



Education and training at the *speed* of business.

# 20-21 Campus Safety & Security Annual Report to the Community

# HIGH PLAINS

## TECHNOLOGY CENTER

3921 34<sup>th</sup> Street  
Woodward, OK 73801  
(580)-256-6618  
<http://www.hptc.edu>

## SUPERINTENDENT

Mr. Dwight Hughes

## ASSISTANT SUPERINTENDENT

Mr. Barclay Holt

## ASSISTANT SUPERINTENDENT/DIRECTOR OF BIS

Mr. Taylor Burnett

## ADMINISTRATORS

Director of Student Services/Counselor.....Amber Riley  
Director of Student Activities.....Don Gaines  
Director of Finance .....Vickie Hunter  
Director of I.T. ....Tony Haskins  
Director of HR .....Sandi Liles  
Director of LPN .....Micky McDonald

## ATTENDANCE OFFICE

JoAnn McCune  
(580)-571-6171

## VISION

Education and training at the speed of business

## MISSION

Turning education and training into work place success

## CORE VALUES

- Professionalism
- Quality
- Affordability
- Customer Focus
- Innovation
- Excellence

The culture at HPTC encourages a team approach to achieving the vision and mission; open lines of communication, participatory management styles of administrators and an overall attitude of “work hard, play hard” characterize a culture that is dedicated to meeting the needs of the students. By striving to be industry-focused, student-centered, and performance-driven, our students have a greater probability of success.

High Plains Technology Center does not discriminate on the basis of race, color, sex, pregnancy, gender, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. Questions or concerns should be directed to the Director of Student Services or the Assistant Superintendent.

High Plains Technology Center no discrimina en base a raza, color, género, estado de embarazo, nacionalidad de origen, religión, discapacidad, estado de veterano, orientación sexual, edad o información genética. Las preguntas o inquietudes deben dirigirse al Director de Servicios Estudiantiles o al Asistente del Superintendente.

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## INTRODUCTION

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The campus safety goal at High Plains Technology Center (HPTC) is to ensure a safe and secure learning environment for members of the campus community. The safety of our students, staff, and visitors is at the forefront of everything we do. We are committed to the prevention of crime, protection of life and property, and the preservation of peace and safety to all who work, attend, or visit our campus and facility.

High Plains Area Vocational-Technical, District #24, was established by a vote of the electorate of this district on April 28, 1981. The vote was held in Woodward, Mooreland, Buffalo, Fort Supply, and Sharon-Mutual school districts.

We ask that students, staff, and visitors on campus assume their individual and collective responsibilities to make High Plains Technology Center a place that is free of crime, fear and disorder, and to provide a civil and open environment that fosters learning and mutual respect.

The information herein complies with the standard regulations of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Higher Education Opportunity Act and the Drug Free Districts and Communities Act found in 34 CFR 668.46(a) as well as the Disclosure Requirements of Crime Awareness and Campus Security Act of 1990 Senate Bill 580 Student-Right-To-Know Act (PL 101-542) and the Violence Against Women Reauthorization Act (VAWA) Pub. L. No. 113-4, 127 Stat. 54 and the Campus Sexual Violence Elimination Act (Campus SaVE Act), Pub. L. No. 113-4, § 304, 127 Stat. 89.

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## STUDENT POLICY

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This handbook is provided to assist students in becoming acquainted with HPTC. Each student should keep this handbook as a ready reference to questions that may arise during the school year. **Student policies apply to all students enrolled at HPTC. The handbook can be accessed online at <https://hptc.edu/student-information/student-handbook>.**

No Student Handbook can anticipate every situation or question about policies, therefore, HPTC reserves the right to revise, supplement, or rescind any policies or portions of this handbook as needed.

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## STATEMENT OF POLICY ON CAMPUS LAW ENFORCEMENT

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HPTC depends on local or county law enforcement services for its campus. These officers help provide a safe campus environment for students, staff, and visitors. HPTC has an agreement with law enforcement for officers to perform a variety of tasks, which include investigation of criminal activity, apprehension of criminals, accident and fire response.

HPTC maintains an excellent working relationship with local law enforcement officials. Serious crimes and other incidents that are deemed to be of interest to state and/or local agencies are reported to those agencies. All serious crime is reported to the Oklahoma Bureau of Investigation (OSBI) Headquarters for publication in the annual Uniform Crime Report.

HPTC encourages all persons to report criminal or suspicious activity to a HPTC administrator who will take appropriate action after analyzing and investigating the seriousness of the incident.

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## REPORTING CRIME & EMERGENCIES ON CAMPUS

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HPTC strives to maintain a secure and safe environment for its students, employees, and the public, and encourages all persons to report any criminal or suspicious activity to the Assistant Superintendent who will take appropriate action after analyzing and investigating the seriousness of the incident. If a crime should occur on campus, a victim or witness should report it immediately to the Assistant Superintendent's Office located in the Student Services area. The Assistant Superintendent will report this crime to the appropriate local authorities who will then gather information and make an official report. He/she will maintain a daily record (crime log) of crimes reported to the police containing the nature, date, time, and general location of each crime and the disposition of the complaint, if known. This record will be available to the public upon request unless the release of information would jeopardize an on-going criminal investigation or the safety of any individual.

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## CRIMES IN PROGRESS

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Prompt reporting of criminal activity enables a quick response, a timely warning, and a safer campus for everyone. In the event of a crime in progress the following steps should be taken:

- **Call for help:** Call **911**, notify the Assistant Superintendent.
- **Obtain a description:** Attempt to obtain a description of the offender(s), including gender, age, race, hair color, any distinguishing marks or features (tattoos, scars). Also attempt to obtain a description and license number of any vehicle (s) involved. Note the direction of travel of any offender or vehicle.
- **Preserve the crime scene:** Do not touch any items involved in the incident. Close off the area and do not allow anyone in the crime area until police arrive.

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## HOW TO CONTACT CAMPUS SAFETY & SECURITY, POLICE, & OTHER AUTHORITIES

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Contact	Phone number
Campus: Barclay Holt	580-571-6128
Amber Riley	580-571-6183
Ambulance, Police, Fire, Emergency	911
Woodward Police Department	580-254-8518
Woodward County Sheriff	580-256-3264
Anonymous Reporting in Woodward County Online form at:	<a href="https://www.cityofwoodward-ok.gov/FormCenter/Police-Department-10">https://www.cityofwoodward-ok.gov/FormCenter/Police-Department-10</a>

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## CONFIDENTIAL REPORTING

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Students, staff, or visitors wishing to report an incident to law enforcement confidentially may be reported anonymously by calling the Oklahoma School Security Institute (OSSI) tip-line at 1-855-377-8300 (toll free) or <https://www.ok.gov/ossi/tipline/app/index.php> . To report locally anonymously you can follow the link below to fill out an online form <https://www.cityofwoodward-ok.gov/FormCenter/Police-Department-10>.

### EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

#### (STUDENT SEXUAL HARASSMENT)

Students may also report sexual misconduct (which includes sexual assault, non-consensual fondling, non-consensual touching, sexual exploitation, and sexual harassment), relationship violence (which includes dating and domestic violence) and stalking to the Title IX Coordinator. The Title IX Coordinator will protect the privacy and confidentiality of the individuals involved in any report to the extent appropriate and allowed by the law. The Title IX Coordinator will evaluate each request for confidentiality in the context of the District's responsibility to provide a safe and nondiscriminatory environment to all members of its community.

