



SAFETY AND SECURITY MANUAL

**Created and maintained by the Safety and Security Committee
Comprised of faculty and staff of MTTI
*Updated November 2025***

MTTI SAFETY AND SECURITY MANUAL AGREEMENT

Please read this entire Safety & Security Manual.

Contact any member of the Safety & Security Committee to clarify any area or procedure that is not understood for a complete explanation.

Follow all directions given and sign the agreement when finished.

Keep the manual in an available location to be accessed when needed and turn in the signed page to be kept in your personnel files.

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MTTI SAFETY AND SECURITY MANUAL

INTRODUCTION

MTTI is dedicated to the well-being of everyone on MTTI property. Because the world has become increasingly volatile it is necessary to develop a systematic plan to deal with emergencies as they occur. As employees of MTTI, we have an obligation to the students and visitors of MTTI to provide a safe and secure environment.

This guide will continue to be a work in progress but will provide a framework for addressing issues that arise during an emergency.

Because every emergency situation will be different there is discretion to deviate from this framework if the responsible person judges a change should be made. If a deviation does arise then the person making such a change should submit a written explanation of the change immediately after the emergency situation has been resolved.

No educational facility can be certain that it is free from threat. But with an emergency plan put in place we hope to reduce injury, prevent loss of life and provide a secure environment in which to learn, teach and work.

SECTION 1.0: POLICY

The policy of MTTI's Safety and Security Program is simply stated as the protection and safety of life and property.

Safety is the responsibility of all employees of MTTI. The Safety and Security Committee exists to assist the faculty, staff and student body in meeting their safety responsibilities. Everyone who is employed or attends MTTI is responsible for their own safety and the safety of those they come in contact with. The safety responsibility of faculty and staff is in direct relationship to their operational responsibility.

Section 1.1: Organizational Structure

1. The Director of Education will maintain the master copy of the Safety and Security manual and make updates to it as needed and distribute updated Safety and Security manuals to all staff and new employees. The Director of Operations will maintain copies of review inspections and maintenance reports pertaining to safety and security. The Director of Operations will schedule fire drills.
2. The Safety and Security committee (*Appendix A*) will consist of members of faculty, administration and staff. The committee is responsible for recommending changes in existing policies and procedures, recommending new policies and procedures to minimize risks, eliminating or controlling hazards, and preventative efforts designed to

create and maintain a safe environment. The Safety and Security Committee will make recommendations with regards to changes to the plan and for needed resources to improve MTTI's ability to respond to emergencies and disasters.

3. All crimes or other emergencies occurring on the MTTI campus must be reported to a Campus Security Authority (CSA). A Campus Security Authority is a person under the Clery Act who is required to report criminal offenses they witness or receive a report of to the intuitions designated department. The Clery Act is a federal law that mandates colleges and universities to publicly disclose information about campus crime.

Below is a listing of the CSAs designated by MTTI, to whom students and employees should report criminal offenses for the purposes of making timely warning reports and the annual statistical disclosure:

Eddie Ring – Director of Operations
Jen Morin – Director of Education
Ali Thompson – Director of Students & Faculty
Donald Desforges – Program Supervisor

Section 1.2: All Employees Responsibilities

1. All employees must be familiar with all sections of this manual. This manual is distributed to all employees at time of hire.
2. All employees must know the locations of the nearest automated external defibrillator (AED), fire alarm pull station, fire extinguisher, fire blankets (shops) and exits. Employees and students must familiarize themselves with alternate escape routes in the event their primary route is blocked. Employees must familiarize themselves with the location in each building of the area to meet for severe weather and explain that to students during the student orientation.
3. At the beginning of each class start, faculty will explain to each of their classes the Emergency Evacuation Policy & Procedures (Section 2.0). In addition, faculty will determine if anyone in their classes has a physical impairment that would prevent an unassisted emergency exit from the building. Faculty will also explain the inside location of shelter for severe weather and natural or man-made disasters. Staff should encourage students to stay put and not leave during severe weather situations.
4. The office staff should assign responsibility for securing the area to a specific employee plus an alternate if possible. This employee should also designated a predetermined gathering place outside the building for the purpose of taking a head count after the evacuation. All employees should familiarize themselves with the shelter for severe weather and natural or man-made disasters closest to their work stations.
5. All programs must maintain a basic First Aid Kit and be responsible for minor cuts. It is that instructors responsibility to complete an Incident Report on all, even minor cuts. It is also that Instructor's responsibility to advise students to seek further medical attention.

Strains, bruising, suspected injuries should be advised to seek further attention.

6. There are no “ingestible” medication in any First Aid Kits.

SECTION 2.0: EMERGENCY RESPONSE, EVACUATION AND LOCKDOWN POLICY AND PROCEDURES

Section 2.1: Timely Warning / Disseminating Emergency Information

In the event of an emergency, or when a serious criminal incident has occurred, specifically one that could pose an immediate threat to the community and individuals, the Director of Operations, or designee will issue a “timely warning” to the MTTI community through appropriate channels.

Timely warnings may be issued for ongoing or imminent threats both on and off campus and will aid in the prevention of similar occurrences. The decision to issue a Timely Warning is decided on a case-by-case basis in light of all the facts surrounding an incident, including factors such as nature of the crime, the continuing threat to the campus community, and the possible risk of compromising law enforcement efforts and are not limited to crimes being committed by persons not known to the victim. Before issuing a Timely Warning, the Director of Operations or designee, may confer with other MTTI administrators to determine the message that will inform the campus community of the threat. If there is an immediate threat to the MTTI community a notification will be issued via the school overhead announcement system.

Section 2.2: Action Plan for Fire

- Staff members should immediately evaluate any situation to determine best path to use to evacuate.
- MTTI’s emergency evacuation to vacate will be signaled by using our fire emergency pull stations located at all exits. Staff members should evaluate all hazardous situations to determine if the alarm should be sounded. Always in the incidence of smoke or fire. The alarm instantly notifies police and fire of an emergency. The alarm should not be sounded in the event of a forced entry into the school or active shooter as this would be considered a crisis situation.
- MTTI may also handle a crisis situation with a lockdown to keep everyone in the building. Severe weather, active shooter outside, hazardous chemical spill outside of the building. (*See Appendix C for severe weather and Appendix D for ALICE EOP Violent Critical Incident.*)
- If within reason, instructors should take their daily attendance roster with them when exiting. With the student roster, instructors should have the Red/Green laminated card. This card will be used to notify emergency personnel that either, all students are accounted for (Green) or students are missing (Red).

- Instructors, students and staff should all meet at the pre-determined location away from the building. (Select the appropriate location from the list below during intro/safety portion of training.) This is not an opportunity for instructors to dismiss class or students to leave early.
- Once instructors and students have gathered at the pre-determined location, Instructors will take attendance, utilizing the attendance roster taken from the classroom that day, and account for all individuals present at the time of the emergency—simply asking “is everyone here?” is not sufficient.
- The instructors should immediately locate and notify emergency personnel and MTTI administration of any missing person. Recommendation by the SFD to have instructors have RED/GREEN cards under their attendance sheet & if all students are present hold up the GREEN Card.
- Staff, instructors and students that evacuated the building together should stay together. No one should leave for any reason unless directed otherwise by authorized emergency personnel. Faculty and students should wait for the arrival of an administrating staff member to advise on the next action to be taken.
- Students will be notified regarding the continuation or re-scheduling classes.
- Try to locate a students’ vehicle to verify that person has left the building prior to reporting to emergency personnel.

Notes

- Use Caution if weather conditions create slippery conditions outside the exits on walks or stairways.
- Be aware, nothing is important enough to risk life or limb for in the case of a fire emergency. Do not return into the building for cell phones, pocketbooks, tool boxes or computers. Your life is not replaceable everything else is!
- Close any accessible doors and windows as you exit the building. In the case of a fire emergency this will help arrest the spread of fire.

Section 2.3: Designated Meeting Places

- 54 Water Street- parking lot besides MTTI’s parking lot on Water St.
- 1241 Fall River Avenue - Lower right parking lot. Gather to the far right of the rolling gate that accesses Mead Street, so as not to block vehicles entering or exiting rear parking lot.
- 78 Leavitt Street - Left picnic area by the horseshoe pits.

SECTION 3.0: VIOLENT OR CRIMINAL BEHAVIOR, PSYCHOLOGICAL CRISIS, SEXUAL HARASSMENT, SEXUAL ASSAULT, EMERGENCY MEDICAL CARE

Section 3.1: Student Altercation

Violence or Criminal Behavior is not tolerated at MTTI. MTTI staff members are not expected to step into a physical altercation. Neither staff person or students should get involved instead the staff member should try to diffuse the situation verbally. MTTI prefers to take a proactive approach to prevent altercations between students. It is a more sound approach than waiting for a fight to break out. Keeping students who are having issues with each other away from one another is one pro-active approach. An incident report must be completed by the staff member in the event of a physical altercation. A suspension or termination may be the result of an altercation.

Section 3.2: Domestic Issues

If a student is having domestic issues and s/he thinks there is a chance that person may come into the school that student MUST notify administrative staff immediately. Administrative staff/Title IX Coordinators will then devise a plan of action which may include calling local authorities (*see below*).

Section 3.3: Action Plan for a Threat of Violence on School Property

If a threat is made against a student or staff member of MTTI the Title IX Coordinator/s are to be notified immediately along with the local authorities.

- Ali Thompson, 1241 Fall River Ave., Seekonk, MA 02771, (508) 336-6611 x 111, athompson@mtti.edu
- Jen Morin, 1241 Fall River Ave., Seekonk, MA 02771, (508) 336-6611 x 124, jmorin@mtti.edu
- Alicia Keshijian, 1241 Fall River Ave., Seekonk, MA 02771, (508) 336-6611 x 118, akeshijian@mtti.edu

In most cases of a threat, the local authorities can't act until a crime has happened. So, the school has put in some protective measures in place in order to restrict the entrance and better monitor people coming in. Some or all of the following may take place:

- All doors with the exception of the front entrance must be locked at all times.
- MTTI staff and instructors have been trained using the ALICE / Run-Hide-Fight protocols for a Violent Critical Incident (Active shooter, violent intruder or terrorist attack). See Appendix D –EOP Violent Critical Incident.

- Instructors will be notified of the situation and will be responsible to keep their students in the classroom/building for the time that the doors are locked (no going out for lunch, cigarette breaks, etc.). This is an inconvenience to everyone but MTTI MUST reside on the side of safety and caution in these situations.
- If we have a description of the person making the threat then that description may be given to staff and/or instructors. Students may possibly also be given this information so everyone can be on the look-out.
- If the perpetrator is spotted please notify local authorities/Title IX Coordinator/s immediately.
- If the end of class day comes and we still are on a “lock-down” mode instructors/staff at MTTI and/or local authorities will make a visual sweep of the parking lot. Once there is an “all clear” students can leave the building.

Section 3.4: Students with Restraining Orders

For the safety of all the students and staff at MTTI, any student who has a restraining order or current domestic/dating violence issues going on while they are attending MTTI MUST report this information to a Title IX Coordinator/s immediately.

