

**Marine Trades Institute
Annual Security Report
Jeanne Clery Disclosure of Campus Security Policies and Crime Statistics**

Introduction

Marine Trades Institute (MTI) policy is to promote a safe campus environment. MTI is committed to maintaining a campus free from violence, threats of violence, harassment, intimidation, and other disruptive behaviors.

MTI complies with federal law in compiling an annual security report, which contains policy statements and crime statistics. The policy statements address the institution's policies, procedures and programs concerning safety and security, such as policies for responding to emergency situations and sexual offenses. In accordance with the Jeanne Clery Act, three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school, and on public property within or immediately adjacent to the campus.

This report is available on the MTI website. Staff, students, and prospective students are provided with a description of its contents and information on how to access the report and how to obtain a hard copy.

Annual Security Report

MTI collects crime statistics on a daily and annual basis. These statistics, and related reports, are maintained in the Operations Office and reported annually to the Department of Education to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as well as state and federal (UCR; Uniform Crime Reports) laws. In addition, MTI makes a good faith effort to obtain crime statistics from Campus Security Authorities (CSAs) which include the President and the Student and Career Services Advisor.

The Annual Security Report is completed by October 1st of each year. The report contains three years of campus crime statistics and the required security policy statements including sexual assault policies which assure basic victims' rights and where students should go to report crimes. The most recent Annual Security Report is posted on the school website and available in hard copy from the school administrator.

Campus Security Authority and Jurisdiction

MTI administration attempts to provide a safe, secure educational environment for all students and employees. The school does not provide security guards on its campus premises. School officials have the authority to contact the Mackinac County Sheriff's department to request assistance in preventing or reacting to crime on campus or on public property in the immediate vicinity of school facilities. The school does not maintain any off-campus facilities or property for which security must be provided.

The President is the school's coordinator of security issues. The Campus Security Authorities mentioned above are not authorized to arrest individuals but do have the authority to detain suspected criminal offenders if it is deemed safe to do so. The administration at MTI has a strong working relationship with the local sheriff's department and works in partnership to offer students and employees the safest possible environment.

Emergency Procedures

Emergency procedures are located in every classroom and in every administrative department on the MTI campus. The procedures outline detailed processes for various emergency situations that may arise. New employees review the procedures during their orientation with the President. New students review the procedures on their first day of class with their instructor.

Reporting a Crime or Emergency

All students, faculty, staff, and visitors are strongly encouraged to promptly report any crime, suspicious activity, accident, theft, or safety issue to a Campus Security Authority listed below, and to the Mackinac County Sheriff's Department if appropriate. If the situation poses an immediate threat, all MTI students, faculty, staff, and visitors

are directed to call 911. All crimes should be reported to the President, regardless of severity, to ensure inclusion in the annual crime statistics and to aid in providing a timely warning notice or emergency notification to the campus when appropriate. Reported incidents will be forwarded to the appropriate personnel or law enforcement agency for immediate resolution.

Campus Security Authorities

Brody Waybrant, Interim President and Director of Education 906-440-9529

Matt Edmondson, Lead Instructor 906-484-1081

Timely Warnings

In the event that a situation arises, either on or off campus that, in the judgment of the President, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The President will immediately notify the MTI community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring at the school, unless issuing a notification will compromise efforts to contain the emergency.

The President is responsible for deciding when to issue a timely warning. They will consult with the necessary Campus Security Authorities or other individuals to carefully identify the severity of a situation and whether it requires a timely warning. The decision process to issue a timely warning will be made on a case-by-case basis.

A timely warning will be issued as soon as pertinent information is available. The warning will be disseminated to staff and students through announcements in campus facilities and via cell phone messages (text or voice). The timely warning will include information that promotes safety and tips to prevent similar crimes, allowing the campus community to take appropriate precautions. The timely warning will also include the time, location, and type of crime reported.

Emergency Notification and Response Procedures

Emergencies that pose an immediate threat to the health or safety of any campus community members or its facilities will be communicated to the affected body of the community by a variety of delivery methods appropriate to the specific threat.

The following definitions of emergency are provided as guidelines to assist in determining the appropriate response.

- **Minor Emergency:** Any incident, potential or actual emergency, which will not seriously affect people or the overall functional capacity of the school.
- **Major Emergency:** Any incident, potential or actual emergency, which significantly affects people and/or a large portion of the campus and which will disrupt the overall operations of the school.
- **Disaster:** Any event or occurrence which has taken place and has seriously impaired or halted the operation of the school. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of all campus and emergency resources is required to effectively help with response to this level of emergency.

After determining the significance of the emergency, MTI will issue an emergency notification including specific information regarding the emergency, allowing the campus community to take appropriate precautions.

The following methods of communication will be used during an emergency situation without delay. They may be used individually or in concert with others: announcements in campus facilities (office, classrooms, shops), cell phone (voice and/or text messages), email, MTI website, social media, and flyers.

Security and Access to the Facilities

MTI administrative offices are open Monday through Friday from 8:00 am to 4:30 pm, with occasional evening hours. Access to the facilities is limited and controlled by instructors and MTI administrative staff. The School’s front main entrance is used by guests and staff. The back entrance is used only during instructional hours.

Student and School security are of utmost importance. The School has an obligation to ensure that students, employees, and guests are safe, and that the facility is secure. Passcodes to entry door locks are given to students during orientation and are not to be shared with non-school related personnel. Passcodes are changed throughout the year as deemed necessary by MTI.

Maintenance of Facilities and Grounds

The President ensures that facilities and grounds are maintained in a manner that promotes security and minimizes hazardous conditions.

Student Housing

MTI does not provide housing for students and therefore does not have policies and procedures pertaining to this area.

MTI Campus Safety and Security Education

Students review the Student Handbook with the President and Instructor(s) at the beginning of their training. This review process includes reviewing the emergency procedures in the Student Handbook and the student's responsibility to actively support and participate in the school's effort to provide a safe and healthy environment. After reviewing the content, students are given an opportunity to ask questions, and sign to acknowledge they received the Handbook.

