



2024 Campus Safety and Security Annual Report to the Community

**Annual Security Report of Campus Crime Statistics
Crime Awareness • Campus Security • Crime Prevention
Drug Intervention • How to Contact Police • Sexual Harassment Policy
National Incident Management System (NIMS) Compliance**

Creating success in education, the workplace, and life.

TABLE OF CONTENTS

INTRODUCTION.....	1
REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS	2
NWTC STUDENT POLICIES.....	3
CAMPUS LAW ENFORCEMENT	3
REPORTING CRIME AND EMERGENCIES ON CAMPUS.....	4
CRIMES IN PROGRESS	5
HOW TO CONTACT CAMPUS SAFETY AND SECURITY AUTHORITIES	5
HOW TO CONTACT THE POLICE AND OTHER AUTHORITIES.....	5
CONFIDENTIAL REPORTING.....	5
EMERGENCY MANAGEMENT PLAN	7
SAFETY ALERTS: EMERGENCY NOTIFICATIONS AND TIMELY WARNINGS	7
SECURITY OF FACILITIES	8
PROGRAMS, SECURITY PROCEDURES, AND PRACTICES	9
CAMPUS SAFETY AND THE JEANNE CLERY ACT	9
VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (VAWA).....	11
SEXUAL ASSAULT PREVENTIONS, AWARENESS, AND EDUCATION	12
PROCEDURES TO FOLLOW IF A SEX OFFENSE OCCURS	12
COMMUNITY RESOURCES FOR VICTIMS AND BYSTANDERS.....	13
SEX OFFENDER REGISTRY.....	15
DISCRIMINATION, HARASSMENT, AND RETALIATION POLICY.....	15
DRUG-FREE SCHOOL AND WORKPLACE PROGRAM.....	17
DRUG EDUCATION.....	18
STUDENTS, DRUGS, AND ALCOHOL POLICY	18
TOBACCO FREE CAMPUS POLICY.....	19
MEDICAL MARIJUANA, HEMP, AND CANNABIDIOL (CBD).....	21
STUDENT BEHAVIOR AND CODE OF CONDUCT.....	22
DISCIPLINE POLICY	27
IMPLIED AUTHORITY.....	28
STUDENT SEARCH AND SEIZURE POLICY	28
STUDENT SUSPENSION POLICY.....	29
CRIME AWARENESS AND PREVENTION.....	36
EMERGENCY RESPONSE, NOTIFICATION, AND EVACUATION PROCEDURES	38
MISSING STUDENT PROCEDURES.....	39
STUDENT BULLYING POLICY	40
STUDENT POSSESSION OF DANGEROUS WEAPONS POLICY	43
NON-DISCRIMINATION STATEMENT	46
STUDENT CONSUMER INFORMATION	46
DEFINITIONS OF TERMS FOR CRIME STATISTICAL DATA DISCLOSURE	47
ALVA CAMPUS ANNUAL SECURITY REPORT	51
FAIRVIEW CAMPUS ANNUAL SECURITY REPORT	54
NOTICE OF AVAILABILITY OF CONSUMER INFORMATION	57
NIMS COMPLIANCE CERTIFICATION	58

EMERGENCY PROCEDURES	60
EMERGENCY EVACUATION PLAN – ALVA CAMPUS.....	61
EMERGENCY EVACUATION PLAN – FAIRVIEW CAMPUS	62

INTRODUCTION

The campus safety goal at Northwest Technology Center (NWTC) 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 campuses and facilities.

Northwest Technology Center has campuses in Alva and Fairview and is one of 29 technology centers in the state of Oklahoma serving high school and adult students, as well as business and industry customers.

Northwest Technology Center was established in 1969, with classes beginning in the 1972-73 school year at both the Alva and Fairview Campuses. NWTC has two campuses with buildings designed and constructed to facilitate career and technology education instruction. Both campus facilities are a combination of buildings built beginning in 1971 with numerous additions to accommodate various training initiatives. New facilities to house Science, Technology, Engineering, Mathematics (STEM) Education and Practical Nursing were constructed in 2015. There is no student housing. Each campus is an open community with no fences or physical barriers.

NWTC has a district-wide safety plan monitored by a safety committee with administrative oversight. Each campus has a certified law enforcement officer that serves as a Campus Resource/Security Officer. Periodic drills for students and staff include: fire drills, tornado drills, severe storm drills, earthquake drills, intruder drills, etc. Specialized in-house training for NWTC staff members includes the areas of general safety, blood borne pathogens, Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED), crisis management/NIMS, and Material Safety Data Sheets. Safer-rooms to protect staff and students from the violent Oklahoma tornados and severe storms are located at both campuses.

We ask that students, staff, and visitors on campus assume their individual and collective responsibilities to make Northwest 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-Now 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.

REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092(f) (the “Clery Act”), is a federal law that requires colleges and universities that receive federal financial 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 NWTC Administration, the Campus Resource/Security Officers, 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 Assistant Superintendents, Campus Resource/Security Officers, or local law enforcement agencies. By law NWTC is required to report all offenses, regardless of whether or not the alleged perpetrator is found guilty. These reports contain statistics for crimes and arrests that occurred within the boundaries of the Northwest Technology Center campuses and property. Crimes occurring on public property immediately adjacent to the campuses are reported when available. A request for Clery Act crime statistics is made annually to all campus security authorities and local law enforcement agencies.

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

The District’s Annual Security Report is published prior to October 1st each year. The report is available online at <https://ope.ed.gov/campussafety/#/institution/details>. The report is also available in this handbook and on the NWTC website at <https://nwtech.edu/student-services/student-policies-handbooks>. Paper copies of this report may be obtained from the NWTC Financial Aid Office on the Alva Campus at 1801 11th St, Alva, OK 73717, the NWTC Financial Aid Office on the Fairview Campus at 801 Vo-Tech Drive, Fairview, OK 73737 or by calling the Alva Campus at (580) 327-0344 or the Fairview Campus at (580) 227-3708. All enrolled students, faculty, and staff are notified by either e-mail or a hand delivered report by October 1st. The District also posts the information to the District’s website for notification of the availability of the report, a description of its contents, and the opportunity to request a copy for the general public, all prospective employees, and applicants for admission. In compliance with the Clery Act, the District annually discloses crime statistics to the United States Department of Education.

Northwest Technology Center consists of two campus locations. Both the Alva Campus and the Fairview Campus comply independently with all of the Clery Act and safety-related HEA requirements including publishing separate annual security reports. All policies and information in this handbook apply to both campuses.

NWTC STUDENT POLICIES

All enrolled students receive a copy of the Student Handbook which includes a list of required consumer information disclosures as well as a summary of the Annual Campus Safety and Security Report and where to access the full report. The contents are reviewed with students during an orientation meeting scheduled at the beginning of each school year. Additional copies of all handbooks including the Student Handbook, Student Consumer Information Handbook, Financial Aid Policies and Procedures Handbook, Drug-Free School and Workplace Handbook, or a separate paper copy of each disclosure are available upon request from the Central Office, the Counselor's Office, or the Financial Aid Office, and on our website at <https://nwtech.edu/student-services/student-policies-handbooks>.

Each student should use the handbook as a ready reference to questions that may arise during the school year. Student policies apply to all students enrolled at the NWTC. No Student Handbook can anticipate every situation or question about policies. Therefore, NWTC reserves the right to revise, supplement, or rescind any policies or portions of this handbook as needed.

The NWTC Board of Education is responsible for adopting policies and procedures to implement each of the required disclosures and consumer information. **For detailed information regarding all NWTC policies, please refer to the NWTC BOARD OF EDUCATION POLICY MANUAL available in the Assistant Superintendent's Office on each campus.**

CAMPUS LAW ENFORCEMENT

Northwest Technology Center depends on local or county law enforcement services for its campuses. These officers help provide a safe campus environment for students, staff, and visitors. NWTC has an agreement with local law enforcement officers to perform a variety of tasks, which include providing a part-time Campus Resource/Security Officer on both campuses, investigation of criminal activity, apprehension and arrest of criminals, accident, and fire response. 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. NWTC encourages all persons to report criminal or suspicious activity to a NWTC administrator who will take appropriate action after analyzing and investigating the seriousness of the incident.

Northwest Technology Center does not have any off-campus student organizations, locations, or student housing. Therefore, NWTC does not actively monitor criminal activity involving students off campus. However, if information is brought to the attention of NWTC, then appropriate action will be taken in accordance with Oklahoma state law and the Northwest Technology Center's Board of Education policies.

REPORTING CRIME AND EMERGENCIES ON CAMPUS

Northwest Technology Center strives to maintain a secure and safe environment for its students, employees, and the public. NWTC encourages all persons to report any criminal or suspicious activity to an Assistant Superintendent or Campus Resource/Security Officer 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 Central Office or to the Campus Resource/Security Officer. Northwest Technology Center will comply with a student's request for assistance in notifying authorities. NWTC encourages accurate and prompt reporting of all crimes when the victim elects to, or is unable to, make such a report.

Should a forcible or non-forcible sex offense or rape occur, persons involved should report immediately to the Assistant Superintendent or Campus Resource/Security Officer, at which time the law officials will be contacted. Upon completion of a full investigation, students will receive on-campus counseling with referral on an as needed basis for community services.

The Assistant Superintendent or Campus Resource/Security Officer will report this crime to the appropriate local authorities. The law enforcement agencies will then gather information and make an official report. The Assistant Superintendent will maintain a daily 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 log 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.

Requests for incident reports for events on campus (or traffic crash reports for crashes on campus property) by the persons involved, generally will be processed when the investigation is completed.

Northwest Technology Center is committed to complying with its obligations under the Freedom of Information Act (FOIA) without undue delay but realizes that under certain circumstances the release of records may have an impact on victims, witnesses, and the integrity of investigations. If an investigation is ongoing and still open, a request for any related NWTC incident report may be denied and information of a personal nature will be withheld or redacted where the public disclosure of such information would constitute an invasion of privacy.

NWTC provides timely warning to the campus 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, a message on the NWTC website if needed, an announcement on the intercom, or a personal visit to the employees' offices and to the classrooms.