- Ali Thompson, 1241 Fall River Ave., Seekonk, MA 02771, (508) 336-6611 x 111, athompson@mtti.edu
- Jen Morin, 1241 Fall River Ave., Seekonk, MA 02771, (508) 336-6611 x 124, jmorin@mtti.edu
- Alicia Keshijian, 1241 Fall River Ave., Seekonk, MA 02771, (508) 336-6611 x 118, akeshijian@mtti.edu

Section 3.5: MTTI Crime Reporting Procedure

MTTI is a safe campus however, it is important that the MTTI Community familiarize itself with the following crime reporting procedure. All persons and their property on MTTI grounds should be treated with respect. If someone is the victim of or witnesses violence or criminal activity take the following steps:

- Remain Calm.
- Report the crime immediately to MTTI personnel and/or a Campus Security Authority.
- Do not handle, touch, or remove evidence.
- Get a good description: height, weight, color of hair and eyes, clothes, direction of travel, etc.
- Vehicle information: make, model, and color of car, and license plate number.
- Number of persons involved.
- Date and time of the crime.
- Type of crime.

- How did it happen?

MTTI offers a “Reporting Form” located at www.mtti.edu under Student Resources – Health & Safety.

Once a member of the MTTI staff has been informed, they will notify school administration. School administration will then notify authorities if time is critical the instructor should use their better judgment and call 9-1-1 immediately. When the authorities respond to MTTI to investigate further, try to remember and tell the responding authorities as many details as possible.

Incident reports are given to the Director of Operations, then the report is saved in the student file.

Any person who is victim of a crime on the MTTI campus may request to MTTI staff that the Seekonk or East Providence Police Department file a report.

*The request for a police report filing should be made in the city or town in which the crime was committed.

Section 3.6: Mental Health Crisis

A mental health crisis exists when an individual is threatening harm to him/herself or others, or is out of touch with reality due to severe drug reactions or psychotic break. If you believe someone is in crisis -

- **Assess the situation.** Do not try to handle a situation you feel is dangerous alone and if you feel your well-being is in danger, leave the situation and get help.
 - Have someone get one of the Title IX counselors / administrators to help.
- **Listen compassionately.** In difficult situations, it’s normal to worry about saying the wrong thing. Experts agree that the most important thing you can do for someone who is experiencing a crisis is simply listen, be with them, and let them know that you’re there to help. Offer validation and support, and avoid judging, lecturing or reacting angrily. Try to ask the following questions:
 - Are you thinking about suicide?
 - Are you currently seeing a mental health professional?
 - How can I help?
- If you believe the person is in imminent danger to themselves or others, call 911.
- Clearly state that you need immediate assistance giving your name and location.
- Do not leave the individual alone.

Section 3.7: Sexual Harassment/Sexual Assault

MTTI expects everyone to treat each other with respect and dignity. Obviously any form of sexual harassment / assault is not tolerated on MTTI grounds.

- A. Sexual Harassment- is defined as the intimidation, bullying or coercion of a sexual nature, or the unwelcome or inappropriate promise of rewards in exchange for sexual favors. In most modern legal contexts sexual harassment is illegal. Harassment can include “sexual harassment” or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.
- B. Sexual Assault- sexual assault is a criminal offense. It is defined as sexual intercourse or sexual contact with another person by forcible compulsion or without consent. Absence of protest is NOT consent. Acts of sexual assault include rape, oral or anal intercourse, and other sexual acts not involving intercourse to which one participant has not expressed consent.

If an assault occurs, first get to safety then report the crime.

(Please refer to MTTI’s Title IX Non-Discrimination & Grievance Process Policy – Appendix H)

Section 3.8: Emergency Medical Care

Section 3.8.1: Emergency Telephone Numbers

Life Threatening Emergencies

MTTI: Seekonk, MA & East Providence, RI Campuses
Police, Fire, EMS.....**911**

Dialing 911 from a Cell Phone

When dialing 911 from your cell phone be prepared to inform dispatcher what address you are at and the address of the location requiring emergency attention.

Non-Life Threatening Emergencies

MTTI Seekonk, MA Campus

Seekonk Police Department
Routine:.....508-336-8123
Emergency:.....**911**

Seekonk Fire Department
Routine:.....508-336-8510
Emergency:.....**911**

MTTI East Providence, RI Campus

East Providence Police Department
Routine:.....401-435-7600
Emergency:.....**911**

East Providence Fire Department
Routine:.....401-435-7683
Emergency:.....**911**

Section 3.8.2: First Aid

1. Automated external defibrillators (AED) are located at all sites. (See Appendix B for AED locations at each site)
2. First Aid Kits are located at the following sites:
 - 1241 Fall River Avenue-
 - All Classrooms
 - Medical Lab
 - 54 Water Street
 - All Classrooms
 - Front Office
 - 78 Leavitt Street
 - All classrooms

All shops / labs have a first aid kit available.
3. Persons Trained in First Aid and CPR (See Appendix B)

Section 3.8.3: Material Safety Data Sheets (MSDS)

All programs have appropriate MSDS information in their classrooms. They must be stored in an obvious location. All MSDS information should be updated regularly by staff. MSDS must be kept available to emergency first responders by law.

Section 3.8.4: Social Service Agencies That Could Provide Help in an Emergency Situation

MTTI believes in providing support to our students in any situation they may find themselves in. Please refer to Appendix J for a list of social service agencies that could provide help to a student in an emergency situation.

SECTION 4.0: FIRE, SEVERE WEATHER AND DISASTER PROCEDURES

Section 4.1: MTTI Fire Procedures

1. The first responsibility of any person noticing a fire is to notify everyone in the building by pulling the alarm as you exit. EVERYONE MUST EXIT THE BUILDING.
2. Fire alarm pull stations are located at the exits from the building. Remember garage doors are not considered exits and pull stations do not exist at these doors.

3. Always use an exit away from the fire. Everyone should remain calm, move quickly and safely. **DO NOT PANIC!**
4. Staff members should immediately evaluate the situation to determine if the fire can be safely extinguished using a fire extinguisher only if they are safe.
5. **Fire extinguishers** are hanging throughout the buildings.
6. Within reason, instructors should take their daily attendance records with them when exiting.
7. Instructors, students and staff should all meet at a pre-determined location away from the building. Select the location during Intro/Safety portion of training.

Recommended Meeting Places

- 1241 Fall River Avenue, Seekonk MA-Right side of rear parking lot where the gates are that lead to Leavitt Street. Stand towards the right side of lot, if looking at the gates, away from the gates they may need to be opened for emergency vehicles.
 - 78 Leavitt Street, Seekonk MA-Picnic area located at the horse shoe pit.
 - 54 Water Street, East Providence RI – Parking lot next to MTTI's parking lot on Water Street.
8. Using the daily attendance record, instructors will take attendance and account for all individuals present at the time of the emergency. This includes any additional staff members.
 9. Immediately notify fire personnel of any missing person.
 10. Insure that the missing person's car remains in the lot. If the car is gone re-notify the fire fighters.
 11. Notify the main office of the situation.
 12. Wait for the arrival of an administrative staff member prior to dismissal.
 13. Students will be notified if there is to be no class following an event.

Notes

- Emergency fire control material and evacuation plans must be reviewed on the first day of class or employment for new staff members.
- Notify your class of the outside meeting point, away from the building in case of evacuation.

- Review all classroom and building exits. Also, recognize where the emergency pull stations are on the first day.
- Instructors and staff are responsible to direct students to the safest exit.
- Use caution if weather conditions create slippery conditions outside the exits on walks or stairways.
- Be aware, nothing is important enough to risk life or limb for in the case of a fire emergency. No one should return into the building for cell phones, backpacks, tool boxes or computers.
- Close any accessible doors and windows as you exit the building. This will help arrest the spread of the fire.
- Electrical devices should always be turned off at night, on weekends or whenever class is not in session.
- Any appliances or machines that produce heat are prone to be hazardous. Coffee machines, copy machines, hot plates, quartz heaters and battery chargers are only a few that require special attention. Turn off when not in use! (This is in no way considered a complete list.) Do not leave on overnight any appliances, like these listed, will be removed if found by administration to be left on.
- To extinguish an electrical fire the electricity must first be turned off.
- Do not attempt to turn off power supplies unless fully qualified.
- Electrical fires on motor vehicles must first have the battery disconnected while extinguishing or the fire may re-ignite.
- The local fire department conducts building inspections and it is expected that all areas be kept clean of all combustible materials.
- Keep furnace and heating areas clear of combustibles.
- Red On/Off switches located near the furnaces will turn off the power to the furnace.
- Storage areas must be kept clean.
- All pathways to exit doors must maintain a 36" wide clear path to the exit.
- REMEMBER: fumes are as hazardous as flames. Fume and smoke inhalation kill more people than flames of a fire. Smoke rises and leaves a clearer path at the ground level. To drop and crawl out of a smoke filled building is a better path to safety. Fumes many times are unknown and may rise or fall in a building. The key here is to quickly get out

of the building!

Section 4.2: Handicapped Evacuation Procedures

1. Handicapped individuals in any MTTI building should be given assistance as needed to evacuate the building.
2. Take handicapped individual to the nearest safe area to wait for emergency personnel.
3. If unable to evacuate a handicapped person, notify, the fireman that there is a handicapped person in the building; be sure to give the location.

Section 4.3: Tornado Information

Although tornados are not common in this area there have been isolated instances of tornado warnings. Since MTTI depends on the Weather Service for warnings all employees should be especially alert during times of inclement weather and be prepared to take proper action. See *Appendix C* for specifics of each buildings shelter location.

If Bristol County comes under a tornado warning or watch the Administrative Staff will notify faculty and staff of the weather conditions either by phone or person. Under a watch it is imperative that all employees be prepared to take shelter and to alert all students of the location of the shelter but to continue with all normal activities the Administrative Staff will monitor conditions via radio/TV. If a warning is issued all employees and students must take immediate shelter. Everyone must remain in the shelter until given further notice by the Administrative Staff when hearing it from the Bristol County Emergency Services. Students should be strongly encouraged to “stay put” the storm will pass and at that point travel may become safer.

If property of MTTI should be damaged from a tornado it is secondary, the first priority, once it is safe to venture outside, is to assist the injured. Those trained in First Aid and the Safety and Security members should proceed to the damaged areas and begin rendering assistance. The Administrative Staff of MTTI will lead relief efforts until outside help arrives.

Section 4.3.1: Tornado Watch

This is issued by the National Weather Service when conditions are favorable for the development of tornadoes in and close to the watch area. Their size can vary depending on the weather situation. They are usually issued for a duration of 4 to 8 hours. They normally are issued well in advance of the actual occurrence of severe weather. During the watch, people should review tornado safety rules and be prepared to move to a place of safety if threatening weather approaches.

Section 4.3.2: Tornado Warning

This is issued when a tornado is indicated by radar or sighted by spotters; therefore, people in the affected area should seek safe shelter immediately. They can be issued

without a Tornado Watch being already in effect. A Tornado Warning is issued by your local National Weather Service office. It will include where the tornado is located and what towns will be in the path.

After the tornado warning has been issued, it will be followed periodically with Severe Weather Statements. These statements will contain updated information on the tornado and they will also let the public know when the warning is no longer in effect.

Unknown citizens seeking shelter are welcome and should receive the same treatment.