Students in this district shall be free from both Quid Pro Quo harassment and hostile environment/sexual harassment. According to DOE guidelines, sexual harassment is unwanted sexual conduct that "must be sufficiently severe, persistent, or pervasive that it adversely affects a student's education, or creates a hostile or abusive educational environment." Some examples of this conduct may include touching, verbal comments, name calling, spreading sexual rumors, suggestive gestures, suggestive sounds, clothing with suggestive graphics, pressure for sexual activity, or sexual assault.

Sexual harassment is illegal and will not be tolerated at HPTC. Violation of this policy will result in disciplinary action. Victims of alleged sexual harassment are encouraged to report the incident to a teacher, or personnel in the Student Services Office. Confidentiality will be maintained, within legal limits, and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment. This information may then need to be reported to our compliance officers, Amber Riley or Tony Haskins. Grievance procedures for sexual harassment-employees and/or students can be found in the Student Services area and in the front office.

Offenses should promptly reported to the High Plains Technology Center Title IX Coordinator so that HPTC can conduct an appropriate investigation and take the necessary remedial actions. Reports can be made to:

ATT: Director of Student Services/Counselor  
Amber Riley  
High Plains Technology Center  
580-571-6183  
3921 34<sup>th</sup> Street  
Woodward, OK 73801

The amount of information detailing the alleged incident or identifying the alleged individual(s) responsible will determine the District's ability to respond. All reports of Clery Act crimes (even those reported anonymously) are counted and disclosed in the District's annual crime statistics, as appropriate.

To be exempt from disclosing reported offenses to appropriate HPTC officials, a pastoral or mental health counselor must be acting in their role as a pastoral or professional counselor. This exemption does not relieve counselors of the duty to exercise reasonable care to protect a foreseeable victim from danger posed by the person being counseled. When speaking to a victim or witness to a crime, counselors are encouraged to inform the individual to report the crime to the police.

A pastoral counselor is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

A mental health counselor is a person whose official responsibility includes providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. This definition also applies to professional counselors who are not employees of the institution but are under contract to provide counseling to the institution.

\*Note that the pastoral counselor or mental health counselor must report the crime to HPTC administration for purposes of including the incident in the annual crime statistics only. Personal information will not be conveyed when making this disclosure unless the victim consents to such disclosure.

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## EMERGENCY OPERATIONS PLAN

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### THE PURPOSE

The purpose of the High Plains Technology Center Emergency Operations Plan (EOP) is to identify and respond to incidents by outlining the responsibilities and duties of the school and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgeably, in addition, the plan educates staff, faculty, students, and other stakeholders on their roles and responsibilities before, during and after an incident. This plan provides parents and other members of the community with assurances that High Plains Technology Center has established guidelines and procedures to respond to incidents/hazards in an effective way. Faculty and staff have been trained to assess each incident in its seriousness and respond accordingly to the established procedures.

### PREPAREDNESS, PREVENTION & MITIGATION OVERVIEW

Preparedness is achieved and maintained through a cycle of cautions planning, training, organizing, equipping, exercising, and taking corrective action. In order to continue ongoing preparedness it requires the efforts and coordination of all those involved. High Plains Technology Center fosters preparedness at every level including students, parents, teachers, and staff.

#### ***Preparedness action include:***

- Maintaining this plan
- Conducting training
- Planning drills and exercises
- Implementing drills and exercises

Prevention includes actions to avoid an incident or to intervene to stop an incident from occurring. HPTC is committed to taking proactive measures when possible to protect the safety and security of students and staff. Our policies include zero tolerance for bullying and other actions that undermine the safe haven of our school. Recent upgrades to security systems offer greater protection of our students.

Mitigation includes activities to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. HPTC has taken action to reduce or eliminate the adverse effects of natural, technological, and human-caused hazards on people and property.

## **EMERGENCY RESPONSE & EVACUATION PROCEDURE**

The HPTC administration will immediately notify the campus community in the event and confirmation of an emergency or dangerous situation involving an immediate threat to the health or safety of the HPTC campus. The decision to notify the community will be based on a case by case basis. The initial recommendation will be made by law enforcement personnel at the scene and they will request notification of the campus based on their professional judgment. This recommendation can be made to any senior administrator, but is typically made to the Superintendent or Assistant Superintendent/Director of Operations. The persons responsible for sending the official notification to the HPTC administration include, but not limited to, the Woodward Police Department, the Sherriff's department, and/or the Woodward Fire Department. In the event of an incident which would require the larger community to be notified, information will be sent through the internet, local media, and local cable channels if appropriate. HPTC designated persons will test the ERAEP periodically and document the information concerning a description of the exercise, i.e. date, time and if announced or not announced. This documentation will be kept in the Student Services Area.

## **LOCATION**

The Emergency Operations Plan is printed and stored in the Director of Facility Operations office, administrative offices in each building and Drop Box. High Plains Technology Center maintains their own district Emergency Operations Plan (EOP) to address hazards and incidents. Sending Schools such as Woodward High School, Fort Supply, and Moreland High School maintain their own EOP. Should a disaster happen during school hours, HPTC Executive Policy Group will maintain frequent contact with the principals from sending schools.

Copies of the Crisis Guide prepared in accordance with the Emergency Operations Plan are located in every class room and offices throughout High Plains Technology Center. The plan details the Crisis Response Team, Emergency Contact Numbers, and Policies and Procedure for the following possible Crisis:

- **Before/ After-hours Emergency**
- **Threats of Harm to Others**
- **School Vehicle Accident**
- **Student Runaway/Abduction**
- **Tornado/Inclement Weather**
- **Chemical/Dangerous Substance Spill**
- **Suspicious Letter or Package**
- **Accident/Serious Injury/Illness**
- **Suicide Intervention**
- **Staff/Student Death**
- **Fire Building Evacuation**
- **Intruder/Lockdown Procedures**
- **Bomb Threat/Threatening Call Checklist**
- **Earthquake Procedure**

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## CAMPUS SAFETY & SECURITY REPORT

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In conjunction with the Higher Education Act Section 485(f) Jeanne Clery Disclosure of Security Policy and Crime Statistics Act (Clery Act), HPTC strives to maintain a secure and safe environment for its students, employees, and the public, and encourages all persons to report any criminal or suspicious activity to the Assistant Superintendent who will take appropriate action after analyzing and investigating the seriousness of the incident. If a crime should occur on, a victim or witness should report it immediately to the Assistant Superintendent's Office located in Student Services.

The Assistant Superintendent will report this crime to the appropriate local authorities who will then gather information and make an official report. He/she will maintain a daily record (crime log) of crimes reported to the police containing the nature, date, time, and general location of each crime and the disposition of the complaint, if known. This record will be available to the public upon request unless the release of information would jeopardize an on-going criminal investigation or the safety of any individual. HPTC provides timely warning to the community of any occurrences of crime that are reported and are considered to represent a threat to students and/or employees. Timely warnings may come in the form of a call from the school's automated call system, a text message, an announcement on the intercom, or a personal visit to the employees' offices and to the classrooms.

### STATEMENT CONCERNING SECURITY OF FACILITIES

HPTC understands its mission in providing education to its students, including access to the facilities. It is equally important that we be aware of our responsibilities to our students, our employees, and the public in providing a secure and safe environment in which to study and work. Protection of the facilities and equipment is also considered.

