



GREAT LAKES
WALDORF
INSTITUTE

Teacher Training Program Participant Handbook 2024-25



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Section 1: Welcome & Overview

Section 1: Welcome and Overview

Welcome

Welcome to Great Lakes Waldorf Institute

You may be just beginning your journey of becoming a Waldorf teacher. Or perhaps you are a practicing Waldorf teacher, enriching your understanding of the teaching that you are already doing. Maybe you teach in a public or private school and are seeking deeper insights into child development and pedagogy that address the whole child. Whatever your reasons, we are happy you have chosen GLWI for your Waldorf teacher development program.

About Great Lakes Waldorf Institute

GLWI was established in 2001 and became a nonprofit corporation in 2006. We are a full member of the Association of Waldorf Schools of North America and an Associate Member in the Waldorf Early Childhood Association of North America (WECAN), actively working toward full membership status.

We also partner with Mount Mary University in Milwaukee, WI, to offer students the option of earning a Master of Arts in Education Degree with a Waldorf Emphasis, in addition to a Waldorf Grades or Early Childhood Teaching Certificate of Completion.

Diversity Statement

Great Lakes Waldorf Institute, Inc (GLWI) is committed to creating a welcoming environment for all students, faculty, administration, staff, board members, and others involved with GLWI. To that end, we actively seek to include, embrace, and celebrate people of diverse backgrounds at all levels of the program.

Great Lakes Waldorf Institute, Inc., encourages broad public support and participation in its management and activities, and shall not discriminate in any manner whatsoever against any person on the basis of race, nationality, religion, gender, sexual orientation, age, or mental or physical handicap or disability in administration of its educational policies, admissions policies, scholarship programs, and any other programs. We are committed to reflecting the diversity of our society and creating space for historically excluded and underrepresented groups to participate in all aspects of the corporation's management and activities.

Overview

Purpose of Handbook

Communication is essential—both from GLWI to you and from you to our faculty and staff. This handbook, which we will update from time to time, is our effort to communicate the information that will help you to complete your program.

University Communication with Students

The Great Lakes Waldorf Institute (GLWI) communicates essential information through the email address you provide. If your preferred email for GLWI communications changes, please promptly update your contact information with the Director of Teacher Education and the Admissions Coordinator. Should you need or prefer an alternative mode of communication, such as text messaging, please inform GLWI accordingly.

Additionally, Mount Mary University will send important communications to your official @mtmary.edu email address. These messages often contain time-sensitive and actionable information regarding course registration, tuition, and other critical matters.

It is very important that you monitor both your GLWI and @mtmary.edu email addresses regularly to stay informed and act promptly on any communications received.



Section 2: Program Overview

Section 2: Program Overview

General Program Overview

Curriculum

The Waldorf Teacher Certificate Program at Great Lakes Waldorf Institute is a three-year, part-time program focusing on philosophical, practical, and artistic training for class teachers in early childhood or grades 1-8. The program consists of three sessions each year: a summer intensive in July, and fall and spring courses with additional fieldwork, practicum, and final research project. For additional information about the curriculum, course content, course sequences, and programs offered, please refer to our website.

Program Format

To better meet the demand for trained teachers, our 3-year blended educational program couples in-person with distance learning, supporting current teachers as well as people living at a distance from Milwaukee earn their Waldorf certificate. In line with AWSNA requirements for teacher training, our program requires a minimum of 300 in-person instructional hours. Typically, GLWI meets this requirement through our 100 hour in-person intensive held each summer. In rare events, accommodations for virtual attendance may be considered for health-related extenuating circumstances.

Behavioral expectations

The faculty, staff and board of GLWI endeavor to uphold the highest standards of ethical and moral behavior in relationship to the Institute's students and we expect the same from our students.

Program participants enrollment may be terminated when these behavioral expectations are broken by any of the following:

- Conduct that exhibits any bias, discrimination, harassment or hate towards any individual or group.
- Conduct that poses a possible serious threat to the safety, security or well-being of any member of the GLWI community, including staff or students during field placement.
- Conduct that involves falsifying academic work, official documents, financial exchanges, or other communication with GLWI;
- Conduct that is considered disorderly and/or causes substantial destruction to property belonging to GLWI or members of the GLWI community.

Social Contract

We are committed to fostering a respectful, inclusive, and supportive learning environment. As a member of our community, you are expected to uphold the following standards of communication:

- **Respectful Communication:** Engage in all interactions with courtesy and consideration. Honor one another’s dignity and humanity through respectful communication.
- **Use of Accurate Pronouns and Names:** Honor the identities of all individuals by using their chosen names and pronouns. If you are unsure of someone’s pronouns, please ask politely or refer to them by their name until you are informed otherwise.
- **Valuing Diverse Experiences:** Recognize and make space for the diverse experiences and truths of others.
- **Acknowledge and Interrupt Harm:** In the context of systemic oppression, large-scale social forces and patterns have set us up to participate in behaviors that reinforce oppression, even when we may not be aware of it. Public recognition of public harm is important to decrease the chance of normalizing the harm. GLWI uses a variety of tools to address harm, including the “Oops, Ouch, Whoa,” model in addition to private, “Calling In” conversations.

Academic Policies and Procedures

Recording Keeping

We are committed to maintaining accurate and confidential records for all students. Our record-keeping policy outlines the procedures for storing, requesting, and maintaining student information and transcripts.

Storing

GLWI uses a custom database to store student, course, and transcript data. Student data is kept strictly confidential. Access to this information is limited to the Core Faculty and the Admissions Coordinator.

Accessing

Program participants can request their transcripts by emailing the Director of Education. Upon receiving a request, the Director of Education will process and provide the transcript within 10 business days.

Maintenance

Student records are maintained regularly. All student records are held indefinitely to ensure long-term accessibility. At a minimum, records will be maintained for five years after a student’s last date of attendance.

Assessment and Evaluation

Assessment at GLWI takes several forms including self-assessment, formative assessments, and summative assessments. Participants in GLWI courses are evaluated on the way their work demonstrates continual growth. For each course, students will be informed what course goals are and qualities that will be evaluated, will set personal goals and will complete a self evaluation at the end of each course, and will receive instructor feedback. To

receive credit for a course, all work must be completed. If a student requires alternative assignments this will be decided between the student and instructor and possibly the advisor.

In order to provide reflective feedback for participants, they will be evaluated in each course by instructors and grades will be recorded. The evaluation of work takes into consideration goals set by the instructors, goals set by the participants, foundational skills and capacities in relevant course areas, and ongoing growth in understanding and applying the principles of Waldorf education. Evaluation methods will include formative practices such as ongoing observations on the part of the instructors and conversations with participants about their self-identified goals; as well as summative practices such as graded discussion posts, papers. Formative evaluation practices allow recognition of the growth and self-awareness of the participants. This is balanced by summative practices which allow reflection of the level of understanding and application of foundational principles of this pedagogy.

Participants in GLWI courses are evaluated on the way their work (in-class and online discussions, assignments and projects) demonstrate continual growth in the following areas:

Understanding of key ideas in Waldorf education:

- Waldorf pedagogy and the underlying foundations
- Scope and sequence of the Waldorf school for appropriate grade ranges (Grades, High School, or Early Childhood)
- Child development and child observation
- Principles and implementation of classroom management

Personal, artistic, and academic growth:

- Creativity including aesthetic engagement and growth and artistic development
- Communication skills, especially speaking and writing
- Inquiry and Research
- Leadership and collaboration skills including service, “citizenship”-leadership/followership, participation
- Decision making, including timelines, clarity of work, and independent decisions
- Self awareness and self-assessment

Performance Requirements

All participants in GLWI programming are expected to adhere to expectations around basic requirements of performance. These requirements are intended to form and maintain a vibrant, productive working atmosphere in which all participants are active, engaged citizens. These requirements provide a basis for all members of GLWI courses to understand their role in the course as a member of a learning community as opposed to a consumer of educational content.

Attendance:

It is our presence together, both virtually and in-person, in which our community is found. To this end, all participants are expected to be in attendance for all synchronous class sessions, both virtual and in-person.

Timeliness is an important value in our community and in the educational profession. Being on time to classes is important, and we ask that all participants arrive at physical locations or sign on to virtual learning spaces 5-10 minutes before classes begin to allow schedules to be kept. Attendance including tardiness in classes will be monitored by the zoom monitor. Excessive absences or tardiness may affect your eligibility for credit in the course at the discretion of the Core Faculty.

Participation:

The courses of GLWI are designed to be co-created through dialogue, discussion, and examination of the materials provided by the instructors. All participants are expected to participate fully in synchronous and asynchronous aspects of coursework. This includes, but is not limited to, active discussions during online and in-person classes, online discussion prompts through canvas, responses to other participants' work, and providing feedback for courses as requested.

