

Policies for Posting Information on Campus

Stax Bookstore staff will need to initial and date all information being posted by any individual or off-campus group. Off-campus information may only be posted on the bulletin boards on campus. (Bulletin board sites include TEC, MET, Student Center, Library and Aviation.)

Information generated by student organizations or groups on campus will not need approval by Stax Bookstore staff and may be posted on each of the bulletin boards as well as above each water fountain.

Information generated on and off campus may only be posted for a maximum of two weeks.

Material advertising alcohol, tobacco or casinos will not be allowed on campus.

Military Call To Active Duty

Students will be allowed to withdraw without penalty from Lake Area Technical College and receive a 100% tuition refund upon presenting an original copy of their orders to the Director of Enrollment. If the instructor, the student, and the Vice President agree, a grade of "I" (incomplete) can be given with no tuition reimbursement. The students will then be allowed to later complete the course work according to the agreement arranged with the instructor and the Director of Enrollment. Activated students may be eligible for tuition rates equal to when they were activated.

Tobacco Use On Campus

LATC recognizes that tobacco use represents a health and safety hazard which can have serious consequences for the students and staff. In order to protect the students, staff, employees, visitors and guests of LATC from an environment that may be harmful to them, and because of possible harm to personal well-being, LATC hereby prohibits tobacco use by students, employees, visitors, or guests in all LATC buildings and in all school vehicles at all times.

Tobacco use is prohibited on the west side of the campus and all main entrances. Absolutely no tobacco products are allowed at or near the Student Center entrances. Usage is allowed only outside the designated 10 foot zones marked by the red dots at certain locations.

For the purpose of this policy, "tobacco use" will mean all uses of tobacco, including cigars, chewing tobacco, cigarettes, e-cigarettes and pipes.

If tobacco products are used on LATC grounds, the individual using the products is responsible for their proper disposal. Students and employees who violate the provision of this policy shall be subject to disciplinary action which may result in suspension or discharge.

Student Right to Know and Campus Security Act

Crime Awareness and Campus Security Act of 1990

Compliance Policies and Procedures - Lake Area Technical College

- (1) Policies and procedures for reporting criminal actions or other emergencies occurring on campus or satellite facilities and the institution's response to such reports.**

Policy

As an employee or student of Lake Area Tech, it is your responsibility to report on-campus crimes, (murder, rape, robbery, larceny-theft, simple assault, aggravated assault, burglary, intimidation and destruction, damage, vandalism of property, motor vehicle and other thefts or crimes) to local law enforcement and to the Lake Area Tech Administration Office.

Procedures

1. Employee: To report a crime in progress, or other emergencies, go to the nearest telephone and dial 9-911 or 9-882-6210 (Watertown Police Department).
2. Student: To report a crime in progress, or other emergencies, contact a Lake Area Tech employee or, if an employee is not readily available, go to the nearest telephone and dial 9-911 or 9-882-6210 (Watertown Police Department).
3. If a crime is discovered after it has occurred, report the crime to the Lake Area Tech Administration Office.
4. All crimes should be reported to the Lake Area Tech Administration in Student Services as soon as possible.
5. Reports on all criminal activity will be kept in the Lake Area Tech Administration Office concerning time, place, and nature of the crime.
6. Summary data pertaining to crime activity will be compiled and made available to prospective students and employees.

(2) Statement of current policies and procedures concerning security and access to campus facilities including campus residences and security considerations used in the maintenance of campus facilities.

Policy

It is the policy of the Lake Area Technical College that all buildings shall be locked and unlocked by Lake Area Tech employees. Lake Area Tech employees must be present when the buildings are unlocked or open. Employees are responsible for the safety of others.

Procedures

Unless other arrangements have been made, the Student Center, Buildings 1, 2 & 3, and Technical Education Center, located at 1201 Arrow Ave, open at approximately 6:00 am during weekdays and closes Monday through Thursday at approximately 9:00 pm. On Friday, the buildings are locked at approximately 5:00 pm. The Agriculture & Environmental Center and Manufacturing, Energy & Transportation Center opens at 6:30 am and closes at 4:00 pm Monday through Friday.

The Automotive & Construction Technology, Custom Paint & Fab and Aviation Maintenance Technology buildings open from 7:30 am – 4:00 pm each weekday unless other arrangements have been made.

The Children's Educare Center located at 1226 Arrow Avenue NE opens at 6:30 am and closes at 5:45 pm weekdays.

All buildings remain locked after hours and throughout the weekend unless arrangements have been made. When utilization occurs in the evenings or on weekends, Lake Area Tech personnel will be present.

Location of Facilities

Lake Area Technical College has twelve buildings located at two sites. Each building has adjoining parking lots or street parking.

1. Eleven buildings are located at 1201 Arrow Ave.
2. Aviation Maintenance Technology facility is located at the Municipal Airport

(3) A statement of current policies concerning campus law enforcement, including (I) the enforcement authority of security personnel, including their working relationships with state and local police agencies; (II) policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies.

Policy

Lake Area Tech does not have personnel designated for campus law enforcement. The local law enforcement agencies work with Lake Area Tech personnel in an informational and advisory capacity.