



STUDENT HANDBOOK

2025-2026



A member of Minnesota State



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INTRODUCTION

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

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

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

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

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



MINNESOTA STATE

Alexandria Technical & Community College
A member of Minnesota State



POLICIES & PROCEDURES QUICK REFERENCE

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

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

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

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



NONDISCRIMINATION

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

Alexandria Technical & Community College is committed to fostering an inclusive, diverse, and equitable environment where all individuals feel welcomed, supported, and empowered to succeed, ensuring that a lack of English skills is not a barrier to admission or participation.

DESIGNATED OFFICERS

Affirmative Action/Equal Employment Opportunities Officer:

Jennifer Olson

Human Resources, room 110

Phone: 320-762-4461

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

Rick Skillings

Safety & Security, room 108

Phone: 320-762-4419

Americans with Disabilities/Section 504 Coordinator:

Gabriela Moreano

Student Support Services, room 113

Phone: 320-762-4596

TITLE IX AND SEX DISCRIMINATION

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

Title IX states that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

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

BIAS INCIDENT RESPONSE

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



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

What is a bias incident?

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

What do I do if I see a bias incident?

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

STUDENT CODE OF CONDUCT

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

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

SANCTIONS FOR VIOLATIONS OF STUDENT CODE OF CONDUCT

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



OFF CAMPUS CONDUCT

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

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

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

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

ACADEMIC INTEGRITY

Alexandria Technical and Community College expects all students to uphold the highest standards of honesty, responsibility, and ethical conduct in their academic work. Any behavior that misrepresents the originality of a student's work or harms another student's academic progress constitutes a violation of academic integrity.

Violations of academic integrity include, but are not limited to:

- Academic Fraud
- Academic Misconduct
- Cheating
- Collusion
- Double Submission
- Plagiarism

Violations of academic integrity are taken seriously and may result in disciplinary actions as outlined in the ATCC Student Code of Conduct policy and procedure.

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



SATISFACTORY ACADEMIC PROGRESS

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

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

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

DIRECTORY INFORMATION

Alexandria College has designated the following information as Directory Information:

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

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

LIMITED DIRECTORY DATA

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

- Notwithstanding any other provision of this policy, the following information is defined as Limited Directory Data for purposes of sharing with LeadMN so the association can communicate with their members: Student name, institutional email address, and Student Change Code (NEW/RTN/DROP).
- Student system email address may be disclosed to the contracted college bookstore for billing purposes.
- Student college email addresses and StarID are approved for inclusion in the Office 365 Global Address List.
- Former and current students' phone number, address, and email addresses may be disclosed to the ATCC Foundation and Alumni Association for scholarships, events, fundraising, and membership opportunities.
- In accordance with the Solomon Amendment, a federal law allowing military recruiters to access some address, biographical, and academic program information on students age 17 or older, ATCC will provide the following student information upon request, unless the student has elected to suppress their information: student name, address, telephone number, date of birth, class level, and major.
- ATCC must, to the extent the information may be disclosed pursuant to Code of Federal Regulations, title 34, part 99, prepare a current list of students enrolled in the institution and residing in the institution's housing or in the city or cities in which the campus is situated, or within 10 miles, if available. The list includes each student's current address, unless the student is enrolled in the Safe at Home address confidentiality program as provided in chapter 5B.



WITHHOLDING STUDENT DIRECTORY INFORMATION

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

PRIVATE STUDENT INFORMATION

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

STUDENT RIGHTS UNDER FERPA

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

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attend a school beyond the high school level.