- There are scheduled times for all building lockups. HPTC maintenance staff performs these duties.
- Classrooms are kept locked when a class is not in session. Students may be authorized to be in a classroom when class is not in session only under the direct supervision (physically present) of a faculty or staff member.
- No building keys will be issued to students, nor will a faculty or staff member loan a building key to a student or non-employee. The only exception by the district is with permission of the administration.
- HPTC faculty and staff are encouraged to check in with the law enforcement department if they are going to be in the building after normal working hours. Law enforcement agencies will also make periodic welfare checks.

## STATEMENT OF PROGRAMS, SECURITY PROCEDURES & PRACTICES

The Security Report is available to all HPTC students. Upon enrollment all students receive a copy of the Student Handbook, which includes a section that describes how and where students can locate this report. Also available to students is the HPTC Safety and Security Annual Report to the Community Handbook. A copy of all handbooks are available in the Student Services, Counselor's Office, and Financial Aid Office. In addition to being informed about Security during orientation and with periodical updates, by October 1st of each year, High Plains Technology Center publishes and distributes an annual Security Report to all enrolled students and current employees. A paper copy of the report is available upon request in the Financial Aid Office. A summary of the report may be viewed in this handbook, on our website at <https://hptc.edu/student-information/student-handbook> and a complete copy of the report may be viewed at <http://ope.ed.gov/security>. HPTC Crime Prevention activities may include, but are not limited to, crime prevention seminars for students, staff, and faculty.

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### CAMPUS SAFETY & THE JEANNE CLERY ACT

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The technology center has taken steps toward improving the safety and well-being of students, employees and visitors. The technology center engages in comprehensive violence prevention efforts, including education programs which seek to increase awareness and reduce incidents of misconduct such as bullying, harassment, intimidation, retaliation, and criminal acts including sex offenses. The technology center will not tolerate these acts on it's, or off of its campus if such conduct impacts the education environment.

#### **Bullying, Harassment, Intimidation and Retaliation**

These forms of misconduct will be investigated and responded to under the technology center's policies and procedures related to such misconduct. Copies of these policies and procedures are available at each in the office of the Director of Student Services.

#### **Criminal Activity and Sex Offenses**

Criminal activity is defined as any conduct which violates a local, state or federal law. Examples include, but are not limited to, all forms of homicide, assault, battery, robbery, theft, arson, property crimes, hate crimes, weapons violations, and drug/alcohol violations.

Sex offenses are a type of criminal activity and are defined as unwelcome conduct of a sexual nature. Sex offenses commonly include stalking, rape, and acquaintance rape. Sex offenses may include other misconduct, whether violent or nonviolent, if the conduct is unwelcome and is of a sexual nature.

#### **Reporting Criminal Activity and Sex Offenses**

Any individual who has witnessed or been the victim of criminal activity, including sex offenses, should immediately report the incident to the assistant Superintendent or local law enforcement (911). This will increase safety and allow for critical evidence to be preserved. Any

member of the technology center's administrative team will help students report sex offenses to law enforcement upon the student's request.

Sex offenses should also be promptly reported to the technology center's Title IX Coordinator so the technology center can conduct an appropriate investigation and take the necessary remedial actions. Reports can be made to:

Title IX Coordinator  
High Plains Technology Center  
3921 34<sup>th</sup> Street  
Woodward, OK 73801

### **Investigations**

All criminal activity and sex offenses alleged to have occurred on, whether involving a visitor, employee or student, will be promptly investigated. All sex offenses alleged to have occurred off but involving a technology center student will be investigated to determine if the incident has impacted the education environment. Although this investigation may be conducted in conjunction with local law enforcement, the technology center will independently determine whether student or employee disciplinary consequences are appropriate and what, if any, victim supportive services should be offered.

### **Disciplinary Procedures and Consequences**

Both the accused and the accuser have the right to be present and/or represented at any formal disciplinary hearing, and both shall be informed of the outcome of the investigation.

Any student or employee who is determined to have committed a sex offense or other crime on will face severe disciplinary consequences, up to and including termination for employees and expulsion for students. A full statement of the technology center's disciplinary procedures can be found in policies regarding student behavior (for students) and professional conduct (for employees). These technology center sanctions are independent of other civil or criminal penalties through law enforcement.

### **Supportive Services for Victims of Sex Offenses**

Any individual who is the victim of a an on-campus sex offense, and any student who is the victim of an off-campus sex offense impacting the education environment may receive information on community resources such as mental health care, victim advocacy and housing referrals. Technology center administrators will work with these individuals to assess the need and craft appropriate interventions to ensure continued student and employee success.

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## VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (VAWA)

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### VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (VAWA) PUB. L. NO. 113-4, 127 STAT. 54 AND

### CAMPUS SEXUAL VIOLENCE ELIMINATION ACT (CAMPUS SAVE ACT) PUB. L. NO. 113-4, § 304, 127 STAT. 89

These acts expand the Clery Act's coverage rights to victims of domestic violence, dating violence, and stalking. They also update prevention guidelines and victim's rights.

In compliance of these acts, High Plains Technology Center will notify victims (students or employees) of their rights and options in writing, including the importance of preserving evidence; to whom an offense may be reported; the option to, or not to, seek police assistance; possible sanctions that may be imposed following an institutional disciplinary procedure; the institution's responsibilities regarding judicial no-contact, restraining and protective orders; existing counseling, health services, mental health services, victim advocacy, legal assistance and other victim services on-campus and in the community; and options for, and available assistance for, changing academic, living, transportation and work situations, if requested by the victim and such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.

High Plains Technology Center's procedures for investigating and conducting discipline proceedings in domestic violence, dating violence, sexual assault, and stalking cases include that the investigation and resolution will be prompt, fair and impartial; a "statement of the standard of evidence" used during the proceeding; the annual training of officials conducting the proceedings to ensure the protection of the victim's safety and the promotion of accountability; the identification of sanctions or protective measures the institution will impose after final determination that rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking has occurred; that the accuser and the accused are afforded equal opportunity to be present during the disciplinary proceeding; both parties must have the ability to be accompanied at any meeting or proceeding by an advisor of their choice; the accuser and the accused must be simultaneously notified in writing of the outcome of the proceeding, appeal procedures, any change to the result before it becomes final, when the result will become final, and that disclosure of the outcome is unconditional; and institutional policies that address the protection of a victim's confidentiality, including record-keeping that excludes a victim's personally-identifiable information.

High Plains Technology Center will offer students and new employees counseling and programs that promote awareness and prevention of rape, acquaintance rape, domestic violence, sexual assault, and stalking. These programs will include a statement that the institution prohibits those offenses; the definition of domestic violence, dating violence, sexual assault and stalking in the applicable jurisdiction; the definition of consent for sexual offenses in the applicable jurisdiction; "Safe and positive" options for intervention that an individual/bystander may take to "prevent

harm or intervene” in situations; recognition of signs of abusive behavior and instruction on how to avoid potential attacks; information about the institution’s policies and procedures; and ongoing prevention and awareness campaigns for students and faculty throughout the school year.

High Plains Technology Center follows the Clery Act’s anti-retaliation policy that “No officer, employee, or agent of an institution shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under [the Clery Act].”