Employees meet with the President at the beginning of their employment to review the emergency procedures in the Employee Handbook and the employee's responsibility to participate in their security and the security of others. After reviewing the content, employees are given an opportunity to ask questions, and then sign the acknowledgement form. This information is reviewed on an annual basis or as soon as significant changes are made to the procedures.

Crime Prevention Education

MTI takes a proactive approach to crime on campus by disseminating information to students and employees through tips posted in the school buildings, in-class announcements, and announcements through social media.

Fire Prevention

MTI is committed to minimizing the threat of fire by complying with the Occupational Safety and Health Administration's (OSHA) standard on fire prevention: 29 CFR 1910.39. The President is responsible for training students and administrative staff in fire prevention and response. This training occurs during new hire and new student orientation and as needed to address specific safety concerns.

Fire drills are conducted annually. The President keeps a record of these tests, reports results to the Executive Committee, and addresses any areas for improvement in consultation with the Clark Township Fire Department.

Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs

In accordance with the Drug-Free Schools and Communities Act amendments of 1989, Public Law 101-226, MTI is hereby declared a drug and alcohol-free school and workplace. Alcohol includes beer, wine, grain alcohol, and liquor. Illegal drugs include but are not limited to the following non-prescription substances: narcotics, depressants, stimulants, hallucinogens.

Students and employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol anywhere on property belonging to the School including grounds, parking areas, or while participating in School-related activities. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination of training or employment.

Standards of Conduct

In accordance with Michigan State Law:

- The legal drinking age in Michigan is 21. Persons under the age of 21 may not consume, purchase, or possess alcohol.
- It is unlawful for persons under the age of 21 to misrepresent their age for the purpose of purchasing alcohol.
- It is illegal to possess, consume, and/or sell illicit drugs.

In accordance with the Drug-Free Schools and Communities Act, law 101-226, persons convicted may have legal sanctions imposed against them that include any or all of the following:

- Mandatory participation in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency.
- Penalties including fines and/or incarceration in local, state, or federal prison facilities.

Associated Health Risks

MTI recognizes that drug and alcohol abuse and dependence can cause harmful effects to virtually every aspect of a person's life, including relationships, family, job, and school, as well as to one's physical and emotional health. Any student or employee with concerns regarding drug and alcohol use or who would like further information on drug and alcohol education and services in the community is encouraged to speak with the Student and Career Services Advisor. Any issues discussed will be kept confidential.

Drugs and their dangers vary. Some drugs have legitimate medical uses but can lead to psychological and physical dependence. Others so affect the central nervous system that they render the user dangerous to themselves and others. People under the influence of drugs may be an extreme danger to themselves and others in a boat shop or on the water. These risks may include dependence, short-term and long-term effects, and effects of an overdose.

Counseling, Treatment or Rehabilitation Resources

Treatment Options	Great Lakes Recovery Centers Intensive Outpatient http://www.greatlakesrecovery.org/recovery-services/outpatient-services/ 906-228-9696
	Hiawatha Behavioral Health https://www.hbhcmh.org/ 906-643-8616
	Bay Mills Health Center Substance Abuse Program https://www.baymillshealthcenter.com/behavioral-health 906-248-3204
Alcoholics and Narcotics Anonymous Meeting Locations	906-253-9364

Sexual Misconduct Policy & Procedures for Responding to Sexual Misconduct

Marine Trades Institute (MTI) is committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual misconduct. Every member of the MTI community should be aware that the school is strongly opposed to sexual misconduct, and that such behavior is prohibited by state and federal laws.

As part of MTI's commitment to providing a working and learning environment free from sexual misconduct, this Policy shall be disseminated widely to the school community through publications, the school website, new employee orientations, student orientations, and other appropriate channels of communication. The school provides training to key staff members to enable the school to handle any allegations of sexual misconduct promptly and effectively.

MTI will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Scope of the Policy

This Policy governs sexual misconduct involving students that occurs on any school property or in connection with any school-sponsored program or event, and prohibits all forms of sexual misconduct. This Policy applies to all students, employees, and third parties conducting business with MTI, regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion or other protected status. MTI encourages victims of sexual violence to talk to someone about what happened – so that victims can get the support they need, and so that the school can respond appropriately. As further described in this Policy, MTI will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.

Prohibited Conduct

Sexual misconduct comprises a broad range of behaviors focused on sex that may or may not be sexual in nature. Any intercourse or other intentional sexual touching or activity without the other person's consent is sexual assault, which is a form of sexual misconduct under this Policy. Sexual harassment and sexual exploitation, stalking, domestic violence, and dating violence are also forms of sexual misconduct. Intimidation for one of these purposes is sexual misconduct, as is retaliation following an incident of alleged sexual misconduct or attempted sexual misconduct. The definitions for specific acts of sexual misconduct can be found in the Definitions of Key Terms on pages 11 – 15.

Misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity, and can occur between people of the same or different sex or gender.

Reporting Incidents of Sexual Misconduct

MTI strongly encourages all members of the school community to report information about any incident of sexual misconduct as soon as possible, whether the incident occurred on or off campus. Reports can be made either to the school and/or to law enforcement.

Reporting to the School

An incident of sexual misconduct may be reported directly to the Student and Career Services Advisor. If the Student and Career Services Advisor is the alleged perpetrator of the sexual misconduct, the report should be taken directly to the President or any MTI staff member. Filing a report with a school official will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions.

The Student and Career Services Advisor will work with all students affected by sexual misconduct to ensure their safety and support their wellbeing. This assistance may include providing accommodations to support or protect a student after an incident of sexual misconduct and while an investigation or disciplinary proceeding is pending. Such accommodations may include the ability to change programs, withdraw from/retake a program without penalty, and access academic support (e.g., tutoring). MTI may be able to provide additional interim measures as appropriate.

An individual who has experienced an incident of sexual misconduct may report the incident at any time, regardless of how much time has elapsed since the incident occurred. MTI is committed to supporting the rights of a person reporting an incident of sexual misconduct to make an informed choice among options and services available.

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

The school will respond to all reports in a manner that treats each individual with dignity and respect and will take prompt responsive action to end any misconduct, prevent its recurrence, and address its effects.