CRIMES IN PROGRESS

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, these steps should be followed:

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

HOW TO CONTACT CAMPUS SAFETY AND SECURITY AUTHORITIES

ALVA Campus

Central Office - (580) 327-0344

Assistant Superintendent - Jeremy Eaton ext. 2020 or by cell phone at (405) 202-1223

Campus Security Officer - Alva Police Officer Ron Vasquez ext. 2055 or (580) 748-2614

FAIRVIEW Campus

Central Office - (580) 227-3708

Assistant Superintendent - Colt Shaw ext. 1000 or by cell phone at (918) 695-0842

Campus Security Officer - Major County Sheriff's Deputy Frank Huebert (580) 227-4471

HOW TO CONTACT THE POLICE AND OTHER AUTHORITIES

Ambulance-Police-Fire-Emergency

Dial 911

Alva Police Department

(580) 327-2121

Fairview Police Department

(580) 227-4444

Major County Sheriff

(580) 227-4471

Woods County Sheriff

(580) 327-3434

Woods County Sheriff's Anonymous Tip Line

(580) 327-8285

NO caller ID, NO tracking or tracing numbers

CONFIDENTIAL REPORTING

Students, staff, or visitors wishing to report an incident to law enforcement confidentially may call the Alva or Fairview Police Department or crimes may be reported anonymously by calling the Oklahoma School Security Institute (OSSI) tip-line at 1-855-337-8300 (toll free) or <https://www.ok.gov/ossi/tipline/app/index.php>.

Individuals 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 law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the District's responsibility to provide a safe and nondiscriminatory environment to all members of its community.

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:

Colt Shaw, Fairview Campus
Discrimination/Title IX Coordinator
Northwest Technology Center
580-227-3708
801 Vo-Tech Drive
Fairview, OK 73737
cshaw@nwtech.edu

Jeremy Eaton, Alva Campus
Deputy Discrimination/Title IX Coordinator
Northwest Technology Center
580-327-0344
1801 11th Street
Alva, OK 73717
jeaton@nwtech.edu

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 NWTC 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 Northwest Technology Center 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.

EMERGENCY MANAGEMENT PLAN

NWTC has a district-wide emergency management and safety plan monitored by a safety committee with administrative oversight. Each campus has a certified law enforcement officer that serves as a Campus Resource/Security Officer. Periodic drills for students and staff include: fire drills, tornado drills, severe storm drills, earthquake drills, intruder drills, etc. Specialized in-house training for NWTC staff members includes the areas of blood borne pathogens, general safety, Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED), crisis management/NIMS, and Material Safety Data Sheets. Safe rooms to protect staff and students from the violent Oklahoma tornados and severe storms are located at both campuses.

Copies of the Emergency Management Plan are located in every office and classroom on campus as well as on the NWTC website. The plan details the incident command structure, the Emergency Management Committee, crisis communication, and campus maps including evacuation routes and tornado safe areas.

The plan also contains evacuation and non-evacuation procedures for:

- Tornado, High Winds, and Severe Thunderstorms
- Earthquakes
- Suicide Intervention
- Death of a Student or Faculty Member
- Assault/Rape of a Student
- Child Domestic Abuse
- Stray Animal on Campus
- Snow or Ice Storm
- Hazardous Material Spill
- Gas Leak
- Electrical Outage
- Wildfire / Grass Fire
- Bomb Threats
- Perimeter Security Procedures
- Intruder on Campus Procedures
- Safe Rooms on Campus
- Employee Instructions for Accidents and Injuries before and after 4pm
- Accident / Incident Forms
- AED / CPR / First Aid Kit Locations
- Backup Campus Communication Plans

SAFETY ALERTS: EMERGENCY NOTIFICATIONS AND TIMELY WARNINGS

NWTC provides emergency notifications and timely warnings to the campus community of any occurrences of crime that are reported and are considered to represent a threat to students and/or employees. NWTC officials will notify the campus community immediately upon confirmation with the Campus Resource/Security Officer and/or local law enforcement of a significant

emergency or dangerous situation involving an immediate threat to the health and safety of students, employees, or the community, unless issuing notification will compromise efforts to contain the emergency. Should crime occur, the law enforcement agencies may, in the respective city, provide information to local newspapers when legally prudent.

Resources that may be used to disseminate timely warnings of emergency notifications and information may include the NWTC mass notification phone system, the City of Alva mass notification phone system, text message alerts, e-mail, the NWTC webpage, the campus intercom system, internal alarms, and/or a personal visit to the employees' offices and to the classrooms. Notification can be limited to affected individuals only if necessary. Content of the notification will be determined by the Assistant Superintendent, Campus Resource/Security Officer, and local law enforcement. They will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of professional responsible authorities compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

NWTC will also issue a timely warning/alert to the campus community for Clery Act crimes in a manner that is timely and will aid in the prevention of similar crimes. The intent of a warning regarding a criminal incident is to enable people to protect themselves and will be issued as soon as pertinent information is available. Resources and authorities used to determine notifications and disseminate information for emergency notifications will also be used for timely warnings.

SECURITY OF FACILITIES

Northwest Technology Center understands its mission in providing education to the 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 with buildings and grounds being maintained in a manner that minimizes hazardous conditions.

- There are scheduled times for all building lockups. NWTC maintenance staff performs these duties.
- NWTC maintenance staff regularly check to ensure pathways are well lit and lighting is working in all hallways.
- 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.
- NWTC 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.
- NWTC does not have any residence halls or on-campus housing.

PROGRAMS, SECURITY PROCEDURES, AND PRACTICES

The Annual Campus Security Report is available to all Northwest Tech students, staff, and community members. Upon enrollment all students receive a copy of the Student Handbook, which includes a summary of the report and describes how and where students can locate the full report. The report is also located in the Student Consumer Information Handbook which is available in the Central Office, Counselor's Office, Financial Aid Office and on the NWTC website at <https://nwtech.edu/student-services/student-policies-handbooks>.

NWTC maintains a weapons free environment. Any student in this 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 will be removed from school for not less than one full calendar year. Any student who violates this policy may be subject to discipline, which may include suspension of up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the Superintendent or designee.

Northwest Tech crime prevention activities may include, but are not limited to, crime prevention seminars for students, staff, and faculty. In addition to being informed about campus security during orientation and with periodical updates, on or before October 1st of each year Northwest Technology Center publishes and distributes an annual Campus Security Report to all enrolled students and current employees. A paper copy of the report is available upon request in the Financial Aid Office. The report may be viewed in this handbook and also a complete copy of the report may be viewed at <https://ope.ed.gov/campussafety/#/>.

Emergency procedures for fire, weather, and intruder alert are posted in each area and complete instructions will be given to each student, faculty, and staff member of NWTC. Regular drills will take place throughout the school year. In addition, NWTC provides timely warning to the campus community of any occurrences of crime or suspicions of danger that are reported and are considered to represent a threat to students and/or employees. NWTC officials will notify the campus community immediately upon confirmation of a significant emergency, unless issuing notification will compromise efforts to contain the emergency. Resources that may be used to disseminate emergency information include the mass notification phone system, e-mail, the home webpage, the campus intercom, and internal alarms.

CAMPUS SAFETY AND THE JEANNE CLERY ACT

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 its campus, or off 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 campus in the office of the assistant superintendent.

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 of the respective campus 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:

Colt Shaw, Fairview Campus
Discrimination/Title IX Coordinator
Northwest Technology Center
580-227-3708
801 Vo-Tech Drive
Fairview, OK 73737
cshaw@nwtech.edu

Jeremy Eaton, Alva Campus
Deputy Discrimination/Title IX Coordinator
Northwest Technology Center
580-327-0344
1801 11th Street
Alva, OK 73717
jeaton@nwtech.edu

Investigations

All criminal activity and sex offenses alleged to have occurred on campus, whether involving a visitor, employee or student, will be promptly investigated. All sex offenses alleged to have occurred off campus 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 campus 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 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.

Statistical Information

Prior to October 1st of each year, the technology center will disseminate a campus 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 center's website after individually notifying employees and students of the availability of the report. The report will comply with all aspects of the Clery Act. Applicants and members of the public may view the report on the technology center's website or may request a copy of this report from the financial aid office. The district will maintain all statistical data on Clery Act crimes for seven (7) years.

VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (VAWA)

Pub. L. No. 113-4, 127 Stat. 54 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, Northwest 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.

Northwest 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.

Northwest 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 by bystanders an individual 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.

Northwest 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.”

SEXUAL ASSAULT PREVENTIONS, AWARENESS, AND EDUCATION

Northwest Technology Center undertakes various ongoing prevention and awareness campaigns and activities in an effort to create a safe and secure environment that is conducive to the educational and personal development needs of the students. Prevention activities may include:

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 employees and/or students.

Prevention Media – Various pamphlets and posters are distributed across campus promoting the awareness and prevention of campus sexual assault.

DVD’s/Video Tapes/Online Video’s – DVD’s, video tapes, and online videos are available to faculty, students, and campus organizations through the Counselor.

Publication of a Sexual Harassment Policy - The Discrimination, Harassment, and Retaliation policy is published in the Student Handbook, Student Consumer Information Handbook, NWTC BOE Policy Manual, in this handbook, on the NWTC website, and copies of the policy are distributed across campus. Paper copies of this policy are available upon request.

PROCEDURES TO FOLLOW IF A SEX OFFENSE OCCURS

Should a sex offense occur on campus, the student is to report the Assistant Superintendent, Campus Resource/Security Officer, or Administrative Office whereby a staff member of the school will assist the student in calling the local police. If you are not safe and need immediate help, call 911 or the police. Do what you need to do to feel safe. Go to a safe place or contact someone with whom you are comfortable. You can call the Rape, Abuse & Incest National Network Hotline - 1-800-656-4673 (HOPE) to get advice and discuss options for how to proceed.

If the victim needs medical assistance the PN Director or Instructor should be contacted immediately. The Assistant Superintendent or a staff member will secure the area so the police can investigate and help the student preserve any evidence as may be necessary. When possible, school officials will accompany the individual for medical treatment.

If the student is a minor, the Assistant Superintendent will call their parents immediately. If the student is an adult, the Assistant Superintendent will contact the emergency contact for that student. If other students have knowledge of the situation, the Assistant Superintendent (or designee) will investigate the event and encourage students not to discuss the situation except with the proper investigating authorities.

The school counselor will make available information on off-campus counseling, mental health facilities, or any other available services for victims of a sex offense. Any party having difficulty dealing with the situation is encouraged to speak with the NWTC Crisis Intervention Team. Any long-term counseling will be referred outside of NWTC.

Since NWTC does not have residence halls or on-campus housing, the student will be responsible to change living situations as needed.

The Administration will assume responsibility to determine what measures are necessary to maintain a safe environment for all interested parties by providing rights to both the person that has been assaulted and the accused, that they may each have the right to have others present during an institutional disciplinary proceeding, and that both the accuser and the accused will be informed in writing of the outcomes of any institutional disciplinary proceedings.

The school reserves the right to expel any student who is found guilty of a sex offense on campus.

COMMUNITY RESOURCES FOR VICTIMS AND BYSTANDERS

Sexual violence can be very emotionally disruptive, and it takes time to come to terms with such a major stress. In addition to support that may be found in family and friends, the following agencies and departments can serve as resources for you.