### **Sex Offender Registry**

Oklahoma Title 57, Sections 581-590.2 and Title 21, Section 1125 of the Oklahoma State Statutes, require the Department of Corrections to create and maintain a registry of persons who have either been convicted of, entered a plea of guilty to, or adjudicated delinquent of certain sex offenses. Information provided by the State concerning registered sex offenders may be obtained through <https://sors.doc.state.ok.us/svor/f?p=119:1> or by calling (405) 425-2607.

### **SEXUAL ASSULT PREVENTION**

High Plains Technology Center undertakes various prevention activities in an effort to create a safe and secure environment that is conducive to the educational and personal development needs of the students and staff. Prevention activities may include but are not limited to:

1. **Seminars**– Seminars which will have an open discussion format aimed at creating an awareness of sexual assault issues and at promoting communication between male and female students.
2. **Prevention Media**– Various pamphlets and posters are distributed across campus promoting the awareness and prevention of campus sexual assault.
3. **Publication of Sexual Harassment Policy**– the Discrimination, Harassment, and Retaliation policy is published in the Student Handbook and Consumer Information Handbook, as well as online at: <https://hptc.edu/student-information/student-handbook> paper copy available upon request.

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## NON-DISCRIMINATION STATEMENT

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High Plains Technology Center does not discriminate against any person on the basis of sex/gender, race, color, religion, age, national origin, qualified disability or veteran in the operation of its educational programs, activities, recruitment, admissions or employment practices. Refer to page 19 for the complaint procedure. Amber Riley and Tony Haskins have been designated as the Compliance Coordinators to assure compliance with regulations regarding non-discrimination and equal employment opportunities. Complaints should be addressed to Amber Riley and Tony Haskins, High Plains Technology Center, District No. 24, 3921 34th Street, Woodward, Oklahoma 73801, telephone: (580) 256-6618.

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## DRUG & ALCOHOL FREE PREVENTION PROGRAM

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*(High Plains Brochure available in Student Center)*

As set forth in local, state, and federal laws, and the rules and regulations of High Plains Technology Center, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds, or other properties owned and/or controlled by High Plains Technology Center is prohibited.

In order to maintain a healthy educational and working environment, and to comply with the requirements of the Drug Free Workplace Act of 1988 for purposes of receiving federal assistance, the High Plains Technology Center Board of Education adopts the following policies and regulations:

- Use, possession, dispensing, manufacture, sale, or distribution; or conspiring to sell, distribute, or possess; or being in the chain of sale or distribution; or being under the influence of a controlled substance, alcoholic beverage, or low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) in any of the technology center's facilities, on technology center property (including vehicles), or at a technology center sponsored function or event by an employee or student is prohibited. Violation of this prohibition shall result in disciplinary action, which may include dismissal or nonrenewal of employment for employees and out of school suspension or removal from school for students. Violations which constitute criminal acts will be referred for prosecute.
- Employees who are engaged in the performance of work under the terms of a federal grant must, as a condition of their employment, notify a technology center administrator in writing of any drug conviction (including a plea of nolo contendere) for a violation of a criminal drug statute which occurred at a technology center workplace within five calendar days after the conviction. The conviction shall result in

dismissal or nonrenewal, or a requirement that the employee satisfactorily participate in a drug abuse assistance or rehabilitation program approved by a federal, state, or local health, law enforcement or other appropriate agency.

### **HEALTH RISKS ASSOCIATED WITH ILLICIT DRUG USE & ALCOHOL ABUSE**

Alcohol and other drug use represent serious threats to health and the quality of life. More than 25,000 die each year from drug-related accidents or health problems. With most drugs, it is probable that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

- Alcohol-** Short-term effects include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol combined with other barbiturates/depressants can prove to be a deadly mixture.
- Amphetamines /Stimulants-** (Speed, uppers, crank, caffeine, etc.) Speed up the nervous system which can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleepiness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.
- Anabolic-** Seriously affect the liver, cardiovascular, and reproductive systems. Can cause sterility in males and
- Steroids-** Females, as well as impotency in males.
- Barbiturates-** (Downers, Quaaludes, Valium, etc.) Slow down the central nervous system which can cause
- Depressants -** decreased heart and breathing rates, lower blood pressure, slowed reaction, confusion, and distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.
- Cocaine-** Stimulates the central nervous system and is extremely addictive - psychologically and physically.
- Crack -** Effects include increased heart rate, elevated blood pressure, and insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure.

**Hallucinogens** - (PCP, angel dust, LSD, etc.) Interrupt the functions of the part of the brain which controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma and heart and lung failure.

**Cannabis** - (Marijuana, hashish, hash, etc.) Impairs short-term memory, comprehension, concentration, coordination and motivation. May cause paranoia and psychosis. Marijuana smoke contains more cancer causing agents than tobacco smoke. The way in which marijuana is smoked, deeply inhaled and held in the lungs for a long period, enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

**Narcotics** - (Smack, horse, Demerol, Percodan, etc.) Initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

**Tobacco/  
Nicotine-** some 170,000 people in the United States die each year from smoking related coronary heart disease. Some 30% of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are ten times more likely among smokers. Further information concerning health risks may be found in the Director of Student Services' office.

## LEGAL SANCTIONS

Local, state and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

Federal law provides severe penalties for distributing, dispensing, or possessing with the intent to distribute or dispense a controlled substance, and penalties of a less severe nature for simple possession of a controlled substance. The type and quality of the drug, whether the convicted person has any prior convictions and whether death or previous injury resulted from use of the drug in question all affect the sentence.

The first conviction still carries a sentence of up to a year imprisonment, a fine of at least \$1,000 but not more than \$100,000, or both. With regard to simple possession, the number of convictions makes both the minimum period of imprisonment and fines greater. Under special provisions for possession of crack, a person may be sentenced to a mandatory term of at least five years in prison and not more than 20 years, a fine of \$250,000, or both.

Intent to consume 3.2 beer by someone under 21 years of age in a public place is a misdemeanor punishable by a fine not to exceed \$100 or by appropriate community service not to exceed 20 hours. Possession of other alcoholic/intoxicating beverages by someone under 21 years of age in a public place is a misdemeanor punishable by imprisonment in the county jail for not more than 30 days, a fine not to exceed \$100, or both. There are also state laws concerning driving under the Influence of alcohol and using a false driver's license to obtain 3.2 beer or other alcoholic beverages. Depending upon the number of previous convictions or gravity of the circumstance, you may be convicted of a felony or misdemeanor for such an offense. Most likely you will also forfeit your driving privileges in the event you are convicted of such an offense.

## DISCIPLINARY SANCTIONS

**STUDENTS** – Any students found to be in possession of dangerous weapons or controlled dangerous substances will be subject to disciplinary action which may include out of school suspension or removal from school

**EMPLOYEES** – An employee who violates the terms of the Drug & Alcohol Free Workplace Policy may be subject to dismissal or nonrenewal of employment. Violations which constitute criminal acts will be referred for prosecution.