- Participation in online sessions includes being on-camera unless previously arranged with the instructor as well as engaging in discussions.
- Participation is a component of assessment and grading for all courses. It is at the discretion of the instructors to determine how participation will be assessed and how much it will be reflected in the overall course grade.

Completion of Assignments:

All assignments are expected to be completed as given, with assignment deadlines communicated by the course instructor. Assignments will only be accepted through the assigned Learning Management System such as Canvas or Google Classroom.

Engagement with Material:

All participants are expected to interact with (view, read, etc.) all required course material posted to Canvas, given as handouts, or shared as links before the class session for which they are assigned. Determining meaning from these materials is the work of our courses, and the quality of the discussions is strongly influenced by the engagement of participants with materials.

Some materials may be challenging for some participants. GLWI holds an expectation that participants will be open to taking these materials in and engaging in critical dialogue around them.

Self-Development:

All courses at GLWI are designed with self-development in mind. Instructors will provide materials, assignments, discussions and activities that will provide an opportunity for this development. Holding this spirit of self-development is an essential quality for all Waldorf teachers. Being willing to explore unfamiliar ideas and activities, to push for improvement in areas of strength and challenge, and to accept and address constructive criticism are all essential aspects of this component for participants.

Academic Integrity

Every GLWI student is expected to approach all course work with honesty and integrity. This means:

1. A student will in no way misrepresent his or her work.
2. A student will refuse to participate or be party to another student's failure to maintain academic integrity.
3. All sources used whether by extracting an idea or phrase in written work should be properly cited according to APA guidelines.
4. Written work submitted for one course must not be used to fulfill the requirements of another course.
5. Plagiarism, in any form, is not permitted. This includes using other students' work, purchasing a paper, or using a source without citing it.
6. Falsification of research results including misrepresentation, distortion or serious omission of data is considered a violation of academic integrity.

Students found in violation of this policy will be subject to a review by the administration with potential disciplinary action, including terminating their enrollment.

Suspension, dismissal

Suspension or dismissal from the program is an action taken only in rare and extreme circumstances, when a student's behavior or performance significantly violates the institute's standards and policies.

Grounds for Suspension or Dismissal:

Enrollment may be terminated for reasons including, but not limited to, severe academic misconduct, unethical behavior, violations of the behavioral expectations policy, or any actions that jeopardize the safety and integrity of the GLWI community.

No Refund Policy:

In the event of suspension or dismissal, no refunds will be issued for any prior coursework completed or tuition paid.

Appeal Process:

Students who have been suspended or dismissed have the right to submit a written appeal for readmission to the program. Appeals must be directed to the Director of Teacher Education within 30 days of the suspension or dismissal notice. The appeal should include any relevant information or context that the student wishes to be considered and will be considered by the Core Faculty within 90 days of receipt of the appeal.

Final Decision:

All appeal decisions are final. The appeals process is designed to ensure fairness and thorough consideration, but the decision made after review will be conclusive and binding.

Incomplete Work

In exceptional circumstances, program participants may not be able to complete course work by the established deadline due to circumstances beyond their control. In these rare cases, a grade of Incomplete can be issued, but all course work must be completed by the end of the following semester in order for the student to earn credit for the course.

GLWI Incomplete Policy

Eligibility for Incomplete Work

Students must provide a valid reason for being unable to complete the work on time. Valid reasons include medical emergencies, family emergencies, or other extenuating circumstances. Students are required to communicate their situation with the instructor as soon as possible.

Requesting an Incomplete

Students must submit a formal request for an incomplete to the instructor. This request should include a detailed explanation of the circumstances preventing timely completion and any supporting documentation if available. Approval for an incomplete will be granted at the discretion of the instructor on a case-by-case basis.

Course completion agreement

In the event an incomplete is granted, The deadline for completing the work will be determined by the instructor based on the circumstances and the nature of the assignment. This deadline may not exceed the end of the following semester. The instructor will fill out a "Course Completion Agreement Form" which needs to be signed by the student. This agreement outlines the work to be completed and the deadline for completion.

Removal of Incomplete

When incomplete work has been completed by the required date, the transcript grade will be updated from incomplete to the course grade. Failure to complete the work by the agreed-upon deadline will result in a grade of "F" (Fail) for the course in question

Mount Mary University Incomplete Policy

Ordinarily the grade of Incomplete may be given for reasons of health or other serious emergency that occurs at the end of a course. If students have not completed all requirements of a course by the time of the final grading period, do not have a serious reason, and/or have not made arrangements with the instructor to receive an Incomplete, they will be graded on the basis of work completed by the end of the grading period.

When an Incomplete grade is granted, outstanding work for the course in question must be completed no later than the end of the semester following that in which the Incomplete is granted. At that time students will receive the grade that their work merits. If no work is submitted, the incomplete grade will be assessed on the basis of work completed by the end of the grading period. A Course Completion Agreement Form, signed by the student and faculty member involved must be filed in the Registrar's Office as a formal record of the details of the incomplete work and the student's awareness of the obligation to complete the remaining coursework successfully.

Writing and Formatting

Throughout the GLWI training, during in-person and virtual sessions, students regularly produce written work for a diverse set of assignments that span a wide range of registers, from informal posts on Canvas to formal APA research papers. Writing is a three-fold activity: we feel into our subject, we think about the structure and audience, and we willfully put pen to paper, fingers to keys, to craft our message. Writing, seen this way, is always a reflection of our full self and a contribution to the social whole: every word matters!

To this lofty end, we ask students to aspire to beauty and truth in the written word and we set out these guidelines for written assignments.

Considering the Audience

The first (and arguably most important) guideline of writing is to always consider the intended audience of one's work. Casual modes of expression, sharp language, and intimate divulgements might be appropriate in personal encounters or in the privacy of one's own journal, but will miss the mark, or worse, when used in interpersonal or presentational communication directed at a diverse audience. For this reason we ask that writers always imagine the audience and the potential effect of their words: re-read posts and drafts, take a pause before submitting, and seek advice from instructors if feeling uncertain.

MMU Writing Center

GLWI students have access to the MMU and we recommend that they use their services when writing papers for courses. When participant's writing doesn't meet course standards, instructors will require that participants visit the MMU Writing Center.

Style & Format

How something is said is often as important as *what* is said. Thus meeting the required conventions of style and format is key to effective writing. Instructors have the right and responsibility to set out clear expectations for all writing assignments: word count, tone, formatting, etc. Expectations will be outlined clearly in the course syllabus and in any assignment that includes a written portion. For research-based papers, students should follow APA style.

Program Completion: Graduation, Commencement & Certificate

A certificate of completion can be earned over a minimum of three years part-time. Program participants will complete three courses each summer, three curriculum-focused courses taken in the fall of each year of the sequence, three foundation studies courses in the first, second and third spring of the sequence, and four integrated field and research course completed as independent studies. The integrated field and research courses include 2 field-work, a student teaching experience, and an Action Research Project and paper and a Portfolio/Capstone presentation. Students wishing to earn a Masters degree must also meet Mount Mary University's requirements for graduation including an additional 9 credits of graduate coursework. Program participants should work closely with the Director of Teacher Education to track completion of progress towards graduation and fulfillment of all graduation requirements.

Commencement Ceremony & Capstone

A commencement ceremony is held at the end of each year's summer intensive. Program participants will present their capstone project during the intensive of the year they will participate in the commencement ceremony.

In some circumstances, program participants may have completed all but one graduation requirement at the time of the annual commencement ceremony. In this event, you may request to participate in the commencement ceremony and complete the remaining requirement by the end of the following school year. All requirements must be completed to receive the Waldorf Teacher Certificate.

Course Enrollment & Registration

Full enrollment in this part-time program means that a student enrolls in the following:

- three Summer Intensive courses, the fall course, and the spring foundations course each year;
- Fieldwork I during the first year after the student's first Summer Intensive;
- Fieldwork II during the student's second year in the program;
- and the Practicum once all other coursework has been completed.

We understand that at times, circumstances may require you to interrupt your studies and delay program completion. An extended leave of absence may require a formal readmission

process. Please communicate regularly with the Director of Teacher Education about your enrollment status.

Program Registration and Payment Schedule

GLWI teacher training program is offered through a partnership between GLWI and Mount Mary University (MMU). Summer and fall courses require registration through the MMU student portal. Before registering for their first course, students need to be added to the MMU student portal and will receive an MMU email address and student ID.

Registration is not required for the spring course and the four integrated field and research courses. Participants will be invoiced directly following the schedule outlined in Section 4: Financial Policies.

