appeal of a disciplinary outcome must be made, in writing, to the President within three business days after the decision has been made.

The President will name a panel of at least 3 trained judicial board members on sexual misconduct issues to review the written appeal. The Appeals Board will be composed of trained Judicial Board members and/or trained designees that were not involved in the original decision.

After receiving an appeal and reviewing all available information, the Appeals Board may elect to: affirm the finding and the sanction originally determined, affirm the finding and change the sanction, or dismiss the case. The decision of the Appeals Board is final.

The College recognizes the right of all parties involved in a complaint to a fair framework for encouraging resolution of complaints. Falsification, distortion or misrepresentation of information during the course of a complaint resolution process may be grounds for disciplinary action.

Public Recordkeeping: The College will take steps to maintain confidentiality of persons reporting incidents of sexual misconduct and relationship violence in records available for public inspection by using alternative means of identification and not including personally identifiable information in the annual campus security report, campus crime log, and emergency warning notices under the Clery Act.

NOTE - Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20U.S.C. 123g), commonly known as the Family Education Rights

G. Bystander Intervention

Need a plan for intervening in a situation potentially involving sexual assault, relationship violence, stalking, or cyberstalking? Try:

- Approach everyone as a friend.
- Do not be antagonistic.
- Avoid using violence.
- Be honest and direct whenever possible.
- Recruit help if necessary.
- Keep yourself safe.
- If things get out of hand or become too serious, contact the police.
- Step in and separate the two people. Let them know your concerns and reasons for intervening. Be a friend and let them know you are acting in their best interest. Make sure each person makes it home safely
- Use a distraction to redirect the focus somewhere else: “Hey, I need to talk to you.” or “Hey, this party is lame. Let’s go somewhere else.” rest.
- Make sure evaluate the situation and people involved to determine your best move. You could directly intervene yourself, or alert friends of each person to come in and help. If the person reacts badly, try a different approach.
- Recruit the help of friends of both people to step in as a group.
- Divert the attention of one person away from the other person. Have someone standing by to redirect the other person’s focus. Commit a party foul (i.e. spilling your drink) if you need to.

H. Edgewood College Cares

The Edgewood College Cares Team purpose is to promote campus student support resources, help faculty and staff refer and get students connected to help, and identify, support, and consult regarding students whose behaviors are perceived by others to be disconcerting, disruptive, and threatening to self and others.

The Edgewood Cares team is made up of members listed below:

Personal Counseling Services – 608-663-2281
Dean of Students Office – 608-663-2212
Residence Life – 608-663-3228
Health Services – 608-663-8334
Campus Security Director – 608-663-3285
Accessibility and Disability Services Director – 608-663-8347
Academic Deans Office – 608-663-2200
Emergency – Police – 911
Emergency – Campus Security – 608-663-4321

THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT (THE CLERY ACT)

The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Act (The Clery Act) requires Edgewood to provide students and employees with information on its security policies and procedures and specific statistics for certain criminal incidents, arrests and disciplinary referrals and to make the information available to perspective students and employees upon request. The information is available by calling the Edgewood Security Department or on line at the Edgewood College Security Site.

Crime Statistics

The crime statistics reported under the Jeanne Clery Act include the following:

- Criminal homicide (murder, non-negligent homicide)
- Sex Offenses – Sexual Assault
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Larceny
- Intimidation
- Vandalism
- Stalking
- Domestic Violence
- Sexual harassment
- Dating Violence

Crime statistics are published annually and cover the three previous calendar years. Additional information regarding these statistics is available from the Campus Security Department, Weber Hall, and 1000 Edgewood College Drive, Madison, WI – 53711

These statistics follow the uniform crime reporting procedures of the Federal Bureau of Investigation.

They should be considered in relation to the occurrences of crime in society generally, college demographics and statistics from other institutions of similar description.

Crime statistics for the most recent three year period are compiled from information obtained from the Campus Security Department, Madison Police Department, Dean of Students Office, Residential Life, Counseling Center, Campus Judicial, and Campus Reporting Authorities as designated each year.

The Edgewood College Security Department (Director of Security of his/her designee) is responsible for the sorting, tabulation and dissemination of information for the Campus Security Act Incidents.

The statistics do not reflect any reports that might have been made to other departments or individuals at Edgewood College unless those individuals or departments informed campus security of the incident. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Pastoral or professional counselors when acting as a counselor are not required to report any crimes or incidents; however, Edgewood expects its counselors to provide "statistical information" should they become aware of a sexual assault incident.