Reporting to Law Enforcement

An incident of sexual misconduct can be reported to law enforcement at any time, 24 hours a day/7 days a week, by calling 911. At the complainant's request, the school will assist the complainant in contacting law enforcement. If the complainant decides to pursue the criminal process, the school will cooperate with law enforcement agencies to the extent permitted by law. A complainant has the option to decide whether or not to participate in any investigation conducted by law enforcement. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests
- 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 a referral to confidential counseling from counselors specifically trained in the area of sexual assault

The victim of the sexual misconduct may choose for the investigation to be pursued through the criminal justice system and school's disciplinary procedures. The school and the criminal justice system work independently from each other. Law enforcement officers do not determine whether a violation of this Policy has occurred. The Student and Career Services Advisor will guide the victim through the available options and support the victim in his or her decision.

Title IX

The President is responsible for monitoring and overseeing MTI's compliance with Title IX and the prevention of sexual harassment, sexual misconduct and discrimination. The President is:

- Knowledgeable and trained in the school's policies and procedures and relevant state and federal laws;
- Available to advise any individual, including a complainant, respondent, or a third party, about school and community resources and reporting options;
- Available to provide assistance to any school employee regarding how to respond appropriately to a report of Title IX-related prohibited conduct and related retaliation;
- Responsible in ensuring the effective implementation of this Policy, including monitoring compliance with all procedural requirements, record keeping, and timeframes; and
- Responsible for overseeing training, prevention, and education efforts and annual reviews of climate and culture.

Inquiries or concerns about Title IX may be referred to the school's President:

Brody Waybrant
906-484-1081
Email: brody.waybrant@marinetrades.edu

Options for Assistance Following an Incident of Sexual Misconduct

MTI strongly encourages any victim of sexual misconduct to seek immediate assistance. Seeking prompt assistance may be important to ensure a victim's physical safety or to obtain medical care. The school 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.

Support Services Available

Counseling, advocacy and support services are available for victims of sexual misconduct, whether or not a victim chooses to make an official report or participate in the school's disciplinary or criminal process. MTI does not provide counseling or health care services. Personal counseling offered by the school will be limited to initial crisis assessment and referral. Sexual misconduct crisis and counseling options are available locally and nationally through a number of agencies, including:

National Resources:

National Sexual Assault Hotline: 800-656-4673
National Domestic Violence Hotline: 800-799-7233

Local Resources:

Mackinac County Sheriff's Office
Non-Emergency: 906-643-1911
Emergency: 911

Pastoral or Professional Counselors

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the school or local law enforcement without a victim's permission.

Religious Organizations

The list provided below is not comprehensive and is for informational purposes only. MTI does not endorse or approve of any person or organization on the list.

Bethel Lutheran Church	Cedarville	906-484-2730
Church of Nazarene	Pickford	906-647-2558
Detour Union Presbyterian Church	Detour	906-297-2341
First Union Church (Non-denominational)	Cedarville	906-484-3638
Hessel Presbyterian Church	Hessel	906-484-2124
Les Cheneaux Community Fellowship (Non-denominational)	Cedarville	906-484-2966
Pickford Presbyterian	Pickford	906-647-2595
Pickford United Methodist Church	Pickford	906-647-6195
Our Lady of the Snows Catholic Church	Hessel	906-297-5211
Stalwart Community Presbyterian Church	Pickford	906-647-2090

Counselors, Advocates and Health Care Providers

The list provided below is not comprehensive and is for informational purposes only. MTI does not endorse or approve of any person or organization on the list.

Mental Health Counseling/Substance Abuse Programs		
Bay Mills Behavioral Health Center	Brimley	906-248-5527
Bay Mills Behavioral Health Center - Crisis Line		906-632-2805
Bay Mills Health Center Substance Abuse Program	Brimley	906-248-3204
Great Lakes Recovery Centers - Outpatient	Sault Ste. Marie/St. Ignace	906-632-9809/906-643-0944
Great Lakes Recovery Centers - Residential/Men	Sault Ste. Marie	906-635-5542
Great Lakes Recovery Centers - Residential/Women	Sault Ste. Marie	906-632-2522
Harbor Hall	Petoskey/Cheboygan	231-347-9880/231-597-9235
Hiawatha Behavioral Health	Sault Ste. Marie/St. Ignace	906-632-2805/906-643-8616
Hiawatha Behavioral Health - Crisis Line		800-839-9443
MyMichigan Psychiatry	Sault Ste. Marie	906-253-0108
Sault Tribe Behavioral Health Services	Sault Ste. Marie/St. Ignace	906-635-6075/906-643-8689
UP Health System	Marquette	906-449-1600
AA Meeting Information		906-240-9897/906-253-9364
NA meeting Information		800-861-9372
Suicide and Crisis Lifeline		988

Comprehensive Community Information and Referral Service		211 or 844-875-9211
Food Pantries/Thrift Shops		
Cedar Post Thrift Shop and Food Pantry	Cedarville	906-484-9512
C-L-M Community Action Agency Food Pantry	Sault Ste. Marie/St. Ignace	906-632-3363/906-643-8595
First Church of Christ Food Pantry	Sault Ste. Marie	906-632-6511
First Free Methodist Church Food Pantry	Sault Ste. Marie	906-632-9341
First United Presbyterian Church Food Pantry	Sault Ste. Marie	906-632-7771
Goodwill Thrift Shop	Sault Ste. Marie	906-208-4202
Hope Chest Thrift Shop and Food Pantry	St. Ignace	906-643-7360
Hope Chest Hotline	St. Ignace	906-643-6780
New Hope Community Church Food Pantry	Kincheloe	906-495-4673
Salvation Army Thrift Shop and Food Pantry	Sault Ste. Marie	906-632-6521
St. Joseph's Catholic Church Food Pantry	Sault Ste. Marie	906-632-9625
St. Joseph's Thrift Shoppe	Sault Ste. Marie	906-635-5461
West Mackinac Food Pantry	Engadine	906-477-1050
Housing Assistance		
Chippewa Luce Mackinac Community Action Agency	Sault Ste. Marie	906-632-3363
Community Action Agency	St. Ignace	906-643-8595
Diane Pepler Resource Center	Sault Ste. Marie/St. Ignace	800-882-1515/906-643-0498
H.O.M.E. of Mackinac County	St. Ignace	906-643-6239
Mackinac County Dept. of Health and Human Services	St. Ignace	906-643-9550
Mackinac County Housing Commission	Curtis	906-586-3414
Nehemiah Project Homeless Shelter	Petoskey	231-347-0363
Family and Community Resources		
Community Health Access Coalition (for those without health insurance)	Sault Ste. Marie/St. Ignace	906-635-7483/906-643-7253
Community Mediation Services	Gaylord	989-732-1576
EUP Community Dispute Resolution Center	Sault Ste. Marie	906-253-9840
GriefShare Support Group	Sault Ste. Marie	800-395-5755
Hessel Tribal Center	Hessel	906-484-2727
Hospice of Chippewa County Grief Support group	Sault Ste. Marie	906-253-3151
Legal Services of Northern Michigan	Sault Ste. Marie	906-632-3361
LMAS District Health Department	St. Ignace	906-643-1100
Mackinac County Veterans Affairs	St. Ignace	906-643-9411
Michigan WORKS!	Sault Ste. Marie	906-635-1752
MSU Cooperative Extension Service	Sault Ste. Marie/St. Ignace	906-635-7610/517-908-8656
Hospitals		
Mackinac Straits Health System	St. Ignace	906-643-8585
McLaren Northern Michigan	Petoskey	800-248-6777
MyMichigan Health Center	Sault Ste. Marie	906-635-4460
MyMichigan Community Care (Walk-In Care)	Sault Ste. Marie	906-635-4401