Postponing Integrated Field and Research Courses

Completion of fieldwork, practicum and capstone courses is a mandatory component of our curriculum, providing invaluable practical experiences that integrates the course learning. Students will be automatically enrolled in Field Work I, Field Work II, Practicum, and Capstone in the fall of the year when that coursework is to be completed.

However, we recognize that circumstances may arise that require students to postpone taking the integrated fieldwork and research course according to the standard timeline. For questions or assistance regarding the fieldwork course opt-out process, students can contact the Director of Teacher Education.

Opt-Out Process

Program participants who wish to opt out of the fieldwork course for a particular semester must follow a specific process to ensure their request is properly documented and considered. The following steps outline the opt-out process:

Step 1: Notification

Program Participants must notify the Director of Teacher Education of their intention to opt out of the fieldwork course for the upcoming semester. This notification should be sent via email and include a brief justification for opting out. Please refer to the academic calendar for specific deadlines related to postponement requests.

Step 2: Submission of Form

Additionally, program participants are required to fill out and submit a formal opt-out form. This form can be accessed on our website.

Step 3: Consideration and Approval

Once the Director of Teacher Education receives the notification and completed form, the request will be carefully considered. While participation in integrated fieldwork and research courses is a fundamental aspect of our program, we understand that there may be valid reasons for postponing during a specific semester. Students will be notified of the decision within 30 days of submitting the form.

Confidentiality

We respect the privacy of our students and understand that the reasons for postponing of the fieldwork course may be personal. Rest assured that all information shared as part of the postponement process will be kept confidential and used solely for the purpose of evaluating the request.

Advisors

The role of the Advisor at GLWI is to provide support and guidance towards successful completion of the program. The advisor serves a multi-faceted role offering support as academic advisor, program mentor, and program coordinator.

Academic Advising

The advisor offers options and recommendations for program completion. Academic advising includes helping program participants understand where they are in the program, which courses they have remaining, serving as a liaison to the fieldwork coordinator for the integrated field and research courses, and setting up any additional independent studies.

Program Mentorship

The advisor also provides support and mentorship, addressing participant concerns, understanding their needs, and advocating for needed support in the program. The advisor may offer or facilitate needed accommodations.

Program Coordinating

The advisor coordinates with the Core Faculty and Field work coordinator to support student growth and development in the program. The advisor monitors and supports program participants meeting the high expectations for personal, professional, and academic growth and development. The advisor supports the field work coordinator in understanding which field work placements will be the best fit for the students unique strengths, needs, and challenges.



Section 3: Program Policies

Section 3: Program Policies

As a program participant, you are a student at both Great Lakes Waldorf Institute and Mount Mary University. Program participants are expected to adhere to Mount Mary University academic and behavioral standards throughout their program of study, including those semesters in which you are enrolled in GLWI coursework only.

General University Policies and Procedures for Students

Acceptable use Policy

All students, faculty, administrators, and staff, as members of the Mount Mary community, have access to many shared computing and networking resources. Mount Mary strives to provide an atmosphere that encourages access and sharing of information on local, national, and international levels. As users in the Mount Mary Community, individuals must bear the responsibility to use these resources in keeping with the professional and ethical standards of conduct that the university promotes. Use of these resources should be considered a privilege and be treated as such. Full details on Mount Mary's Acceptable Computer Use Policy can be located at <https://my.mtmary.edu/ICS/Help/> (sign-in required).

Alcohol and Other Substance

Federal Law

The Drug-Free Schools and Communities Act Amendments of 1989 (amends the Higher Education Act) 20 U.S.C. **20 U.S.C. § 1011j**; **34 C.F.R. § 86.1** et seq.: 55 Fed. Reg. 33,580 (Aug. 16, 1990)

This law requires institutions receiving federal financial assistance to establish drug and alcohol abuse prevention programs for students and employees. Students and employees must receive materials annually that contain standards of conduct, a description of the various laws that apply in that jurisdiction regarding alcohol and drugs, a description of the various health risks of drug and alcohol abuse, a description of counseling and treatment programs that are available, and a statement on the sanctions the university will impose for a violation of the standards of conduct.

Students and employees are entitled to a paper copy of this policy. Students can request a paper copy by contacting the Vice President for Student Affairs. Employees can request a paper copy by contacting Human Resources.

Health Risks

The risks associated with the use of illicit drugs and the abuse of alcohol are numerous and include physical and mental impairment, emotional and psychological deterioration and devastating effects on family and friends. There are obvious risks such as suffering a hangover, being charged with driving under the influence or while intoxicated, and sustaining or causing personal injury. There are a number of less

obvious risks associated with alcohol and other drug abuse that students might not realize, including: Poor academic performance, Poor job performance, Poor social interactions, Unwanted and inappropriate sexual activity, sexually transmitted diseases, including HIV/AIDS, Pregnancy

Prevention:

The decision to use alcohol or drugs is a choice that has potentially serious health, academic and legal consequences. According to the American College Health Association (2008), you can reduce your risk for abuse by doing the following: Know your limits – Consider your personal or family history for substance abuse and take action to avoid situations that may lead you to use alcohol or drugs. Develop your own risk reduction strategies – If you decide to use drugs, but you regularly violate your risk reduction strategies, you should seek help from someone you trust (also see resources listed below). Consider your reasons for using alcohol or drugs – After evaluating your reasons for substance use (i.e. to feel good, to be more socially comfortable), identify other avenues by which to achieve the same results. If you need help determining alternative ways to achieve these results, you should seek help from someone you trust (also see resources listed below).

University Standards of Conduct and Sanctions

Drug Use:

Mount Mary is a Drug Free Campus. Possession, use, manufacturing, distribution, and/or sale, and student involvement in illicit use of narcotics, amphetamines, barbiturates, LSD, marijuana or any other harmful drug is illegal and is prohibited. Students shall not possess any illegal or controlled substance in crude or refined form except under the direction of a licensed physician. Students shall not possess any items that are designed for the use of drugs (pipes, blow tubes, bowls, bongs, etc.). Any items that are fashioned for the purpose of facilitating or disguising drug use will also be considered a violation of this policy. Student involvement in such matters is a Mount Mary University concern whether they occur on or off campus and irrespective of any action by civil authorities.

Alcohol Use:

Mount Mary University adheres to state laws and the legal drinking age. Proof of age must be shown at events where alcohol is available on the Mount Mary campus. The unauthorized sale, possession or consumption of alcoholic beverages by students on campus is prohibited unless permission has been granted for its use at specific University-sponsored functions. Off campus use or possession of alcoholic beverages is governed and controlled by state and/or local laws. Each group sponsoring social activities where alcohol will be served on campus must publish procedures in compliance with state law and Mount Mary policy.

Use of Alcohol in University-Owned Residences: Wisconsin law states that the age to use alcoholic beverages is 21. University sponsored housing extends that right as a privilege to those who meet the legal qualifications. Our goal as an educational institution is to create an environment that encourages individuals to make responsible decisions. Mount Mary University does not encourage the use of alcoholic beverages, nor does it condone underage consumption. It respects the privilege extended by the state of Wisconsin

A person is expected to be responsible for their behavior at all times. Conduct which is in violation of the state, county, and municipal laws or the University regulations relating to the use of alcoholic beverages will involve the student in University disciplinary procedures, with sanctions ranging from a warning to expulsion and referral for prosecution, regardless of the action that may be taken by civil authority.

University action may be taken if an individual's conduct is inappropriate to an educational institution and to a residential community, whether or not their actions may be due to the consumption of alcoholic beverages.

State and Federal Laws and Sanctions

Alcohol

There are substantial restrictions against the sale, possession and distribution of alcohol in Wisconsin. It is against the law to sell alcohol to anyone not of the legal drinking age of 21 and there is a concurrent duty on the part of an adult to prevent the illegal consumption of alcohol on their premises, Wis. Stats 125.07 (1)(a). Violation of this statute can result in up to \$500 forfeiture for a first offense, with higher fines and imprisonment for subsequent violations. It is against the law for an underage person to attempt to buy an alcoholic beverage, falsely represent her age, or enter a licensed premise except to conduct lawful business. First offenders can be fined up to \$500, ordered to participate in a supervised work program and have their driver's license suspended, Wis. Status.125.07(4).