DURING EITHER A TORNADO WATCH OR WARNING DO NOT GO OUTSIDE, STAY AWAY FROM WINDOWS, DO NOT STAY IN YOUR CAR AND IF OUTSIDE TAKE COVER IN A DITCH OR KEEP AS LOW TO THE GROUND AS POSSIBLE.

Section 4.4: Earthquake

In the event of an earthquake faculty and staff should immediately give instructions in a firm calm voice. Do not panic!

In classrooms, shops and offices, move away from windows, shelves, heavy objects, or furniture that may fall and take cover under a table or desk.

If shelter is not available, move to an inside wall or corner, turn away from windows, kneel alongside a wall, bend head close to knees, cover side of head with elbows, and clasp hands firmly behind neck.

In halls, stairways, common areas move to an inside wall or corner, turn away from windows, kneel alongside a wall, bend head close to knees, cover side of head with elbows, and clasp hands firmly behind neck.

If notebooks or jackets are available, hold these objects over head for added protection from flying glass and ceiling debris.

In shops stay clear of hazardous chemicals that may spill.

If outside move to an open space away from buildings and overhead power lines and lie down or crouch low to the ground. Constantly be aware of dangers that may require relocation.

After the earthquake is over, evacuate the buildings and move student and staff to an open space outside until the buildings have been declared safe.

If students or staff are injured do not attempt to move them unless life is in danger. Please wait for First Aid certified staff or emergency responders to access the situation.

Section 4.5: Weapon Threat

See *Appendix D* for Emergency Operations Plan: Violent Critical Incident & weapon threat details for each building.

The safety of students and staff at MTTI is our number one concern. If it is determined that someone has a weapon, do not confront the person, stay calm, and if possible call 911.

When there is a weapon threat the campus is to go into lockdown procedures if the person with the weapon is outside of the building. Faculty and staff will be responsible for lockdown procedures. If the person with the weapon staff and faculty will proceed with **ALICE / Run-Hide-Fight protocol**. If the person with the weapon is in the building where you are located and you cannot get out of the building then lock the door of the room where you are and stay away from doors and windows. See *Appendix D for EOP Violent Critical Incident*.

All cell phones should immediately **silenced!** Please be concerned about your personal safety first not notifying others.

Section 4.6: Bomb Threat

See *Appendix E* for bomb threat call checklist.

Evacuation should be the first consideration in all cases. Evacuation goes into effect as soon as the threat is known.

If you are free from harm and it is safe to exit the building pull the fire alarm at the exit door as you leave. Gather at the pre-determined locations & complete an attendance check.

Upon the receipt of a bomb threat, the office manager or person receiving the call shall immediately evacuate and notify the authorities of the city or town of the threat and MTTI administrative staff and then begin logging all pertinent information to expedite the follow-up investigative efforts. Upon arrival, the Fire Department usually becomes the authority having jurisdiction, communicating directives to MTTI's Administrative Staff. The local Police and Fire Department will respond to aid and assist in any bomb incident.

Upon arrival at the scene, the Fire Department shall assume control and determine the life safety hazards involved. After the evacuation has been made, the authority having jurisdiction (which could be the Fire Department, Police Department, or Bomb Squad, etc.) shall implement the search procedure. No unauthorized personnel will be used to conduct the search. No student or employees are to be placed in an unwarranted or dangerous situation. If the call is from outside, the source of the call and the location of the alleged bomb and time of detonation should be documented in writing if possible.

If the perpetrator of the threat has given a detonation time, there may not be time to search for the alleged bomb. The building and surrounding 300 feet perimeter should be evacuated until the all clear is given by the Fire Department.

The office manager is most likely to receive the bomb threat and will use the Bomb Threat Checklist located in *Appendix E*.

Section 4.7: MTTI Crime Statistics Policy:

MTTI will distribute the most current crime statistics to employees, current students, incoming students and new employees in the following ways.

Section 4.8: MTTI Crime Statistics Procedures:

Distribution of the Campus Crime Report

By October 1 of each year, a school must publish and distribute its annual campus security report.

It must be distributed to all enrolled students and current employees directly by publications and mailings, including – direct mailing to each individual through the U.S. Postal Service, campus mail, or electronic mail.

If the school chooses to fulfill this requirement by posting the crime report on an Internet or Intranet Web site, an individual notice must be distributed to each student and current employee that includes:

A statement of the report's availability,

- A list and brief description of the information contained in the report,
- The exact electronic address (URL) of the Internet or
- Intranet Web site at which the report is posted, and
- A statement saying the school will provide a paper copy upon request.
- Upon request, a school must provide its annual campus security report to a prospective student or prospective employee.
- In order to ensure that a prospective student or employee can request the report, the school must provide them with notice of the report's availability. The notice must include a brief description of the report. If a student requests it, the school must provide a hard copy of the report.

See *Appendix G* for MTTI Crime Statistics chart for 2022, 2023, 2024

SECTION 5.0: GENERAL INFORMATION

Section 5.1: Unsafe Conditions

All employees are responsible to report unsafe conditions in campus buildings and grounds. Such unsafe conditions can be but are not limited to: pot-holes in parking lots, emergency doors that are blocked, obstructions in hallways and stairs, etc.

Reporting of all unsafe conditions should be to the Director of Students & Faculty and the Program Supervisor immediately.

Section 5.2: Sidewalks, Stairs and Parking Lots

During the winter months parking lots and stairs will be treated as soon as possible during times of freezing moisture.

MTTI staff completes its own plowing and sanding and is available to perform these tasks as needed. All employees should watch for slippery conditions at their locations and contact the maintenance staff if safety is a concern. There should be sand barrels at all stairways of the buildings. All staff must be willing to spread sand on stairs prior to exiting.

SECTION 6.0: WASTE POLICY

Due to state and federal requirements, plus MTTI's personal concern for the environment, all hazardous wastes must be closely and strictly monitored.

This pertains to, but is not limited to, waste oil and filters, anti-freeze and summer coolant, gasoline, brake fluid, automatic transmission fluid, power steering fluid, tires, batteries (all types) and florescent light bulbs.

Please review the policy and procedure for the proper handling of the specific substance as noted in the MSDS sheets.

Appendix A
Safety and Security Committee

APPENDIX A
SAFETY & SECURITY COMMITTEE

Ward Ring-Owner

Sharon Ring – Owner / Director

Eddie Ring – Director of Operations

Ali Thompson – Director of Students & Faculty

Jen Morin – Director of Education

Donald Desforges – Program Supervisor / OSHA Instructor

Appendix B
CPR and First-Aid Trained Professionals
Location of AED

**APPENDIX B
CPR AND FIRST-AID TRAINED PROFESSIONALS**

1241 Fall River Ave:

Erin Proctor
Boris Katan
Jen Morin
Kelly Tinkham
Mitchell Medeiros
Eddie Ring
Sharon Ring
Ken Souza
Glen Verducci
Kevin Fernandes
Jason Perry
Joan Perry
Andrew Boyce
Cheryl Lanagan
Ashley Melikian
Amanda Nevitt
Ali Thompson

74 Leavitt St.

Dylan Coppellotti
Donald Desforges
Derek Faria
Gary Simcock
Jacob Guzman

54 Water St.

Anya DeVito
Richard Glennon
Shawn Barnes
Jeremy Scott
Greg Winnett

Automated External Defibrillators (AED) are located at each MTTI building. These areas are marked by signage on the office or hallway along with signage on the cabinet it is stored in.

1241 Fall River Ave – AED is located on the second floor, at the top of the stairs. The second floor is accessible by a stairway located behind the front desk. The AED is in a marked cabinet at the top of the stairs.

74 Leavitt St. – The AED is located in the hallway between classrooms #2 & #3.

54 Water St. – The AED is located in the break area by the shop entrance.

Appendix C
Tornado Shelter for Each Campus

APPENDIX C
TORNADO SHELTER FOR EACH CAMPUS

Tornado Procedures

1241 Fall River Ave., Seekonk, MA Campus- Evacuate to the Auto Shop. Keep away from windows and doors.

78 Leavitt St., Seekonk, MA Campus- West side of the BPT shop / HVAC shop middle

54 Water St., East Providence, RI Campus- Shop 2 – supply area / skills instructor desk area.

Appendix D
Emergency Operations Plan: Violent Critical Incident

APPENDIX D
Emergency Operations Plan: VIOLENT CRITICAL INCIDENT
(Active Shooter, Violent Intruder, Terrorist Attack)

I. Purpose

The purpose of the plan is to set forth guidelines, for MTTI's employees and students, in the event of a Violent Critical Incident in company property. While this plan explains the responses using the ALICE acronym, in no way does the plan suggest the acronym be used in order. This plan describes the law enforcement and security responses, in addition to providing employees with appropriate response options.

Employees are trained to make decisions and use a range of options to increase survivability during an event. All responses are based on the location of the occurrence and the nature of threat. Having a linear plan that orders inflexible procedures without considering these two paramount issues is not realistic and will not meet the goal of mitigating the incident.

Any Violent Critical Incident will result in law enforcement, fire services and emergency medical services reporting to the scene. Once these services arrive on scene it is critical to follow the directions of, and cooperate with, all emergency personnel.

Emergency services personnel will set up their own Incident Command Center and will have complete jurisdiction over the entire scene. Unified Command will be utilized which combines law enforcement, fire personnel and emergency services into one entity to save lives. This command center will use established practices such as the National Incident Management System (NIMS) and the Incident Command System (ICS).

II. Related Company Policies:

- MTTI Emergency evacuation & Lockdown Policy and Procedures.
- MTTI Violent or criminal behavior, psychological crisis policies & procedures.

III. Definitions

- A. Violent Critical Incident: Any event, at any location, where a person (or persons) attempts to harm innocent people by any means and regardless of motivation.
- B. Law Enforcement Officer: Any Federal, State or Local Sworn Peace Officer
- C. Security Officer: Any non-sworn contract or proprietary uniformed person charged with general security of an area and/or building.

IV. INFORMATION/OPTIONS

A. **ALERT:** This is the initial awareness that the event is beginning and means that some part of the facility is in contact with the threat. Persons in contact with the threat must take immediate self-protective action. This may include using one or more of the training options (Evacuate, Enhanced Lockdown, Counter). The threat will be processed through physical senses, including, but not limited to:

1. Seeing the threat
2. Hearing the threat
3. Seeing others moving away quickly from an area
4. Hearing screaming and yelling

B. **Enhanced LOCKDOWN:** A secondary response if safe evacuation is not possible and you are not in contact with the threat. There are two reasons to utilize Enhanced LOCKDOWN as a response;

1. The threat is close to your location and evacuation routes are not usable.
2. You have no known location of the threat and are unsure if the evacuation routes are usable.

When using Enhanced LOCKDOWN;

1. Lock any door that can be locked.
2. Barricade the doors with heavy objects to prevent access to the room and slow down a threat. Use desks, cabinets, beds, heavy equipment, etc.
3. If possible, turn out or disable lighting.
4. If possible, cover any windows in doors or walls.
5. Prepare counter items (books, scissors, computers, etc.) in the room in case door is breached.
6. Keep distance between people and do not huddle.
7. Keep cell phones on, but place in silent mode.
8. Prepare to counter from the sides of the door, taking care to stay out of the interior frame of the door.
9. Prepare and plan to swarm the threat should the room be breached with the goal of controlling and subduing the threat.
10. Pay attention to all INFORM announcements during the event. Law enforcement may tell you to take specific actions or circumstances may change and you may have to change your response. Remain engaged in the decision-making process.