## COUNSELING, TREATMENT & REHABILITATION

High Plains Technology Center provides referral and support services for students and employees. A list of additional programs, their location and phone number is maintained in the offices of the Director of Student Services. Seeking help from being referred to or from these services is confidential, and will not alone result in disciplinary action. Individual privacy will, of course, be maintained in any counseling/ rehabilitation process. In addition, the following toll-free hotline numbers may be of use to someone needing help or advice:

Source	Helpline Number
National Institution of Drug Abuse Information open 8:30 am -4:30 pm	1-800-662-HELP
National Council of Alcoholism Open 24/7	1-800-622-2255
Workplace Helpline <a href="https://www.drugfreeworkplace.org/">https://www.drugfreeworkplace.org/</a>	1-800-967-5752
National Drug Abuse Hotline	1-800-241-9746
Cocaine Helpline	1-800-COCAINE
Care unit Hospital Program St. Anthony Hospital 1000 N. Lee Ave. , Oklahoma City	1-800-854-0318
Reach-Out-Hotline (Mental Health & Substance Abuse Services)	1-800-522-9054
Cyberbully Hotline <a href="https://www.cyberbullyhotline.com/">https://www.cyberbullyhotline.com/</a>	1-800-829-0067
Teeline	1-800-TEEN(8336) Text: "TEEN" to 839863
Youth and Family Services	1-580-237-5992
National Suicide Prevention Lifeline <a href="https://suicidepreventionlifeline.org/">https://suicidepreventionlifeline.org/</a>	1-800-273-TALD (8255)
National Domestic Violence Hotline	1-800-799-7233
YWCA Crisis Center	1-580-234-7644
National Sexual Assault Hotline	1-800-656-4673
Oklahoma's SAFE-CALL Helpline	1-877-723-3225, EXT.651

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## CODE OF CONDUCT

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Personal development and individual growth are very important parts of your experience at High Plains Technology Center. We hope that pride in yourself and your school will be apparent to your fellow students and to faculty. All students and faculty are expected to conduct themselves in an appropriate manner at all times.

Some Examples of Misconduct are:

- Disruption of school and /or class
- Abusive language/profanity
- Assault
- Damage or destruction of school property
- Carrying of weapons of dangerous instruments
- Use or possession of tobacco, (Secondary Students)
- Abuse of driving privileges (speeding, etc.)
- Unlawful possession, use, distribution, or being under the influence of drugs or alcohol on school property or as part of any school activity. (school trips, etc.)

If misconduct occurs in the school building, on school property, or at school sponsored activities, disciplinary actions will be taken by the school (regardless of whether criminal charges result.)

Misconduct at HPTC can lead to suspension. Any secondary student suspended from the home school is automatically suspended from HPTC, and will not be reinstated until said student is reinstated in the home school and HPTC is notified by the local school officials of what has taken place. The home school will be notified of any disciplinary condition that exists at HPTC. The student's grades will be penalized while he/she is under suspension.

**Ambulance-Police-Fire-Emergency Dial 911**

**Woodward Police Dept. 254-8518**

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## DISCIPLINE & STUDENT BEHAVIOIR

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Because teachers are required by law to maintain a suitable environment for learning and administrators are responsible for supporting, maintaining and facilitating the educational process, they shall have the authority and obligation to discipline and control students who interfere with the normal flow of the educational process. Students are expected to behave in a manner that is consistent with societal standards.

The Assistant Superintendent shall have the authority to implement disciplinary procedures with any student who is guilty of the following acts while on school district property and OJT site, while in attendance at any school sponsored activity, or while under the general supervision of school officials, regardless of location:

1. Assault and battery of another student or person.
2. Being under the influence of, in the possession of, or consuming any alcoholic beverage or a dangerous and/or controlled substance.
3. Continued absenteeism and tardiness.
4. Creating or attempting to create a disturbance.
5. Defying the school administrator/employee's authority.
6. Disobeying an instructor or administrator willfully and openly.
7. Engaging in acts of immorality.
8. Possession or use of any dangerous weapon, including fireworks, paintball guns, unauthorized mammals or reptiles.
9. Showing disrespect for or causing damage to school property, or any property, while under supervision of school personnel.
10. Stealing school-owned property or property belonging to school employees or students, or any theft while under the supervision of school personnel.
11. Using profanity, vulgar language, expressions, or materials that breach community standards.
12. Violating the rules and regulations of the school.

In addition to the preceding, a student will be subject to disciplinary action, including suspension or expulsion from school, when charges are filed in any court, (municipal, state, or federal), which accuse a student of commission of a criminal offense occurring on or off school premises at any time, and it is determined that the filing of said charges cause, in the opinion of the school, administration, a possibility that continued attendance of the student at school could have direct and adverse immediate effect on discipline, operation, general welfare, educational environment, and/or safety of HPTC.

Students who have been suspended or expelled are not to be present at any school-sponsored activities or on any school premises of HPTC. Students who have violated the attendance policy due to days of suspension cannot participate in school sponsored activities.

## **EMERGENCY SUSPENSION**

The Assistant Superintendent of Day Programs may suspend a student on an emergency basis, without a hearing, if they have reasonable cause to believe that:

1. The physical safety of the student or of others is endangered; or
2. Where the school is in the midst of violent upheaval; or
3. The student is causing substantial interference with the operation of the school.

An emergency suspension shall terminate when it is reasonably determined that the student's presence in the school will not result in a situation warranting emergency suspension under the Student Code (not to exceed three days) unless the administrator commences the notice and hearing procedure provided in the Student Code for expulsion or an informal hearing is held for temporary suspension.

The Assistant Superintendent shall make a reasonable effort to contact the parent/guardian of a secondary student under the age of 18 by telephone, stating the act(s) for which the suspension was ordered. The parent/guardian should be invited to discuss the reasons for the suspension. If the parent/guardian cannot be contacted by telephone, a written notice will be mailed.

“Any pupil who is guilty of violation of the regulations of a public school may be suspended. This suspension shall not extend beyond the current school semester and the succeeding semester; provided, the pupil suspended shall have the right to appeal from the decision of the superintendent to the board of education of the district, which shall, upon a full investigation of the matter, determine the guilt or innocence of the pupil; and its decision shall be final.” School Laws of Oklahoma, 70-24-101.

## **SUSPENSION LAWS OF OKLAHOMA**

A student shall be suspended from school for serious offenses and/or for multiple infractions of lesser offenses. A student that is suspended from school shall not be allowed on school property, or to participate in or attend extra-curricular activities during the period of suspension. A student shall serve the assigned suspension period on consecutive school days.

The administration may recommend a long term suspension, which shall be defined as exclusion from regular classroom instruction for any period Exceeding ten (10) days, when a student violates one or more parts of the Student Code. It has been the policy of HPTC, in agreement with the seven sending schools, that if a suspension occurs at either the HPTC campus or the home school, the suspension will also be in effect at the other campus.

If the administration contemplates long term suspension, same shall mail within one (1) week of the alleged act(s), a notice of an informal hearing to the parent/guardian of the student if the student is under the age of 18. Such notice should contain:

1. The time, date, and place of meeting
2. A description of the proposed action
3. A description of the school regulation(s) allegedly violated by the student and the act(s) allegedly committed by the student
4. Names of witnesses who will be present

The informal hearing shall be no sooner than five days from the date the notice is postmarked, unless both parties agree to an earlier hearing. The parent(s) and/or guardian of students under the age of 18 are encouraged to fully participate in the hearing. The administration will make an effort to contact the parent/guardian of students under 18 years of age by telephone to communicate directly the information contained in the written notice.