It is important to be aware that different individuals who you may contact for assistance following an incident may have different responsibilities regarding confidentiality, depending on their position. Under state law, some individuals can assure the victim of confidentiality, including counselors and certified victims' advocates. In general, however, any other institution employee cannot guarantee complete confidentiality, unless specifically provided by law. As is the case with all institutions, Northwest Technology Center must balance the needs of the individual victim with an obligation to protect the safety and well-being of the community at large.

For detailed procedures involving student perpetrators, see the Student Affairs Sexual Misconduct Policy at The Higher Education Act (HEA), as amended by the Higher Education Opportunity Act (HEOA), specified additional campus safety requirements in the following areas: hate crime reporting, emergency response and evacuation procedures and missing student notification policies.

Resources and Support Services

- NWTC counselors are available to students needing crisis intervention, community referral, and individual and group counseling to assist with personal growth. All information disclosed to counselors is confidential, with the exception of immediate threat of serious or foreseeable harm to self or identified other.

- Oklahoma Sex and Violent Crime Offender Registry is available through the Oklahoma Department of Corrections at <https://sors.doc.state.ok.us/>
- Oklahoma Safeline 1-800-522-7233 (SAFE)
<http://www.oag.ok.gov/victim-services-resources>
- Oklahoma Prevention Resource Center
[http://www.odmhsas.org/resourcecenter/\(S\(ubeeplvqqvjtz45n5kps155\)\)/Default.aspx](http://www.odmhsas.org/resourcecenter/(S(ubeeplvqqvjtz45n5kps155))/Default.aspx)
- National Domestic Violence Hotline 1-800-799-7233 (SAFE)
- Rape, Abuse & Incest National Network Hotline 1-800-656-4673 (HOPE)
- Communication Services for the Deaf 1-800-252-1017 (TTY)/ 1-866-845-7445 (Voice)
- Oklahoma Coalition Against Domestic Violence & Sexual Assault (M-F/9-5) Referrals 405-524-0700 <https://www.nsvrc.org/organizations/239>
- Women's Resource Ctr 405-364-9424; Crisis: 405-701-5540; Rape Crisis: 405-701-5660
- HELPLINE (Information, Referral & Volunteer Services) 405-364-3800
- Teenline (Helpline available 3 p.m. to midnight) 1-800-522-8336
- National Suicide Prevention Lifeline (24-hour hotline) 1-800-273-8255
- 2-1-1 Community Resource & Referral (Reach out Hotline – 24 hour assistance with mental health & substance abuse services) www.211oklahoma.org
- Sexual Assault Crisis Line (405) 701-5660
- Oklahoma Substance Abuse (405) 522-3810
- Child Abuse (800) 522-3511
- Poison Control (800) 222-1222
- Woods County Department of Human Services (DHS) (580) 430-3100
- Major County Department of Human Services (DHS) (580) 227-3759
- Woods County Health Department (580) 327-3192
- Major County Health Department (580) 227-3362
- Northwest Domestic Crisis Services (580) 327-6648
- Northwest Behavioral Health Center (580) 327-1112
- Share Medical Center (580) 327-2800
- Share Medical Urgent Care (580) 430-3325
- Fairview Regional Medical Center (580) 227-3721

SEX OFFENDER REGISTRY

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. Registered Sex Offender information provided under 42 USC 14071(j) may be obtained from local law enforcement agencies in Alva and Fairview.

Oklahoma law (Title 57, Sections 583-584) requires anyone required to register as a sex offender do so with both their local law enforcement (municipal or county) agency at their residence and also with the police or security department of any institution of higher education at which they are enrolled as a student (full-time or part-time), are an employee (full-time or part-time) or reside (or intend to reside or stay) on any property owned or controlled by the institution of higher education.

Information on any sex offender who works for, attends, or lives on property owned by Northwest Technology Center can be found at <https://sors.doc.state.ok.us/svor/f?p=119:1:>.

The Oklahoma Sex and Violent Crime Offender Registry is available through the Oklahoma Department of Corrections at <https://sors.doc.state.ok.us/>.

DISCRIMINATION, HARASSMENT, AND RETALIATION POLICY

The technology center is committed to providing all students and employees with a safe and respectful school environment. Both state and federal law specifically prohibit harassment of or by employees and students in connection with the district.

The district prohibits discrimination, harassment or retaliation based on real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. This prohibition applies to students, employees and board members in any aspect of the district's programs, including during school hours, extracurricular activities, technology center sponsored events, or outside of school hours if the conduct affects the education or working environment.

Definitions

“Employee” for purposes of this policy, includes all technology center employees, board members and volunteers.

“Student” refers to any person who is enrolled in any program.

“Harassment” means repetitive, unwelcome conduct which is based on a person's real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Examples of harassment include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse; intimidation (physical, verbal or psychological); impeding or blocking a person's movement; unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities. Demeaning comments about a student's ability to excel in a class historically considered a “boy's” or a “girl's” subject may also constitute harassment.

“Sexual harassment” is a type of harassment which includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which:

- is made an explicit or implicit term or condition of an employee’s employment or a student’s ability to obtain an education; or
- is used as a basis for decisions impacting either an employee’s employment or a student’s education; or
- has the purpose or effect of unreasonably or substantially interfering with an employee’s work performance or a student’s educational performance, or creating an intimidating, hostile, or offensive environment.

In order to constitute sexual harassment, the conduct at issue must be unwelcome. Sexual conduct between minor students and employees will always be considered unwelcome. Sexual harassment also includes conduct such as rape, sexual assault, stalking, and any other form of sexual violence.

Sexual harassment may occur between persons of the same gender or sex.

Nothing in this policy precludes legitimate, nonsexual physical contact to avoid physical harm to persons or property.

“Retaliation” is any negative conduct which is taken in response to an individual’s complaint of harassment or discrimination, or participation in any investigation of a harassment or discrimination complaint.

Reporting

Students who have been harassed or discriminated against, or who witness such conduct, are encouraged to report the offensive conduct to any instructor, counselor, administrator, or board member.

Employees who witness, suspect or receive a report of harassment or discrimination must immediately report the incident to the superintendent or a board member – even if that report must be made after hours to the superintendent or board members home or cell phone.

Any employee who receives a harassment, discrimination or retaliation report will immediately refer the matter to the superintendent or the Title IX coordinator, unless the superintendent or Title IX coordinator is the alleged malfeasant. In such circumstances, the complaint will be referred to the board president or the district’s legal counsel. To ensure impartiality, no person who is the subject of a complaint shall conduct any investigation into the improper conduct.

If possible, reports should be made in person and/or in writing, and be signed by the reporting party. However, in order to encourage full, complete and immediate reporting, any person may report such incidents anonymously in writing by mailing the report to the personal attention of either the superintendent or a board member. All reports should state:

- the name of the alleged harasser;
- the person(s) being harassed;
- the nature, context and extent of the prohibited activity;
- the dates of the prohibited activity, and;
- any other information necessary to a full report and investigation of the matter.

Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act. Individuals may simultaneously report an allegation of this type of misconduct to school officials and to the United States Equal Employment Opportunity Commission, the Oklahoma Human Rights Commission, or local law enforcement.

Administrative Response

The district will promptly, thoroughly and impartially investigate all reports of harassment and discrimination. This process will include:

- A statement from the individual who was allegedly harassed;
- Appropriate and reasonable steps to separate and protect the alleged victim pending conclusion of the investigation and necessary remedial action;
- Reasonable updates to the alleged victim of the investigation's progress, subject to federal and state laws and regulations;
- Interviews with the alleged harasser, alleged victim and witnesses; and
- Review of relevant documents, including district files and records.

The district will review all relevant facts and take into account the totality of the circumstances - including the nature, extent, context and gravity of the activities. At the conclusion of this process, the superintendent, in conjunction with the Title IX coordinator, will issue findings based on the preponderance of the evidence and take appropriate measures, including but not limited to: education, information on available outside resources, training and counseling, transfer, suspension, removal from a program, and any other appropriate remedy under the circumstances. Employees may also be terminated for engaging in harassment, discrimination or retaliation.

Confidentiality shall be maintained during and after the investigation to the extent reasonably possible. However, public disclosure of personal or confidential employee information may be made during the course of any suspension, dismissal, non-renewal hearing or resulting litigation.

Penalties

Penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.

Any employee or student engaging in harassment, discrimination or retaliation will be subject to any and all disciplinary action allowed by school policy and Oklahoma law.

DRUG-FREE SCHOOL AND WORKPLACE PROGRAM

Realizing that student safety is of great concern, Northwest Technology Center has implemented a program to prevent the unlawful possession, use, distribution, or being under the influence of illicit drugs and alcohol by students and employees on school property or as part of any school activity. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful to a student's health. The health risks associated with drug and alcohol use include but are not limited to

- Slowed physical reflexes
- Decreased mental powers
- Impaired judgment
- Emotional problems
- Spread of disease (AIDS) by drug paraphernalia.

The "Code of Conduct" for students attending Northwest Technology Center explicitly prohibits the unlawful possession, use, being under the influence, or distribution of drugs or alcohol on school property or as part of any school activity. Any student who violates this "Code of Conduct" will be subject to disciplinary action which may include suspension, expulsion and referral to law enforcement agencies for prosecution.

Each student is notified that as a condition of enrollment, the student must agree, in writing, to abide by the terms of this policy. Northwest Technology Center hereby commits itself to a continuing good faith effort to maintain a drug-free school. Prevention activities may include, but are not limited to, drug awareness programs which will educate students about the dangers of drug abuse; available drug counseling, rehabilitation and re-entry programs and in-depth discussion of the schools "Drug-Free Program". Students will have access to detailed information in the Drug-Free School and Workplace Handbook. Students may request a copy in the Central Office, the Financial Aid Office, and online at <https://nwtech.edu/student-services/student-policies-handbooks>. Compliance is mandatory.

NWTC conducts a biennial review of the NWTC drug and alcohol abuse program to determine the program's effectiveness and any needed changes, the number of violations, the number and type of sanctions imposed, and to ensure that those sanctions are consistently enforced. Please refer to the NWTC Drug-Free School and Workplace Handbook for more information regarding local, state, and federal sanctions.

DRUG EDUCATION

NWTC provides information to all students at the beginning of school which is designed to inform students about the Board of Education's Drug Free School and Campus Policy, to educate students about the dangers of drug abuse, and to provide information about drug counseling and rehabilitation services. Detailed information can be found in the Drug Free School and Workplace Handbook available in the Central Offices and Financial Aid Office as well as information in NWTC's Student Handbook and at <https://nwtech.edu/student-services/student-policies-handbooks>. A list of referral agencies can be found at the end of the Drug Free School and Workplace Handbook.