C. **INFORM:** This is information utilization during the event to update staff to allow them to decide on the best survival options. Additionally, it may also allow law enforcement to improve their response by updating the location of the threat.

1. Any employee who notes the indication of a threat should, as soon as it is safe and practical to do so, call 911 and any internal security function or main office. If the employee can “all call” the facility, they are authorized to take that action. The initial call should include as much of the following as possible;
 - a. The name and exact location of the campus, facility or building.
 - b. The last known location of the threat(s).
 - c. The number of intruders.
 - d. The employee’s location.
 - e. The description of the threat(s).
 - f. The description and number of weapons.

 2. Upon notification of the threat, internal operators or security dispatch should immediately INFORM the rest of facility.
 - a. Using Plain Language, internal operators or security dispatch will announce the presence, location, and description of the threat.
 - b. Notification will be made using all available means. Notification shall provide any information regarding the on-going situation that will assist the building occupants in deciding their best survival response option. Typically, information answers the basic questions of where, who, what, when, and how will provide the necessary details to make an informed decision.

 - D. COUNTER: This is a last resort option for instances when you cannot EVACUATE or use Enhanced LOCKDOWN and are in direct contact with the threat. It is a personal choice and does not include fighting. Counter is the use of MOVEMENT, NOISE, DISTANCE, DISTRACTION AND SWARMING. Counter is used to:
 1. Create opportunity to evacuate.
 2. Create opportunity to take back control/swarm.
 3. Increase targeting difficulty.
 4. Increase skills necessary to shoot accurately.
- If a threat is in direct contact with you, all actions are permitted to increase survival.
1. Anything available can be used to throw at the shooter’s face to cause distraction, such as, books, computers, coffee cups, etc.
 2. Create chaos in the location by making large amounts of noise and moving about the area.
 3. Use numbers to swarm the threat with the goal of subduing and controlling the subject and the weapon.

4. Upon gaining control of the threat, maintain control, using any means necessary, until law enforcement officers relieve you.
5. Upon gaining control of a weapon, place it under or in a trashcan or other location. Do not brandish a weapon and do not hold it. Tell law enforcement where the weapon is, as soon as practical, after their arrival.
6. Use the resultant chaos and distraction to evacuate the area if possible.

E. EVACUATION: This is the preferred response. Employees that are not in immediate danger and can safely evacuate should leave the location and move to the Rally Point. There are some simple recommendations for evacuating;

1. Leave all belongings behind.
2. Be prepared to use non-traditional evacuation routes such as windows, loading dock doors, alarmed doors, etc.
3. Do not use vehicles.
4. Do not carry any items in your hands.
5. When evacuating move quickly away from the location.
6. If meeting arriving law enforcement officers, place hands up with fingers splayed, follow any directions given, and should expect the possibility of being handcuffed.

V. Law Enforcement Response

A. During a Violent Critical Incident, law enforcement officers will only be focused initially stopping the threat and ending the violence. Any other actions will take place after the event is ended. Additionally, officers outside the facility will set up perimeters, secure the scene, provide security at rally points, interview personnel and assist in reunification.

VI. After Action/ Recovery (Note: Dependent on the facility, Rally Points and Reunification Points may be the same place or may be separate locations.)

- A. Once Unified command has issued an ALL CLEAR, law enforcement officers will begin to clear the building and will escort out personnel who had secured in an Enhanced LOCKDOWN.
- B. They will be escorted to Rally Points.
- C. Staff at the Rally Point, who should have already begun to account for personnel who evacuated, should begin to account for arriving personnel.
- D. Law enforcement will begin to conduct preliminary interviews with people at the Rally Point/ Reunification Point before they are released.
- E. Staff on site should begin to implement internal reunification protocols.
- F. The MTTI Administrative team will activate the facility Crisis Response Team and active any Mental Health Resources to provide counseling and mental health assistance at the rally/ reunification site.

- G. The MTTI Administrative team will debrief appropriate company personnel and will act as the contact person for law enforcement in the aftermath of the event.
- H. The MTTI Administrative team, in consultation with law enforcement officials, will determine when the company can resume normal activities and communicate information and updates to employees and the public.

Appendix E
Bomb Threat Call Checklist

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

*** Refer to your local bomb threat emergency response plan for evacuation criteria**

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the
Office for Bombing Prevention at: OBP@cisa.dhs.gov



BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER
HUNG UP:

PHONE NUMBER WHERE
CALL RECEIVED:

Ask Caller:

- Where is the bomb located?
(building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat

Information About Caller:

- Where is the caller located?
(background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other Information:

Appendix F
Administrative Staff Names and Phone Numbers

APPENDIX F
NAMES & PHONE NUMBERS FOR ADMINISTRATIVE STAFF

Eddie Ring – Director of Operations; 508-336-6611 Ext. 106, Fall River Avenue location

Jen Morin – Director of Education/ Title IX Coordinator; 508-336-6611 Ext. 124, Fall River Avenue location

Alicia Keshjian – Registrar / Director of FA / Title IX Coordinator; 508-336-6611 Ext. 118, Fall River Avenue location

Ali Thompson – Director of Students & Faculty / Title IX Coordinator; 508-336-6611 Ext. 111, Fall River Avenue location

Donald Desforges – Program Supervisor; 508-336-6611 Ext. 130, Leavitt St. location

Appendix G
Crime Statistics

APPENDIX G CRIME STATISTICS

MTTI CRIME STATISTICS - SEEKONK CAMPUS 1241 Fall River Ave. Seekonk, MA 02771

Criminal Offenses	CRIMINAL OFFENSES - ON CAMPUS			CRIMINAL OFFENSES - PUBLIC PROPERTY			HATE CRIMES - ON CAMPUS			HATE CRIMES - PUBLIC PROPERTY		
	Number of Occurrences On Campus			Number of Occurrences on Public Property			Number of Occurrences On Campus			Number of Occurrences on Public Property		
	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
a. Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0	0	0	0
f. Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
h. Robbery	0	0	0	0	0	0	0	0	0	0	0	0
i. Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
j. Burglary	0	0	0	0	0	0	0	0	0	0	0	0
k. Motor Vehicle Theft	0	0	0	0	1	0	0	0	0	0	0	0
l. Arson	0	0	0	0	0	0	0	0	0	0	0	0
m. Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
n. Larceny-theft	0	0	0	0	0	0	0	0	0	0	0	0
o. Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
p. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0

VAWA Offenses	VAWA OFFENSES - ON CAMPUS			VAWA OFFENSES - PUBLIC PROPERTY		
	Number of Occurrences On Campus			Number of Occurrences on Public Property		
	2022	2023	2024	2022	2023	2024
a. Domestic Violence	0	0	0	0	0	0
b. Dating Violence	0	0	0	0	0	0
c. Stalking	0	0	0	0	0	0

Arrests & Disciplinary Action	ARRESTS - ON CAMPUS			DISCIPLINARY ACTIONS - ON CAMPUS			ARRESTS - PUBLIC PROPERTY			DISCIPLINARY ACTIONS - PUBLIC PROPERTY		
	Number of Arrests On Campus			Number of Persons Referred for Disciplinary Action On Campus			Number of Arrests on Public Property			Number of Persons Referred for Disciplinary Action on Public Property		
	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
a. Weapons: carrying, possessing etc.	0	0	0	0	0	0	0	0	0	0	0	0
b. Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
c. Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0

MTTI CRIME STATISTICS - EAST PROVIDENCE CAMPUS

54 Water St. East Providence, RI 02914

Criminal Offenses	CRIMINAL OFFENSES - ON CAMPUS			CRIMINAL OFFENSES - PUBLIC PROPERTY			HATE CRIMES - ON CAMPUS			HATE CRIMES - PUBLIC PROPERTY		
	Number of Occurrences On Campus			Number of Occurrences on Public Property			Number of Occurrences On Campus			Number of Occurrences on Public Property		
	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
a. Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0	0	0	0
f. Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
h. Robbery	0	0	0	0	0	0	0	0	0	0	0	0
i. Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
j. Burglary	0	0	0	0	0	0	0	0	0	0	0	0
k. Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
l. Arson	0	0	0	0	0	0	0	0	0	0	0	0
m. Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
n. Larceny-theft	0	0	0	0	0	0	0	0	0	0	0	0
o. Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
p. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0

VAWA Offenses	VAWA OFFENSES - ON CAMPUS			VAWA OFFENSES - PUBLIC PROPERTY		
	Number of Occurrences On Campus			Number of Occurrences on Public Property		
	2022	2023	2024	2022	2023	2024
a. Domestic Violence	0	0	0	0	0	0
b. Dating Violence	0	0	0	0	0	0
c. Stalking	0	0	0	0	0	0

Arrests & Disciplinary Action	ARRESTS - ON CAMPUS			DISCIPLINARY ACTIONS - ON CAMPUS			ARRESTS - PUBLIC PROPERTY			DISCIPLINARY ACTIONS - PUBLIC PROPERTY		
	Number of Arrests On Campus			Number of Persons Referred for Disciplinary Action On Campus			Number of Arrests on Public Property			Number of Persons Referred for Disciplinary Action on Public Property		
	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
a. Weapons: carrying, possessing etc.	0	0	0	0	0	0	0	0	0	0	0	0
b. Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
c. Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0

Appendix H
Title IX Non-Discrimination & Grievance Process Policy

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V. APPENDIX A: DEFINITIONS

QUICK REFERENCE GUIDE

Motoring Technical Training Institute (MTTI)
Web: <https://www.mtti.edu>

Title IX Coordinator: Ali Thompson
Director of Students & Faculty
Address: 1241 Fall River Avenue
Seekonk, MA 02771
Tel.: (508) 336-6611 ext. 111
Email: athompson@mtti.edu

Title IX Coordinator: Jen Morin
Director of Education
Address: 1241 Fall River Avenue
Seekonk, MA 02771
Tel.: (508) 336-6611 ext. 124
Email: jmorin@mtti.edu

Title IX Coordinator: Alicia Keshijian
Registrar / Director of Financial Aid
Address: 1241 Fall River Avenue
Seekonk, MA 02771
Tel.: (508) 336-6611 ext. 118
Email: akeshijian@mtti.edu

U.S. Department of Education
Office for Civil Rights (OCR)
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, D.C. 20202-1100

Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012 TDD#: (800) 877-8339
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Motoring Technical Training Institute **Title IX Non-Discrimination & Grievance Process Policy**

Introduction

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and prohibits sex discrimination, in any education program or activity operated by a recipient that receives federal financial assistance. As an educational institution subject to Title IX, Motoring Technical Training Institute¹ has adopted this Title IX Non-Discrimination & Grievance Process Policy (the “Policy”).² As set forth in detail herein, MTTI:

- Does not discriminate on the basis of sex, including in admissions and employment, and is committed to providing an educational and workplace environment that is free from sexual violence, sex-based discrimination, harassment, and retaliation;
- Prohibits discrimination on the basis of sex stereotypes, sexual orientation, gender identity, pregnancy or related conditions, in its educational programs and activities, as required by law;
- Is committed to promoting fairness and equity in all aspects its operations; and
- Values and promotes the equal dignity of all community members and is committed to the pursuit of just resolutions with respect the rights of all parties involved.