RELEASE OF INFORMATION

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

PARKING

STUDENT PARKING

If you plan to drive to campus, here's what you need to know:

- **Permits Required:** All vehicles parked on campus during the academic year must display a valid ATCC parking permit. Permits are charged per on-campus credit (up to 15 credits per semester) and are included in your tuition bill.
- **Where to Park:** Student parking areas are marked with yellow lines. Do not park in visitor spots (pink lines), employee areas (white lines), or restricted zones like fire lanes, sidewalks, or lawns.
- **Overnight Parking:** Only allowed in Student Housing lots (blue lines). All other overnight parking needs prior approval.
- **Speed Limit:** 10 mph in all parking lots—drive safely!
- **Violations:** First-time violations get a warning. After that, fines increase and may lead to towing or loss of parking privileges. Unpaid fines can be added to your student account.
- **Snow Emergencies:** Watch for alerts—vehicles in snow removal zones may be towed.
- **Lost/Stolen Permits:** Replacements cost \$5.00.
- **Appeals:** You can appeal a parking citation within 10 business days through the Facilities Department.

For more info, visit alextech.edu/parking or stop by the ATCC Business Office (room 106).



PARKING PERMIT REGISTRATION

To register for a parking permit, access the online registration portal. Enter your contact information and provide the vehicle's make, model, color, and license plate number. Permits are valid from July 1 to June 30 and can be picked up at the ATCC Business Office.

PARKING VIOLATIONS

To maintain a safe and organized campus, ATCC enforces parking regulations. If a vehicle is parked improperly—such as blocking traffic, snow removal routes, or restricted areas—it may be ticketed, immobilized, or towed without warning.

Violations are handled as follows:

- First Violation: A written warning will be issued to inform the vehicle owner of the infraction and potential consequences.
- Second Violation: A \$25 citation will be issued.
- Third Violation: A \$50 citation will be issued.
- Additional Violations: Vehicles may be towed at the owner's expense, and parking privileges may be revoked.

The individual who registers the vehicle is responsible for all fines and actions taken against it. Citations must be paid within 10 calendar days. Unpaid fines over \$100 may be sent to collections and could result in a hold on your student account. Employees may face disciplinary action for unpaid fines.

If you believe a citation was issued in error, you may submit an appeal to the ATCC Facilities Department within 10 business days of the citation date.

VISITOR PARKING

Visitor permits are available at the Welcome Center (Door C) or the Customized Training Center (Door A).

TRAILERS

Trailers are not allowed in parking lots unless for an approved event/club, such as Competitive Fishing league, in designated areas. Sporting Storage may be purchased for secure storage of sporting equipment and trailers.

SPORTING STORAGE

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

Rental Cost & Payment

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

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



PARKING MAP



CAMPUS MAP & PARKING

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

Parking permits are required for all on-campus parking



Accessible Entrance



Welcome Center



DRESS GUIDELINES & UNIFORMS

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

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

SPIRIT DAYS

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

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

COMMUNICATION

ATCC STUDENT EMAIL

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

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

DIGITAL DISPLAYS

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

Postings include:

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

INCLEMENT WEATHER/EMERGENCY ALERTS

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

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

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

STAR ALERT EMERGENCY NOTIFICATIONS

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



LOGO/MASCOT USAGE

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

PROMOTIONAL ITEMS FEATURING LOGO OR MASCOT

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

VARSITY ATHLETICS

Alexandria Technical and Community College offers the following competitive sports:

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

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

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



STUDENT GOVERNMENT & INVOLVEMENT OPPORTUNITIES

STUDENT AMBASSADORS

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

STUDENT SENATE (STUDENT GOVERNMENT)

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

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

STUDENT CLUBS

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

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

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

FUNDRAISING GUIDELINES

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

- Only recognized clubs may conduct fundraisers.
- The Fundraising Activity Approval Form must be submitted to the Foundation Office for approval prior to doing any fundraising.
- All fundraising must be conducted in conformance with plans as submitted on the Fundraising Activity Approval Form.