STUDENTS, DRUGS, AND ALCOHOL POLICY

Illegal and Illicit Drugs and Alcohol

Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful, resulting in poor academic performance, poor social interactions, and jeopardy to future job prospects.

Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, non-intoxicating alcoholic beverages (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while on school vehicles, or at any school-sponsored event.

"Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student.

“Mood-altering substances” include, but are not limited to, paint, glue, aerosol sprays, salts, incense, and other substances which may be used as an intoxicating substance.

Violation of this policy will result in imposition of disciplinary measures, pursuant to the technology center’s policy on student behavior. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.

Necessary Medications

Students may not retain possession of and self-administer any medication at school for any reason except as permitted by the school’s policy on the administration of medicine to students.

Minor students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the campus director with a parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students. Violations of this rule will be reported to a minor student's parents and may result in discipline which can include suspension.

Distribution of Information

Information for students and the parents of minor students about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the campus director at each site.

Reporting Student Substance Abuse

The board recognizes the complexity of problems which may be associated with student substance abuse. The concern is for the well-being and best interests of students at all times. Therefore, the following procedure will be utilized by instructors and/or all employees in reporting students who appear to be under the influence, as defined by law, of: low-point beer, alcoholic beverages, or controlled dangerous substances.

When it appears to an employee that a student may be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances (drugs), the employee will report the matter in writing to the superintendent’s designee (the assistant superintendent/campus administrator). Whenever possible, the employee should attempt to obtain a corroborative observation from an instructor or administrator.

The report of the employee will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the employee concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances.

The Assistant Superintendent will also immediately meet with the student, and if the student is a minor, notify the student's parent or legal guardian of the report. The notification to the student's parent or legal guardian may be verbal, but will be promptly confirmed in writing. Law enforcement authorities may be notified.

TOBACCO FREE CAMPUS POLICY

The NWTC Board of Education is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The board believes that education has a central role in establishing patterns of behavior related to good health and that measures are necessary to help

its students to resist tobacco use. The board is concerned about the health of its employees and also recognizes the importance of adult role-modeling for students. Therefore, the board shall discourage the use of tobacco products by its staff and students.

Northwest Technology Center prohibits the use of all tobacco products in any form in or upon school property, 24 hours a day, seven days a week. Appropriate signage is displayed as notice to the public that NWTC is a Tobacco Free Campus 24/7.

Tobacco on Campus

Smoking, vaping, and the use of tobacco products or vapor products in any form is prohibited on technology center property by all persons. This prohibition includes school buildings, grounds, and school-owned vehicles. Possession of tobacco products or vapor products by minor students on school property is prohibited. This policy also applies to students and staff at any off-site, school sponsored meeting or event, including, but not limited to, field trips and athletic events..

“Smoking” means the carrying by a person or having access to a lighted cigar, cigarette, pipe or other lighted smoking article, expressly including lighted marijuana and active vaporizing devices. Smoking also includes using products which mimic or simulate smoking behavior, regardless of whether such products actually contain tobacco. This prohibition includes but is not limited to vapor products as defined in this policy.

“Tobacco products” includes, but is not limited to: cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches and, lighters

“Vapor product” includes noncombustible products that may or may not contain nicotine that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. “Vapor product” shall also include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. “Vapor product” does not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetic Act.

At or near each entrance of every district building the following sign shall be conspicuously posted: Smoking and the use of any tobacco product, including e-cigarettes and similar devices, is prohibited in this building.

Enforcement

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report it in accordance with the procedures listed below.

Students

Any student using, possessing or distributing tobacco products or vapor products in violation of this policy will be subject to appropriate disciplinary measures, including removal from the program for adult students or out-of-school suspension for secondary students, pursuant to the board’s policies regarding student discipline.

Staff

Any violation of this policy by staff will be referred to the appropriate supervisor. One written warning will be issued to the staff member with a copy placed in his or her personnel file. Further violations will be considered willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal and non-renewal of staff.

Citizens

Citizens who are observed smoking or using tobacco products or vapor products on district property in violation of this policy will be asked to refrain from using these products on technology center property. If the individual fails to comply with the request, his or her violation of policy may be referred to the campus director or other supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall make a decision on further action which may include a directive to leave technology center property. Repeated violations may result in a recommendation to the superintendent or board of education to prohibit the individual from entering technology center property for a specified period of time. If deemed necessary by the school administration or the board of education, local law enforcement officials may be called upon to assist with enforcement of this policy.

This information is intended to serve as a guideline for students and parents. Any questions concerning the NWTC Tobacco Free Campus policy should be referred to the Office of the Assistant Superintendent. For detailed information regarding the **NWTC USE OF TOBACCO PRODUCTS POLICY**, please see **Section 3 of the NWTC Board of Education Policy Manual** available in the Assistant Superintendent's office on each campus.

MEDICAL MARIJUANA, HEMP, AND CANNABIDIOL (CBD)

Regardless of a student, employee, parent or any individual's status as a medical marijuana license holder, marijuana is not allowed on the premises of the technology center or in any school vehicle or in any personal vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the technology center and in school vehicles; going to and from and attending technology center sponsored functions, events, and athletic activities, including those technology center sponsored functions, events and/or athletic activities which occur in a location other than the premises of the technology center; utilizing technology center equipment or transportation; and in any other instance in connection with the technology center where the technology center reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the technology center will proceed with all actions and consequences that are afforded to the technology center under any state or federal law, employment contract, technology center policy, student handbook provision, or any other authority applicable to or adopted by the technology center.

This information is presented as a summary and is intended to serve as a guideline for students and parents. Any questions concerning the NWTC Medical Marijuana, Hemp, and Cannabinol (CBD) policy should be referred to the Office of the Assistant Superintendent. For detailed information regarding the **NWTC MEDICAL MARIJUANA POLICY**, please see **Section 3 of the NWTC**

Board of Education Policy Manual available in the Assistant Superintendent’s Office on each campus, as well as the **NWTC Drug Free School and Workplace Handbook** available in the Financial Aid Office and on our website at <https://nwtech.edu/student-services/student-policies-handbooks>.

STUDENT BEHAVIOR AND CODE OF CONDUCT

The technology center serves adult and secondary students. A discipline code is provided for students to inform students of the standards of conduct required of students, and of the consequences that attach to misconduct. School laws that prescribe procedures applicable to secondary students are, in some instances, not applicable to adult students. Accordingly, the technology center has established a separate policy applicable to adult students that explains the standards of conduct and civility expected of adult students and also explains the actions that may be taken when adult conduct violates those standards. Adults are held to standards of conduct that are no less than those which attach to secondary students attending the technology center. Educational opportunities available to adult students may be cut-short or terminated in instances where an adult student’s conduct violates the approved standards or when a student, for other reasons, cannot fulfill program requirements essential to successful course completion.

In instances involving a student’s dismissal or removal from a course or program, the technology center will utilize procedures that are fair and reasonable. The complete cooperation of students is encouraged to assure that all students have an opportunity to benefit from the educational opportunities available. Conduct which violates policies, rules and practices or which interferes with or disrupts learning must and will be addressed by school administration. This policy explains the technology center’s standards of conduct and describes the procedure that will be used when it is necessary to remove a student from a course or program. Removal may involve a short or long period or may involve a permanent removal.

References in Policy

Reference to "administrator" means an assistant superintendent or the technology center staff member to whom the administration has delegated the responsibility for student discipline. Reference to the "superintendent" refers to the superintendent of schools or the superintendent’s designee.

Removal or dismissal refers to taking a student out of a course or program for a short period, a longer period, or permanently.

Procedures

1. Immediate Removal of a Student

Whenever an alleged violation of the *Adult Student Behavior Code* is reported to an administrator, he or she will ascertain whether the immediate removal of the student is required. This determination will be based on whether the student’s continued presence on campus would create, in the administrator’s judgment, a dangerous and/or disruptive situation with regard to the continued operation and management of the school system. If dismissal is found necessary, the administrator shall document the justification in a report and immediately forward it to the superintendent, and contact the student.

2. Evidentiary Hearing

Upon notice of an alleged violation, the administrator will review the evidence relevant to the violation. If dismissal of the student is necessary before a hearing can be conducted, the hearing must be held as soon as possible, but not later than 72 hours of the dismissal. In case of waiver or non-attendance of the hearing by the student, summary disposition of the matter will be indicated in letter form and forwarded to the student with a copy to the superintendent.

If the student is unable to attend the original time and day specified by the administrator for the evidentiary hearing, the matter may be continued only once and in such case, will be reset to be conducted within the next 72 hours, excluding weekends and holidays. Any further request for continuance will result in immediate disposition of the matter with notification in writing sent to the student.

3. **Decision**

Once the evidentiary hearing has been held, the administrator will summarize the findings in a written report, which will include the decision as to the student's innocence or guilt and recommended discipline, if applicable. This decision will be announced orally at the conclusion of the hearing with a written report to follow, or within three business days of the conclusion of the hearing, by issuance of the written report. The imposition of discipline will commence following announcement of the decision or issuance of the written report, whichever occurs first. Should the punishment be one of short or long-term removal or dismissal, the administrator will notify the superintendent of the action.

4. **Appeal**

If all or any portion of the administrator's decision is not agreed to, the student has the right to appeal the decision to the superintendent. An appeal is commenced by letter to the superintendent delivered within 72 hours of the decision rendered by the administrator. The administrator, upon receipt of notice of the appeal, will forward the report of the hearing to the superintendent for decision. The superintendent shall have the authority to sustain, overrule, or modify the division administrator's decision.

If the student desires an appeal to the superintendent, he or she shall be permitted to remain in school unless the circumstances delineated under the "Dismissal" section, above, are met. At the hearing, the division administrator shall first present his/her evidence and be subject to cross-examination by the superintendent. This will be followed by the student's evidence. The decision of the superintendent shall be final. Such decision shall be communicated orally after the hearing **or** in writing to all parties, within three business days following the decision. An oral decision, when rendered immediately following the hearing, shall be followed by issuance of the superintendent's written decision, which shall be placed in the mail within three (3) business days of announcing the decision.

5. **Modification of Corrective Action**

The imposition of corrective action is subject to modification upon the recommendation of the administrator at any time prior to the hearing before the superintendent. The discipline imposed by the administrator is based on one or more of the following guidelines:

A. Seriousness of the offense.

- B Student's disciplinary record during the course of the school year or in prior years.
- C. Any final action by civil authorities. (However, action by authorities, in criminal or civil matters, is not a condition precedent to disciplinary action by the school.)
- D. Cooperation and assistance of student during the disciplinary proceedings.
- E. Other circumstances as the administrator may deem relevant.