Investigation Procedures and Protocols

The President oversees MTI's investigation, response to, and resolution of all reports of prohibited sexual misconduct, and of related retaliation, involving students, faculty, and staff. The President will designate a specially trained investigator (or team of investigators) to interview the complainant, respondent and any witnesses. The investigator will also gather pertinent documentary materials (if any) and other information.

Notice of Investigation

The President will inform the complainant before starting an investigation. The complainant may request that an investigation not be undertaken. The President will consider such a request in light of the school's commitment to provide a safe and non-discriminatory environment for all students. If the President determines not to investigate, s/he will notify the complainant in writing, including that the determination was made at the complainant's request. At the complainant's request, the President will also notify the respondent in writing, including that the complainant asked the school not to investigate.

If an investigation proceeds, the school will notify the respondent in writing that a report has been filed. The notice will describe the allegations in the report. The complainant and respondent will be given the opportunity to meet separately with the President to review the Policy and these Procedures.

Investigation Process

MTI's process for responding to, investigating, and adjudicating sexual misconduct reports will continue during any law enforcement proceeding. The investigator may need to temporarily delay an investigation while law enforcement officials are gathering evidence but will resume the investigation upon completion of the law enforcement's evidence-gathering process and will generally not wait for the conclusion of any related criminal proceeding.

The investigator will interview the complainant, respondent and any witnesses. They will also gather pertinent documentary materials (if any) and other information.

Time Frame for Investigation

Consistent with the goal of maximizing educational opportunities and minimizing the disruptive nature of the investigation and resolution, the President seeks to resolve all reports in a timely manner. In general, an investigation may last up to 30 days from receipt of written notice from the complainant of the intent to proceed with an investigation. Adjudication will generally take up to 30 days from the date the investigative report is provided to both the complainant and the respondent. The President may set reasonable time frames for required actions under the Policy. Those time frames may be extended for good cause as necessary to ensure the integrity and completeness of the investigation, or to comply with a lawful request from law enforcement officials.

Investigation Report

The investigator will prepare a report detailing the relevant content from the interviews and the documentation gathered. The report will include the assessment of individual credibility and recommended findings of responsibility.

The respondent and complainant will each have the opportunity to review a copy of the investigative report and any other information used during the disciplinary proceedings. The names and other identifying information of other students will be redacted from such materials in accordance with the Family Educational Rights and Privacy Act (FERPA), except to the extent that doing so would interfere with the purpose of Title IX to eliminate sex-based discrimination.

Upon receipt of the investigative report, the complainant and respondent shall each have the opportunity to request a hearing be conducted pursuant to the procedures set forth below. If neither party requests a hearing within 10 calendar days from their receipt of the investigative report, then the recommended findings of responsibility set forth in the investigative report shall be final. The President shall rely on the recommended findings of responsibility in the investigative report for purposes of imposing sanctions as noted.

Voluntary Resolution

Voluntary resolution, when selected by the complainant and deemed appropriate by the President, is a path designed to eliminate the conduct at issue, prevent its recurrence, and remedy its effects in a manner that meets the expressed preference of the complainant and the safety and welfare of the MTI community. Voluntary resolution is not appropriate for all forms of conduct under the Policy.

The school retains the right to determine, when selected by the complainant, which cases are appropriate for voluntary resolution. If a complainant requests voluntary resolution, and the President concludes that voluntary resolution is appropriate, then the President will take appropriate action by imposing remedies designed to maximize the complainant's access to all employment, educational, and extracurricular opportunities and benefits at the school and to eliminate a potential hostile environment. A complainant may request and decide to pursue voluntary resolution at any time. In those cases in which the voluntary resolution involves either the notification to or participation by the respondent, it is the respondent's decision whether to accept voluntary resolution.

Voluntary resolution may include: conducting targeted or broad-based educational programming or training for relevant individuals or groups; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; facilitating a meeting with the respondent with the complainant present (in cases that do not involve sexual assault); and any other remedy that can be tailored to the involved individuals to achieve the goals of the Policy. In some forms of voluntary resolution, the remedies imposed will focus on supporting the complainant with no participation or involvement by the respondent. In other forms of voluntary resolution, the respondent may agree to participate. Depending on the type of remedy used, it may be possible for a complainant to maintain anonymity.

Voluntary resolution may also include restorative principles that are designed to allow a respondent to accept responsibility for misconduct and acknowledge harm to the complainant or to the school community. Restorative models will be used only with the consent of both parties, and following a determination by the President that the matter is appropriate for a restorative approach.