Fundraisers may include:

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

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



ALCOHOL AND DRUG-FREE CAMPUS

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

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

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

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

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

This responsibility includes:

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

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

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



Standards of Conduct

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

Distribution of Written Policy

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

Tobacco

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

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

Electronic Cigarettes

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

ATCC PROCEDURE 5.18.1 ALCOHOL AND DRUG-FREE CAMPUS

Legal Sanctions

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

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



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

Health Risks Associated with Illicit Drug Use and Alcohol Abuse

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

Alcohol

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

Amphetamines

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

Cannabis

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

Cocaine

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

Hallucinogens (PCP, LSD, Ecstasy)

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

Narcotics (Heroin, morphine, opium, codeine)

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

Sedatives

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

Counseling and Assistance Resources

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



Alexandria Technical & Community College

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

Community

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

Self-Help Groups

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

Disciplinary Sanctions

Students

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

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

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

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

Employees

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

Distribution of Written Procedure

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



CAMPUS SAFETY & SECURITY

At Alexandria Technical & Community College, your safety is a top priority. We encourage all students to stay informed about campus safety issues and to take an active role in keeping our community safe. Being aware of your surroundings and practicing smart personal safety habits are essential to creating a secure campus environment.

The college maintains a three-year record of criminal activity that occurs on property it owns or rents. This information is available in the Campus Security Report, which is shared with current students and posted on the college website. You can request a copy if needed from the ATCC Safety & Security Department. Information about registered sex offenders is available through public sources. Details about Level 3 offenders can be found on the Minnesota Department of Corrections website, and information about Level 2 offenders is available through the Alexandria Police Department.

ATCC has no authority to require the Alexandria Police Department or the judicial court process to take any action in connection with a reported crime.

Please note that campus safety policies and procedures change over time. Updates will be reflected in future versions of the Campus Security Report.

PERSONAL SAFETY TIPS

By being aware of your surroundings and taking appropriate steps in preventing crime from happening, you can take an active role in your personal safety. In addition, the ATCC Safety & Security Department provides escorts, safety and security programs, as well as various safety and security information.

Protect Yourself

Being safe starts with being aware. Whether you're walking to class, heading home at night, or hanging out with friends, trust your instincts and take steps to stay safe:

- Stay alert and avoid distractions like texting or wearing headphones in both ears.
- Stick to well-lit, busy areas—especially at night.
- Walk with confidence and purpose, even if you're unsure of your route.
- If something feels off, it probably is. Don't hesitate to leave or ask for help.
- Keep your phone charged and accessible in case you need to call for help.

Protect your stuff

- Never leave personal items (phone, laptops, bags, etc.) unattended.
- Lock your room – even if you're stepping away briefly.
- Escort guests to and from building entrances.
- Keep valuables out of sight or take them home.
- Lock your bike with a strong, quality lock.
- Add a password or pin to your electronic devices.

Protect your vehicle

- Always lock your car and take your keys.
- Park in well-lit areas at night.
- Don't leave valuables visible inside your car.



See Something? Say Something.

If you notice suspicious behavior, please do not approach and call ATCC Safety & Security at 320.762.4415 right away.

Some examples of suspicious behavior may include:

- Loitering about at unusual hours and locations;
- Running, especially if something of value is being carried;
- Exhibiting unusual mental or physical symptoms, such as confusion, erratic behavior, slurred speech, or difficulty walking, may indicate someone is under the influence of drugs or in need of medical or psychiatric help;
- Trying door handles on multiple rooms or vehicles—as if checking for unlocked doors—can be a sign of suspicious activity or attempted theft.

Report all thefts and property loss immediately to the ATCC Safety & Security Department. Do not assume any person is a visitor or college employee that you have not seen before.

Be aware of your surroundings at all times.

Be an Active Bystander

Bystanders can help prevent sexual and relationship violence. If you witness something concerning—even if you're not directly involved—you have the power to speak up, step in, or get help. ATCC encourages a culture of community accountability, where we look out for one another without causing harm.

You don't need to have all the answers to make a difference. If someone is in immediate danger—like being yelled at or physically harmed—call 911. Don't just record the situation on your phone; take steps to ensure help is on the way.