Edgewood College consists of three locations, the main campus on Monroe Street, The Deming Way Campus located on Deming Way and the Family Center also located on Deming Way. The main campus is bordered by City of Madison Streets, Woodrow Avenue to the west, and Monroe Street to the north, Edgewood Avenue to the East and Park and Pleasure Drive to the south. The Deming Ways facilities have only Deming Way for public access. The main campus has on average 550 resident students during the school year. The other two satellite campuses have no resident students.

Definitions of Reportable Crimes

Arson – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary – The unlawful entry into a structure to commit a felony or theft.

Larceny – The unlawful taking, carrying, leading, or riding away of property from the possession of another.

Aggravated Assault – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious injury if the crime were successfully completed).

Simple Assault – An unlawful physical attack by one person upon another where neither the offender displays a weapon, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Motor Vehicle Theft – The theft or attempted theft of a motor vehicle (classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joy riding).

Intimidation – To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

Vandalism – To unlawfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any such means as may be specified by law.

Criminal Homicide: Murder by Non-Negligent Manslaughter – The willful (non-negligent) killing of one human being by another.

Criminal Homicide: Negligent Manslaughter – The killing of another through gross negligence.

Theft – The unlawful taking, carrying, leading, or riding away property from the possession or constructive possession of another.

Robbery – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Threats: Intimidation (includes stalking) – To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

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

Rape – The penetration, no matter how slight, of the vagina, or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim.

Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of temporary or permanent mental incapacity.

Incest – Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape – Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Sodomy – Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with an Object – To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Weapon Law Violations – The violations of laws or ordinances dealing with weapons offenses, regulatory in nature, such as: manufacture, sale, or possession, carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned Weapons include: firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons

Liquor Law Violations – The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing or use of alcoholic beverages.

Drug Abuse Violations – Violations of State and local laws prohibiting the production and/or use of certain controlled substances and the devices utilized in their preparation and/or use. This includes; unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. Drugs include but are not limited to: The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, and codeine), marijuana, synthetic narcotics (Demerol, methadone), and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Hate Crime – A criminal offense reported to the police department or college security department that manifests evidence that the victim was intentionally selected because the perpetrator's bias against the victim. For the purposes of the Clery Act, the categories of bias that may serve as the basis for determination that a crime is a hate crime would include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin and disability.

Stalking - Stalking involves harassment, intimidation, surveillance or a similar course of repeated conduct that is intended to cause a reasonable person to fear for his or her safety or suffer substantial emotional distress, serious physical injury, or death. Stalking includes conduct directed at the victim's immediate family, a spouse, or intimate partner. Here are some examples: unwelcome communication, (such as face-to-face communication, social media/ electronic communication, written letters, or gifts), threatening or obscene gestures.

Clery Update

On March 7th, 2013, President Obama signed the Violence against Women Reauthorization Act of 2013 (VAWA) otherwise known as the Clery Act. These statutory changes require institutions to compile statistics for certain crimes that are reported to campus security authorities or local police agencies including incidents of sexual assault, domestic violence, dating violence, and stalking.

Clery locations that are reported:

Crimes that are reported to have occurred outside of the following locations are not included in this report. The four federally defined locations are:

On Campus Property – Is defined as any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to above that is owned by the institution but controlled by another person, frequently used by students, and supports institutional purposes (such as a food or retail vendor.)

On-campus student housing – is defined as any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up campus.

Public property – is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from campus.

Non-campus property – is defined as any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property that is owned or controlled by an institution that is used in direct support of, or in relations to, the institution’s educational purposes, is frequently used by the students and is not within the same reasonably contiguous geographic area of the institution. This category includes property that is outside of Madison, outside of Wisconsin and outside of the United States.

B. Campus Criminal Offenses

Monroe Street Campus - Criminal Offense 2015 (calendar year)

Monroe Street Campus - Criminal Offense 2015

Criminal Offense		On Campus	Residential Facilities	Non-Campus	Public Property	Total
Criminal Homicide	Murder & non-negligent Manslaughter	0	0	0	0	0
	Negligent Manslaughter	0	0	0	0	0
Sex Offenses	Rape		0	0	0	0
	Fondling	0	0	0	0	0
	Incest	0	0	0	0	0
	Statutory Rape	1	1	0	0	1
Robbery		0	0	0	0	0
Aggravated Assault		0	0	0	0	0
Burglary		1	1	0	0	1
Motor Vehicle Theft		0	0	0	0	0
Robbery		0	0	0	0	0
Arson		0	0	0	0	0
Arrest	Liquor	1	1	0	0	1
	Drugs	0	0	0	0	0
	Weapon	0	0	0	0	0
Discipline	Liquor	61	61	0	0	61
	Drugs	27	27	0	0	27
	Weapon	0	0	0	0	0
Dating Violence		0	0	0	0	0
Stalking		0	0	0	0	0
Domestic Violence		0	0	0	0	0

Note - 10 of the 27 drug discipline cases also included a judicial for alcohol in addition to the drug offense.