The school will not compel a complainant to engage in mediation, to confront directly the respondent, or to participate in any particular form of informal resolution. Mediation, even if voluntary, is never appropriate in sexual assault cases and will not be used in such cases. As the title implies, participation in voluntary resolution is a choice, and either party can request to end this manner of resolution and pursue an investigation and adjudication at any time, including if voluntary resolution is unsuccessful at resolving the report. Similarly, a complainant can request to end an investigation and pursue voluntary resolution at any time.

The time frame for completion of voluntary resolution may vary, but the school will seek to complete the process within 15 days of the complainant's request.

Advisors

Both the complainant and the respondent are entitled to be accompanied to any meeting or proceeding relating to the allegation of sexual misconduct by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled.

Written Submissions

Both the complainant and respondent will have the opportunity to submit written responses to the investigation report and other relevant information to the hearing panel. Complainants and respondents will each have the opportunity to review any written submissions by the other. The hearing panel may set reasonable parameters for these written submissions. The hearing panel will review the investigation report and written submissions.

Hearing Procedures

The President will, whenever possible, give the complainant and respondent at least five days' advance notice of the hearing. The President will arrange to hold the hearing at an off-campus location. The hearing is a closed proceeding, meaning that no one other than the panel members, the complainant and respondent, their respective

advisors, witnesses (when called), and necessary school personnel may be present during the proceeding. The President will work with school staff so that any student whose presence is required may participate in the hearing.

Education and Prevention Programs

As set forth in this Policy statement, Sexual Assault, Sexual Harassment, Sexual Exploitation, Dating Violence, Domestic Violence, and Stalking are all forms of Prohibited Conduct.

MTI is committed to offering educational programs to promote awareness and prevention of Prohibited Conduct. Educational programs include an overview of the school's policies and procedures; relevant definitions, including prohibited conduct; discussion of the impact of alcohol and illegal drug use; consent; safe and positive options for bystander intervention; review of resources and reporting options available for students, faculty, and staff; and information about risk reduction. Incoming students and new employees will receive primary prevention and awareness programming as part of their orientation. The President maintains an education and prevention calendar and tailors programming to campus needs and climate.

As part of MTI's commitment to provide an educational and work environment free from Prohibited Conduct, this Policy will be disseminated widely to the school community through email communication, publications, websites, new employee orientations, student orientations, and other appropriate channels of communication.

Amendments

MTI may amend the Policy or the Procedures from time to time. Nothing in the Policy or Procedures shall affect the inherent authority of MTI to take such actions as it deems appropriate to further the educational mission or to protect the safety and security of the school community.

Definitions of Key Terms

Sexual Harassment - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment, (ii) submission to or rejection of such conduct by an individual is used as the basis for education or employment decisions affecting such individuals, or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's school or work performance or creating an intimidating, hostile, or offensive educational or working environment.

Hostile Environment Caused By Sexual Harassment - A situation where students and/or employees are subject to a pattern of exposure to unwanted sexual behavior that is so severe, persistent, or pervasive that it alters the conditions of education, employment, or participation in a school program or activity, thereby creating an environment that a reasonable person in similar circumstances and with similar identities would find hostile, intimidating, or abusive. An isolated incident, unless sufficiently severe, does not amount to a hostile environment caused by sexual harassment.

Quid Pro Quo Harassment - A situation where students and/or employees are subject to unwanted sexual behavior where submission or rejection of such conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual's education, employment, or participation in a school program or activity.

Sexual Assault - An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Unified Crime Reporting ("UCR") program.

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.

Sex Offenses - Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

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 his/her temporary or permanent mental incapacity.

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

Statutory Rape - Sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence - A felony or misdemeanor crime of violence committed (i) by a current or former spouse or intimate partner of the victim; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purpose of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Prohibited Conduct - MTI prohibits the crimes of Sexual Assault, Sexual Harassment, Sexual Exploitation, Dating Violence, Domestic Violence, and Stalking as defined in these Definitions of Key Terms.

Sexual Exploitation - Sexual misconduct that occurs when a person takes unjust or abusive sexual advantage of another for his or her own advantage or benefit or for the benefit or advantage of anyone other than the exploited party; and that behavior does not otherwise constitute sexual assault. Examples of sexual exploitation include, but are not limited to, videotaping or photographing of any type (web-cam, camera, Internet exposure, etc.) without knowledge and consent of all persons; prostituting another person; knowingly transmitting HIV or a sexually transmitted disease to an unknowing person or to a person who has not consented to the risk; or inducing incapacitation with the intent to commit sexual assault, without regard to whether sexual activity actually takes place.

Stalking - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Retaliation - means any adverse action, or attempted adverse action, against an individual or group of individuals because of their participation in any manner in an investigation, proceeding, or hearing under this Policy.

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.

Consent - A voluntary agreement to engage in sexual activity.

- Past consent does not imply future consent.

- Silence or an absence of resistance does not imply consent.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
- Consent can be withdrawn at any time.
- Coercion, force, or threat of either invalidates consent.
- Someone who is incapacitated cannot consent. Incapacitation refers to a situation in which a person is not capable of providing consent because the person lacks the ability to understand her or his decision. This situation may occur due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents the student from having the capacity to give consent.

Complainant - The person making the allegation(s) of sexual misconduct.

Respondent - The person alleged to have committed sexual misconduct.

Registered Sex Offenders - Information about registered sex offenders in Mackinac County can be obtained by contacting the Mackinac County Sheriff's office at 906-643-1911. Information about registered sex offenders in Michigan can be obtained from the Michigan Sex Offender Registry website at https://www.michigan.gov/msp/0,4643,7-123-1878_24961---,00.html.