6. **Readmission**

A dismissed student is eligible to be readmitted upon proper application for readmission. However, the administration may consider the student's prior disciplinary and incident record in determining whether to grant a student's request for readmission.

Notification of Policy

Copies of any procedural regulations and the *Adult Student Behavior Code* shall be distributed to all adult students annually, and students are responsible for compliance with the school's behavior and conduct standards. Questions as to the interpretation of any part of the policy should be presented to the appropriate administrator.

Administrative Actions

Administrative actions provided in this policy may be taken by the administrator designated by this policy or the superintendent. An administrator, whether a division administrator superintendent, or other administrator in charge, may appoint a designee to act in his/her place. With the exception of the superintendent, designees must be approved by the superintendent.

Student Behavior Code

The following behaviors at the technology center, while in technology center vehicles or going to or from or attending technology center events will result in disciplinary action, including the possibility of dismissal:

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
6. Cheating
7. Conduct that threatens or jeopardizes the safety of others
8. Cutting class or sleeping, eating or refusing to work in class
9. Disruption of the educational process or operation of the school
10. Extortion
11. Failure to attend assigned detention, alternative school or other disciplinary assignment, without approval

12. Failure to comply with state immunization requirements
13. False reports or false calls
14. Fighting
15. Forgery, fraud or embezzlement
16. Gambling
17. Gang related activity or actions
18. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication and physical acts
19. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
20. Immorality
21. Inappropriate attire, including violation of dress code
22. Inappropriate behavior or gestures
23. Indecent exposure
24. Intimidation or harassment because race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
25. Obscene language
26. Physical or verbal abuse
27. Plagiarism
28. Possession or use of a caustic substance (unrelated to course work)
29. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
30. Possession of synthetic urine, a warmer or any other item with the intent to use that item to tamper with a drug or alcohol test
31. Possession, without prior authorization, of a wireless telecommunication device
32. Possession, threat or use of a dangerous weapon, including firearms, and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
33. Possession, claimed possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
34. Possession, claimed possession, or distribution of illegal and/or drug related paraphernalia
35. Possession, claimed possession, distribution, or claimed distribution of supplements, prescription medicine and/or non-prescription medicine while at school and school related functions without prior administrative approval
36. Profanity
37. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
38. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers

39. Theft
40. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or, electronic communications
41. Truancy
42. Use, possession, claimed possession, distribution or selling marijuana or marijuana related products in any form. "Marijuana" is defined as provided for in the Technology Center's policy on *Medical Marijuana, Hemp & Cannabidiol (CBD)*
43. Use, possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches and lighters, and vapor products which includes noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. A vapor product also includes any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette electronic cigar, electronic cigarillo or electronic device. Vapor product not included are any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.
44. Use, possession, or claimed possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
45. Using racial, religious, ethnic, sexual, gender or disability-related epithets
46. Use of the school's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law
47. Vandalism
48. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
49. Vulgarity
50. Willful damage to school property
51. Willful disobedience of a directive of any school official

Students suspended for a violent offense directed toward an instructor shall not be allowed to return to the instructor's classroom without the instructor's prior approval. Whether an offense is considered a violent offense, requiring an instructor's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable criminal law distinguishing between violent and nonviolent offenses.

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include removal from school. This includes but is not limited to electronic communication, whether or not such communication

originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

School Safety and Bullying Prevention Act (OKLA. STAT. tit. 70, § 24-100.2)

The Oklahoma Legislature established the *School Safety and Bullying Prevention Act* with the express intent of prohibiting bullying in all schools. In addition to the prohibition listed in the student discipline code, above, the board has adopted a separate policy prohibiting bullying and outlining the district's plan to address it.

Dismissal of Students for Failure to Meet or Comply with Essential Course Requirements

The technology center's course offerings include those that incorporate requirements essential to successful completion of the course. An example is the clinical hours a part of and necessary to completion of many health care courses. When a student cannot complete essential course requirements the student may be dismissed from a program for a variety of reasons, including but not limited to conduct, behavior, or other inability to meet mandatory parts of the program. Students dismissed for reasons falling within this part of the policy, will have the same rights with regard to removal as adult students who violate the technology center's disciplinary code.

Students Attending the Technology Center by Virtue of a Special Program

In some instances, adult students are participating in programs offered by the technology center as a result of their eligibility established by terms of a federal or state program. In these instances, the programs establish eligibility requirements as well as minimum standards which students must meet in order to remain a part of the program and recipient of program benefits. Student participation and dismissal of the student may be governed by the program criteria. Students have no property interest in these programs and, as a result, those who violate expectations related to attendance, participation, and otherwise fail to meet the obligations which accompany participation, may be removed from the program with notice to the student and the program director. Whether to allow the student to return to the program and, if so, under what conditions, will be a joint decision of the designated school representatives and the designees for the federal or state program. The student's dismissal or removal shall include written notice to the program or project director of the student's dismissal and the reasons for dismissal.

This information is intended to serve as a guideline for students and parents. Any questions should be referred to the Office of the Assistant Superintendent. For detailed information concerning the **NWTC SECONDARY STUDENT BEHAVIOR and ADULT STUDENT BEHAVIOR POLICIES**, please see **Section 10 of the NWTC Board of Education Policy Manual** available in the Assistant Superintendent's office on each campus.

DISCIPLINE POLICY

All student behavior should be conducive to a good learning atmosphere. Students are expected to conduct themselves in a professional manner at all times and treat other students and school staff with respect.

Misconduct at NWTC can lead to suspension. The home school will be notified of any disciplinary condition that exists at the Technology Center. The student's grades will be penalized while he/she is under suspension.

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.

The goal of this disciplinary policy is to correct any misconduct by student(s) and to promote adherence to the regulations of the school district. In all cases of misconduct, the student must take full responsibility for his/her actions. Each case will be handled in a fair and judicious manner. Due process is an inherent right of each person. Improper behavior will result in disciplinary action which may include the following

- Instructor / Student / Parent Conference
- Suspension
- Behavior Contract
- Isolation from Class
- Financial Restitution
- Referral to Social Agencies
- Involvement of Law Enforcement
- Any other disciplinary action deemed appropriate under the circumstances.

The alternatives for discipline may include the items listed above, but will not be limited to that list. Also this list does not reflect a sequence as to how disciplinary actions will take place.

STUDENT SEARCH AND SEIZURE POLICY

The superintendent, campus director, or designees are authorized to detain and search any student and any property in the student's possession while on technology center premises, at technology center activities, or in transit under authority of the technology center, for any item possession of which by the student is illegal or prohibited by technology center policy, or for property believed to have been stolen from another student, an employee, or the technology center. The search shall be conducted according to the following guidelines:

Reasonableness

1. The decision to search must be based upon a reasonable suspicion that:
 - A. A violation of the law or school policy or rules has occurred or is occurring;
 - B. The student to be searched has committed the violation; and
 - C. Particular evidence of the violation will be discovered in the search.
2. In deciding whether a suspicion is reasonable, all the circumstances surrounding the case should be considered, including:
 - A. The student's age, history, and record in school;
 - B. The prevalence and seriousness of the suspected violation;
 - C. The school officials' prior experience in detecting the problem or recognizing suspicious behavior;
 - D. The need to make a search without delay and further investigation;
 - E. The specificity and source of the information used as justification for the search; and
 - F. The particular instructor or official's experience with the student.

Scope

1. The scope or extent of the search shall be reasonably related to the kind of objects being searched for, and not excessively intrusive in light of the student's age and sex and the nature of the suspected violation.
2. A search commenced to discover a particular kind of item may be expanded or continued for additional items if circumstances warrant.

Discovered Items

1. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by technology center authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.
2. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.

Refusal to Submit to Search

A student who refuses to peaceably submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusals.

Reports

The person conducting the search shall prepare a report to be maintained by the superintendent and campus director, including the date, time, place, names of witnesses, purpose, basis, and result of the search.

STUDENT SUSPENSION POLICY

Sample Disciplinary Options

Instructor or Administrator Intervention

May include, but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by student, changing student's seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances.

Detention or In-School Intervention

Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/campus director at the specified time with class work to be studied. Detention may be assigned on a week-day or on a Saturday, as deemed appropriate.

Alternative In-School Placement

Alternative in-school placement is an optional correctional measure that may be used by the administration when deemed appropriate. It involves assignment to a site, designated by the technology center, for a prescribed course of education as determined by school representatives. Any such placement will be made in accordance with applicable special education procedural safeguards.

Alternative Out-of-School Placement

Alternative out-of-school placement is an optional correctional measure specifically authorized in cases when a student has made electronic communications intended to terrify, intimidate, harass, or threaten injury or harm to faculty or students. Any such placement will be made in accordance with applicable special education procedural safeguards.

School Service

School service may be required of students when an administrator believes that it would allow the student to understand the logical consequences of his/her conduct. Examples include, but are not limited to, cleaning after vandalism or littering, helping a teacher after disrupting a class, etc. School service will not be utilized to augment the district's workforce, in ways which are likely to endanger a student, or in a manner which is designed to unduly embarrass a student.

Out-of-School Student Suspension

Students may be suspended out of school pursuant to the technology center's policy regarding student suspension.

Student Privileges While Under Suspension

Participation in the extracurricular activities of the technology center is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the campus director to impose disciplinary or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the technology center during the term of the discipline unless, in the sole judgment of the director, such participation is appropriate given the nature of the offense.

"Extracurricular activities" include, but are not limited to, all technology center sponsored teams, clubs, organizations, ceremonies, student government, etc.

Secondary Student Out-of-School Suspension

This policy applies only to out-of-school suspensions and, unless otherwise noted, all references to "suspension" in this policy mean out-of-school suspension. References to "parent" in this policy means a student's parent(s) or legal guardian(s).

Behavior or Conduct that May Result in Suspension:

Secondary students may be suspended for:

1. violation of a school regulation (which includes but is not limited to any policy, rule, regulation, directive, etc.);
2. possession of an intoxicating beverage, low-point beer, as defined by OKLA. STAT. tit. 37, § 163.2, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities;
3. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in suspension as provided in the technology center's policy related to firearms;

Students who are suspended under categories 1 or 2 will be provided with an education plan as outlined below. Under category 3, no education plan will be required for students who are suspended.