Drugs

Wisconsin laws prohibit drug possession and delivery through the Uniform Controlled Substances Act, Wis. Stats. 961. These mandates stiff penalties, including large fines and long periods of imprisonment. For a first-time conviction of possession of a controlled substance, a person can be sentenced up to one year in prison and fined up to \$5000, Wis. Stats. 964.41(2r). The penalties will vary depending on the amount and type of drug confiscated, the number of previous offenses by the individual, and if the individual intended to manufacture, sell or possess the drug. Wis. Stats. 961.41. In addition to the stringent penalties for possession or delivery, the sentences can be doubled when exacerbating factors are present, such as when a person distributes a controlled substance to a minor, Wis.Stats.961.46(1).

The federal government revised the penalties against drug possession and trafficking when it adopted the Federal Sentencing Guidelines that reduce or eliminate the discretion that federal judges may use in sentencing offenders of federal drug statutes. Under current statutes, courts can sentence a person up to one year of imprisonment and a \$5000 fine for unlawful possession of a controlled substance such as marijuana. Federal law creates special penalties for the possession of certain drugs such as cocaine base, also known as crack. For the possession of 5 grams of cocaine base, a federal judge is obligated to sentence a person to at least 5 years (and up to 20 years) imprisonment. A sentence of life imprisonment is required for a conviction for the distribution of a controlled substance that results in death or bodily injury. The Federal Sentencing Guidelines eliminated parole in the federal judicial system.

Mount Mary University Alcohol and Other Drug Resources

Anyone interested in receiving assistance with an alcohol or other drug issue should contact one of the following offices:

Counseling Center - Haggerty Library

Campus Safety – Bergstrom Hall 079

Assistant Director of Residence Life (for resident students) – Caroline Hall 155

Community Alcohol and Other Drug Resources

Hotlines:

Addiction Resource Council – (262) 524-7921

Alcoholics Anonymous – (414) 771-9119

Milwaukee Council on Alcoholism and Drug Dependence
(Impact)–(414)276-8487

Community Information Line (IMPACT) – (414) 773-0211

Community Treatment Facilities:

Aurora Sinai Behavioral Health Services - (414) 219-5000

Lutheran Social Services Outpatient- (414) 325-3096 Aurora Psychiatric

Hospital-Wauwatosa- (414) 454- 6600

Meta House (women) – (414) 962-1200

Genesis Behavioral Services Inc. – (414) 342-6200

St. Mary’s Hospital Milwaukee – (414) 961-3300

National Resources:

SAMHSA: Substance Abuse and Mental Health Services Administration 24-hour
Helpline–1-800-662-4357

Bias, Discrimination, Harassment & Hate - Policy Definitions

Bias is defined as an action in favor of or against one thing, person, or group compared with another, usually in a way considered to be unequitable. Bias incidents may or may not be intended to cause harm, and may include microaggressions (including micro assaults,

microinsults, and microinvalidations), and typically do not violate another University policy or federal, state, or local law.

Discrimination is defined as a distinction made against a person based on race, color, religion, sex, gender, sexual orientation, national origin, age, ethnicity, pregnancy, disability (physical or mental), genetic information, and other group protected by federal, state, or local law.

Harassment is defined as any behavior (verbal, written or physical) that abuses, assails, intimidates, demeans, victimizes, or has the effect of creating a hostile environment for any person based on race, color, religion, sex, gender, sexual orientation, national origin, age, ethnicity, pregnancy, disability (physical or mental), genetic information, and other group protected by federal, state, or local law.

Hate is defined as any behavior that involves violence, threat of violence, actions that are likely to incite violence, or other acts violating University policy that are directed at persons or groups based on race, color, religion, sex, gender, sexual orientation, national origin, age, ethnicity, pregnancy, disability (physical or mental), genetic information, and other group protected by federal, state, or local law.

Campus Safety

Mount Mary Public Safety monitor and patrol the campus and have safety plans in place for emergency and crisis situations. Program participants should familiarize themselves with emergency procedures and campus policies such as wearing their MMU ID at all times on campus. Additional information can be found in MMU's online safety guide. https://mtmary.edu/_files/pdfs/campuslife/2023-mmu-safety-guide.pdf

Change in Name, Phone, Address

Changes of address, phone, and other personal information should be made both to GLWI and MMU. To change your personal information at GLWI, email the Director of Teacher Education. Changes in personal information at MMU are made online on my.mtmary.edu. Change of name is made through the Registrar's Office with proper documentation.

Disclaimer of Liability

Mount Mary University disclaims liability for any injuries to or property damages suffered by a student, regardless of cause. This liability disclaimer applies to, but is not limited to, the following: Any injury or damage sustained on property owned by or under the control of the University to include classrooms, structures, buildings, public areas and grounds, vehicles, etc. Any injury or damage incurred while attending a classroom or related activity, whether for credit or non-credit, and regardless of cause. Any injury or damage suffered in an intercollegiate, intramural, contest or event (athletic or otherwise) as a participant,

spectator, or other, including transit to or from. Any injury or damage resulting from fire, theft, the elements or by other cause or any injury or damage as a result of any act or omission by any University personnel (faculty, staff, employee, officer, trustee), student, or contractor. Students accept the foregoing disclaimer and agree to be bound thereby upon admission, readmission, or continued enrollment with Mount Mary University. Any student is bound to follow all of the University's rules and regulations. Any Mount Mary University student who fails to read this handbook will not be excused from compliance with the policies and requirements herein.

Family Education Right to Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These are:

1. The right to examine the student's records: A student may request access to review and inspect his/her educational records. Students should submit to the Registrar or Academic Dean written requests that must identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. Upon receipt of the written request, the University official has 45 days to comply. The University is not required to provide photocopies, but if provided, students will be charged a fee. FERPA does not provide the student with the right to access certain records, including but not limited to financial records of a parent, and confidential letters and statements of recommendation for admission, employment or honorary recognition which the student has waived the right to inspect and review.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading: Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. However, FERPA was not intended to provide a process to be used by the student to question substantive judgments that are correctly recorded. The FERPA rights of challenge are not intended to allow a student to contest, for example, a grade in a course because he/she felt a higher grade should have been assigned. FERPA is intended to ensure the factual and accurate nature of the information in the student's educational records and the student's right to verify that information. If the University decides not to amend the record as requested by the student the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personal identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records be accessed without your consent to include certain types of studies. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill her or his professional responsibility.

4. The right to file a complaint with the US Department of Education concerning alleged failures by Mount Mary University to comply with the requirements of FERPA. Such complaints should be sent to: Family Policy Compliance Office, US Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605. More information can be found at the U.S. Department of Education's Family Policy Compliance Office.

GLWI Grievance Procedure

We recognize that from time to time, issues and concerns may arise. We are committed to addressing grievances in a timely and effective manner. The following steps should be followed in the event of a grievance.

Step 1: Directly Address

Program participants are encouraged to first address the issue directly with the person(s) involved. Open and respectful communication can often resolve misunderstandings and conflicts.

Step 2: Seek Assistance

If direct communication does not provide a satisfactory resolution or if the program participant does not feel safe addressing the issue directly, they may bring the concern to the attention of one of the following: the Director of Teacher Education, a member of the Core Faculty, or the chair of the Justice, Equity, Diversity, and Inclusion (JEDI) committee.

Step 3: Formal Grievance Submission

If the issue remains unresolved after steps 1 and 2, the student may submit a formal grievance by completing a grievance form. This form should be submitted to the Program Committee and must include a detailed description of the issue, relevant facts, and any supporting documentation. The Program Committee will acknowledge receipt of the

grievance within five business days and review the submission. They may request additional information or documentation from the student or other involved parties.

Step 4: Board of Directors Appeal.

If the grievance is not resolved to the student’s satisfaction after following the previous steps, the student may escalate the issue to the Board of Directors. This step involves submitting a written appeal that includes an explanation of why the previous resolutions were unsatisfactory and any new information or documentation that may be relevant. The Board of Directors will review the appeal and may conduct further investigation. The decision on the appeal will be communicated to the student in writing within 90 business days from the receipt of the appeal. All decisions made by the Board of Directors are final.

Illness, Injuries, and Accidents

In the event of an illness, injury or accident that is life-threatening and requires emergency care, students should call 911 immediately and direct them to the closest side of the University. After calling 911, please call Public Safety at 414-930-3333. A Public Safety Officer will respond to the emergency and render aid until an emergency vehicle arrives. Public Safety officers are CPR certified and trained in basic first-aid skills.

If the situation is not life-threatening and is not an emergency, contact Public Safety at 414-930-3333. The student should give their name and the location of the accident or health problem. The student should remain at the scene until help arrives. If help is not on the scene within two or three minutes, the student should follow up with a return call to Public Safety.

All accidents should be reported promptly, even though they may not require immediate aid. The University encourages the person sustaining the accident to seek medical attention and to file an accident report as soon as possible with the Public Safety Department.