Note – Crimes that are listed are shown for the year they were reported, not necessarily the year they occurred.

Also note -Crimes can only be listed if they occurred on campus according to the US Department of Education. Crimes that occur off campus and are reported to Madison Police or other law enforcement agencies. Those crimes are reported in their annual FBI crime report.

Monroe Street Campus - Criminal Offense 2013

Criminal Offense		On Campus	Residential Facilities	Non-Campus	Public Property	Total
Aggravated Assault		0	0	0	0	0
Arson		0	0	0	0	0
Burglary		2	2	0	0	2
Manslaughter		0	0	0	0	0
Murder		0	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0
Robbery		0	0	0	0	0
Sex	Force	0	0	0	0	0
	Non-Force	0	0	0	0	0
Arrest	Liquor	1	1	0	0	1
	Drugs	0	0	0	0	0
	Weapon	0	0	0	0	0
Discipline	Liquor	78	78	0	0	78
	Drugs	23	23	0	0	23
	Weapon	0	0	0	0	0
Vandalism		0	0	0	0	0

Monroe Street Campus - Criminal Offense 2014

Criminal Offense		On Campus	Residential Facilities	Non-Campus	Public Property	Total
Criminal Homicide	Murder & non-negligent Manslaughter	0	0	0	0	0
	Negligent Manslaughter	0	0	0	0	0
Sex Offenses	Rape	0	0	0	0	0
	Fondling	0	0	0	0	0
	Incest	0	0	0	0	0
	Statutory Rape	0	0	0	0	0
Robbery		0	0	0	0	0
Aggravated Assault		0	0	0	0	0
Burglary		0	0	0	0	0
Motor Vehicle Theft		1	1	0	0	1
Robbery		0	0	0	0	0
Arson		0	0	0	0	0
Arrest	Liquor	1	1	0	0	1
	Drugs	0	0	0	0	0
	Weapon	0	0	0	0	0
Discipline	Liquor	126	126	0	0	126
	Drugs	19	19	0	0	19
	Weapon	4	4	0	0	4
Dating Violence		0	0	0	0	0
Stalking		0	0	0	0	0
Domestic Violence		0	0	0	0	0

Deming Way Campus - Criminal Offense 2015

Criminal Offense		On Campus	Residential Facilities	Non-Campus	Public Property	Total
Aggravated Assault		0	0	0	0	0
Arson		0	0	0	0	0
Burglary		0	0	0	0	0
Manslaughter		0	0	0	0	0
Murder		0	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0
Robbery		0	0	0	0	0
Sexual Assault	Force	0	0	0	0	0
	Non-Force	0	0	0	0	0
Arrest	Liquor	0	0	0	0	0
	Drugs	0	0	0	0	0
	Weapon	0	0	0	0	0
Discipline	Liquor	0	0	0	0	0
	Drugs	0	0	0	0	0
	Weapon	0	0	0	0	0
Vandalism		0	0	0	0	0

Deming Way Campus - Criminal Offense 2013

Criminal Offense		On Campus	Residential Facilities	Non-Campus	Public Property	Total
Aggravated Assault		0	0	0	0	0
Arson		0	0	0	0	0
Burglary		0	0	0	0	0
Manslaughter		0	0	0	0	0
Murder		0	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0
Robbery		0	0	0	0	0
Sexual Assault	Force	0	0	0	0	0
	Non-Force	0	0	0	0	0
Arrest	Liquor	0	0	0	0	0
	Drugs	0	0	0	0	0
	Weapon	0	0	0	0	0
Discipline	Liquor	0	0	0	0	0
	Drugs	0	0	0	0	0
	Weapon	0	0	0	0	0
Dating Violence		0	0	0	0	0
Domestic Violence		0	0	0	0	0
Stalking		0	0	0	0	0