Other ways to help:

- Check in with friends who seem uncomfortable or in trouble.
- Speak up if someone talks about taking advantage of others.
- Support survivors—believe them and help connect them to resources.
- Know where to find help: counseling, health services, or legal support.
- Resources are available on page 18 of this handbook.

Reduce the Risk of Sexual Assault

- Stay aware of your surroundings and trust your instincts.
- Avoid isolated areas and keep your phone charged.
- Don't overload yourself with bags or wear headphones in both ears.
- Go to events with friends and stick together.
- Never leave your drink unattended or accept drinks from strangers.
- Watch out for friends—if someone seems off, help them get to a safe place.
- If you think you or a friend has been drugged, get medical help and call law enforcement.

If you feel unsafe:

- You're not to blame—trust your gut.
- Use a code word with friends to signal discomfort.
- Make an excuse to leave if needed.
- Plan your exit—know where doors, windows, and emergency phones are.



EVENING SECURITY

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

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

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

Evening Security Phone Numbers

Main Building.....	320-304-1451
700 Building.....	320-304-1458

CAMPUS CRIME SECURITY STATISTICS

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

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



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

CRIME PREVENTION PROGRAMMING

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

Relationship with Law Enforcement

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

Assistance

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

Educational Programming

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

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

Student Discipline

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

ANNUAL CRIME REPORTING

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

- Students and visitors are encouraged to report criminal activity immediately to the Alexandria Police Department at 911 or 320-763-6631.
- The college works closely with the Alexandria Police Department, Douglas County Sheriff's Department, and state and federal law enforcement agencies to track and respond to campus criminal activity.
- The college requires a written complaint and the assistance of the complainant in an investigation of criminal activity.
 - » If there is a clear danger to the complainant and/or the college community, appropriate action will be taken to ensure safety.



Who Should Report

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

- Any criminal activity should be reported directly to the Alexandria Police Department. However, the following have been identified as being required to report situations of a criminal nature that have come to their attention to college administration:
 - » Admissions representatives
 - » Alumni Director
 - » Assistants and associates
 - » Assistant coaches
 - » Coaches
 - » Director of Student Activities
 - » Director of Support Services
 - » Division Chairs
 - » Financial Aid Director
 - » Human Rights Officer
 - » Human Resources Officer
 - » President
 - » Registrar
 - » Safety Coordinator
 - » Student Housing Manager
 - » Vice President of Academic and Student Affairs
 - » Vice President of Advancement & Outreach/Executive Foundation Director
- According to the Federal Register, April 29, 1994, “The function of these administrators is not to determine whether a crime took place - that is the function of the law enforcement professionals working within the criminal justice system - but with respect to these regulations to report the alleged crime, that was received in good faith, to the appropriate law enforcement personnel, either campus or local police.”
- When reports are made to college administration, the college, in conjunction with the Alexandria Police Department, shall determine if a threat continues to exist to the campus community. If it is determined that such a threat continues to exist, a warning will be sent out, via appropriate methods, informing the campus community.
- Faculty, staff, and employees are encouraged to assist anyone reporting alleged criminal activity in contacting the Alexandria Police Department in order to file a criminal report.



Crime Reporting Guidelines

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

Victim of a Crime or Witness a Crime

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



EMERGENCY RESPONSE

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

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

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

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

EMERGENCY PHONE NUMBERS

ATCC Campus Emergencies.....	911
Alexandria Police	911
ATCC Safety Coordinator	320-762-4419
ATCC Counseling Center	320-762-4958
Someplace Safe.....	800-974-3359
24 Hour Crisis Hotline	800-854-9001

EMERGENCY MEDICAL TRANSPORTATION

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



DISEASE CONTROL & PREVENTION

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

MENINGOCOCCAL DISEASE

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

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

Additional information about meningitis is available from the MDH:

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

HEPATITIS

Hepatitis A

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

Hepatitis B

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

Hepatitis C

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

Additional information about Hepatitis is available from the MDH:

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