No suspension, except for a suspension for possession of a firearm shall extend beyond the current school semester and succeeding semester.

At the conclusion of the informal hearing, if a long term suspension is imposed, the student shall be informed of their right to request an appeal hearing before a committee through the Assistant Superintendent of Day Programs. This committee will consist of at least three members of the administrative staff. This appeal hearing shall be held within one week of the date such request is made. The request for an appeal hearing must be made within two weeks. The committee conducting the hearing shall determine specifically if there was sufficient evidence to find that the alleged violation(s) occurred, and if the penalty imposed was appropriate for the violation(s). The decision of the committee is final. A tape recording or verbatim transcript shall be made.

#### **APPEAL/COMPLAINT PROCEDURE**

With every student's right goes a counter student's responsibility. High Plains Technology Center expects our personnel to continually stress the importance of orderly conduct. Channels of communication are always available for students via student-teacher, student-counselor, and student-administrator dialogue. If all channels are exhausted, a student may use the following complaint/appeal procedures. Students are to discuss their complaint informally with the person against whom the complaint is directed. It is the hope of all that most complaints can be resolved via meaningful dialogue. The counselor may serve as a liaison in attempting to bring the parties together. If this proves inadequate, the student may:

**Procedure:**

- Step 1.** Submit his/her complaint in writing to the Assistant Supt. of Day Programs within five days. The Assistant Supt. of Day Programs shall call a meeting of the student (who may bring counsel) and the parties concerned. The Assistant Supt. of Day Programs decision shall be in writing.
- Step 2.** If the complaint is not resolved to the student's satisfaction, he/she may appeal to the Superintendent within five days. The Superintendent's decision shall be final.
- Step 3.** If the complaint involves the Assistant of Day Programs, it shall go to the Superintendent within five school days. The Superintendent shall call a meeting of the student and the parties concerned. The Superintendent's decision shall be in writing. The Superintendent shall make every effort to resolve the matter equitably and as quickly as possible.
- Step 4.** High school students suspended for more than ten (10) days may request a review of the suspension with the appeal committee or to the district board of education.

**IMPLIED AUTHORITY**

A school district...may exercise those powers necessarily implied, but not delegated by law to any other agency or official (70 O.S. § 5-117; S.L.O. § 68). The teacher or administrator shall have the same right as a parent or guardian to control and discipline a student while the student is in attendance in school or in school vehicles to or from the school or while attending or participating in any school function authorized by the school district. All students enrolled in High Plains Technology Center will be expected to abide by the rules and regulations set forth by the administration, teachers, and the board of education while in attendance at school-sponsored activities, or while being transported to or from school or school-sponsored activities in district owned transportation equipment. Any student who is found to be disobeying the rules or showing disrespect for any school staff and/or school property will be subject to disciplinary action. The disciplinary action taken will depend on the severity of the violation and the number of times the student has broken the regulation.

It is the policy of the board of education to cooperate with law enforcement where students are concerned. Law enforcement, individuals or other entities, requesting to speak to or search a student or property in the possession of the student, need to first contact the Superintendent, Assistant Superintendent(s) or Counselor.

## SEARCHES

The superintendent or, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons or, controlled substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search. The superintendent or, principal, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. Students found to be in possession of such an item shall be subject to the provisions of Section 24-101.3 of this title. Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. (70-24-102)

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## CRIME PREVENTION & AWARENESS

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Prevention activities may include but are not limited to crime prevention seminars for students, staff, and faculty.

### AVOID VICTIMIZATION

**You are offered these few quick tips for your personal safety and property security:**

- Report Strangers & don't trust them.
- Avoid getting into vulnerable/no exit places.
- At night, walk in groups of at least two (2).
- Walk with confidence & avoid walking near bushes & parked cars.
- Do not hesitate to call police when confronted by person.
- When parking, remove valuables from plain view & lock your vehicle.

### CRIME PREVENTION TIPS

- Be aware of your surroundings
- Have a flee plan if approached by an unsavory person.
- Walk in groups at night.
- Use lighted walkways and thoroughfares, even if it means going out of your way.
- Walk briskly, with your head up, and with assurance. Do not walk in brush-covered areas or against buildings.
- Do not wear dangling jewelry when traveling into the city. Keep purses, backpacks, and money belts close to the body, and do not leave them unattended.
- Do not struggle if someone attempts to take your property.
- Do not leave unattended personal property such as money, wallets or purses, cell phones, I-Pads, laptop computers or other electronic devices in classrooms or in vehicles.
- If you suspect you are being followed: run in a different direction, go to the other side of the street and yell for help, or move quickly to a lighted area or a group of people.

### Automobiles

- Keep your automobile locked at all times. Keep doors locked when traveling alone.
- Do not keep valuables or electronics in plain sight in your automobile.
- When walking to your automobile at night, have your keys readily in hand.
- Always check the back seat before getting into your automobile.
- Check your automobile daily.
- Park your vehicle in a well-lit and populated area.
- Scan the area before getting into your vehicle and always check underneath your car upon approach and in the rear seat for intruders before entering the automobile.
- Lock your doors and keep windows rolled up whenever possible.

- Drive on well-traveled and well-lit streets.
- Never hitchhike and never pick up hitchhikers.
- If someone tries to enter your stopped vehicle, sound the horn and drive to a safe area such as a convenience store.
- If your vehicle breaks down, ask any person who stops to help to call the police. Do not allow any person access to you or inside your car. Roll down your window no more than an inch. Be aware that an accident may be staged to provide the other driver an opportunity to commit a criminal act.
- Leave enough room between your car and the one ahead so you can drive around it if necessary.
- Call ahead when driving to your home or apartment late at night and have someone watch you walk from your car to the residence.
- Limit distractions such as cellphones.

### **Personal property**

- Protect the safety of your personal property and valuables. Don't allow your property or valuables to be unattended at any time.
- Make a list of your valuables including make, model, and serial number.
- Permanently mark your personal property and valuables with electric engravers.
- Help protect your property and the property of others by reporting suspicious activity to campus staff.

### **General Precautions and Crime Prevention Tips:**

- Program the local police department phone number into your cell phone.
- Report any suspicious activity to the Police Department and HPTC immediately.
- Never take personal safety for granted. Always be aware of your surroundings.
- Limit your alcohol consumption and leave social functions that get too loud or too crowded, or that have too many people drinking excessively. Remember to call the police for help at the first sign of trouble.
- Carry only small amounts of cash and keep purses, backpacks and money belts close to the body.
- Do not struggle if someone attempts to take your property.
- Never leave valuables (wallets, purses, books, calculators, laptops, etc.) unattended.
- Carry your keys at all times and do not lend them to anyone.
- Lock up bicycles and motorcycles. Lock doors and close windows when leaving your car.
- Do not leave valuables in your car, especially if they can be easily noticed.

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## STUDENT BULLYING POLICY

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### THE SCHOOL BULLYING PREVENTION ACT (70 OKLA. STAT. § 24-100.2)

The Oklahoma Legislature established the *School Bullying Prevention Act* with the express purpose of prohibiting peer student harassment, intimidation, and bullying. These terms include, but are not limited to any gesture, written or verbal expression, or physical act that a reasonable person should recognize will: (1) harm another student; (2) damage another student's property; (3) place another student in reasonable fear of harm of the student's person or damage to the student's property; or (4) insult or demean any student or group of students in such a way as to disrupt or interfere with the School District's educational mission of the student or other students.