Crimes - Crimes are reported in the following major categories, with significant sub-categories and conditions:

- Criminal Homicide
- Murder and Non-negligent Manslaughter
- Manslaughter by Negligence
- Sexual Assault (Sex Offenses)
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Aggravated Assault
- Burglary, where:
 - There is evidence of unlawful entry (trespass), which may be either forcible or not involving force.
 - Unlawful entry must be of a structure - having four walls, a roof, and a door.
 - There is evidence that the entry was made in order to commit a felony or theft.
 - Motor Vehicle Theft
 - Arson

Schools are also required to report statistics for the following categories of arrests or referrals for campus disciplinary action (if an arrest was not made):

- Liquor Law Violations
- Drug Law Violations
- Weapons: Carrying, Possessing, Etc. Violations

Schools are also required to report statistics for crimes added to the Clery Act by the Violence Against Women Act:

- Domestic Violence
- Dating Violence
- Stalking

Hate crimes must be reported by category of prejudice, including race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, and disability. Statistics are also required for the additional crime categories if the crime committed is classified as a hate crime:

- Larceny/theft
- Simple assault
- Intimidation

- Destruction/damage/vandalism of property

Appendices

Appendix A – Clery Act Crime Definitions

AGGRAVATED ASSAULT: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

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 of a structure to commit a felony or a theft. For reporting purposes this definition includes: Unlawful entry with intent to commit a larceny or a felony; breaking or entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

DESTRUCTION / DAMAGE / VANDALISM OF PROPERTY: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

DRUG LAW VIOLATIONS: The violation of laws prohibiting the production, distribution, and/or use of controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrest for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

HATE CRIMES: A criminal offense committed against a person, property, or society which is motivated, in whole or in part, by the offender's bias against a gender, gender identity, race, religion, disability, sexual orientation, ethnicity, or national origin; also known as a bias crime.

WEAPONS - CARRYING, POSSESSING, ETC. VIOLATIONS: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. Include possession of deadly weapons; carrying deadly weapons, concealed or open; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

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.

LARCENY-THEFT: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

LIQUOR LAW VIOLATIONS: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, furnishing, transportation, possession, or use of alcoholic beverages or intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the above. Not including driving under the influence and drunkenness.

MOTOR VEHICLE THEFT: The theft or attempted theft of a motor vehicle (SUV's, automobiles, trucks, buses, motorcycles, motor scooters, golf carts, motorized wheelchairs, ATV's, and snowmobiles).

MURDER/NON-NEGLIGENT MANSLAUGHTER: The willful (non-negligent) killing of one human being by another.

MANSLAUGHTER BY NEGLIGENCE: The killing of another person through gross negligence.

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.

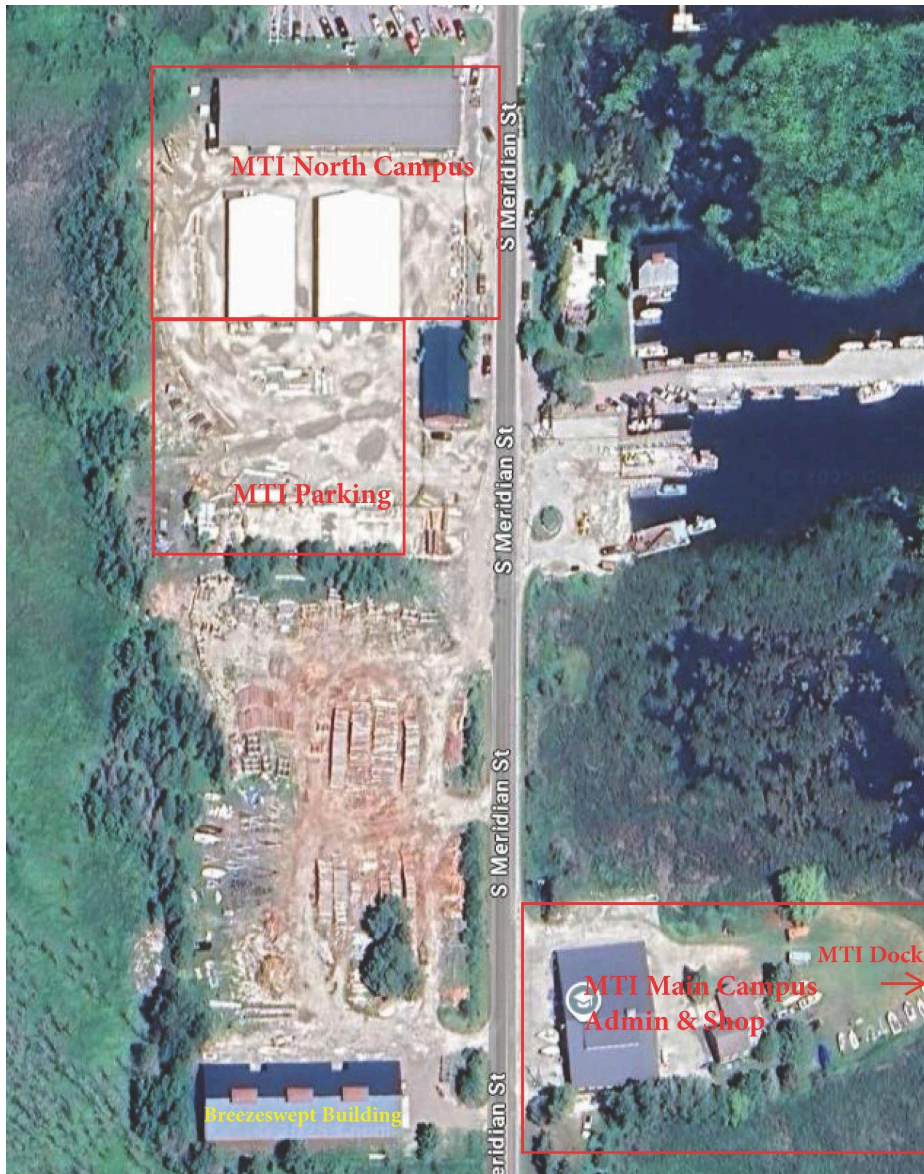
SIMPLE ASSAULT: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Appendix B – Campus Crime Statistics 2022 – 2024

Offense	On Campus			Public Property		
	2022	2023	2024	2022	2023	2024
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
VAWA Offenses						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Arrests & Disciplinary Referrals						
Liquor Law Arrests	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0
Weapons: Carrying, Possessing, Etc. Arrests	0	0	0	0	0	0
Weapons: Carrying, Possessing, Etc. Violations Referred for Disciplinary Action	0	0	0	0	0	0

No hate crimes

Appendix C – Campus Map



ON CAMPUS: Includes the areas within the property boundaries shown in the map above:

MTI Main Campus - Administration and Shop building

MTI North Campus - storage buildings

Dock

Parking Lot

PUBLIC PROPERTY:

Meridian Street in front of the MTI Main Campus and North Campus

Appendix D – Evacuation Procedures



Evacuation

In the event of evacuation all students and staff will congregate at the Breezeswept Building, shown above with a red circle. The President will contact all instructors by cell phone and each Instructor will be responsible for getting their students to the congregation area, and confirming all present with the President. Similarly, the President will contact all administrative staff and ensure that all are accounted for. The Registrar will verify that all students on the Daily Attendance Log are present. Every building has multiple exit doors (marked in red) that people will use to leave the buildings.