Deming Way Campus - Criminal Offense 2014

Criminal Offense		On Campus	Residential Facilities	Non-Campus	Public Property	Total
Criminal Homicide	Murder & non-negligent Manslaughter	0	0	0	0	0
	Negligent Manslaughter	0	0	0	0	0
Sex Offenses	Rape	0	0	0	0	0
	Fondling	0	0	0	0	0
	Incest	0	0	0	0	0
	Statutory Rape	0	0	0	0	0
Robbery		0	0	0	0	0
Aggravated Assault		0	0	0	0	0
Burglary		0	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0
Robbery		0	0	0	0	0
Arson		0	0	0	0	0
Arrest	Liquor	0	0	0	0	0
	Drugs	0	0	0	0	0
	Weapon	0	0	0	0	0
Discipline	Liquor	0	0	0	0	0
	Drugs	0	0	0	0	0
	Weapon	0	0	0	0	0

Monroe Street Campus - Hate Crimes

Criminal Offense	2013	2014	2015
Larceny/Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Vandalism	0	0	1 *

- The hate crime reported for 2015 was race related – the incident occurred on campus in a residential facility

Deming Way Campus - Hate Crimes

Criminal Offense	2013	2013	2015
Larceny/Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Vandalism	0	0	0

For each hate crime recorded under this section, we must identify the category of bias that motivated the crime. The Categories are:

- Race
- Gender
- Gender Identity
- Religion
- Sexual Orientation
- Ethnicity
- National Origin
- Disability

Crimes must be recorded; (a) on campus, (b) in or on a non-campus building, (c) on public property, Residential Facilities.

HATE CRIME REPORTING - There were no hate crime reported – 2013 - 2014

Subject: RE: Clery/non Clery Reported Incidents from Madison Police Department – note the City of Madison Police Department Statistics reflect the Edgewood College Campus, High School, City of Madison Streets adjacent and contiguous to the campus. The City of Madison does not break down statistics specifically occurring directly on the college campus.

Hierarchy Rule: For the purposes of reporting crimes, when more than one criminal offense is committed during a single incident, only the most serious offense is to be included in the institution’s Clery Act statistics.

Note - Clery rules prohibit an educational institution to remove or subsequently remove, a reported crime from its crime statistics based on a decision by a court, coroner, jury, prosecutor, or other similar non campus official.

Crimes Reported – All crimes (categories listed above) that are reported to a campus security authority are included in the annual report.

Madison Police Department

City of Madison Police Department Data for the Edgewood Main Campus and Deming Way Campus. There were no incidents reported during 2015 at the Deming Way Campus.

2015 Criminal Offense	Edgewood
Murder	0
Negligent Manslaughter	0
Forcible Sex Offenses	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0
Arson	0
Larceny - Theft	6
Simple Assault	0
Intimidation	0
Damage/Vandalism of Property	2
Total	8

2015 Tickets	Edgewood
Liquor Law Violations	1
Drug Law Violations	0
Illegal Weapons Possessions	0
Total	1

2015 Arrests	Edgewood
Liquor Law Violations	0
Drug Law Violations	0
Illegal Weapons Possessions	0
Total	0

Madison Police had no offenses reported involving a hate crime or bias.

Madison Police Department statistics provided by:

Captain John Patterson
South Police District
City of Madison WI Police Department
825 Hughes Place - Madison, WI 53713

A. Definitions

Tornado Watch – The weather conditions are right for a tornado to form, although funnel clouds have not yet been spotted.

Tornado Warning – A Tornado has been sighted, and/or the Dane County Weather Siren and the Campus Siren System are activated and/or the National Weather Service has issued a tornado warning, or you are informed by campus personnel.

All Clear – Weather conditions are such that the threat of a tornado is no longer in existence.

B. Weather Watches and Warnings

When a Tornado Watch is in Effect:

1. Notify residents that a tornado watch is in effect.
2. Keep weather radio/local television station on.
3. Check to see if there are any disabled persons in the nearby area. Make them aware that is in effect.

When a Tornado Warning is in Effect:

1. Notify Campus Assistance Center (ext. 4444) that you are relocating people to the shelter area.
2. The Campus Alarm system will be activated and the campus public address system will be activated under most circumstances.
3. Help direct people into the appropriate stairwells and shelter areas.
4. Once the emergency situation is officially finished, the public address system will be activated to inform the campus that business may resume.