Bullying is an individual or group aggressive physical, emotional, verbal or sexual behavior whose intentions are to do harm to others. Bullying can include and is not limited to, name calling, verbal slurs, pushing, hitting, pinching, gesturing, threatening, disrespecting and taking items without permission. HPTC will not tolerate bullying behavior. This conduct shall be subject to the same disciplinary consequences as other misconduct.

Victims of alleged bullying incidents are encouraged to report the situation to a teacher or personnel in the Student Services office. Confidentiality will be maintained, within legal limits, and no reprisals or retaliation will be allowed to occur as a result of good faith reporting of bullying.

### CYBER BULLYING

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending false, cruel, vicious messages
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others
- Breaking into an email account and sending vicious or embarrassing materials to others
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others
- Posting of a student picture without their permission

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure. Cyber Bullying and Harassment will not be tolerated. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated. The online activities and technologies often used by students engaged in Cyber Bullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text

messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

### **INDIVIDUALS WHO MAY REPORT INCIDENTS OF BULLYING**

- Incidents of bullying at HPTC may be reported by any student, parent, school employee, or member of the public using the “Bullying Incident Report” form.
- Any school employee who has reliable information that would lead a reasonable person to suspect that an individual at the school is currently or has been the target of one or more incidents of bullying shall be required to report the information to the school's Assistant Superintendent. Failure by school employees to report incidents of bullying in accordance with the requirements of this policy may result in disciplinary action.

### **PRIVACY & CONFIDENTIALITY**

Reports of bullying shall be kept confidential to the extent necessary to ensure compliance with the provisions of the Family Education and Privacy Rights Act (FERPA) and to protect students who report incidents of bullying from retaliation. In order to ensure individuals may report incidents without fear of retribution or retaliation, HPTC shall provide at least one method of anonymous reporting of incidents of school bullying that protects the identity of the individual reporting the incident. However, an anonymous report shall not be the sole basis for formal disciplinary action in response to an incident of bullying.

### **ACTION STEPS TO RESPOND TO CYBER BULLYING OR HARASSMENT**

Appropriate consequences shall be imposed for every individual who commits an act of bullying or an individual found to have falsely accused another student of bullying as a means of bullying or retaliation or reprisal for reporting an act of bullying. Consequences shall be determined, implemented and enforced in a manner that is consistent with the due process requirements set forth in HPTC's policies pertaining to student and employee discipline. Examples of appropriate consequences may include, but are not limited to the following:

- Verbal or written warnings
- Conferences with the parent(s)/legal guardian(s) of the high school students involved in an incident of bullying
- Loss of school privileges
- Prohibition or suspension of participation in school activities
- Out-of-school suspension in accordance with the provisions of HPTC policies and procedures pertaining to student discipline
- Reassignment, suspension, and/or termination of school employment
- Referral to law enforcement

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## WEAPON POLICY

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Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for up to one full calendar year.

1. Firearms are defined in Title 18 of the United States code, Section 921, as
  - a. any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
  - b. the frame or receiver of any such weapon;
  - c. any firearm muffler or firearm silencer; or
  - d. any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any device similar to the above. Such firearm or weapon will be confiscated and released only to the proper legal authorities.
2. Oklahoma status, Title 21, Section 1280.1 prohibits any person, except a peace officer or individuals who have concealed carry permits (which permits weapons to be in their vehicles that are parked on the premises of career technology centers), to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:
  - a. "any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, sprint-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded can, billy club, hand chain, metal knuckles, or any other offensive weapon."
  - b. Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any terms less than one calendar year (for weapons other than firearms) as determined by the Superintendent or Superintendent's designee.

\*The Superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, substantial modification must be reported to the Board of Education at its next meeting.

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## TIMELY REPORTS TO CAMPUS COMMUNITY OF CRIMES

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Should crime occur, the law enforcement agencies may in the respective city provide information to local newspapers when legally prudent.

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## STUDENT CONSUMER INFORMATION

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Please see the Student Consumer Information Handbook at [www.hptc.edu](http://www.hptc.edu) or obtain a hard copy of the handbook in the Student Services, or in the Financial Aid Office.

The U.S. Department of Education provides comprehensive student aid information to students and their families through the Student Aid on the web site at <http://studentaid.gov>. This streamlined website includes comprehensive information on the student aid life cycle and includes tips and guides for students like FAFSA caster, things to consider when selecting a school, and comparing colleges brochure.

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## STATISTICAL INFORMATION

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Prior to October 1<sup>st</sup> of each year, the technology center will disseminate a crime report to all current students and employees vis e-mail when available or by individual paper copy as well as by posting on the technology's centers website after individually notifying employees and students of the availability of the report. The report will comply with all aspects of the Clery ACT. The district will maintain all statistical data on a Clery Act crimes for seven (7) years.

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## REPORTING THE ANNAL DISCOLOSURE OF CRIME STATISTICS

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The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. §1902 (f) (the "Clery Act"), is a federal law that requires colleges and universities that receive federal assistance to annually disclose certain information about campus crime and safety and security policies. This Annual Security Report (ASR) contains crime statistics for the three previous calendar years and information on safety and security, crime prevention, and campus law enforcement. The Financial Aid Director prepares and distributes this report with cooperation from HPTC Administration and outside law enforcement agencies.

The crime statistics contained in this report include statistics for Clery Act crimes that were identified by or reported to designated campus security authorities including Assistance Superintendents or law enforcement agencies. By law HPTC is required to report all offenses, regardless of whether or not the alleged perpetrator is found guilty or not. These reports contain statistics for crimes and arrests that occurred within the boundaries of the High Plains Technology Center campus or property. Crimes occurring on public property immediately

adjacent to the campus are reported when available. A request for Clery Act crime statistics is made annually to campus security authorities and local law enforcement.

This report also contains statistics for drug, weapons, and liquor law violations that resulted in arrest or disciplinary action (providing a record was kept and the proceeding may have resulted in the imposition of a sanction).

The Annual report is published prior to October 1<sup>st</sup> each year. The report is available online at <https://ope.ed.gov/campussaftey/#/institution/details>. The Annual Security Report is also available in this handbook and on HPTC website at <https://hptc.edu>. Paper copies of this report may be requested in Financial Aid Office located in the Student Services Center. All enrolled students, faculty, and staff are notified by e-mail or hand delivered a report by October 1<sup>st</sup>. The report is posted to the website of its availability, a description of its contents, and opportunity to request a copy for general public, all prospective students and employees. In compliance with the Clery Act, the annual disclosure crime statistics to the United States Department of Education.