Several Urgent Care Clinics near campus include:

- Advanced Healthcare Mayfair Road Clinic: 3289 N. Mayfair Rd., (414) 771-7900
- Aurora Health Center – Mayfair: 10400 W. North Avenue, (414)479-2520
- Ascension SE at Mayfair: 201 N. Mayfair, Road, (414) 259-7200

Students are responsible for any charges for services rendered off-campus.

Information Technology and Responsible Computer Use

All students, faculty, administrators, and staff, as members of the Mount Mary community, have access to many shared computing and networking resources. Mount Mary strives to provide an atmosphere that encourages access and sharing of information on local, national, and international levels. As users in the Mount Mary Community, individuals must bear the responsibility to use these resources in keeping with the professional and ethical

standards of conduct that the university promotes. Use of these resources should be considered a privilege and be treated as such. Full details on Mount Mary's Acceptable Computer Use Policy can be located at <https://my.mtmary.edu/ICS/Help/> (sign-in required).

Public health notices

The Great Lakes Waldorf Institute (GLWI) is committed to the health and well-being of all students, faculty, and staff. In the event of a public health concern, GLWI will take necessary steps to ensure the safety and informed participation of our community.

Notification

GLWI will disseminate public health notices through official communication channels including email.

Guidelines and Recommendations

Public health notices will include guidelines and recommendations based on the advice of public health authorities such as the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and local health departments. This may involve instructions on hygiene practices, social distancing, vaccinations, and other preventive measures.

Compliance

Students are expected to comply with all public health directives issued by GLWI. This may include, but is not limited to, wearing masks, participating in health screenings, providing vaccination records, or adhering to quarantine and isolation protocols.

Support and Resources

GLWI will provide support and resources to help students navigate public health concerns including academic accommodations as needed.

Confidentiality

All health information provided by students will be treated with the utmost confidentiality and will only be shared with relevant authorities as required by law.

Student Rights

As Mount Mary University students, you are entitled to enumerated rights as outlined in the MMU Graduate Student Handbook.

Suicide Prevention and Intervention

Mount Mary University is committed to, and places high importance on, the wellness of all students. The MMU community places significant emphasis on mental health stability in order to promote a positive learning environment and effective development throughout one's educational journey.

MMU takes an active stance on suicide prevention and intervention. Threats of suicide are defined as statements about, or activity that inflicts, serious physical harm to self, such as overdose of pills, wrist incisions, attempts to jump from heights, a preoccupation with or

repeated jokes about suicide, etc. Suicidal ideation and/or suicide attempts will be taken seriously and will be referred to the Counseling and Wellness Center for support. Please see the following details based on the student status:

Residential Students Procedure

Resident students are defined as students who are living in Mount Mary University Housing. Resident students have special rights and responsibilities within the community of Caroline Hall, the Lorenz House, Mary John Place, and Trinity Woods. MMU is proactive in promoting the well being of all students, including the mental health of all resident students. In the event that a residential student is experiencing suicidal ideation or a suicide attempt, the following procedure will take place:

- The Counseling and Wellness Center is available 24/7 and will be contacted for immediate support. The student will need to complete a health assessment with the Counseling and Wellness Center to determine proper care planning. The student will work with the Counseling and Wellness Center counselor and director to determine which services will best support the student needs to determine if it is through MMU Counseling and Wellness Center or within their local community.
- After the first incident of suicidal ideation or attempt, the resident may be readmitted to University housing only after the following guidelines have been discussed (A second incident of suicidal ideation or attempt by a resident may result in dismissal from campus living).
 - A resident must receive a written statement signed by a licensed mental health professional that states the resident is fit to return to campus living and that the resident is undertaking an appropriate counseling/therapy program.
 - The resident must sign a release form that states that the University Has the right to check that the resident has kept appointments with an outside counselor and for other expectations. The counseling program must continue until determined otherwise.
 - A wellness plan will be co-created between the Resident and a MMU Counseling and Wellness Center Counselor under the supervision and direction of the Clinical Director and Vice President for Student Affairs. The wellness plan will include a description of ongoing expectations and guidelines that must be followed in order to continue living in University housing.

Commuter Students Procedure

Commuter students are defined as students who are not living in Mount Mary University Housing. Commuter students make up the majority of our student body. The well-being of all students are our priority here at MMU. In the event a commuter student is experiencing suicidal ideation or attempt and becomes known to MMU faculty/staff, the following procedure will take place:

- The Counseling and Wellness Center is available 24/7 and will be contacted for immediate support.
- The student will need to complete a health assessment with the Counseling and Wellness Center to determine proper care planning. The student will work with the Counseling and Wellness Center counselor and director to determine which services will best support the student needs to determine if it is through MMU Counseling and Wellness Center or within their local community.
- The student will need to provide written evidence from a licensed mental health professional that they have established clinically appropriate care to support their overall wellness. This will need to be submitted to the Clinical Director at MMU and the Vice President for Student Affairs.
- The student must sign a release form that states that the University has the right to check that the student has kept appointments with an outside counselor and for other expectations. The counseling program must continue until determined otherwise. This will need to be submitted to the Clinical Director at MMU and the Vice President for Student Affairs.

University Student Support Policies and Procedures for Student Directory Information

Under the Family Educational Rights and Privacy Act (FERPA), directory information is public information unless the student files a request for confidentiality in the Office of the Registrar. The information that Mount Mary University considers directory information is as follows: name, address, email address, telephone listing, field of study, weight and height of athletes, most recent previous school attended, date and place of birth, participation in officially recognized activities and sports, dates of attendance, degrees and awards. Please visit the U.S. Department of Education website for additional information (Family Educational Rights and Privacy Act (FERPA)). A student has the right to restrict the release of his/her public directory information by placing a FERPA restriction on that data. Prior to enacting a restriction, a student should carefully consider how the decision may affect him or her in unexpected ways. For example, should a student place a restriction on his/her degree or name, a prospective employer requesting degree confirmation would be denied such information or the student's name would not appear in the commencement brochure. Mount Mary will honor a student's request to restrict the release of directory information but cannot assume responsibility to contact the student for subsequent permission to release the information. Regardless of the effect upon a student, Mount Mary assumes no liability for honoring a student's request that directory information be restricted. A student who has ceased attending Mount Mary, and whose directory information was not restricted in his/her last term of attendance, does not have the right to restrict the release of directory information until such time as he/she re-enrolls at Mount Mary.

Discrimination, Bias and Harassment

The University is committed to action that supports diversity and enables all members of the University community to build and enhance relationships in a safe environment. Mount Mary University is committed to providing and maintaining a healthy learning and working environment for all students, staff, and faculty members, free of harassment and of any kind against any person or group of individuals based on race, gender (including, but not limited to, identity, expression, and pregnant/parenting status), sexual orientation, age, national origin, religion, marital status, disability or other basis protected by law that applies to the University.

In accordance with Mount Mary's values, its role as an educational institution, and local, state and federal laws, the University condemns any such form of harassment or discrimination in the University community. Any student found to have engaged in such conduct is subject to University disciplinary procedures and sanctions, up to and including suspension and/or expulsion. In addition, any student who violates any state, federal, or municipal law shall be subject to disciplinary action for said offense(s). The adjudication of such violations may proceed regardless and/or independently of any action taken by state, federal or municipal agencies.

Equity Policy

Mount Mary University is committed to action that supports inclusion and enables all members of the University community to build and enhance relationships in a safe environment. This includes a commitment to providing and maintaining healthy learning and working environments for all students, staff, and faculty members. In accordance with the University's mission and values, its role as an educational institution, and local, state, and federal laws, the University should be free of bias, discrimination, harassment, and/or hate of any kind against any person or group of individuals based on race, color, religion, sex, gender, sexual orientation, national origin, age, ethnicity, pregnancy, disability (physical or mental), genetic information, and other groups protected by federal, state, or local law. Any University community member found to have violated this policy may be subject to university disciplinary sanctions, up to and including suspension, expulsion, or termination.

Responses to bias incidents may include educational opportunities for the individuals and groups involved, as well as for members of the campus community when reporting patterns suggest broader issues that move beyond the immediate incident. This policy seeks to mediate conflict and provide outcomes that are aligned to inclusion efforts of Mount Mary University. Reports will be referred to a formal disciplinary body if the behavior violates other college policies or if they meet a threshold for discrimination, harassment, and/or hate (as defined in this policy).

Proceedings in which the accused is a student will be conducted in accordance with the

University's student conduct procedures (see Mount Mary University Undergraduate and Graduate Student Handbook). Proceedings in which the accused is an employee will be conducted in accordance with the procedures set forth in the University's employee handbooks (see Mount Mary University Faculty or Employee Handbooks). In addition, any person who violates any municipal, state, or federal law may be subject to disciplinary action for said offense(s). The University adjudication of such violations may proceed regardless and/or independently of any action taken by municipal, state, or federal agencies.