Weather Warnings

Despite best efforts by the experts, weather can be unpredictable at times -- especially in Wisconsin! It's important for you to know that the National Weather Service sends Wireless Emergency Alerts to most mobile phones when you're in the path of a dangerous storm. Most new phones and wireless providers are WEA-capable and will receive tornado and flash flood warnings automatically.

We also encourage you to purchase a NOAA weather radio and/or download an app for your phone, such as WeatherBug, AccuWeather, or another mobile app.

C. Testing Emergency Response and Evacuation Procedures

The purpose of evacuation drills is to prepare buildings occupants for an organized evacuation in case of an emergency. At Edgewood College, evacuation drills are used as a way to educate and train occupants on issues specific to their building. During the drill, occupants "practice" drill procedures and familiarize themselves with the location of exits and sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of the fire alarm components.

Evacuation drills are monitored by the Edgewood College Security Department, Residence Life Staff and the Campus Safety Office. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/ officers for consideration.

Students receive information about evacuation and shelter-in-place procedures during their first floor meetings and during other educational sessions that can participate in throughout the year. The Residence Life staff members are trained in these procedures as well and act as on-going resource for the students living in residential facilities.

Edgewood College conducts announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. Edgewood College coordinates announced and unannounced evacuation drills each semester, as described above, to test the emergency evacuation response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. Edgewood will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill each calendar year.

D. Shelter-in-Place Procedures

What It Means To Shelter-in-Place

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter –in- place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic Shelter-in-Place Guidance

If an incident occurs and the building you are in is not damaged, stay inside-seeking and interior room-until you are told that it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, Edgewood ID card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If security, police or fire department personnel are on the scene, follow their directions.

How You Will Know To Shelter-in-Place

A shelter-in-place notification may come from, several sources, including the Edgewood Security Department, the Residence Life Staff, the Campus Assistance Center using the college emergency notification tools.

How to Shelter-in-Place

No matter where you are, the basic steps of shelter-in-place will generally stay the same. Should the need arise; follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay inside where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - a. An interior room;
 - b. Above ground level; and
 - c. Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters and fans.
5. Close vents to ventilation systems as you are able. (College staff will turn off ventilation as quickly as possible.)

6. Make a list of people with you and ask someone (Residence Life Staff, Faculty, or other staff) to call the list into the Edgewood Security Department so they know you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on radio or TV and listen to further instructions (particularly if the event is weather related)
8. Make yourself comfortable.

A. Explanation of Report

The Higher Education Opportunity Act (HEOA) requires two new safety-related requirements on institutions that participate in federal student financial aid program which follow:

1. **Fire Log** – Edgewood College Security Department is required to keep a fire log that states the nature of the fire, date, time, and general location of each fire in on campus-student housing facilities. Edgewood College complies with the rule by including all fire-related incidents, in the Daily Crime and Fire Log.
2. **Annual Fire Safety Report** – At Edgewood College, six residential halls (Siena, Regina, Stevie, Marshall, Dominican, and Weber) are equipped with automatic sprinkler systems and fire alarm systems that are monitored 24 hours a day, seven days a week. The seventh, Rosewood is a small house equipped with smoke detectors.
Any college or university with on-campus student housing facilities must publish annually a fire safety report that provides information on campus fire safety practices and standards. Edgewood College complies with this regulation by including all fire-related incidents at on-campus student housing facilities as part of the Annual Security and Fire Safety Report. Information contained in this annual fire safety report include: number and cause of fires at all on-campus student housing facilities; number of fire-related deaths; related injuries; value of fire related property damage; information of evacuation procedures; fire safety education and training programs; fire safety systems in each student housing facility; number of mandatory supervised fire drills and policies on portable electrical appliance, smoking and open flames. The Annual Security and Fire Safety Report must include three years of data.
3. **Fire Reporting** - If the fire occurs in any building, community members should immediately notify the Dane County 911 Center by dialing 9-1-1. Once that call has been made, the caller should contact Edgewood Security at 663-4321 on campus phone or 663-4321 off campus.

The campus fire alarm systems alert community members of potential hazards. Community members are required to heed an activated alarm system, and evacuate a building immediately. Use the nearest available exit to evacuate the building. Gather outside at the designated area notated in the emergency posting for all facilities. Community members should familiarize themselves with the exits in each building.

When a fire alarm is activated the elevators in our buildings will be recalled to a “safe floor” and will not activate after the alarm is sounded. Occupants should use the stairs to evacuate the building.