Violent Acts Toward School Personnel

Any secondary student found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for the school shall be suspended for the remainder of the current semester and the next consecutive semester. For good cause and considering the totality of the circumstances, the district's superintendent or designee may modify the term of the suspension. Final action as to any such suspension, including its term, remains with the board of education or designated hearing officer, pursuant to a timely appeal.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

Technology Center's Obligations Prior to Suspension

Before the technology center recommends suspension, other disciplinary options will be considered, including but not limited to: placement in an alternative school setting, reassignment to another classroom, and detention. The technology center will provide additional procedural safeguards as required by law for students identified as having disabilities under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act/Title II of the Americans with Disabilities Act. The student's high school principal will be consulted in all cases.

Pre-Suspension Conference

When a student engages in behavior or conduct that may result in suspension the campus director shall conduct an informal conference with the student.

At the conference the campus director shall read the regulation that the student is charged with having violated and shall discuss the student's conduct. The student shall be asked whether he/she understands the regulation and be given a full opportunity to explain and discuss his/her conduct.

If the campus director concludes that suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the suspension. The campus director shall immediately notify the parent by phone and in writing that the student is being suspended and that other disciplinary options were considered and rejected. The written notice will state which alternative disciplinary options were considered and why they were rejected.

A student may be suspended without a pre-suspension conference only in situations when the campus director reasonably believes that the student's continued presence in the building will constitute an immediate danger to the health or safety of students, school employees, school property, or would be a substantial disruption of the educational process. In such cases, a conference with the student and parent will be scheduled as soon as possible after the student has been removed from the building.

Conferences with Parents

The campus director will seek to hold a conference with the parent as soon as possible after the suspension has been imposed. The parent should be advised of his/her right to a conference with the campus director at the time he/she is verbally notified that a suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.

At the conference, the campus director will read the regulation the student is charged with having violated and will briefly outline the student's conduct. The campus director will also explain the reason for rejecting other disciplinary options. The parent should be asked by the campus director if he/she understands the regulation and the charges against the student.

At the conclusion of the conference the campus director shall state whether he/she will terminate or modify the suspension. In all cases the parent will be advised of the right to have the suspension reviewed by the superintendent, board of education, a hearing officer appointed by the board, or the suspension committee as provided by this policy. If the parent is in agreement with the campus director's decision, he/she will be requested to sign a waiver of review.

Individualized Plans

Suspensions in excess of five (5) days shall include an Individualized Plan ("Plan") that shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The Plan shall be prepared by the campus director with the assistance of other school employees.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for high school graduation.

A copy of the Plan shall be provided to the student and parent. The parent shall be responsible for providing a supervised, structured environment monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

Records

The campus director will keep written records of each suspension conference. The records will contain the date of the conference, names of participants, time and duration of the conference, and the basis for rejecting alternative disciplinary options. The campus director shall also maintain records related to the Plan and the student and/or parent's compliance with the Plan.

Suspension Terms

All suspensions will have a definite start and end date. The term of a suspension may be reduced if a student performs a specified remedial act if those conditions are agreed to at the time of the suspension. Suspension lengths will be as consistent as possible between students considering the nature of the conduct and the previous disciplinary history of the student.

Long-term suspensions are those suspensions in excess of ten (10) school days. Suspensions will not extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case a suspension shall be for a period of not less than one (1) calendar year. Suspensions involving firearms are governed by the school district's Gun-Free Schools Student Suspension policy.

Short-term suspensions are those suspensions of ten (10) or fewer school days.

Long-Term Suspension Appeals

A parent/student may appeal the suspension to the superintendent and board of education or a hearing officer appointed by the board. The campus director shall inform the parent/student of the right to appeal the suspension and the method for appealing. At the parent/student's option the appeal may be directly to the board or the board's appointed hearing officer.

A written appeal must be received by the superintendent within five (5) calendar days after the parent/student receives the campus director's decision. If the superintendent does not receive a written appeal within five (5) calendar days of the campus director's decision, the campus director's suspension decision is final.

Appeals to the Superintendent or Designee ("Superintendent")

If the superintendent receives a timely written appeal request, the superintendent will hold a conference with the parent or guardian as soon as possible. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.

At the conference, the superintendent will read the regulation the student is charged with having violated and will briefly outline the student's conduct. The parent will be asked if he/she understands the regulation and the charges against the student. The student/parent will be given an opportunity to provide his/her version of events.

At the conclusion of the conference the superintendent will state whether he/she shall terminate or modify the suspension. In all cases the parent shall be advised of the right to have the suspension reviewed by the board of education or a board-appointed hearing officer. If the parent is in agreement with the superintendent's decision, he/she shall be requested to sign a waiver of review by the board.

Appeals to the Board of Education or Designated Hearing Officer

An appeal must be presented by letter to the superintendent within five (5) calendar days after the parent/student receives the superintendent's decision. If the superintendent does not receive a written appeal within five (5) calendar days of the superintendent's decision, the superintendent's suspension decision is final.

If the board receives a timely written appeal request, the board or an appointed hearing officer will hear the appeal as soon as possible. This decision is final and nonappealable.

The parent/student will be notified in writing of the date, time and place of the hearing and will have the right to choose an "open" or "closed" hearing. Reasonable efforts will be made to accommodate the work schedule of parents. The following procedures will be followed:

1. The board president or the appointed hearing officer should:
 - a. Announce that the next agenda item is a suspension review hearing.
 - b. Ask whether the parent/student wants the hearing to be open to the public or in executive session. The offer of an open hearing and the response is to be made a part of the minutes of the meeting. If the parent/student requests a closed hearing, a motion to go into executive session per their request should be made and voted on.
2. The board president or hearing officer should advise the parent/student:
 - a. That they are entitled to legal counsel, if they desire it.

- b. That the administration will present its witnesses first and that after each witness the parent or their legal counsel will be given an opportunity to cross-examine.
 - c. That the parent/student will be given an opportunity to call any relevant witnesses and present any relevant evidence, subject to cross-examination by the administration's legal counsel.
 - d. That the board or its hearing officer will consider the evidence and documents and reach a decision that will be recorded by vote in open session.
 - e. That the parent/student may ask any questions about the procedure.
3. Administration may call witnesses and present documents subject to cross-examination.
 4. Parent/student may call any witnesses and present documents subject to cross-examination.
 5. After each witness is presented board members or the hearing officer may ask the witness questions.
 6. Parent/student's closing statement.
 7. Administration's closing statement.
 8. Deliberate in private. (If the hearing is not in executive session, the board or its hearing officer may deliberate in executive session only with permission of the parent/student.)
 9. Return to open session and vote. After adopting a motion making certain findings of fact the board must make a motion to: (1) affirm the suspension; (2) modify the suspension (increase or decrease severity of the suspension); or (3) revoke the suspension. If the hearing is before a hearing officer, no motions will be required as a part of the hearing process; otherwise, the hearing officer will have the same obligations as the board when rendering a decision.

Attendance at School Pending Appeal Hearing

Pending an appeal of the student suspension, the student will have the right to attend school under such "in-house" restrictions as the campus director deems proper, except that at the discretion of the campus director, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the campus director the student's continued presence in the building will constitute an immediate danger to the health or safety of students, school employees, school property, or would be a substantial disruption of the educational process.

Short-Term Suspension Appeals

A parent or student may appeal the suspension decision to a suspension review committee established by the superintendent. The campus director shall inform the parent/student of the right to appeal the suspension and the method for appealing.

An appeal must be presented by letter to the campus director within five (5) calendar days after the parent/student receives the campus director's decision. If the campus director does not receive a written appeal within five (5) calendar days of the decision, the campus director's suspension decision is final.

Upon receipt of the request, the campus director shall confirm that the student's suspension falls within the category of suspensions to which an appeal to the committee is authorized. If the campus director determines that the suspension is a long-term suspension, or the original short-term suspension is extended beyond ten (10) school days prior to the hearing, the procedures applicable to long-term suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the board of education.

Hearing the Appeal

1. The superintendent shall appoint a review committee consisting of not less than three certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.
2. The superintendent shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent whenever possible. The parent/student will be notified in writing of the date, time and place of the hearing. The campus director shall attend the hearing. Either party choosing to have legal counsel at the hearing shall give the other party twenty-four (24) hours advance notice. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
3. The committee will conduct a full investigation of the student's suspension in an informal manner. The campus director will briefly outline the student's conduct, read the regulation that the student's conduct violated, and present any evidence and witnesses that support the suspension decision. The parent/student will be asked by the committee if they understand the regulation and charges against the student. The parent/student will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.
4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent, the campus director and the superintendent.
5. The decision of the committee shall be final and non-appealable.

Student Privileges While Under Suspension

Participation in school extracurricular activities is a privilege and not a right. Accordingly, students who are suspended are immediately ineligible to participate in extracurricular activities, notwithstanding the filing of an appeal. "Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, and all other school sponsored activities and organizations.

Reference: OKLA. STAT. tit. 70 § 24-101.3

CRIME AWARENESS AND PREVENTION

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

Literature designed for NWTC will be available which covers the following areas:

- Alcohol Awareness- DUI
- Crime Prevention and Safety Awareness
- Drug Abuse
- Forcible/Non-Forcible Sex Offenses
- Rape/Date Rape Awareness

NWTC Camera Surveillance

NWTC has installed surveillance cameras to assist in efforts to promote a safe environment by deterring acts of harassment or assault; to deter theft and vandalism; to assist in the identification of individuals who commit damage to District property; and to assist law enforcement agencies with regard to the investigation of any crime that may be depicted. Both campuses provide numerous surveillance cameras that monitor activity and areas around the campuses; however, the cameras do not have complete coverage. Some areas are not able to be seen. These cameras are operated by the administrative staff and their designees. Monitoring of the system for security purposes will be conducted in a manner that is professional, ethical, legal, and consistent with existing policies and regulations.

For FERPA purposes, surveillance recordings or other media with information regarding a specific student are considered education records if they are kept and maintained by the school system. If the District's School Resource Officer has initiated the surveillance as part of an investigation or for safety reasons, the ensuing video is considered law enforcement rather than education records. As soon as school officials use the video for discipline purposes, however, the recorded media becomes education records and is subject to FERPA requirements. FERPA requirements are available upon request in the Central Office or Financial Aid Office and may be viewed online at <https://nwtech.edu/student-services/student-policies-handbooks>.

Avoid Victimization

Tips for personal safety and property security:

- Report strangers and don't trust them
- Avoid getting into vulnerable/no exit places
- Never leave unattended valuables
- At night, walk in groups of at least two (2)
- Walk with confidence and avoid walking near bushes and parked cars
- Do not hesitate to call police when confronted by person
- When parking, remove valuables from plain view and lock your vehicle
- Engrave your valuables with your driver's license or social security number and record serial numbers

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 NWTC 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.