Equity Response Team

The Equity Response Team is not a disciplinary body but acts in response to and in investigation of concerns for the campus community surrounding issues of bias, discrimination, harassment, and hate. The Equity Response Team is an ad hoc University committee and reports to the President of the University. Membership includes the Vice President for Mission and Justice, Senior Director for Human Resources, and the Director of Public Safety.

The Vice President for Mission and Justice is responsible for initial intake and assessment of complaints, assignment of complaint investigations to appropriate parties, facilitating communication to the complainant.

The Equity Response Team regularly keeps the President informed of active investigations and outcomes, and monthly provides a report to the President's Council regarding complaint trends. Once complaints are routed to appropriate personnel, University proceedings will follow, as outlined in relevant applicable handbooks.

Filing a Complaint

Any individual who has experienced an act of bias, discrimination, harassment, or hate, based on identity (whether actual or perceived), or any individual who believes their rights have not been protected, is encouraged to report violations of this policy to the University. Please note that a separate process exists for complaints related to gender and/or sex identity, under the Sexual Assault, Harassment, and Other Misconduct policy.

The following are University-based reporting options for victims of and witnesses to bias, discrimination, harassment, or hate, which will be reviewed by the University's Equity Response Team:

- Submit an online complaint utilizing the reporting form found here. This link is also on MyMountMary and on the Diversity, Equity, and Inclusion page of Mount Mary's Website.
- Scan the QR Code outside of the office of Mission and Justice at Caroline Hall 151
- Submit an in-person complaint to a university employee:
- Email mmu-diversity@mtmary.edu

- If the incident is believed to be a hate-crime, contact Public Safety at (414) 930-3333 or call 911 if an emergency

If a person believes themselves to be a victim or witness to bias, discrimination, harassment, or hate, and prefers not to disclose their identity, they can file an anonymous complaint. Persons choosing to file anonymous complaints must understand that there may be limits on the University's ability to investigate and resolve a complaint on an anonymous basis, including communication of the resolution. The University does, however, take such complaints seriously and will investigate and address complaints within the bounds of the confidentiality requested. For the University to investigate concerns properly, it is important for the reporting individual to provide as many details and supporting documentation as possible about the allegations.

While the University will take requests for confidentiality seriously, it must also consider its responsibility to provide a safe environment for all students and employees. The investigation of a complaint will be kept confidential to the extent feasible, and information will be disclosed only on a need-to-know basis. Some incidents may warrant notification to Public Safety and/or the Milwaukee Police Department. The reporting individual will be informed of the various support services available through the University, including counseling, and may choose to use or refuse these services.

Filing a Complaint or Grievance

If a student feels that they need to file a formal complaint or grievance, there are several options, depending on the type and nature of the complaint. Students may initiate a formal reporting procedure if complaints cannot be settled on a personal basis with those involved (such as through a mediated conversation).

Students who have been discriminated or harassed against because of race, ethnicity, gender, religion, age, ability, national origin, or any other protected class, they may submit a complaint to the University via the Equity and Bias Policy. Please note that a specific policy exists for any grievances related to sex- and gender-based complaints, which can be found within this Handbook.

For students wanting to file a formal complaint through the Equity/Bias Policy, please go to the reporting link, referenced in the Equity Policy section of this handbook or located on My Mount Mary. You may also access the reporting form via QR code outside of Caroline Hall 151 or contact the Vice President for Mission and Justice or email mmu-diversity@mtmary.edu. Grievances related to a charge of faculty misconduct/harassment that do not fall under Title IX or the Bias/Equity Policy should be reported to the Vice President for Academic Affairs. Other grievances should be reported to the Vice President for Student Affairs. An investigation of any complaint will be initiated by appropriate university personnel, including employees, based on the circumstances of the

complaint.

Student names may be kept confidential if desired. Persons choosing to file complaints on a confidential basis need to understand that there may be limits on the University's ability to investigate and resolve a complaint on an anonymous basis. The University does, however, take such complaints seriously and will investigate and address complaints within the bounds of the confidentiality requested. While the University will take requests for confidentiality seriously, it must also consider its responsibility to provide a safe and nondiscriminatory environment for all students, including the student who reported the harassment, when that person is known to the University. The University prohibits retaliation against anyone who has reported any incidents of harassment or discrimination.

Sexual Harassment and Other Misconduct

Mount Mary University ("University") promotes an atmosphere of care and respect grounded in the University's core values, Christian principles, and mission to develop the whole person. As such, the University does not discriminate on the basis of sex in any of its education or employment programs or activities. Title IX of the education Amendments Act of 1972 ("Title IX"), its regulations, and certain other federal and state laws prohibit discrimination in such a manner. Under Title IX, discrimination on the basis of sex includes sexual harassment.

Title IX's requirement not to discriminate in any of the University's education programs or activities applies to both students and employees and extends to both admission and employment.

The University is committed to fostering an environment free from discrimination on the basis of sex. To the extent that any other University policy regarding discrimination or harassment on the basis of sex (as defined by Title IX) conflicts with this Policy, this Policy shall control.

Any violation of this policy will not be tolerated in the University community. To read the full policy, please use this link: [Mount Mary University Policy on Sexual Harassment and Other Misconduct](#).

Mount Mary University Title IX Coordinators

Keri Alioto

Vice President for Student Affairs

Caroline Hall 145

2900 Menomonee River Parkway

Milwaukee, WI 53222

aliotok@mtmary.edu

Tonya Vlasik
Senior Director of Human Resources
Notre Dame Hall 252
2900 Menomonee River Parkway
Milwaukee, WI 53222
vlasikt@mtmary.edu

The Title IX Coordinators can also be reached by email at mmu-TitleIXCoordinator@mtmary.edu.

Sexual Misconduct and Harassment Anonymous Report Form

This anonymous report allows Mount Mary to gather information related to incidents of sexual misconduct and harassment on or around our campus, and allows us to share this information with community members and others appropriately. The information will be referred to the campus Title IX Coordinators) for investigation, and may be included in the annual campus security report. Completing this form is not the same as filing an official report with a University official or making a police report. For more information on other reporting measures, please refer to the “Complaint Process” section of Mount Mary’s Sexual Harassment and Other Misconduct Policy.

When appropriate, the University will take steps to address the incident described in the report and to deter recurrence, although any investigation or action will be limited by the scope of the information available. If the information you disclose suggests an ongoing, serious, or continuing threat to you or anyone else in the Mount Mary community, appropriate steps will be taken to ensure that all in the community are protected. View the Sexual Misconduct and Harassment Anonymous Report Form.

Resources

If you believe that you or another student or employee has been a victim of sexual harassment or other misconduct, the following resources are available to you and/or the other person:

RESOURCES	CONTACT INFORMATION
Milwaukee Police Department, District 7 (Non-Emergencies)	414-935-7272

Milwaukee Police Department, District 7 (Emergencies)	911
Mount Mary University Public Safety	Bergstrom Hall, Lower Level 414-807-9560 414-930-3333
Confidential Support with Mount Mary University Counseling Center	Haggerty Library 414-930-3022

Filing an Anonymous Report	<i>MyMountMary</i> , Sexual Misconduct and Harassment Anonymous Report Form
Filing a Report or Formal Complaint with the University's Title IX Coordinator	<p>Keri Alioto Vice President for Student Affairs Caroline Hall 145 2900 Menomonee River Parkway Milwaukee, WI 53222 aliotok@mtmary.edu Phone: 414-930-3325</p> <p>Tonya Vlasik Senior Director of Human Resources Notre Dame Hall 252 2900 Menomonee River Parkway Milwaukee, WI 53222 vlasikt@mtmary.edu Phone: 414-930-3627</p>

24 hour telephone line: 414-219-5555

Healing Centers

Aurora Healing Center
130 W. Bruce Street, 4th Floor
Milwaukee, WI 53204

414-671-4325

Aurora Healing Center at Aurora Sinai Medical Center
945 N. 12th Street
Milwaukee, WI 53233
414-219-5938

Aurora Healing Center at Sojourner Family Peace Center
619 W. Walnut Street
Milwaukee, WI 53212
414-810-1498

Aurora Healing Center at Aurora West Allis Medical
Center
8901 W. Lincoln Ave.
West Allis, WI 53227
414-219-5938

Transgender and Non-Binary Policy

Mount Mary University (“MMU” or “the University”), sponsored by the School Sisters of Notre Dame, is a Catholic university that believes and acts in accordance to the tradition of caring, respect, and educational access. As such, MMU strives to create an environment that is inclusive of all gender identities and intersectionality. At the undergraduate level, all individuals who identify as women (including cisgender and transgender women), intersex individuals who do not identify as male, and non-binary individuals are eligible for admission to MMU. For graduate level programs, all individuals, regardless of gender, gender identification, or gender expression, are eligible for admission.