B. Fire Protection Equipment/Systems

All residential buildings are equipped with automatic fire detection and alarm systems. All facilities are monitored by a contracted vendor who will immediately contact the fire department to respond to the incident: (Dominican Hall, Marshall Hall, Regina Hall, Mazzuchelli Center, Weber Hall, Sonderegger, Predolin, Dericci, Library, Siena, Stevie Hall, The Stream, and the Edgedome.

C. Evacuation Procedures

If a fire is detected or the fire alarm sounds, evacuate the area. Isolate the fire by closing doors as you leave.

D. Health and Safety Inspections

Residents Life Department and the Security Department conducts safety inspections of Residence Hall rooms each fall and spring. In addition, the College Safety Department conducts safety inspections of all facilities several times a year along with a member of the Madison Fire Department. The inspections include a visual examination of electrical cords, sprinkler heads, smoke detectors. In addition, each room is inspected for the presence of prohibited items such as candles, halogen lamps, open coiled appliances, pets, etc. Rooms are also inspected for prohibited activities such as smoking in the rooms, removal of door closers, unauthorized door locks, remove of exterior window screens, tampering with emergency equipment. The inspections also include a general assessment of cleanliness of the room, including food and waste storage. Residents are notified prior to inspection when the date and time of inspection will occur.

Conditions warranting follow up are turned over to the Campus Safety Department and the Residence Life Staff.

E. Emergency Evacuation Drills

The Supervised scheduled drills at campus residence halls are facilitated by the College Safety Department in cooperation with assigned college personnel. Various drills are conducted throughout the year to familiarize student, faculty and staff with the Emergency Procedures and individual roles.

A multi-departmental Practice fire drill was held on Friday, October 16. All facilities on campus were evacuated as part of the drill. The Drill included the Campus Emergency Response team and the Madison Fire Department.

Weber Hall was chosen as the facility for a simulated fire response drill. The building fire alarm system was activated at 10:25am. The building was checked and completely evacuated within 3 minutes. Occupants were sent to their designated gathering area where they were checked by a member of the Security Department response team. The Campus Assistance Center was radioed by security to contact 911. A call was made to the 911 center under practice conditions. The fire Department was on campus and monitored and evaluated the drill. The fire department was on site and happy with the results of the practice drill.

Additional Drills and testing of the Campus notifications system was conducted in January (2015), March (2015) and June (2015). All emergency notification equipment was reported working.

F. Fire and Safety Education

All first year students receive fire safety training when they arrive at Edgewood College during their orientation period at the beginning of the academic school year. In addition training is provided to all Residence Life staff at the beginning of the academic school year. The Campus Safety website and this publication serve as an additional resource material for the educating the entire campus community.

G. Residence Halls on Campus

Stevie Hall
Weber Hall
Regina Hall
Dominican
Marshall Hall
Siena Hall

Fire Systems in Residence Halls

	Siena	Dominic	Weber	Regina	Stevie	Marshall
Fire Alarms Monitored by	X	X	X	X	X	X
Full Sprinkler System	X	X	X	X	X	X
Smoke Detection System	X	X	X	X	X	X
Fire Extinguisher Devices	X	X	X	X	X	X
Evacuation Plans Placards	X	X	X	X	X	X
Num. of Evacuation Drills	2	2	2	2	2	2

H. Fire Definitions

Fire – Rapid oxidation of combustible material accompanied by heat, light and smoke of combustible material, which is found outside its normal appliance whether or not it is extinguished prior to the arrival of emergency personnel.

Fire Related Deaths – Numbers of persons who were fatalities of a fire incident, including death resulting from natural or accidental cause while involved in fire control, attempting a rescue, or persons escaping from the fire scene (statistics include anyone who dies within one year of injuries sustained as a result of a fire).

Fire Related Injuries – Number of persons receiving injuries from fire-related incidents, including an injury from a natural or accidental cause who received medical treatment at a local medical facility. This includes first responders, attempting to control the fire, attempting a rescue, or persons escaping from the fire scene. Persons may include students, faculty, staff, visitors, firefighters, or any other individuals.

Estimated U.S. Dollar Loss Related to Fire Incidents – Estimated total U.S. loss of both contents and structure or property destroyed because of a fire incident, not loss if business.

Evacuation Procedures Posted – When a fire alarm is activated, evacuation is mandatory, DO NOT use elevators, evacuate the building using the nearest available exit and proceed to the building area of refuge to begin an accountability and assessment process.