This Policy is adopted to prevent discrimination prohibited under Title IX and provide a prompt, fair, and impartial process to address complaints of alleged discrimination based on sex.

Inquiries about this Policy or the application of Title IX may be referred to Motoring Technical Training Institute’s Title IX Coordinator(s), the Assistant Secretary of the Department of Education’s Office for Civil Rights, or both.

Overview of Title IX Policy and Grievance Process: General Provisions

Responsibilities of the Title IX Coordinator

The Title IX Coordinator oversees implementation and enforcement of this Policy, which includes primary responsibility for coordinating the School’s efforts related to the intake, investigation,

¹ Motoring Technical Training Institute (MTTI) may be referred to interchangeably as the “School” throughout this Policy.

² All capitalized terms not defined within this Policy are defined in Appendix A.

resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

The School's Title IX Coordinator(s) are identified below and may be contacted with questions about this Policy, to report a complaint, or to otherwise assist individuals in ensuring equal access to the School's educational programs or activities in compliance with Title IX.

Title IX Coordinator: Ali Thompson
Director of Students & Faculty
Address: 1241 Fall River Avenue
Seekonk, MA 02771
Tel.: (508) 336-6611 ext. 111
Email: athompson@mtti.edu

Title IX Coordinator: Jen Morin
Director of Education
Address: 1241 Fall River Avenue
Seekonk, MA 02771
Tel.: (508) 336-6611 ext. 124
Email: jmorin@mtti.edu

Title IX Coordinator: Alicia Keshijian
Registrar / Director of Financial Aid
Address: 1241 Fall River Avenue
Seekonk, MA 02771
Tel.: (508) 336-6611 ext. 118
Email: akeshijian@mtti.edu

Individuals may also contact the U.S. Department of Education's Office for Civil Rights with Title IX questions. *(Please note that inquiries to OCR alone are not sufficient to allow appropriate responsive action by the School. To ensure your concern is appropriately addressed under this Policy, please file a report with the School's Title IX Coordinator).*

U.S. Department of Education
Office for Civil Rights (OCR)
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, D.C. 20202-1100

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Facsimile: (202) 453-6012 TDD#: (800) 877-8339
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

How to Report a Complaint of an Alleged Title IX Violation

Any person may report alleged sex-based discrimination, sexual harassment, or retaliation to the Title IX Coordinator or Official with Authority (any MTTI staff-member), irrespective of whether the reporting person is the alleged victim of such conduct. A report or complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail at any time (including during non-business hours), using the contact information in the section immediately above or as described below. Any reports to an Official with Authority will go to the Title IX Coordinator.

1) To a Title IX Coordinator or Officials with Authority.

Title IX Coordinator: Ali Thompson
Director of Students & Faculty
Address: 1241 Fall River Avenue
Seekonk, MA 02771
Tel.: (508) 336-6611 ext. 111
Email: athompson@mtti.edu

Title IX Coordinator: Jen Morin
Director of Education
Address: 1241 Fall River Avenue
Seekonk, MA 02771
Tel.: (508) 336-6611 ext. 124
Email: jmorin@mtti.edu

Title IX Coordinator: Alicia Keshijian
Registrar / Director of Financial Aid
Address: 1241 Fall River Avenue
Seekonk, MA 02771
Tel.: (508) 336-6611 ext. 118
Email: akeshijian@mtti.edu

2) Reporting should be initiated by emailing one of the Title IX coordinators at the email listed above.

3) By telephone via the School's phone number 508.336.6611 and ask for a Title IX coordinator.

4) By visiting the office of one of the Title IX coordinators at 1241 Fall River Avenue, Seekonk, MA 02771.

After Reporting a Complaint

Upon receipt of a report, the Title IX Coordinator shall undertake an initial assessment to determine appropriate next steps as required under this Policy, including making an initial threat assessment to ensure there is no immediate danger to Complainant or the campus community and, if there is, to take appropriate action, which may include emergency removal of Respondent as described below.

The school will treat complainants and respondents equitably.

The Coordinator shall contact Complainant to discuss the availability of appropriate supportive measures that may be implemented with input from the Complainant irrespective of, and in addition to, any resolution process including the Grievance Process, and will notify Complainant about the right to have an advisor.

The school presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedures.

If the report has been made by someone other than the Complainant, the Title IX Coordinator will review the allegations and discuss options with the Complainant, including the option of proceeding with a Complaint. If the Complainant does not want to proceed with a Complaint, the Coordinator may initiate a Complaint if the Coordinator determines that a Complaint is warranted.

If the Complainant files a Complaint, or the Title IX Coordinator initiates a Complaint, the matter will proceed as described under the Grievance Process. The Complainant must file a formal written complaint if the Complainant wants the school to conduct an investigation.

After submission of a Complaint and after notifying the Respondent of the Complaint's allegations, the parties will be notified of the availability of informal resolution, as applicable. All parties must voluntarily consent to any informal resolution process. The parties may withdraw such consent at any time and resume the formal Grievance Process.

Emergency Removal of Respondent

The School reserves the right to remove a Respondent from its education program or activities on an emergency basis when the Respondent poses an immediate threat to the health or safety of any student or campus community member. The School will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. If an emergency removal is imposed, the Respondent will be given notice of the removal and the option to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the removal should not be implemented. Emergency removal decisions are not subject to Appeal.

Administrative Leave of Employee Respondent

Respondents that are School employees may be placed on administrative leave during the pendency of a grievance process as determined by the School and the Title IX Coordinator.

Complainant's Decision to Pursue a Complaint

If a Complainant does not wish to be identified, does not wish for an investigation to take place, or does not want a Complaint to be pursued, the Complainant may make such a request to the Title IX Coordinator, who will evaluate the request in light of the duty to ensure campus safety and compliance with state and federal law. The School will comply with Complainant's wishes unless the Coordinator determines that initiating a Complaint is warranted under the circumstances.

If the Coordinator independently initiates a Complaint, the Complainant may have as much or as little involvement in the process as the Complainant desires. The Complainant retains all rights of a Complainant under this Policy irrespective of participation level. Irrespective of whether a Complaint is filed, the School shall offer supportive measures to ensure Complainant's continued access to the School's educational program and activities. If the Complainant elects not to file a Complaint, the Complaint shall retain the right to file a Complaint later.

Complaint Dismissal

Mandatory Dismissal

The School must dismiss a Complaint if, at any time during the investigation or hearing, it is determined that:

- 1) The conduct alleged in the Complaint does not constitute sexual harassment as defined in under Title IX; and/or
- 2) The conduct did not occur in an educational program or activity controlled by the School (including buildings or property controlled by recognized student organizations); and/or
- 3) The School does not have jurisdiction over the Respondent; and/or
- 4) The conduct did not occur against a person in the United States; and/or
- 5) At the time of filing a Complaint, the Complainant is not participating in or attempting to participate in the education program or activity of the School.

Discretionary Dismissal

The School may dismiss a Complaint or any allegations therein if at any time during the investigation or hearing:

- 1) A Complainant notifies the Title IX Coordinator that the Complainant would like to withdraw the Complaint or any allegation therein; or
- 2) The Respondent is no longer enrolled in or employed by the School; or
- 3) Circumstances prevent the School from gathering evidence sufficient to reach a determination as to the Complaint or allegations therein.

Upon any dismissal, the School shall promptly send written notice of the dismissal and its rationale simultaneously to the parties. This dismissal decision is appealable by any party under the procedures for appeal below.

Dismissed Complaints may include conduct that could be considered a potential violation of the School's Code of Conduct and may be addressed through other applicable, non-Title IX conduct policies and procedures accordingly.

Consolidated Complaints

If a Complaint involves one or more Complaint, Complainant and/or Respondent and allegations arising out of the same set of circumstances, the School may elect to consolidate complaints.

Time Limits on Reporting

There is no time limitation on reporting a Complaint. However, acting on reports or Complaints is significantly impacted by the passage of time and occurrence of other events (including, but not limited to, the rescission or any revision of this Policy), and is at the discretion of the Title IX Coordinator, who may, among other things, document allegations for future reference, offer supportive measures and/or Remedies, and/or engage in informal or formal action, as appropriate. Additionally, if the Respondent is no longer subject to the School's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide Remedies may be more limited or impossible.

Anonymous Report or Complaint

If a Complainant makes a report anonymously, it will be investigated by the School to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or Remedies can be provided. Anonymous reports typically limit the School's ability to investigate and respond, depending on what information is shared. In some situations, the Title IX Coordinator may proceed with the issuance of a Complaint even when the Complainant's report has been made anonymously.

Confidentiality

The School shall undertake reasonable efforts to preserve the confidentiality of reports and Complaints. The School shall not disclose any report or Complaint except as provided herein and as necessary to effectuate this Policy, or as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99, or as required under applicable law.

Certain professionals have a legal and/or ethical responsibility to maintain communications made in the scope of their professional roles in strict confidence.³ Some of these roles include licensed professional counselors/mental health providers, licensed medical and health care providers, victim advocates, ordained/licensed clergy, licensed attorneys and rape crisis or domestic violence resources. Complainants or Respondents wishing to speak to someone confidentially are encouraged to seek out such resources. Communications with such professionals are considered legally privileged and cannot be revealed without a party's express written consent.

Supportive Measures

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve

³ In highly limited circumstances, such as when presenting an immediate threat or danger to another, or when subject to a court order, confidential communications may be revealed without the consent of a party.

access to the School's education program or activity, including measures designed to protect the safety of all parties or the School's educational environment, and/or deter harassment, discrimination, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available upon receipt of a report or a complaint alleging possible sexual harassment. At the time that supportive measures are offered, the School will inform the Complainant, in writing, that they may file a formal complaint with the School either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

The School shall maintain the confidentiality of the supportive measures to the greatest extent reasonably practicable, provided that confidentiality does not impair the School's ability to provide supportive measures or otherwise fulfill its obligations under this Policy. The School will implement measures in a way that does not unreasonably burden the other party.

Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, referral to medical or healthcare services, referral to community-based services, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Amnesty for Complainants and Witnesses

The School encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the School community that Complainants choose to report misconduct to School officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, the School may offer parties and witnesses amnesty from minor violations of other School policies – such as underage alcohol consumption or personal use of illicit drugs – that may be associated with the incident.

Amnesty is not applicable to more serious allegations, such as physical abuse of another or illicit drug distribution.

Right to an Advisor

The parties have the right to select an advisor of their choice to accompany them to any or all meetings and interviews during the resolution process. There are no limits on who can serve as an

advisor; it may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process.

An advisor who is also a witness to the allegations in the complaint creates potential for bias and conflict-of-interest. A party who chooses an advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker(s) and may, but will not necessarily, impact the Final Determination.

The School cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not select or retain an attorney or cannot afford an attorney, the School is not obligated to provide the other party with an attorney.

Conflict-of-Interest & Bias

Title IX Personnel are trained to ensure they have no conflict of interest and are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally. To raise any concern involving bias, conflict of interest or other misconduct by any Title IX Personnel contact the School's Vice President or the Director of Operations at 508.336.6611 to report your concern.