Appendix E -- Emergency Action Plan

The local government (Clark Township) requires a fire and safety inspection prior to issuing a Certificate of Occupancy (OF07-0025, received 8/14/2007).

Fire Drill - Fire Drills are performed annually.

In Case of Fire

1. Immediately pull the nearest fire alarm pull station as you exit the building.
2. When evacuating the building, be sure to feel doors for heat before opening them to be sure there is no fire danger on the other side.
3. If there is smoke in the air, stay low to the ground, especially your head, to reduce inhalation exposure. Keep one hand on the wall to prevent disorientation and crawl to the nearest exit.
4. Once away and clear from danger, meet other students and staff at Breezeswept Building and await further instructions from emergency personnel.

Whom to Contact in Case of a Fire

In order to ensure that the proper authorities are notified of a fire, when the opportunity arises— **once you are safe from imminent danger**— call any of the following:

Emergency Notification System	911
Clark Township Fire Department	906-484-2883
Mackinac County Sheriff's Department	906-643-1911

Fire Safety Precautions and Fire Systems Equipment

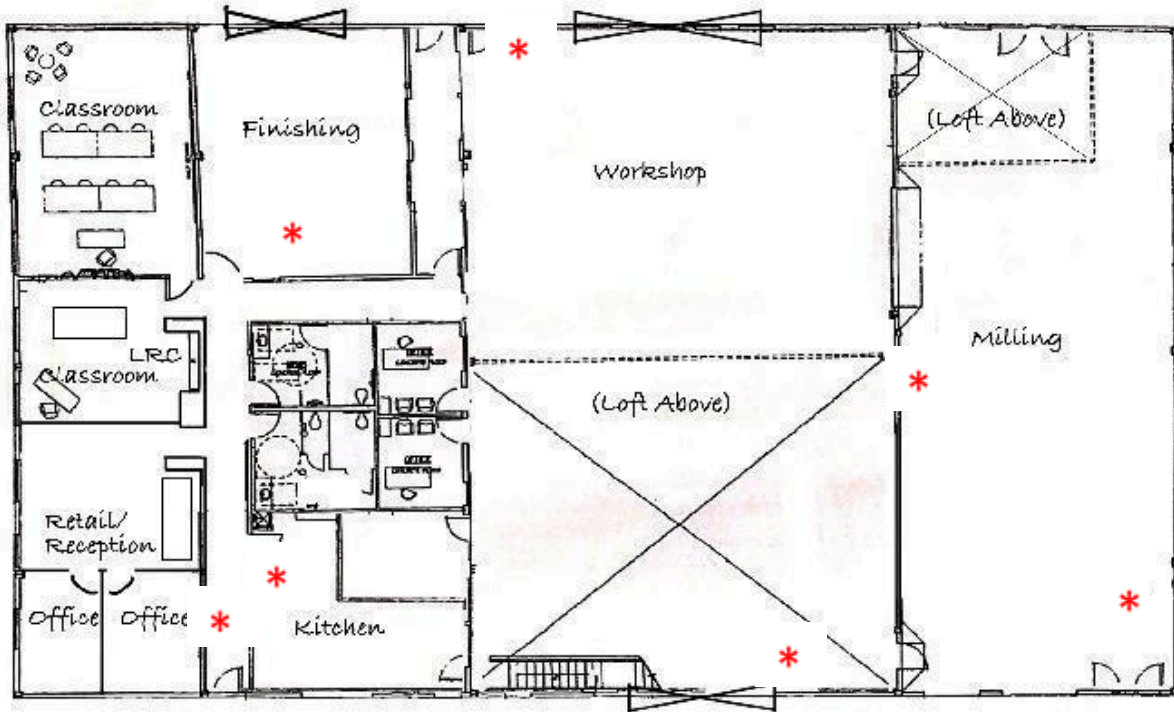
- Keep doorways, corridors and egress paths clear and unobstructed. Make sure that all electrical appliances and cords are in good condition and UL approved. Do not overload electrical outlets. Use surge protected multi-outlet power strips and extension cords when necessary.
- Do not tamper with any fire system equipment such as smoke detectors, pull stations or fire extinguishers. Doing so is a criminal offense.
- Raising a false alarm is a criminal offense. It endangers the lives of the occupants and emergency personnel.

Fire Safety Do's & Don'ts

- DO treat every fire alarm as an emergency. If the alarm sounds, exit the building immediately.
- DO close the doors behind you.
- DO become aware of other students and staff- note if they have not evacuated and tell authorities they are missing and may need assistance.