Buildings Equipped with Fire Alarm Systems and Smoke Detectors – Buildings that have functional fire alarm systems and smoke detectors installed. Please note, all residence halls

Buildings Protected with Automatic Sprinkler System Throughout – Indicates an automatic sprinkler system protects all areas of a building. Please note all residence halls are equipped with sprinkler systems throughout.

I. Edgewood Policies Related to Fire Safety

Candles/Flammable Materials/Incense

Candles, incense, oil lamps, etc., (generally anything using a wick or flame or consuming flammable material, including such things as decorative candles, potpourri, simmer pots and sterno cans), are not allowed in residence hall rooms or apartments. Violators are subject to disciplinary action and confiscation of the material. Storage of volatile materials or other flammables (e.g., gasoline) is likely not permitted. Objects should not be hung from water or around sprinkler systems/pipes.

Electrical Appliances

Permitted – Students may utilize electrical appliances in residence halls such as: radio, tape recorder, television, personal computer, record player/CD player, and electrical coffee pot with automatic shutoff, personal lamp, fan, shaver, portable hair dryer, other personal care appliances, clocks, microwave ovens (not over 1000 watts) and compact refrigerators (not over 4.5 cubic feet).

Not Permitted - Heating or cooking appliances with open coils, halogen lights, air conditioners, space heaters, sun lamps, electrical blankets are not permitted. Toasters, electrical frying pans, hot plates, popcorn poppers, pizza ovens, Octopus lights and lamps without a metal shield are prohibited. (Check the student handbook for definitions of approved and prohibited items).

Due to potential fire hazards and power failure caused by overloaded circuits, electrical appliance usage must be limited. When three or more appliances are plugged into one outlet, it is required that students purchase and use UL approved power strips with surge protectors which have multiple sockets, to prevent circuit overload and help avoid personal injury and/or destruction of property. When electrical appliances are used they should be checked to be sure that they are UL approved and that the cord attached is UL approved. Electric extension cords are not to be used in a manner that may create a fire hazard (such as running a cord under a rug/carpet or in a place where the insulation may be worn out). Tampering with electrical systems (e.g., installing dimmer switches, ceiling fans, etc., or altering wiring) is prohibited for the safety of all residents and the general upkeep of the building.

Evacuation instructions

All students and guests are expected to respond appropriately whenever a fire alarm is sounded. Each person is expected to observe the fire safety guidelines. Violators are subject to a judicial. Whenever an alarm is activated/ sounded:

1. Leave lights on in the room
2. Close and lock the door
3. All individuals must leave the building using the nearest exit
4. Remain outside until the staff gives the all-clear sign.

Smoking Policy

Smoking, including the use of electronic delivery devices, is prohibited in all campus facilities and buildings which includes residence halls and resident rooms.

“Electronic delivery device” means any product containing or delivering nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. This includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

- o Smoking is prohibited within 25 feet of all buildings.
- o All building entrances are to be smoke-free.
It is unlawful to remove or destroy any “No Smoking” signs or to smoke in any “No Smoking” areas.

Fire Safety Equipment

Fire extinguishers, fire alarms, smoke detectors, sprinklers, and other fire and safety equipment are placed in the halls for the safety of the residents in the building. Misuse of fire and safety equipment is a serious violations of both state and college codes.

Fire/Life Safety Inspections

Throughout the academic school year, a residence life staff person will do a fire/life inspection of your room. Should a violation be found, you will receive a letter indicating what the violation was, and you will be expected to immediately comply. If the violations have not been corrected after the unannounced re-inspections you will be subject to disciplinary action.