Resolution Timeline

The School will make a good faith effort to complete the resolution process fairly and promptly. Duration of a matter that proceeds through the Grievance Process is determined by many factors including, but not limited to, the cooperation and availability of the parties and witnesses, potential concurrent criminal investigations, and the School closures, among others. The School will avoid all undue delays within its control and will grant reasonable extensions of time, upon written request and showing of good cause, by a party. The School shall provide the parties written notice of delays and/or extensions, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

Notifications to Parties

All notifications to the parties noted herein will be made by made by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official School records, or emailed to the parties' School-issued email or otherwise approved account. Once mailed, e-mailed and/or received in-person, notice will be presumptively delivered

Clery Act Reporting

Reports or complaints of sexual assault, domestic violence, dating violence, and/or stalking that pose a serious or continuing threat of bodily harm or danger to members of the campus community may trigger a timely warning obligation by the School under the Clery Act. If a warning is deemed necessary, the School will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

In addition, the School is obligated to report and disclose crimes under the Clery Act, including the crimes of sexual assault, domestic violence, dating violence and stalking as defined in this Policy, for statistical reporting purposes only. Reports of these crimes do not include personally identifiable information and therefore preserves the confidentiality of any involved parties.

Retaliation

The School prohibits retaliation under this Policy. Retaliation may include intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy and procedure. Alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. The School will take appropriate action to protect individuals who fear that they may be subjected to retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this Policy and procedure does not constitute retaliation. Relatedly, a determination of responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

The School's Mandatory Response Obligations

MTTI's mandatory response obligations under this Policy arise when MTTI has actual knowledge or allegations of sex-based discrimination, harassment, or retaliation, as defined herein. Knowledge occurs when the Title IX Coordinator or a School official with authority to implement corrective measures ("OWA")⁴ becomes aware of the occurrence of such conduct. Notice received by any of these OWAs constitutes knowledge upon which the School's mandatory response obligations arise under this Policy. In these cases, the School must act to stop, remedy and prevent future recurrence of prohibited conduct through application of this Policy.

Notice, Dissemination and Publication of Policy

Title IX requires MTTI to notify applicants for admission or employment as well as students, employees, and, if applicable, unions or professional organizations holding collective bargaining of collective agreements with the School, of this Policy. MTTI complies with Title IX's notice requirements, including prominently publishing its Non-Discrimination & Grievance Process Policy and contact information for the Title IX Coordinator on its website and in other publications.

⁴ The following have been identified and designated as OWAs: All staff.

Sex-Based Harassment Defined, Jurisdiction & Scope of Policy

Sex-based Harassment Defined

For purposes of this Policy and the grievance process, Sex-Based Harassment has the meaning set forth below. Sex-Based Harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, gender, and/or gender identity of those involved.

Sex-Based Harassment means:

Conduct on the basis of sex that satisfies one or more of the following:

- 1) Quid Pro Quo:
 - a. A School employee,
 - b. conditions the provision of an aid, benefit, or service of the School,
 - c. on an individual's participation in unwelcome sexual conduct; and/or

- 2) Sexual harassment:
 - a. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity.

- 3) Sexual assault, defined as:
 - a. Sex Offenses, Forcible:
 - i) Any sexual act directed against another person,
 - ii) without the consent of the Complainant,
 - iii) Including instances in which the Complainant is incapable of giving consent.

 - b. Forcible Rape:
 - i) Penetration,
 - ii) no matter how slight,
 - iii) of the vagina or anus with any body part or object, or
 - iv) oral penetration by a sex organ of another person,
 - v) without the consent of the Complainant.

 - c. Forcible Sodomy:
 - i) Oral or anal sexual intercourse with another person,
 - ii) forcibly,
 - iii) and/or against that person's will (non-consensually), or
 - iv) not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

 - d. Sexual Assault with an Object:
 - i) The use of an object or instrument to penetrate,

- ii) however slightly,
 - iii) the genital or anal opening of the body of another person,
 - iv) forcibly,
 - v) and/or against that person's will (non-consensually),
 - vi) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- e. Forcible Fondling:
- i) The touching of the private body parts of another person (buttocks, groin, breasts),
 - ii) for the purpose of sexual gratification,
 - iii) forcibly,
 - iv) and/or against that person's will (non-consensually),
 - v) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- f. Sex Offenses, Non-forcible:
- i) Incest:
 - 1) Non-forcible sexual intercourse,
 - 2) between persons who are related to each other,
 - 3) within the degrees wherein marriage is prohibited by Massachusetts State law [MGL c.272, § 17](#).
 - ii) Statutory Rape:
 - 1) Non-forcible sexual intercourse,
 - 2) with a person who is under the statutory age of consent of 16 in the state of Massachusetts.
- 4) Dating Violence, defined as:
- a. violence,
 - b. on the basis of sex,
 - c. committed by a person,
 - d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
 - i. The existence of such a relationship shall be determined based on the Complainant'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 purposes of this definition—
 - ii. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - iii. Dating violence does not include acts covered under the definition of domestic violence.

- 5) Domestic Violence, defined as:
- a. violence,
 - b. on the basis of sex,
 - c. committed by a current or former spouse or intimate partner of the Complainant,
 - d. by a person with whom the Complainant shares a child in common, or
 - e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
 - f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of [MGL c. 209A](#) or
 - g. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws.

*To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

- 6) Stalking, defined as:
- a. engaging in a course of conduct,
 - b. on the basis of sex,
 - c. directed at a specific person, that
 - i. would cause a reasonable person to fear for the person's safety, or
 - ii. the safety of others; or
 - iii. Suffer substantial emotional distress.
- For the purposes of this definition—
- (i) Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent 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.
 - (ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
 - (iii) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Force, Coercion, Consent, and Incapacitation

As used in the offenses above, the following definitions and meanings apply:

Force: Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent.

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Coercion: Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Consent: Consent is knowing permission to engage in sexual activity that is voluntarily given through clear verbal communication or by unambiguous behavior.

Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on MTTI to determine whether this Policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Incapacitation: A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this Policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to an alleged sexual assault violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. “Should have known” is an objective, reasonable person standard which assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

This Policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

Jurisdiction of the School

If the Respondent is unknown or is not a member of the School community, the Title IX Coordinator will assist the Complainant as requested in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement to file a police report upon request.

Further, even when the Respondent is not a member of the School’s community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator. In addition, the School may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from School property and/or events. All vendors serving the School through third-party contracts are subject to the policies and procedures of their employers, or if applicable, to these policies and procedures to which their employer has agreed to be bound by their contracts.

Scope of the School’s Educational Program and Activities

For purposes of this Policy, the School’s educational program or activities includes locations, events, or circumstances, within the U.S., where the School exercises substantial control over both the Respondent and the context in which the alleged sexual harassment or discrimination occurs and also includes any building owned or controlled by the School or by a student organization that is officially recognized by the School. It also includes online, and cyber manifestations of conduct prohibited by this Policy, when those behaviors occur in or have an effect on the School’s education program and activities or use the School networks, technology, or equipment.

Grievance Process

If a Complaint is filed, the matter will proceed through the Grievance Process as outlined below and will include an objective investigation, option for informal resolution, option of live hearing with opportunity for cross-examination and the right to appeal. This process will treat

Complainants and Respondents equitably. Any provisions, rule or practice adopted by the School as part of the grievance process, other than those required under Title IX and its implementing regulations will apply equally to both parties. The process will include an objective evaluation of all relevant evidence (inculpatory and exculpatory), will be conducted by trained Title IX Personnel, free from any known conflict of interest or bias, and presumes Respondent's non-responsibility until and unless demonstrated otherwise by the evidence and after a Final Determination as been rendered. Disciplinary sanctions or punitive measures will not be imposed against a Respondent unless and until there has been a finding of responsibility after application of the process. If at any stage of the investigation it is determined that conditions exist warranting dismissal, the complaint will be dismissed. Complainant will continue to be entitled to appropriate supportive measures in such cases.

The School requires impartiality in the process by ensuring there are no actual or apparent conflicts of interest or disqualifying biases of any Title IX Personnel. The parties may, at any time during the resolution process, raise a concern regarding bias, conflict of interest, or any irregularity which may taint the impartiality of the process. Such concerns should be reported in writing to the Title IX Coordinator, or Vice President, who will evaluate the concern and take appropriate corrective action to ensure integrity of the process.

Notice of Allegations

The Title IX Coordinator will provide written notice of the allegations to the Respondent and Complainant upon initiation of the grievance procedures. The notice will be provided prior to any initial meeting or interview with the Respondent and their advisor, if applicable, allowing sufficient advanced notice to prepare.

The notice will include:

- A meaningful summary of all allegations,
- The identity of the parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies alleged to have been violated,
- A description of the applicable procedures,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that Respondent is presumed not responsible for the reported misconduct unless and until a Final Determination has been rendered at the conclusion of the process,
- Notice that the parties will be given an opportunity to inspect and review all directly related and relevant evidence obtained during the investigation,
- The School's policy on retaliation,
- Information about the privacy of the process,
- The right to have an advisor of their choice, who may be, but is not required to be, an attorney,
- The School's policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,

- Detail on how the party may request disability accommodations during the interview process,
- An instruction to preserve any evidence that is directly related to the allegations.

Investigation

Trained Investigators will be assigned to investigate allegations contained in a Complaint and will do so objectively. The burden to collect all evidence related to the allegations, including both inculpatory and exculpatory, rests on the School, and not on the parties. Investigators must be free from bias and conflicts of interest. Depending on the complexity of the case, more than one Investigator may be assigned.

Investigation Timeline

The School will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation. The School may undertake a reasonable delay in its investigation under appropriate circumstances. Such circumstances include, but are not limited to, a concurrent law enforcement investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions. The School will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates as warranted. The School will promptly resume its investigation and resolution process as soon as feasible. During such a delay, the School will implement supportive measures as deemed appropriate.

Concurrent Law Enforcement Investigation or Criminal Proceedings

The School's grievance process is an administrative procedure required under Title IX to address sexual discrimination, and therefore is separate and independent of any law enforcement investigation or criminal proceedings. While a law enforcement investigation may necessitate a temporary delay in the School's grievance process, such law enforcement investigation does not replace the School's grievance process, as the School is legally obligated to address and remedy potential sexual harassment in its educational programs and activities as set forth in this Policy.

The Investigation Process

Investigators serve free from conflict of interest, objectively and without bias. All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses and obtaining available, relevant evidence. The School, not the parties, bears the burden of gathering evidence and burden of proof. Parties have equal opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

The investigation will be conducted within a reasonably prompt timeframe, allowing for thorough collection and evaluation of all evidence related to the allegations. The investigator will keep the parties informed as to estimated timelines, and any delays.

Prior to the conclusion of the investigation, the parties will be provided with an electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the allegations in the Formal Complaint, (whether or not it will be used in reaching a determination. The parties will have a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence.

The Investigator will incorporate any relevant feedback provided by the parties during the review process, and the final report is then shared with all parties and their advisors through electronic transmission or hard copy at least ten (10) business days prior to a hearing.

Role and Participation of Witnesses in the Investigation

Witnesses who are School employees are expected to cooperate with and participate in the School's investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a Policy violation and may warrant discipline.

Interviews may occur in-person or remotely. Skype, Zoom, FaceTime, WebEx, or similar technologies may be used. The School will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

Recording of Interviews

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If Investigator(s) elect to audio and/or video record interviews, all involved parties must be made aware of [and consent to] audio and/or video recording.