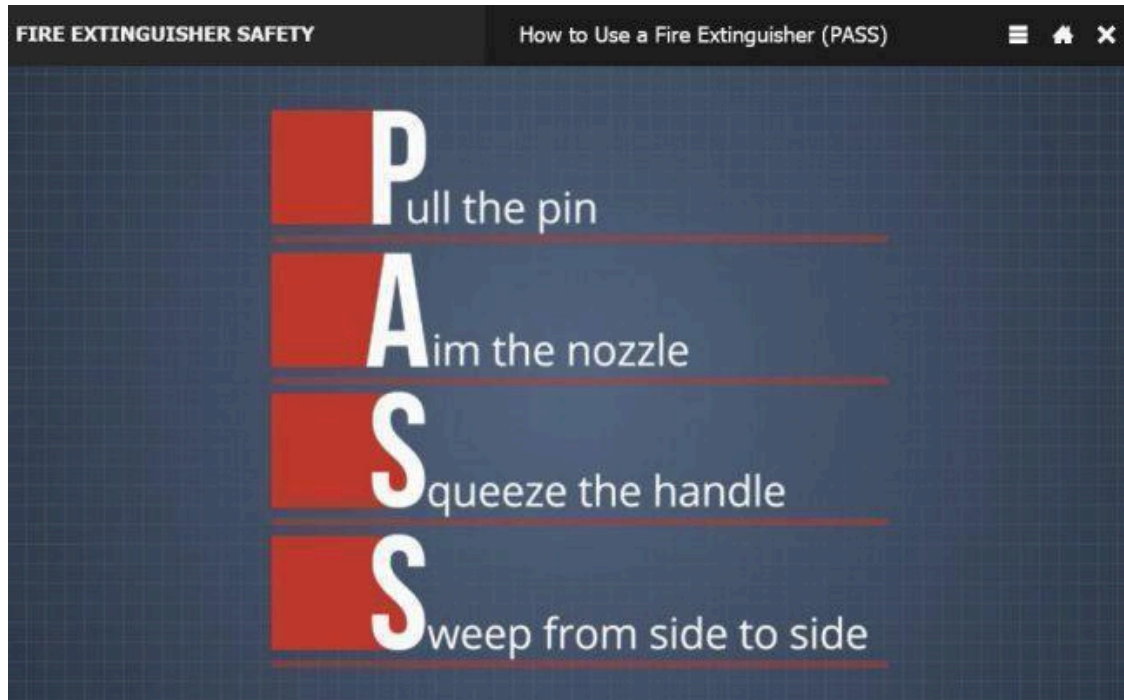
- DON'T assume that a fire alarm is a test. Any alarm could be the result of a dangerous fire.
- DON'T waste time collecting personal items. Take your keys and yourself to safety as soon as possible.
- Don't shut Millroom doors. Clark Township Fire Department has recommended Millroom doors to remain open.

Fire Extinguisher Locations- RED Asterisk *



Fire Extinguisher Operations

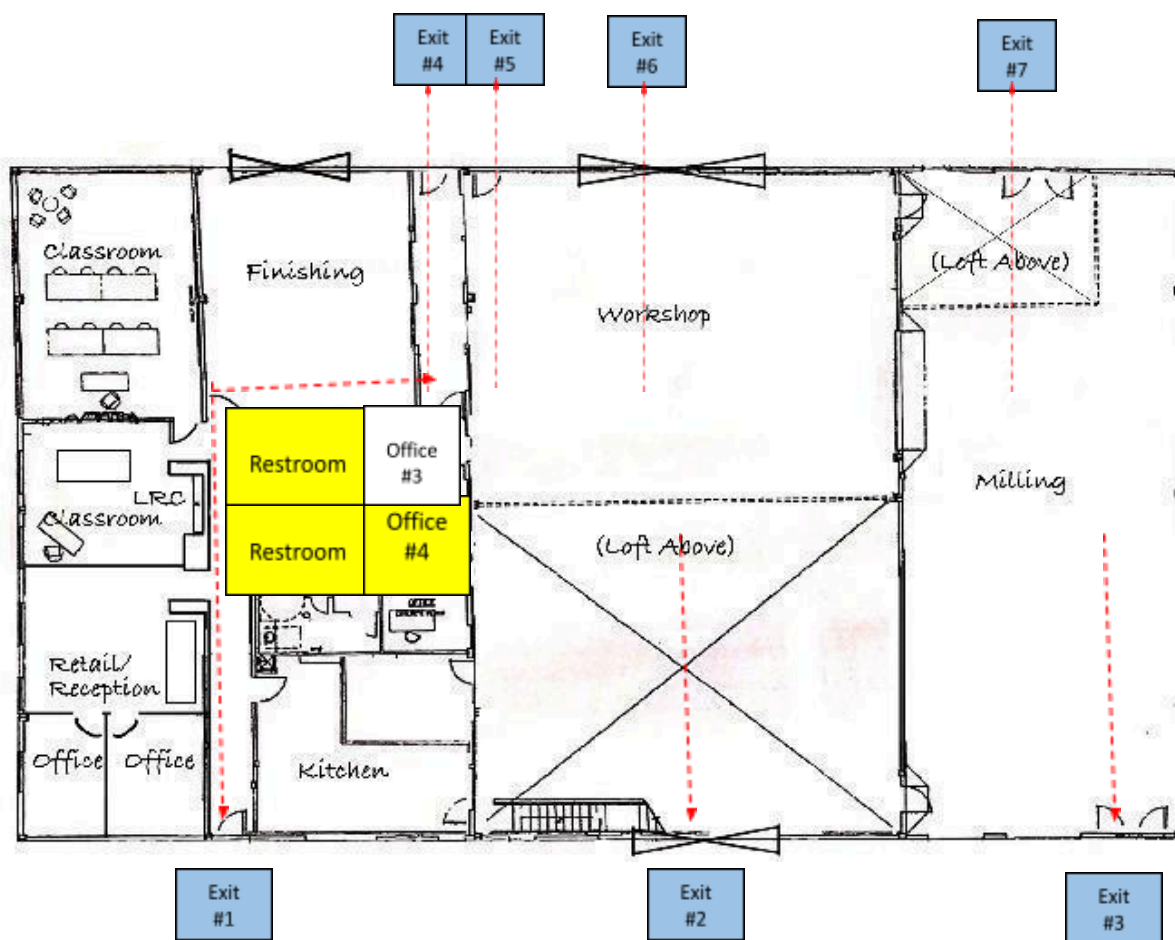
The four steps of the PASS method for using a fire extinguisher below.



Detailed:

<https://www.convergencetraining.com/blog/how-to-use-a-fire-extinguisher-step-by-step-guide>

Floor Plans and Escape Routes



Fire

In the event of a fire, the School has 7 potential exits (Marked with red dotted arrow lines). Once students, staff and visitors exit the building, they should gather across the street at the Breezeswept Building. The Registrar will verify that all students on the Daily Attendance Log are present. Once employees, guests and students have been accounted for they will remain in the area until directed by emergency responders.

Tornado

In the event of a Tornado warning being issued locally all MTI employees, visitors and students are to gather in the restrooms and office #4 located in the center of the building displayed in yellow. Once all employees, guests and students have been accounted for they will remain in the area until directed by the President.