STATISTICAL REPORT

OFFENSE	2017	2018	2019
Murder/ Non Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenders – Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex Offenders – Non Forcible	0	0	2
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
<b>VAWA</b>			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
<b>ARRESTS/DISCIPLINARY ACTIONS</b>			
Weapons	0	0	0
Drug Abuse Violation	0	0	3
Liquor Law Violation	0	0	0
Unfounded Crimes	0	0	0
<b>HATE CRIMES CRIMINAL OFFENSES</b>			
Murder/ Non Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of	0	0	0

**High Plains Technology Center**  
**Annual Notice of Required Disclosures Student Consumer Information**

What, When , & to Whom to Disclose	Brief Description of Information to be Disclosed	Where to Find Full Disclosure Information
<p>What: <b>Institutional Information</b></p> <p>When: Upon Request</p> <p>To: Enrolled &amp; Perspective Students</p>	<ul style="list-style-type: none"> <li>▪ Cost of attending High Plains Technology Center i.e.: Tuition and Fees</li> <li>▪ Institutional Refund Policy/Requirements for officially withdrawing from school</li> <li>▪ Information regarding the school’s programs &amp; academic support</li> <li>▪ Entities that accredit, approve, or license the school &amp; its programs &amp; procedures for reviewing accreditation, approval, or licensing documentation</li> <li>▪ Description of any special services &amp; facilities for students with disabilities</li> <li>▪ Titles &amp; availability of employees responsible for dissemination of institutional &amp; financial assistance information &amp; how to contact them</li> <li>▪ Penalties &amp; institutional policies on copyright infringement, including unauthorized peer-to-peer file sharing</li> <li>▪ Net Price Calculator</li> <li>▪ Constitution Day/Voter Registration/Vaccination Polices</li> <li>▪ Grievance Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• High Plains Website <a href="http://www.hptc.edu">www.hptc.edu</a></li> <li>• Student Handbook</li> <li>• Consumer Information Guide</li> <li>• High Plains Course Catalog</li> <li>• Program Description Handouts</li> </ul>
<p>What: <b>Financial Assistance Information</b></p> <p>When: Upon Request</p> <p>To: Enrolled &amp; Perspective Students</p>	<ul style="list-style-type: none"> <li>• Description of all available federal, state, local, private &amp; institutional financial assistance, &amp; a description of: (1) application form &amp; procedures; (2) student eligibility requirements; (3) selection criteria; &amp; (4) criteria for determining the amount of a student’s award</li> <li>• Rights &amp; responsibilities of students receiving Title IV &amp; other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method &amp; frequency of financial aid disbursements; (5) books &amp; supplies policy</li> <li>▪ Procedures for the Return of Title IV Aid and Repayments by withdrawn students</li> </ul>	<ul style="list-style-type: none"> <li>• High Plains Website <a href="http://www.hptc.edu">www.hptc.edu</a></li> <li>• Student Handbook</li> <li>• Consumer Information Guide</li> <li>• FAFSA website: <a href="http://www.fafsa.gov">www.fafsa.gov</a></li> <li>• Financial Aid Policy &amp; Procedures</li> </ul>
<p>What: <b>Family Education Rights &amp; Privacy Act (FERPA)</b></p> <p>When: Upon Request Annually Local Newspaper</p> <p>To: Enrolled &amp; Perspective Students, Parents of Students under 18 yrs. of age</p>	<ul style="list-style-type: none"> <li>▪ Right to &amp; procedures for inspecting &amp; reviewing student’s education records</li> <li>▪ Right to &amp; procedures for requesting amendment of student’s education records believed to be inaccurate or misleading</li> <li>▪ Right to file a complaint with the Department of Education for alleged school’s or educational agency’s failure to comply with FERPA requirements</li> <li>▪ Right of school to disclose personally identifiable information contained in student’s education records without prior consent (34 CFR §99.31)</li> <li>▪ Students right &amp; procedures for directory information to not be disclosed</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Consumer Information Guide</li> <li>• Board of Education Policy and Procedure Manual</li> <li>• <a href="https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html">https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html</a></li> </ul>
<p>What: <b>Completion/Graduation Rate, Retention Rate, &amp; Transfer Out Rate</b></p> <p>When: Ongoing Upon Request</p> <p>To: Enrolled &amp; Perspective Students</p>	<ul style="list-style-type: none"> <li>▪ The institution’s completion rate for full-time, first-time, certificate seeking students enrolled at the post-secondary level who completed their career major within 150% of the normal time (scheduled length of career major) for completion</li> <li>• Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution</li> <li>• Information on student body diversity in the categories of gender &amp; ethnicity of enrolled students who receive Federal Pell Grants</li> <li>• Retention rates of certificate seeking first-time full-time students as reported to the Integrated Postsecondary Education Data System (IPEDS)</li> </ul>	<ul style="list-style-type: none"> <li>• U.S. Dept. of Ed’s College Opportunities On-Line website: <a href="https://nces.ed.gov/collegenavigator/">https://nces.ed.gov/collegenavigator/</a></li> <li>• High Plains ODCTE Profile</li> </ul>
<p>What: <b>Drug &amp; Alcohol Abuse Prevention</b></p> <p>When: Annually &amp; Upon Enrollment or Hire</p> <p>To: Enrolled Students Current Employees</p>	<ul style="list-style-type: none"> <li>• Information on preventing drug &amp; alcohol abuse</li> <li>• Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs &amp; alcohol by students &amp; employees on the school’s property, or as part of the school’s activities</li> <li>• A description of the sanctions under local, state &amp; federal law for unlawful possession, use or distribution of illicit drugs &amp; alcohol</li> <li>• A description of drug &amp; alcohol abuse education programs, counseling, treatment, or rehabilitation programs available to students &amp; employees</li> <li>• A description of the health risks associated with the use of illicit drugs &amp; alcohol</li> <li>• A clear statement that the school will impose sanctions on students &amp; employees for violations of the standards of conduct (consistent with local, state &amp; federal law) &amp; a description of these sanctions, up to &amp; including expulsion, termination of employment, &amp; referral for prosecution</li> </ul>	<ul style="list-style-type: none"> <li>• High Plains Website <a href="http://www.hptc.edu">www.hptc.edu</a></li> <li>• Student Handbook</li> <li>• Consumer Information Guide</li> <li>• Board of Education Policy and Procedure Manual</li> </ul>
<p>What: <b>Campus Security Report</b></p> <p>When: Annually by October 1<sup>st</sup></p> <p>To: Enrolled Students Current Employees</p> <p>When: Upon Request</p> <p>To: Perspective Students &amp; Employees</p> <p>When: Annually by date specified</p> <p>To: U.S. Dept. of Education</p>	<ul style="list-style-type: none"> <li>• Crime statistics for 3 most recent years concerning the occurrence on campus, in or on non-campus buildings or property &amp; public property reported to campus security authority or local police.</li> <li>• Policies concerning the security of &amp; access to campus facilities &amp; procedures to report campus crimes or other emergencies</li> <li>• Disciplinary actions regarding the possession, use &amp; sale of alcoholic beverages &amp; illegal drugs &amp; enforcement of state underage drinking laws &amp; federal &amp; state drug laws</li> <li>• Programs to inform students &amp; employees about campus security policies, procedures &amp; practices &amp; encourage responsibility for the prevention of crime.</li> <li>• Policies regarding sex offenses &amp; where to obtain information concerning registered sex offenders.</li> <li>• Emergency response &amp; evacuation policy, procedures &amp; programs</li> <li>• Campus Sexual Violence Elimination Act and Violence Against Women Reauthorization Act information, policies, and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• High Plains Website <a href="http://www.hptc.edu">www.hptc.edu</a></li> <li>• Student Handbook</li> <li>• Consumer Information Guide</li> <li>• Emergency Handout for Staff</li> </ul>

Paper copies of Disclosure Information available from Student Services. This notice is distributed annually to all current and prospective students. It is also located on High Plains’ website, in the Student Handbook, and Consumer Information Guide.