Evidentiary Considerations in the Investigation

The investigation includes collection of all evidence directly related to the allegations, which is not otherwise privileged. Only evidence which is also deemed relevant is summarized in the investigative report which is considered by the Decision-Maker(s), in rendering a determination of responsibility. All parties are provided the opportunity to review all non-privileged evidence gathered during the investigation which is directly related to the allegations in the complaint, whether or not it is also included in the investigative report. All parties are also provided with a copy of the investigative report summarizing relevant evidence only.

Relevant evidence does not include evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such evidence is offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the evidence concerns specific incidents of the Complainant's prior sexual behavior with respect to the Respondent, and are offered to prove consent.

Privileged evidence is likewise excluded from both the investigation, investigative report and hearing unless a party expressly waives this privilege in writing and consents to the release of this information during the grievance process.

Investigative Report

Upon conclusion of the investigation, the Investigator will create an investigative report that fairly summarizes relevant evidence and, at least ten (10) days prior to a hearing, will send the report to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response.

Questioning of Parties and Witnesses

The school will provide a process that enables the decision maker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluation one or more allegations of sex-based harassment.

Upon conclusion of the investigation and distribution of the investigative report to the parties, the matter will proceed to the questioning stage of the grievance process. This process can involve a live hearing in real-time and will include cross-examination. A Decision-maker(s) will be appointed to preside over the hearing, evaluate the evidence and make a determination as to each allegation in the complaint. The Decision-maker will be independent and neutral, and will not have had any previous involvement with the investigation. Investigators, Title IX Coordinator (or designee) or advisors are prohibited from serving as Decision-makers.

When the school chooses not to conduct a live hearing, the process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of parties and witnesses, including questions challenging credibility, will:

- Allow the investigator or decision maker to ask such questions during individual meetings with a party or witness.
- Allow each party to propose such questions that the party wants asked of any party or witness and to have those questions asked by the investigator or decision maker during one or more individual meetings, including follow-up meetings, with a party or witness, subject to the procedures for evaluating and limiting questions discussed below: and
- Provide each party with an audio or audiovisual recording or transcript with enough time for the party to have a reasonable opportunity to propose follow-up questions.

The School reserves the right to adopt any hearing protocols, which will be applied and be made available equally to both parties, to ensure the efficiency, order and decorum of the hearing process. Any such protocols will be provided in writing to the parties, witnesses and participating individuals at least ten (10) days prior to the scheduled hearing date.

The School may designate an administrative facilitator of the hearing, which may include the Title IX Coordinator, as long as they do not have a conflict of interest.

The School may conduct the hearing virtually at their discretion or upon request of a party. Request for remote participation by any party or witness should directed to the Title IX Coordinator made at least five (5) business days prior to the hearing.

The Decision-maker may question the parties and any witness at the hearing.

Only relevant questions, testimony and evidence may be proffered at the hearing, and the Decision-maker will make determinations as to relevancy of every question posed by an advisor during cross-examination before it is answered, and of any evidence offered.

Privileged evidence or testimony, likewise, may not be proffered during the hearing, without a party's waiver and written consent allowing its consideration at the hearing.

Parties may not conduct cross-examination. Advisors only will conduct cross-exam on a party's behalf. Only relevant questions will be allowed.

Parties, advisors, witnesses, and all participating individuals are expected to behave respectfully during the hearing. Harassing, intimidating or disruptive behavior will not be tolerated, and the School reserves the right to exclude anyone from participation in the process that fails to comport themselves accordingly.

An audio or audiovisual recording, or transcript will be made of the hearing, and will be made available to the parties for inspection and review. No other recording of the hearing will be allowed.

Evidentiary Considerations in the Hearing

Only Relevant Evidence Allowed

Any evidence that the Decision-maker(s) determine(s) is relevant and credible may be considered. Only evidence, which is directly related to the allegations, not subject to an enforceable legal privilege and not otherwise excludable as described here is considered relevant.

The hearing does not consider the following which are deemed not relevant: 1) incidents not directly related to the possible violation, unless they evidence a pattern; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Privileged Evidence Must be Excluded

Evidence subject to any recognized legal privilege will not be allowed in the hearing without the prior written waiver of the privilege and consent for its consideration during the grievance process.

When a Party/Witness Refuses to Submit to Cross-Examination

If a party or witness does not attend, or chooses not to submit to cross-examination at the hearing, the Decision-maker may not rely on any prior statement made by that party or witness in the ultimate determination of responsibility. The Decision-maker(s) may not draw any inference solely

from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

Final Determination as to Responsibility and Standard of Proof

Upon completion of the hearing, the Decision-maker will deliberate privately and will render a finding as to each allegation in the complaint by applying clear and convincing evidence; whether there is a high probability that the Respondent violated the Policy as alleged. The decision will be provided simultaneously to the parties through the issuance of a written determination letter, delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official the School records, or emailed to the parties' the School-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The determination letter will include:

1. Identification of the allegations potentially constituting sexual harassment as defined under the Policy;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits methods used to gather evidence, and hearing held;
3. Findings of fact supporting the determination;
4. Conclusions regarding application of the School's code of conduct to the facts;
5. A statement, and rationale for, the results as to each allegation, including a determination regarding responsibility, and disciplinary sanctions the School imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the Schools' education program or activity will be provided by the School to the Complainant; and
6. The School's permissible bases for the Complainant and Respondent to appeal.

The determination regarding responsibility becomes final after expiration or exhaustion of any appeal rights.

Sanctions, Disciplinary Action & Remedies

The School may consider a number of factors when determining a sanction and/or remedy and will focus primarily on actions aimed at ending, and preventing the recurrence of, discrimination, harassment, and/or retaliation and the need to remedy the effects its effects on the Complainant and campus community. Sanctions will be imposed upon either expiration of the appeal window, or after Final Determination on any appeal filed.

Sanctions or actions may include, but are not limited to, those listed below. These may be applied individually or in combination and the School may assign sanctions not listed, as deemed

appropriate.

Student Sanctions:

Warning: A formal statement that the conduct was unacceptable and a warning that further violation of any School policy, procedure, or directive will result in more severe sanctions/responsive actions.

Required Counseling: A mandate to meet with and engage in either School-sponsored or external counseling to better comprehend the misconduct and its effects.

Probation: A written reprimand for violation of School policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any School policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.

Suspension: Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at the School.

Expulsion: Permanent termination of student status and revocation of rights to be on campus for any reason or to attend School-sponsored events.

Withholding Diploma: The School may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.

Other Actions:

Employee Actions:

Warning – Verbal or Written

Performance Improvement/Management Process

Required Counseling

Required Training or Education

Probation

Loss of Annual Pay Increase

Loss of Oversight or Supervisory Responsibility

Demotion

Suspension with pay

Suspension without pay

Termination

Other Actions: In addition to or in place of the above sanctions, the School may impose any other sanction as deemed appropriate.

False Allegations and Evidence

Making deliberately false and/or malicious accusations, knowingly providing false evidence, tampering with or destroying evidence, or deliberately misleading an official conducting an investigation are policy violations subject to discipline.

Long-Term Remedies/Other Actions

Following the conclusion of the resolution process, and in addition to any sanctions imposed, the Title IX Coordinator may implement additional long-term Remedies or actions with respect to the parties and/or the campus community that are intended to stop the harassment, discrimination, and/or retaliation, remedy the effects, and prevent reoccurrence.

These Remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Education to the individual and/or the community
- Alteration of work arrangements for employees
- Provision of campus safety escorts
- Policy modification
- Training or awareness campaigns
- Provision of transportation accommodations
- Implementation of long-term contact limitations between the parties
- Adjustments to academic deadlines, course schedules, etc.
- Modified campus security measures
- Referral to local police

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no Policy violation is found.

The School will maintain the privacy of any long-term Remedies, provided privacy does not impair the School's ability to provide these services.

Failure to Comply with Disciplinary Sanctions or other Remedies

Respondents are expected to comply with any disciplinary sanction or remedy as set forth in the Final Determination or in response to a final outcome. Failure to abide by the sanction(s)/action(s) whether by refusal, neglect, or any other reason, may result in additional disciplinary action, including suspension, expulsion, and/or.

Appeals

Any party may file an Appeal on the following grounds. Appeals must be submitted in writing to the Title IX Coordinator within 5 days of the delivery of the Notice of Outcome. After expiration of the appeal window, the determination will be considered final, and any applicable sanctions will be imposed.

Grounds for Appeal

Appeals may be made on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

Any sanctions imposed as a result of the Final Determination are stayed during the appeal process.

Title IX personnel with prior involvement in the matter will not be permitted to serve as a Decision-maker in the appeal. Appeals will not include a hearing. A decision on the merits will be based on information provided in the appeal document. If an appeal is based on the availability of new evidence, this evidence must be described with specificity and must be available for review within a reasonably prompt timeframe for consideration.

The appeal outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, and the rationale supporting the findings. Appeal decisions will be made within 7 business days, barring exigent circumstances, including the review of new evidence not immediately available for submission with the appeal request. Decisions on appeal will be made by applying the preponderance of evidence OR clear and convincing and convincing standard.

Notification of the appeal outcome will be made in writing and will be delivered simultaneously to the parties by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official School records, or emailed to the parties' School-issued email or otherwise approved account. Once mailed, e-mailed and/or received in-person, notice will be presumptively delivered. Decisions on appeal are considered final.

Record Retention

The School shall maintain the following records related to the implementation of this Policy for at least seven years:

1. Reports of Complaints alleging sexual discrimination, including harassment.
2. Records of any dismissal of a Complaint.
3. Each sex-based harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
4. Any disciplinary sanctions imposed on the Respondent;
5. Any Remedies implemented by the School designed to restore or preserve equal access to the School's education program or activity;

6. Any appeal and the result therefrom;
7. Any Informal Resolution and the result therefrom;
8. All materials used to train Title IX Coordinators, Investigators, Decision-makers, and any person who facilitates an Informal Resolution process. The School will make these training materials publicly available on the School's website. (Note: If the School does not maintain a website, the School must make these materials available upon request for inspection by members of the public.); and
9. Any actions, including any supportive measures, taken in response to a report or formal complaint of sex-based harassment, including:
 - a. The basis for all conclusions that the response was not deliberately indifferent;
 - b. Any measures designed to restore or preserve equal access to the School's education program or activity; and
 - c. If no supportive measures were provided, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Revision of this Policy

This Policy and procedures supersede any previous policy(ies) addressing harassment, sexual misconduct, discrimination, and/or retaliation under Title IX and will be reviewed and updated subject to any relevant change in law or School policy, and on a recurring periodic basis, by the Title IX Coordinator. The School reserves the right to make changes to this Policy as necessary, which become effective when published.

This Policy will not restrict any rights guaranteed against government action by the U.S. Constitution and should be interpreted accordingly and should also be construed to comply with the most recent government regulations or applicable judicial decisions.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally.

This Policy and procedures are effective September 1, 2025.

Appendix A: Definitions

Complaint. Notice given to an Official with Authority or the Title IX Coordinator alleging a Policy violation by a Respondent and requesting that the School investigate the allegation(s).

Complainant. An individual who is alleged to be the victim of conduct that could constitute harassment, discrimination or retaliation under Title IX.