Once admitted, the University will continue to support students regardless of changes in their gender identity and/or gender expression.

The University shall use students’ preferred names and pronouns in accordance with a student’s gender identity while attending MMU and may change University records and diplomas if documentation of a legal name change is provided.

In accordance with Title IX of the Education Amendments of 1972 and the University’s Sexual Harassment, Violence, and Other Related Misconduct policies, the University has a responsibility to provide a safe and non-discriminatory environment for all students, including transgender and non-binary students. MMU has an obligation to provide students equal access to educational programs and activities, even in circumstances in which other students, parents, and community members raise objections or concerns.

As a NCAA Division III University, MMU adheres to current NCAA policies, including NCAA policies on transgender student athlete participation. In this context, different definitions of gender beyond the University's control may apply.

The University intends for this policy to be interpreted broadly, to the greatest extent possible. In the event there is a conflict between this policy and applicable law or regulation, the applicable law or regulation shall apply.

Mount Mary University Policies

About Mount Mary University

Mount Mary University is a Catholic university whose mission is to provide an academic base rooted in the liberal arts and to develop women of conviction, sensitive to Christian principles and moral values, and competent to take their place as educated women (and men) in the community at large, to lead and to accept responsibility for the attainment of social justice. Mount Mary University recognizes the following rights and responsibilities on the part of the student body, individually and severally, as essential to the fulfillment of its mission.

Mount Mary University Mission

Mount Mary University, an urban Catholic University for women sponsored by the School Sisters of Notre Dame, provides an environment for the development of the whole person. The University encourages leadership, integrity, and a deep sense of social justice arising from a sensitivity to moral values and Christian principles.

Mount Mary commits itself to excellence in teaching and learning with an emphasis on thinking creatively and critically. The baccalaureate curriculum integrates the liberal arts with career preparation for women of diverse ages and personal circumstances; the programs at the graduate level provide opportunities for both men and women to enhance their professional excellence.

Mount Mary University Vision

Mount Mary University is a diverse and inclusive learning environment that educates students to transform the world.

Campus Hours

During typical business hours, the general Mount Mary University campus is open to the public. However, to maintain appropriate safety response and staffing, the University campus does have periods of time during which the campus is considered closed. From 11:00 PM until 6:00 AM, the University campus is closed, and is not generally open to non-resident students or to the public community. If non-resident students should need access to other areas of the campus during this closed time, they must contact Public Safety

to make arrangements.

During academic terms, all University students will have 24-hour access to the Caroline Hall student lounge, where University computers are available. Non-resident students are expected to sign in at the Caroline Hall front desk to notify Public Safety to their presence during the campus closed times. The use of this space is not meant for an overnight stay, and must be related to academic and other Mount Mary-related efforts.

Please note that campus hours and space availability may change during official University closure times, holidays, breaks, or for other purposes. Residence Hall hours, visitor policies, and expectations for guest sign-in are noted later within this Handbook.

Children on Campus

Mount Mary is a family friendly university that welcomes children on campus. The University acknowledges that family needs and responsibilities may in some circumstances necessitate the presence of a child on the campus. The University also acknowledges that certain events, programs and activities on campus may lend themselves to having children participate.

Any individual who makes the decision to bring a child onto the University campus should be aware and respectful of the needs of others to have a quiet educational and/or work setting and shall comply with the specific policies and procedures set forth below.

For policies specific to the unique needs of children and families in Trinity Woods, please refer to that handbook for additional expectations. **The policies below apply to the Mount Mary campus proper, not Trinity Woods.**

1. Mount Mary assumes no responsibility for the care or supervision of children on campus.
2. Children who are sick are not permitted on the Mount Mary campus.
3. Children must be in the presence of and under the direct supervision of a parent, legal guardian, or responsible adult at all times. Children may not be left unsupervised in the classrooms, hallways, or common areas of academic buildings at any time.
4. Babysitting is not allowed on the Mount Mary campus; children may not stay overnight on resident floors of Caroline Hall, with the exception of approved temporary accommodations prior to the opening of Trinity Woods. Children visiting students in the residence hall must be under the supervision of a parent, legal guardian, or responsible adult at all times.
5. Due to the inherent safety, health hazards and the nature of the equipment and the level of supervision necessary, children will not be allowed in laboratories, the fitness center, chemical storage areas, mechanical rooms, construction areas, student computer laboratories, or similar restricted areas. The Vice President of Academic Affairs and Senior Director of Human Resources may grant an exception

- for a specific activity and may impose specific conditions.
6. For classrooms and faculty or staff offices, children may be allowed at the discretion of the instructor or supervisor. Permission should be granted only for rare occasions due to a temporary, unforeseen emergency or circumstance. Children are not allowed in the classroom in the following situations:
 - a. As an alternative to procuring regular childcare or
 - b. When the child is too ill to attend regular childcare or school
 7. Children may not, at any time, be left alone ANYWHERE on campus except children from the ages of 12 to 16 who may use the library facilities up to 5:00 p.m. After 5:00 p.m., these children must be accompanied by a responsible adult.
 8. The Library and its technology resources are intended primarily for the use by College faculty, staff and students. Children may use the technology resources in the Library if they are under the direct supervision of a student or employee and there are no other employees or students needing to use the technology. They must always be directly supervised by a Mount Mary student or employee.
 9. Parents, legal guardians, and responsible adults are responsible for ensuring that their children behave appropriately while on campus. Parents and legal guardians are responsible and liable for any and all injuries or damages sustained to or caused by their child while on campus.
 10. The parent, legal guardian, or responsible adult of a child who is considered disruptive or unsupervised will be asked to remove the child immediately.

Deceased Students Records

Upon a student's death, education records are not protected under FERPA. Mount Mary University maintains full discretion in deciding whether, and under what conditions, education records of deceased students should be disclosed.

In general, the Registrar's Office, on behalf of the University, will not release education records but may do so under the following conditions:

- The Registrar's Office will release such records if the University receives a valid subpoena requesting such records.
- The Registrar's Office may choose to release such records with the written authorization of the executor of the deceased student's estate or next of kin, if an executor has not been appointed. Such individual would need to provide proof of the student's death (i.e., death certificate or obituary notice).

Emergency Campus Closing

In case of extreme snowfall or other hazardous weather, Mount Mary University will contact the local media to cancel classes. Decisions about evening classes will ordinarily be determined in the afternoon. Mount Mary administration will notify local radio and television stations as soon as possible when evening classes are not being held. Please keep in mind that the emergency school closing policy pertains to situations that may be

unrelated to weather, e.g., broken water pipes or heating system, or flooding. When classes are canceled, the University will be closed.

Additionally, Mount Mary University utilizes the RAVE Emergency Alert System. In the case of weather-related school closings or other campus emergencies, the system will push alerts directly to your cell phone and campus email account. To receive these alerts 24/7, be sure your cell phone number is on file with the IT Department at the University.

Emergency closings during final exams: If there should be a weather emergency in effect at 7:00 a.m. on an examination day, all daytime (8:00 a.m.--4:30 p.m.) examinations will automatically move to the day following the last day of exams. Separate announcements will be made regarding evening classes. Friday and Saturday will be used, if necessary, to complete the exam schedule.

Emergency Evacuation

In every potential emergency, including an armed intruder/active shooter, weather, fire, biological/chemical, bomb threat, etc., a unique response is required. Please go to www.mtmary.edu/alert/procedure for the most detailed and updated information regarding emergency procedures. The Mount Mary University Public Safety Department is staffed 24 hours per day, 7 days per week. In the event of an emergency, Mount Mary University works closely with the Milwaukee Police Department, Milwaukee Fire Department, and the City of Milwaukee Health Department to help mitigate the emergency.

A scheduled fire drill is conducted each semester in Caroline Residence Hall. The drill requires evacuation of the building. It also tests and evaluates the total response to the fire alarm. Students are expected to leave the building at any time that a fire alarm sounds; additionally, students should never tamper with fire safety alarms, including pulling alarms when no fire is present or intentionally setting off an alarmed door.

The RAVE Alert text messaging system is tested on an annual basis.