Residence

- Remember to lock the doors at your residence. Be certain that your door is locked to your residence when you go to sleep, and keep windows closed and locked when you are not at home.
- Never let unauthorized persons come into your room, or enter apartment security doors. Always ask to see proper identification.
- Never prop open inside or outside doors.
- Do not hide keys outside your room or apartment. Do not put your name or address on your key rings.
- Avoid working or studying alone in a campus building.
- Never dress in front of a window. Close blinds or curtains after dark.
- If you are awakened by an intruder inside your room, do not attempt to apprehend the intruder. Try to get an accurate description of the intruder and call the police.
- Any suspicious activity should be reported to the Police Department immediately.

EMERGENCY RESPONSE, NOTIFICATION, AND EVACUATION PROCEDURES

Intruder Policy

An intruder is an individual in the school building who has not followed established visitor procedures and may or may not be a safety hazard to the school. Any student or school personnel who observes an individual in the building who appears suspicious or out-of-place should immediately contact their instructor or the central office for assistance. NWTC will conduct 2 intruder drills per year on campus.

Emergency Response and Evacuation Policy

Emergency procedures for fire, weather and intruder alert are posted in each area and complete instructions will be given to each student, faculty and staff member of NWTC. Regular drills will take place throughout the school year. In addition, NWTC provides **timely warning** to the campus community of any occurrences of crime or suspicions of danger that are reported and are considered to represent a threat to students and/or employees. NWTC officials will notify the campus community immediately upon confirmation of a significant emergency, unless issuing the

notification will compromise efforts to contain the emergency. Resources that may be used to disseminate emergency information include the mass notification phone system, email, the home web page, the campus intercom, and internal alarms.

Northwest Technology Center's site specific Evacuation and Storm Shelter Plan posters are displayed in all classrooms, offices, common areas, and assembly areas at each campus site.

Safety Drills

A minimum of 10 safety drill activities per year will be planned and implemented by the Superintendent, the Assistant Superintendent, the fire marshal, or other civil authorities, to ensure orderly movement of students to the safest available space(s) should an emergency occur. Whenever drills occur, all individuals on campus will fully participate in the drills. The following drills will be conducted each school year:

- Security (4 drills per year at different times of day; 1 drill within the first 15 days of the start of each semester and 1 other drill per semester)
- Fire (2 drills per year; 1 drill within the first 15 days of the start of each semester)
- Tornado (2 drills per year; 1 drill in September and 1 drill in March)
- Other drills such as earthquake, security, terrorism, suicide, weapons, etc. (2 drills per year)

Instructors will go over the drill procedures with their students at the beginning of each enrollment period. All drills are documented in writing and reported to the Oklahoma Office of Homeland Security and Oklahoma School Security Institute. This information is presented as a summary and is intended to serve as a guideline for students and parents. For detailed information regarding the **NWTC SAFETY DRILLS AND EMERGENCY MANAGEMENT POLICY**, please see **section 3 of the NWTC Board of Education Policy Manual** available in the Assistant Superintendent's office on each campus.

National Incident Management System (NIMS) Compliance

Northwest Technology Center is compliant with the National Incident Management System (NIMS) and follows the Incident Command System (ICS) when responding to emergencies. Detailed functional protocols and incident specific procedures are maintained in the Emergency Management Plan, which is provided to the local emergency response agencies (EMS, Fire, Police) annually.

In compliance with Oklahoma state law, the Emergency Management Plan is reviewed annually, by Northwest Technology Center's Safety Coordinator, Safety Committee, and Administration and revised as deemed necessary.

MISSING STUDENT PROCEDURES

Northwest Technology Center does not have any student residential housing. Any report of a missing student will be immediately referred to local law enforcement. NWTC will assist local law enforcement when possible in their investigations.

STUDENT BULLYING POLICY

Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 et seq. (“Act”). The technology center intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the technology center’s policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

Definition of Terms

A. Statutory definition of terms:

“Bully” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

“Electronic communication” means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

Note: Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

“At school” means on technology center grounds, in technology center vehicles, at technology center sponsored activities, or at technology center sanctioned events.

B. The “Reasonable Person” Standard

In determining what a “reasonable person” should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the discipline history and physical characteristics of the alleged bully.

C. Types of Bullying

“Physical Bullying” includes harm or threatened harm to another’s body or property, including but not limited to threats, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

“Emotional Bullying” includes the intentional infliction of harm to another’s self-esteem, including but not limited to insulting or profane remarks or gestures, or harassing and frightening statements.

“Social Bullying” includes harm to another’s group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage the target’s current relationships, or deprive the target of self-confidence or the respect of peers.

“Sexual Bullying” includes harm of a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target’s body; engaging in off-campus dating violence that adversely affects the target’s education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target’s sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by the technology center.

Understanding and Preventing Bullying

A full copy of this policy will be posted on the technology center’s website and included in all handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the technology center’s annual written notice of the availability of the anti-bullying policy. Written notice of the policy will also be posted at various places in all campuses.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the technology center’s commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the technology center’s other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The technology center’s bullying coordinator and individuals designated as campus investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the technology center’s strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Parents and guardians of minors may participate in a parent education component.

Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or campus administrator. The employee will give the student an official report form, and will help the student complete the form, if needed.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the campus director on an official report form. Any staff member who witnesses, hears about, or suspects bullying is required to submit a report.

Bullying Investigators

Each campus will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the technology center's website, and in the bullying prevention education provided annually to students and staff. The technology center's anti-bullying program is coordinated at the district level by its bullying coordinator, the superintendent of schools.

Investigating Bullying Reports

For any alleged incidents of bullying reported to technology center officials, the designated official will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), (iii) the potential for future violence, and (iv) the reason for the actual or perceived bullying.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). Technology center officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation. In the event the investigation reveals that bullying occurred, the technology center's bullying coordinator will refer the student who committed the act of bullying to a delinquency prevention and diversion program through the Office of Juvenile Affairs.

Upon completion of an investigation, the campus director may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The campus director may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a technology center official believes the resource might be of assistance to the student/family. The technology center is not responsible for paying for these services. No technology center employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All technology center employees will act in good faith.

The technology center may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 §1376 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. The technology center may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow technology center officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

Parental Notification for Minor Students

The assigned investigator will notify the parents (minor students only) of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents (minor students only) of a target with the results of the investigation and any community resources deemed appropriate to the situation. If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents (minor students only) of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation. The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

Parental Responsibilities

All parents/guardians of minor students will be informed in writing of the technology center's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents of minor students. Parents of minor students will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the administration immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a target of bullying and report those symptoms; and
- Cooperate fully with technology center personnel in identifying and resolving incidents.

Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 et seq., the technology center will identify a Bullying Coordinator who will serve as the contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and the technology center will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator.

A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the technology center's Annual Performance Report.

Reference: OKLA. STAT. tit. 70 § 24-100.2

STUDENT POSSESSION OF DANGEROUS WEAPONS POLICY

Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the technology center. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the technology center.

For the foregoing reasons and except as specifically provided below, possession by any student of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous

weapon, while on technology center property, at a technology center-sponsored activity, or on a technology center bus or vehicle, is prohibited. Further, use of any item or instrumentality by a student to threaten harm to any person or which is used to harm any person, while on technology center property, at a technology center sponsored activity, or on a technology center bus or vehicle, is prohibited.

For purposes of this policy, "possession of a dangerous weapon" includes, **BUT IS NOT LIMITED TO**, any person having a dangerous weapon: (1) on his or her person; (2) in his or her locker; (3) in his or her vehicle; (4) held by another person for his or her benefit; or (5) at any place on technology center property, a technology center bus or vehicle, or at a technology center activity.

A dangerous weapon includes, **BUT IS NOT LIMITED TO**, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife, regardless of the length or sharpness of the blade, any pen knife, "credit card" knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, garrotes, choking devices, mace, pepper spray, and any item whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person's consent. **THE FOREGOING LIST OF "DANGEROUS WEAPONS" IS DESCRIPTIVE AND BY WAY OF EXAMPLE ONLY AND IS NOT TO BE CONSIDERED AN EXCLUSIVE OR LIMITING LIST OF DANGEROUS WEAPONS. IT WILL NOT BE A DEFENSE TO ANY DISCIPLINARY ACTION UNDER THIS POLICY THAT THE STUDENT POSSESSING THE DANGEROUS WEAPON DID NOT KNOW THAT IT IS A DANGEROUS WEAPON, BUT SUCH CLAIM OF A LACK OF KNOWLEDGE MAY BE CONSIDERED IN MITIGATION OF ANY DISCIPLINARY PENALTY.**

Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy or who uses any item or instrumentality to threaten harm to any person or is used to harm any person may be placed under emergency suspension from technology center, pending an investigation of the incident by the appropriate technology center or legal authorities. Students who violate this policy may be suspended from technology center, barred from technology center property and all technology center activities for any period of time up to the maximum period authorized by law. Additionally, appropriate technology center staff members may seek to file criminal charges against the student.

If a teacher or other technology center employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any students or staff in jeopardy, and shall immediately notify the superintendent or the superintendent's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the superintendent or the superintendent's designee of the situation.

If the superintendent or his designee learns that a student is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the superintendent or designee shall observe the following procedure:

1. Immediately investigate the matter and contact the police or campus security, if appropriate.
2. If not already confiscated by an employee of the technology center and if it can be accomplished without risk of injury, the superintendent or designee should take possession of the dangerous weapon or replica or facsimile.
3. Notify the superintendent or designee.
4. Notify the student's parents.
5. Cooperate fully with the police.
6. Transfer confiscated weapon to the police department, if feasible.

A student who has been suspended from a K-12 school or another technology center because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into the technology center.

A student's inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on technology center property, a technology center bus or vehicle, or at a technology center activity is no defense or excuse to compliance to this policy, but may be considered in determining the length or severity of any punishment for violation of this policy.

Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of disabled students must be observed in accordance with applicable law and technology center board policies.

Adult Students and Handguns on School Campus

HB 1652 amended OKLA. STAT. tit. 21 § 1277 by designating the limited areas in which concealed handguns can be located on a technology center campus. Adult students may not carry a gun into any technology center school facility (including offices, common areas, or structures of whatever type or kind). Likewise, it is unlawful for any adult student to carry a handgun onto the campus of a K-12 school whether or not the adult student is engaged in an activity related to the technology center in which the student is enrolled. Students found in possession or control of a handgun in violation of school policies and applicable state or federal laws will suffer the most severe disciplinary consequences available, including removal from school, and referral of unlawful handgun possession or storage to authorities for criminal prosecution. The only area adult students, who have a valid handgun license issued pursuant to the provisions of the Oklahoma Self-Defense Act, may have a handgun on a technology center campus is in a parking lot of the school campus, provided the handgun is carried or stored as required by law.

