

SEXUAL ASSULT PREVENTIONS

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.

NON-DISCRIMINATION STATEMENT

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 or Tony Haskins are 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) 571-6183.



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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.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION (STUDENT SEXUAL HARASSMENT)

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.

CODE OF CONDUCT

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

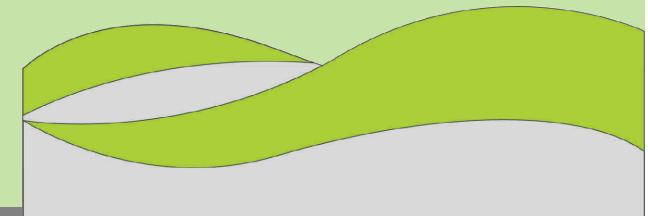


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Campus Security Act

Annual Report to the Campus Community

- **Crime Awareness**
- **Campus Security**
- **Crime Prevention**
- **Crime and Arrest Statistics**
- **Drug Intervention**
- **How to Contact Police**
- **Sexual Harassment Policy**



**HIGHER EDUCATION ACT SECTION 485(f)
JEANNE CLERY DISCLOSURE OF
CAMPUS SECURITY POLICY AND
CAMPUS CRIME STATISTICS ACT (CLERY ACT)**

**CAMPUS SECURITY REPORT & STATEMENT OF
POLICY ON REPORTING CRIME ON CAMPUS**

HPTC believes that the public should know how to report a possible crime which occurs at the site of the technology center. To report a possible crime, a victim or witness need to contact Barclay Holt or Taylor Burnett, Assistant Superintendent or Amber Riley, Counselor. The Assistant Superintendent will report this crime to the appropriate local authorities. The law enforcement agencies will then gather information and make an official report.

**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 POLICY ON CAMPUS LAW
ENFORCEMENT**

HPTC depends on local or county law enforcement services for its. These officers help provide a safe environment for students, staff, and visitors. HPTC has an agreement with law enforcement for officers to perform a variety of tasks, which include providing 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.

**STATEMENT OF PROGRAMS AND SECURITY
PROCEDURES AND 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 periodic 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.

**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:

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.

**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. Detailed information can be found in the Student Handbook and Consumer Information Handbook at <https://hptc.edu/documents/student-handbook-2020-for-hptc-website.pdf>.

DRUG-FREE SCHOOL AND CAMPUS PROGRAM

The distribution, consumption, possession, use, or to be under the influence of any illicit drug, including but not limited to: marijuana, narcotics, hallucinogens, amphetamines, barbiturates, anabolic steroids, and/or alcoholic beverages, anywhere on the school grounds or while in transit or in attendance at any school sponsored activity

Disciplinary action may be imposed if the above regulation is violated. This includes search, suspension, or expulsion in accordance with applicable school policy and student handbook regulations. Student searches may be made based on a reasonable suspicion of a violation of school rules. Detailed information can be found in the Student Handbook at <https://hptc.edu/documents/student-handbook-2020-for-hptc-website.pdf>.

Timely Reports to Campus Community of Crimes

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

STATISTICAL INFORMATION

Prior to October 1st of each year, the technology center will disseminate a crime report to all current students and employees via 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

OFFENSE	2016	2017	2018
Murder/ Non Negligent Manslaughter	0	0	0
Sex Offenders – Forcible/Non-Forcible	0	0	0
Rape, Fondling, Incest, Stat, 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
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Weapons	0	0	0
Drug Abuse Violation	0	2	0
Liquor Law Violation	0	4	0
Unfounded Crimes	0	0	0
Hate Crimes: Any previous category of which the victim is intentionally selected because of actual or perceived race, gender, religion, sexual orientation or disability	0	0	0