There are three responses to life-threatening emergencies: Run, Hide, Fight. In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, staff, or visitors to campus, the University community will be given instructions on the safest response to the situation. The notification may be in the form of verbal instructions given in person, utilizing building loudspeakers where equipped, activating fire alarms, and/or sending a message via the campus emergency notification system (RAVE). Evacuation instructions are also posted throughout University buildings.

Mount Mary University will, without delay and taking into account the safety of the University community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities,

compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

IT Support

Students in need of technical support should contact the IT Services Help Desk at 414-930-3048 or mmu-helpdesk@mtmary.edu. Support for student personal technology devices is generally limited to assistance in connecting to the campus Wi-Fi network. The Help Desk can also assist with any technical issues related to campus IT systems.

Current hours for the IT Services Help Desk can be found at <https://mtmary.edu/campuslife/itservices/index.html>.

Missing Person

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Public Safety in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Public Safety will notify that individual no later than 24 hours after the student is determined to be missing. A resident student who wishes to identify a confidential contact can do so through filling out a Personal Data Card with the Director of Residence Life. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, they should immediately notify the Director of Residence Life or Public Safety. Public Safety will generate a missing person report and initiate an investigation. After investigating a missing person report, should Public Safety determine that the student has been missing for 24 hours, Public Safety will notify the Milwaukee Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Public Safety will notify the student's parent or legal guardian immediately after Public Safety has determined that the student has been missing for 24 hours.

Furthermore, University officials may check with roommates, close friends, and emergency contacts to ascertain the location of the missing student. A call may be placed to instructors to check if the student has been in class. University officials may also call parents or family members to check if they have information regarding the missing student's whereabouts.

Protest and Petitions

A student has the right to present a petition, to protest, or to circulate papers in their own

name as an individual, but they may not pose as a representative of the University or as its spokesperson when presenting their views to the press.

Orderly and peaceful demonstrations on the campus are permitted. However, the University has the obligation to ensure the safety of individuals, the protection of property, and the continuity of the educational process. When picketing or other forms of peaceful protest take place outside University buildings, the University insists on the right of free passage for all through the areas where members of the University community have a right to be. When such demonstrations take place inside University buildings, the University insists on orderliness, free passage to all rooms, lack of excessive noise, and no interference with classes, library, offices, assemblies, or normal administrative functions. Students participating in off-campus demonstrations will be subject to University discipline for reasons stated above as well as for the deliberate misrepresentation of the position of the University, outrageous abuse of the name of the University, or participation in demonstrations adjacent to the campus that disrupt University functions.

Smoking

In an effort to promote a healthy environment for everyone, which is consistent with Mount Mary University's Mission Statement, all buildings on campus are smoke-free. This includes smoking of traditional tobacco products as well as electronic cigarettes, water pipes, and other related means.

Smoking will be permitted no less than 45 feet away from any building, with the exception of certain designated areas. These areas are the concrete aprons on either side of the front doors of Haggerty Library; the tables and benches outside the southeast entrance; the west exit of Kostka Hall at the parking lot; the linden arches of Caroline Hall; and east of the exit at the Post Office. These areas are provided with receptacles for smoking materials. Students in non-compliance may face disciplinary action.

University-Sponsored and Related Travel

University-sponsored student travel includes any trips off of Mount Mary's campus that are related to academics, co-curricular, athletics, or other engagement with the University, and include local, domestic, and international travel opportunities. University-sponsored travel may include transportation in University-owned vehicles, rental vehicles, trains, planes, ships, or, in some circumstances, use of personal vehicles.

At times, University employees will travel with the group of students who are representing the University; some travel will include only student participation and no accompaniment of University employees.

University-sponsored travel may include funding from the University, funding from the students participating, or a combination of the two.

While traveling on University-sponsored trips, it is expected that students will adhere to policies and standards of conduct as set forth by this handbook, related Bulletins, and other program-specific expectations. Consequences of failure to adhere to these expectations, as set forth by University officials or program-specific guidelines, may include students being sent home at that student's expense and other University-related sanctions (please see Student Conduct Code for details).

Specific circumstances will warrant different actions, which will be determined based off of the violation that occurred, relevant danger of actions, and other incident-specific considerations.



Section 4: Financial Policies

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Tuition & Financial Policies

Tuition fees vary based on semester and program participant track (such as Certificate or Masters). Students should refer to GLWI for an up to date tuition schedule. Tuition is paid to either MMU or GLWI, depending on the course. Please refer to the GLWI website or the MMU Handbook and bulletin for accurate, up-to-date information.

Financial Arrangements and Tuition Payments

Tuition fees are expected to be paid promptly. In certain circumstances, payment plans may be arranged. Payment plans for MMU tuition, please refer to the MMU Handbook and Bulletin for accurate, up-to-date information. GLWI payment plans may be arranged on a case-by-case basis. Please contact the Business manager at finance@greatlakeswaldorf.org to request a payment plan.

GLWI Fees and Financial Policies

Courses usually have required texts and supplies. The list of books and supplies will be provided in advance of the course. Certain courses, including the summer intensive courses, require a supply fee. Supply fees are paid in advance of the course. Returned checks may be subject to an additional fee of up to \$25.

Outstanding balance

Program participants with an outstanding balance may not receive their Teacher Training Certificate, nor have it verified to an employer, potential employer or other external party by GLWI. You may be restricted from registering for future courses by either GLWI or MMU with an outstanding balance, especially those which are excessively past due.

Refund Policies

Refund policies vary based on course and may vary based on date of course withdrawal. For GLWI courses, please refer to the website for accurate and up-to-date refund information particular to the course. For MMU courses, please refer to the Graduate Handbook & Bulletin.

Tuition Assistance & Financial Accessibility

We recognize that financial accessibility is a major consideration for our program participants. Students are encouraged to communicate early and often and apply to appropriate funding and scholarship opportunities. Program participants often access funding through programs such as AWSNA Loan & Grant, employer contributions, Title funding, federal financial aid, and various scholarship opportunities. GLWI has limited funds available to program participants through our General Scholarship and Diversity Scholarship funds.

Financial Benefits

Upon successful completion of the Teacher Training Certificate and payment of all outstanding balances, program participants have access to repeat coursework as an auditing student without additional charge. In certain circumstances, a supply fee may be charged to participate in repeat coursework.

General Financial Considerations

Due to the unique structure of the GLWI program and partnership with MMU, program participants must pay careful attention to financial considerations and obligations throughout the duration of their teacher training. Communication with the GLWI team and MMU business office is encouraged as this process can be confusing at times. Regular and early communication can prevent many challenges.

External Funding Sources

Any external funding (for example Title funds, employer contributions, or donor gifts/grants) should be sent directly to GLWI. GLWI can transfer money directly to MMU on behalf of the program participant. This ensures that funds are distributed correctly. MMU business office does not keep track of GLWI program costs and may inadvertently issue an incorrect refund of these funding sources.

Considerations for Masters degree students

Due to the unique structure of our program, students may, during certain semesters, be enrolled in only a GLWI course and not in an MMU course. For most students, this occurs during the Spring of Year 2. Students may only receive financial aid from MMU during a semester in which they are enrolled as a student. For this reason, program participants who wish to receive federal financial aid are advised to request their payment in 2 disbursements rather than the typical 3 payments. This can be arranged by calling the MMU financial aid office in the summer before the MMU academic year in which this will occur. Questions about this process can also be directed to the Director of Teacher Education. *(Please note that MMU academic year runs Fall-Spring-Summer while GLWI academic year runs Summer-Fall-Spring. Therefore, GLWI Summer 2 is the correct semester to contact the MMU financial aid office for the Spring 2 course.)*

Integrated Field and Research Courses

Registration is not required for the spring course and the four integrated field and research courses. Participants will be invoiced directly following the schedule below. Students wishing to postpone participation in these courses must communicate with the Director of Teacher Education a minimum of 15 business days prior to that semester's invoice (see specific dates below).

Summer Intensive

- Registered through MMU student portal - requires MMU student ID

- Registration is open January-June 15
- An invoice will be emailed to the student's MMU email address by May 31
- Payment is due by July 1
- A payment plan can be arranged by contacting the MMU business office

Fall Course

- Registered through MMU student portal - requires MMU student ID
- Registration open January-August 15
- An invoice will be emailed to the student's MMU email address by August 31
- Payment is due Oct 1
- A payment plan can be arranged by contacting the MMU business office

Spring Course and Integrated Field and Research Courses

- Registration is automatic
- An invoice will be emailed to the email address that has been provided to GLWI by September 15
 - If you are postponing an integrated field and research course, please notify the Director of Teacher Education by September 1.
- Payments are due in two installments, October 15 and January 15, unless other arrangements have been made. To make other arrangements, contact the GLWI business office at finance@greatlakeswaldorf.org.