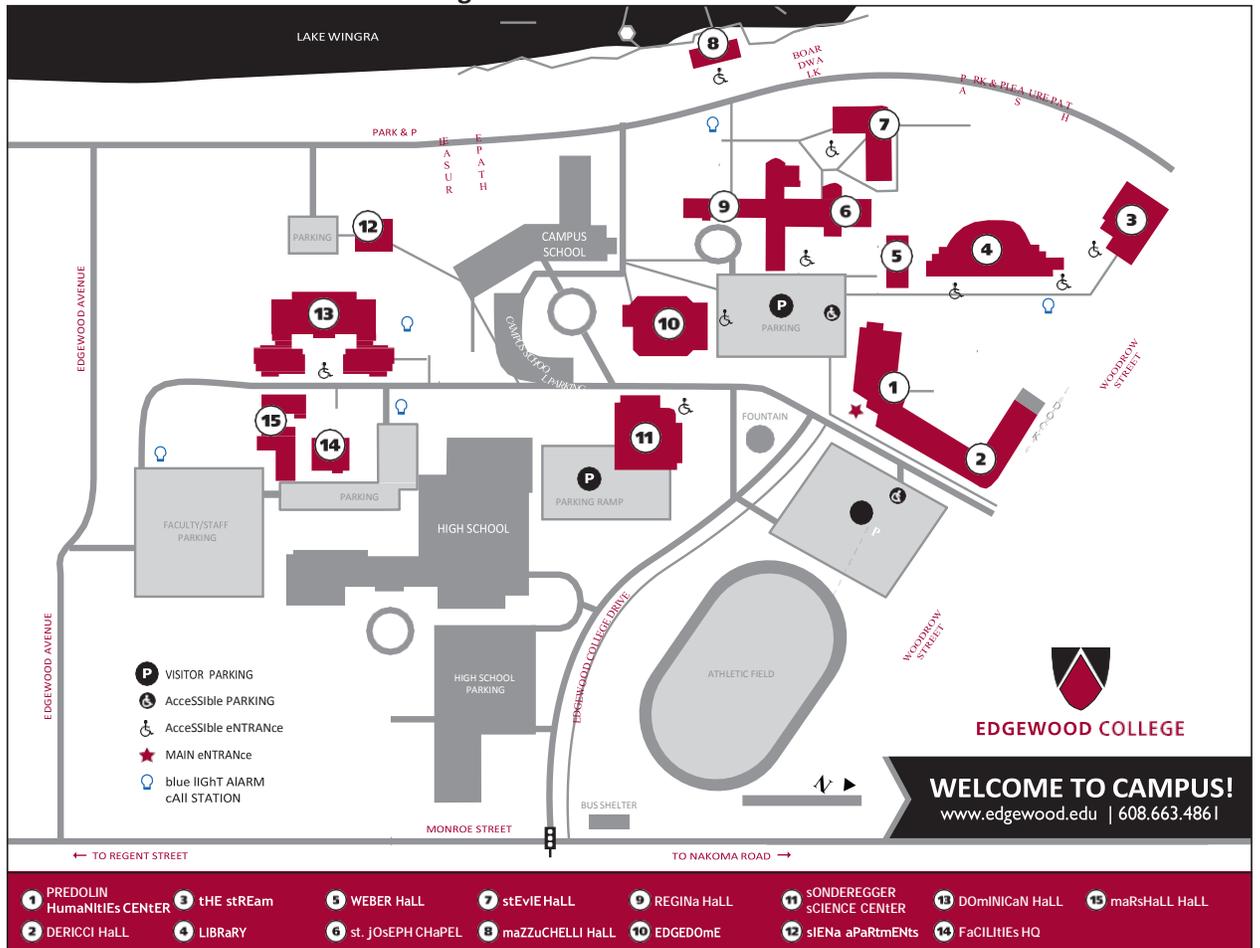
Some common violations are as follows:

- Extension cords and multi-tap units without a breaker
- Items stored closer than 18 inches from a sprinkler head
- Blocking of electrical panels
- Blocking of egress (exit) pathways
- Evidence of burning of candles, incense, or tobacco products
- Evidence of cooking; or cooking appliances, even if unused
- Evidence of a heavy load of combustibles in a room, on the walls, or ceiling
- Covering a door with or other combustible material
- Use of electrical wiring, devises, appliances that are modified or damaged
- Use of portable heater
- Tampering with smoke detector
- Use of halogen lamp/lighting

Fire Drill Participation

Fire drills are held once a semester for each residential facility. Fire drills are mandatory, supervised evacuations of a building for a fire. The fire drill is scheduled by the Edgewood Safety Director. Students who fail to leave the building are turned over to the campus judicial system.

Evacuation Meeting Places



Total Number of Fires Reported in Residential Facilities

	2013	2014	2015
Total Number of Fires	0	0	0
Cause/Type	0	0	0
Number of Injuries	0	0	0
Property Damage \$	0	0	0

List of fires, date, time, cause, injuries (number) deaths (number) value of property damaged, and case numbers.

2013 – No Fires
 2014 – No Fires
 2015 – No Fires

J. Sources

The statistics for this annual Security and Fire Safety Report were prepared by the Edgewood College Security Department based on information gathered from individuals in the following College offices and local law enforcement authorities: Dean of Students office, Athletic Department, Student Organizational Directors, Academic Departments, Counseling and Health Services, Residence Life Office, Human Resources Department, and the

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