Consolidated Complaint. A complaint with more than one Complainant or Respondent arising when multiple parties submit formal complaints arising out of the same facts and circumstances and as deemed appropriate for consolidation by the Title IX Coordinator.

Decision-maker(s). A trained individual with responsibility for making a Final Determination as set forth in the School's Grievance Process. A Decision-maker must maintain neutrality and cannot perform the function of either the Title IX Coordinator or Investigator.

Education Program or Activity. Locations, events, or circumstances where the School exercises substantial control over both the Respondent and the context in which the alleged sexual harassment or discrimination occurs and also includes any building owned or controlled by the School or by a student organization that is officially recognized by the School.

Final Determination: A decision rendered and provided in writing to the parties of a Formal Complaint after application of the School's Grievance Process concluding whether or not Respondent is responsible for conduct alleged within a Formal Complaint in violation of this Policy.

Finding: A conclusion within the Final Determination as evaluated under the burden of proof that a specific allegation within a Formal Complaint did or did not occur.

Grievance Process. The method of formal resolution designated by the School to address conduct that falls within the scope of this Policy, and which complies with the requirements of 34 CFR Part 106.45.

Informal Resolution Process. An alternative resolution process which may be available to the parties to seek Resolution of a Formal Complaint in lieu of the Formal Grievance Process. Informal resolution is facilitated by appropriately trained individuals, is made available at the discretion of the School and as deemed appropriate by the Title IX Coordinator, and offered only if informed, voluntary and written consent is made by all parties to a complaint. Any party may opt-out of the informal process at any time, and the matter will proceed through the Formal Grievance Process. Examples of informal resolution include, but are not limited to, mediation and restorative justice.

Investigator. A trained individual responsible for fulfilling the School's burden of gathering and evaluating all evidence related to allegations within a Formal Complaint as required under the School's Grievance Process.

Mandated Reporter. An employee of the School who is obligated by Policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator.

Notice. Notice of sexual harassment or allegations of sexual harassment to the School's Title IX Coordinator or any official of the School who has the authority to institute corrective measures on behalf of the School. The School receives notice when an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge.

Official with Authority. An employee of the School explicitly vested with the responsibility to implement corrective measures for Title IX harassment, discrimination, and/or retaliation on behalf of the School.

Parties. The Complainant(s) and Respondent(s), collectively.

Remedies. Post-Finding actions directed to the Complainant and/or the community implemented to address safety, prevent the recurrence of harassment, and ensure continued access to the School's educational program.

Respondent. An individual who has been reported to be the perpetrator of conduct that could constitute harassment, discrimination or retaliation under Title IX.

Sanction. A disciplinary consequence imposed by the School on a Respondent who is found to have violated this Policy.

Sex-Based Harassment. Behavior or conduct as defined under Title IX and its implementing regulations at 34 CFR 106, and as more fully articulated in this Policy.

Title IX Coordinator. The School's employee responsible for ensuring compliance with Title IX.

Title IX Personnel. Those individuals collectively tasked with implementation of this Policy and Grievance Process including specifically, the Title IX Coordinator (including any designees as applicable), any Investigator or any Decision-maker.

Appendix I
List of Social Service Agencies

APPENDIX I LIST OF SOCIAL SERVICE AGENCIES

OUTSIDE SUPPORTIVE SERVICES

MTTI believes in providing support to our students in any situation that they may find themselves in. Listed below are a few social service agencies that could provide help in an emergency situation.

MENTAL HEALTH COUNSELING / SUBSTANCE ABUSE

988 Suicide & Crisis Lifeline (24/7 availability)

- Free and confidential support for people in distress prevention and crisis resources for you or your loved ones and best practices for professionals in the United States.
- <https://988lifeline.org/>
- **Dial - 988**

Massachusetts:

MA Behavioral Health Help Line

- helps families navigate the behavioral health system and access treatment, including mobile crisis services
- <https://www.masshelpline.com/>
- **call or text at 833-773-2445**

South Bay Community Service

- South Bay is a community-based, behavioral health care organization offering a continuum of services including *adult behavioral health, substance abuse counseling, children's behavioral health, autism services and early childhood services.*
- Website: <https://southbaycommunityservices.com/>
- Phone: Admissions / Referrals Department 1-800-244-4691

Community Counseling of Bristol County

- Adult behavioral health services, child & family services, Acute Care Services and rehab & recovery services.
- Serving the Taunton / Attleboro MA areas.
- Website: <https://www.comcounseling.org/>
- Phone to talk to an intake specialist: 508-828-9116

Rhode Island:

BH link (24 hr. services)

- BH Link's mission is to ensure all Rhode Islanders 18+ experiencing mental health and substance use crises receive the appropriate services they need as quickly as possible in an environment that supports their recovery.
- <https://bhlink.org>
- Visit 24 / 7 Triage center: 975 Waterman Avenue, East Providence RI
- Call or Text **988**
- Chat 988lifeline.org/chat

Gateway Healthcare Inc.

- RI's largest non-profit behavioral health care provider.
- Website: <https://www.lifespan.org/locations/gateway-healthcare>
- Appointments and General Information: 401-729-8701

Kent Center for Human & Organizational Development (24 hr. Emergency Services)

- Offering *mental health, substance abuse and trauma-informed* programs
- Centers are located in Warwick, RI.
- Website - <https://www.thekentcenter.org/contactus.htm>
- Emergency services program – **401-738-4300**
- Non-urgent central intake – 401-732-5656

Providence Center (24 hr. Emergency Service)

- The Providence Center helps adults, adolescents, and children affected by *psychiatric illnesses, emotional problems, and addictions* by providing treatment and supportive services within a community setting.
- 528 North Main Street Providence, RI 02904
- Website: <https://www.providencecenter.org/>
- ER Lines **(401) 274-7111 and (800) 456-0300**

East Bay Health Center (24 hr. Emergency Service)

- Emergency Services provided 24/7/365 immediate response to those in crisis to cope with an emergency situation and need to be stabilized and/or who need acute psychiatric hospitalization. Assist those dealing with an immediate psychiatric crisis, presenting the risk of harm to themselves or others.
- 2 Old County Road, Barrington RI
- Website - <https://www.ebcap.org/center/east-bay-center-john-p-digits-jr-facility/>
- Call – 401-246-0700

Butler Hospital (24 hr. Emergency Services)

- *Behavior health, Addiction & rehabilitation*, and emergency assessment
- Website: <https://www.butler.org/>
- Assessments and Emergency admissions – **1-844-401-0111**

HOMELESS SHELTERS / FAMILY RESOURCES

Family Resource Center

- Serving Massachusetts families for assistance with career help, child care, education, English as a second language, family support, financial assistance, housing, legal, LGBTQ, medical, mental health, substance abuse and special education
- Web site: <https://www.frcma.org/>
- Dial 211 – information and referral line.

Mass 211 (24/7 by calling 2-1-1-)

- Access to various Massachusetts resources and supports, including food banks, after school care, utility assistance, transportation, etc.
- Website: <https://mass211.org/>

Fuel Assistance for Heat

- <https://toapply.org/MassLIHEAP>
- also call 1-800-632-8175

Crossroads RI – Get help now

- 160 Broad Street
- Providence, RI 02903
- If you are homeless or at-risk of becoming homeless please call 401-277-4313
- Or visit www.rihomeless.org/ces

RI Department of Health and Human Services

- Offering child care and fuel and water assistance resources.
- <https://dhs.ri.gov/>
- Apply by phone: 1-855-697-4347

DOMESTIC AND SEXUAL VIOLENCE

New Hope (24 hr. hotline)

- 24-hour confidential hotline, emergency shelter, counseling, community-based advocacy, supervised visitations, housing stabilization
- Main office: 247 Maple Street Attleboro, MA 02703
- Satellite offices throughout central and southern Massachusetts.
- Website: <https://www.new-hope.org/domestic-violence/>
- **800-323-4673 (hotline)**
- 877-222-0083 (toll free line)

SSTAR

- *Offering mental health, substance abuse and trauma-informed programs.*
- Located in Fall River, MA

- Website: <https://www.sstar.org/>
- Phone: (508) 679-5222

Women’s Center of Rhode Island (24 hr. hotline)

- Crossroads RI Domestic Violence Program
- Website: <https://womenscenterri.org/>
- **24-hour Helpline – (401) 861-2760**

HelplineRI.com (24/7 support)

- Free / Confidential 24/7 support and advocacy of those impacted by crimes of violence.
- Also has **multiple resources for those in need.**
- <https://www.helplineri.com/resources>
- 1-800-494-8100

Day One Sexual Assault & Trauma Center (24/7 helpline)

- 100 Medway Street Providence, RI 02904
- Website: <https://dayoneri.org/>
- Phone: 401-421-4100
- **24/7 Helpline 1-800-494-8100**

National Sexual Assault Hotline (24/7 hotline)

- Website: <https://www.rainn.org/>
- Phone: 800-656-HOPE

DAY CARE

Head Start – Early Childhood learning & Knowledge Center

- Find a Head Start Near you: <https://eclkc.ohs.acf.hhs.gov/>

Head Start Massachusetts

- Web site: <https://www.mass.gov/head-start>

MASSCAP – Massachusetts Association for Community Action

- Offers adult education, early education & care, energy programs, and housing programs.
- Website: <https://www.masscap.org/programs/>
- Phone: 617-357-6086

Head Start Rhode Island Programs:

East Bay Community Action Program (EBCAP)

- Head Start & Early Head Start
- 8 John H. Chafee Boulevard Newport, RI 02840
- (main office) 401-367-2001

- Website: www.ebcap.org

Meeting Street

- Early Head Start (home-based)
- 1000 Eddy Street Providence, RI 02905
- Phone: 401-533-9100
- Website: www.meetingstreet.org

Tri-County Community Action Agency

- Head Start & Early Head Start
- 1126 Hartford Avenue Johnson, RI 02919
- Ph. (main office) 401-351-2750
- Website: www.tricountyri.org

TRANSPORTATION

RIPTA – RI Public Transit Authority

- <https://www.ripta.com/>

GATRA – Greater Attleboro and Taunton Regional Transit Authority

- Serving the Seekonk, MA area
- <https://www.gatra.org/>
- Call: 1-800-483-2500

LEGAL SUPPORT

RI Legal Services

- 56 Pine Street 4th Fl. Providence, RI 02994
- Website: <https://www.rils.org/>
- (401) 274-2652

HelplineRI.com (24/7 support)

- Free / Confidential 24/7 support and advocacy of those impacted by crimes of violence.
- Also has **multiple resources for those in need.**
- <https://www.helplineri.com/resources>
- 1-800-494-8100

Mass.gov – Legal Assistance

- <https://www.mass.gov/legal-assistance>

Family Resource Center

- Serving Massachusetts families for assistance with career help, child care, education, English as a second language, family support, financial assistance, housing, legal, LGBTQ, medical, mental health, substance abuse and special education
- Web site: <https://www.frcma.org/>
- **Dial 211** – information and referral line



**MTTI SAFETY AND SECURITY MANUAL
AGREEMENT**

2025

I have read and understand MTTI's Safety and Security Manual. I agree to review safety & security procedures with every new class and to keep a copy of this manual in my designated area.

Staff (print name): _____ Department: _____

Signature: _____

Date: _____