Reference: OKLA. STAT. tit. 21 § 1272

This information is intended to serve as a guideline for students and parents. Any questions should be referred to the Office of the Assistant Superintendent. For detailed information concerning the **NWTC GUN-FREE SCHOOLS - SECONDARY STUDENT SUSPENSION POLICY**, please see **Section 10 of the NWTC Board of Education Policy Manual** available in the Assistant Superintendent's office on each campus.

NON-DISCRIMINATION STATEMENT

There will be no discrimination by the district because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to community groups for utilization of facilities. The following people have been designated to handle inquiries regarding the district's non-discrimination policies:

The persons designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and any other state and federal laws addressing equal educational opportunity are the assistant superintendents and counselors at each site. Contact information:

Colt Shaw, Fairview Campus
Discrimination/Title IX Coordinator
Northwest Technology Center
580-227-3708
801 Vo-Tech Drive
Fairview, OK 73737
cshaw@nwtech.edu

Jeremy Eaton, Alva Campus
Deputy Discrimination/Title IX Coordinator
Northwest Technology Center
580-327-0344
1801 11th Street
Alva, OK 73717
jeaton@nwtech.edu

Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact:

Daren Slater, Superintendent
Northwest Technology Center
580-327-0344
1801 11th Street
Alva, OK 73717

Outside Assistance may be obtained from:
U.S. Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
(816) 268-0550 (877) 521-2172 (TTY)
(816) 268-0599 (Fax)
E-mail: OCR.KansasCity@ed.gov

This notice is available in additional alternative formats and languages upon request.

STUDENT CONSUMER INFORMATION

All enrolled students receive a copy of the Student Handbook which includes a list of required consumer information disclosures as well as a summary of the Annual Campus Safety and Security Report and where to access the full report. The contents are reviewed with students during an orientation meeting scheduled at the beginning of each school year. Additional copies of all handbooks including the Student Handbook, Student Consumer Information Handbook, Financial Aid Policies and Procedures Handbook, Drug-Free School and Workplace Handbook, or a separate paper copy of each disclosure are available upon request from the Central Office, the Counselor's Office, or the Financial Aid Office, and on our website at <https://nwtech.edu/student-services/student-policies-handbooks>.

All prospective students must complete the admissions process which includes taking an assessment test. At this time, a notice of required disclosures is provided to each prospective student in paper copy.

The Student Consumer Information Handbook is available in the Central Office, Counselor's Office, and Financial Aid Office. All handbooks and disclosures are also available on our website at <https://nwtech.edu/student-services/student-policies-handbooks>.

The Board of Education is responsible for adopting policies and procedures to implement each of the required disclosures and the additional consumer information. The Board Policy Manual is available for public/student access in the Assistant Superintendent's office on each campus.

DEFINITIONS OF TERMS FOR CRIME STATISTICAL DATA DISCLOSURE

Murder /Non-negligent Manslaughter. The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter. The killing of another person through gross negligence.

Sex Offense. Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent (includes rape, fondling, incest and statutory rape).

Rape. The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling. The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest. Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape. Sexual intercourse with a person who is under the statutory age of consent.

Robbery. The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault. An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary. The unlawful entry into a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft. The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

Arson. Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another, etc.

Hate Crimes

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

Categories of bias included in the annual statistical disclosure are:

- **Race.** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- **Gender.** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- **Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- **Sexual orientation.** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
- **Ethnicity.** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).
- **Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.
- **Gender Identity.** A preformed negative opinion or attitude toward group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. For purposes of the annual statistical disclosure, hate crimes include any Clery-reportable offense (listed above) and the following additional offenses.
- **National Origin.** A preformed negative opinion or attitude toward a person or group of persons because of the person's, or the person's ancestor's, place of origin, or because an individual has the physical, cultural or linguistic characteristics of a national origin group.

For purposes of the annual statistical disclosure, hate crimes include any Clery-reportable offense (listed above) and the following additional offenses:

- **Larceny-Theft.** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
- **Simple Assault.** The unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation.** Unlawfully placing another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property.** Willfully or maliciously destroying, damaging, defacing, or otherwise injuring real or personal property without the consent of the owner or the person having custody or control over it.
- Other crimes involving bodily injury.

Dating Violence, Domestic Violence, Stalking & Consent

- **Dating Violence.** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- **Domestic Violence.** A felony or misdemeanor crime of violence committed by (i) a current or former spouse or intimate partner of the victim; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (i) fear for the person's safety or the safety of others; or (ii) to suffer substantial emotional distress.
- **Consent.** Effective consent is informed, freely and actively given, mutually understandable words or actions, and indicates a willingness to participate in mutually agreed upon sexual activity.
- **Bystander Intervention.** Help provided to a person in need by a bystander.

Arrests and Referrals/Actions

Arrest and referral statistics include the number of arrests and the number of persons referred for disciplinary action for the following violations:

- **Liquor law violations.** The violation of state or local laws prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.
- **Drug law violations.** The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
- **Weapon law violations.** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

Geographical Definitions

- **On Campus.** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous the aforementioned area that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
- **Non Campus Building or Property.** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by the institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- **Public Property.** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Unfounded Crime Reports

An "unfounded crime report" is one that has been fully investigated by sworn or commissioned law enforcement personnel and, based on the results of the full investigation and evidence, the sworn or commissioned law enforcement personnel have made a formal determination that the crime report is false or baseless and therefore "unfounded."

ALVA CAMPUS ANNUAL SECURITY REPORT



2024 Annual Security Report
ALVA Campus Crime Statistics

OFFENSE	Calendar Year	GEOGRAPHIC LOCATION			
		On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Murder / Non-Negligent Manslaughter	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0
Negligent Manslaughter	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0
Rape	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0
Fondling	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0
Incest	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0
Statutory Rape	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0
Robbery	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0
Aggravated Assault	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0
Burglary	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0
Motor Vehicle Theft	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0
Arson	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0

VAWA OFFENSES: Domestic Violence	2021	0	NA	0	0	
	2022	0	NA	0	0	
	2023	0	NA	0	0	
VAWA OFFENSES: Dating Violence	2021	0	NA	0	0	
	2022	0	NA	0	0	
	2023	0	NA	0	0	
VAWA OFFENSES: Stalking	2021	0	NA	0	0	
	2022	0	NA	0	0	
	2023	0	NA	0	0	
ARRESTS: Weapons: Carrying, Possessing, etc.	2021	0	NA	0	0	
	2022	0	NA	0	0	
	2023	0	NA	0	0	
DISCIPLINARY ACTIONS: Weapons: Carrying, Possessing, etc.	2021	0	NA	0	0	
	2022	0	NA	0	0	
	2023	0	NA	0	0	
ARRESTS: Drug Abuse Violations	2021	0	NA	0	0	
	2022	0	NA	0	0	
	2023	0	NA	0	0	
DISCIPLINARY ACTIONS: Drug Abuse Violations	2021	0	NA	0	0	
	2022	0	NA	0	0	
	2023	0	NA	0	0	
ARRESTS: Liquor Law Violations	2021	0	NA	0	0	
	2022	0	NA	0	0	
	2023	0	NA	0	0	
DISCIPLINARY ACTIONS: Liquor Law Violations	2021	0	NA	0	0	
	2022	0	NA	0	0	
	2023	0	NA	0	0	
UNFOUNDED CRIMES	2021	0	NA	0	0	
	2022	0	NA	0	0	
	2023	0	NA	0	0	
HATE CRIMES: Murder / Non-Negligent Manslaughter	2021	0	NA	0	0	NA
	2022	0	NA	0	0	NA
	2023	0	NA	0	0	NA
HATE CRIMES: Rape	2021	0	NA	0	0	NA
	2022	0	NA	0	0	NA
	2023	0	NA	0	0	NA
HATE CRIMES: Fondling	2021	0	NA	0	0	NA
	2022	0	NA	0	0	NA
	2023	0	NA	0	0	NA

HATE CRIMES: Incest	2021	0	NA	0	0	NA
	2022	0	NA	0	0	NA
	2023	0	NA	0	0	NA
HATE CRIMES: Statutory Rape	2021	0	NA	0	0	NA
	2022	0	NA	0	0	NA
	2023	0	NA	0	0	NA
HATE CRIMES: Robbery	2021	0	NA	0	0	NA
	2022	0	NA	0	0	NA
	2023	0	NA	0	0	NA
HATE CRIMES: Aggravated Assault	2021	0	NA	0	0	NA
	2022	0	NA	0	0	NA
	2023	0	NA	0	0	NA
HATE CRIMES: Burglary	2021	0	NA	0	0	NA
	2022	0	NA	0	0	NA
	2023	0	NA	0	0	NA
HATE CRIMES: Motor Vehicle Theft	2021	0	NA	0	0	NA
	2022	0	NA	0	0	NA
	2023	0	NA	0	0	NA
HATE CRIMES: Arson	2021	0	NA	0	0	NA
	2022	0	NA	0	0	NA
	2023	0	NA	0	0	NA
HATE CRIMES: Simple Assault	2021	0	NA	0	0	NA
	2022	0	NA	0	0	NA
	2023	0	NA	0	0	NA
HATE CRIMES: Larceny-Theft	2021	0	NA	0	0	NA
	2022	0	NA	0	0	NA
	2023	0	NA	0	0	NA
HATE CRIMES: Intimidation	2021	0	NA	0	0	NA
	2022	0	NA	0	0	NA
	2023	0	NA	0	0	NA
HATE CRIMES: Destruction / Damage / Vandalism of Property	2021	0	NA	0	0	NA
	2022	0	NA	0	0	NA
	2023	0	NA	0	0	NA

FAIRVIEW CAMPUS ANNUAL SECURITY REPORT



2024 Annual Security Report
FAIRVIEW Campus Crime Statistics

OFFENSE	Calendar Year	GEOGRAPHIC LOCATION			
		On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Murder / Non-Negligent Manslaughter	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0
Negligent Manslaughter	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0
Rape	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0
Fondling	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0
Incest	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0
Statutory Rape	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0
Robbery	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0
Aggravated Assault	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0
Burglary	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0
Motor Vehicle Theft	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0
Arson	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0

VAWA OFFENSES: Domestic Violence	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0
VAWA OFFENSES: Dating Violence	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0
VAWA OFFENSES: Stalking	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0
ARRESTS: Weapons: Carrying, Possessing, etc.	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0
DISCIPLINARY ACTIONS: Weapons: Carrying, Possessing, etc.	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0
ARRESTS: Drug Abuse Violations	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0
DISCIPLINARY ACTIONS: Drug Abuse Violations	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0
ARRESTS: Liquor Law Violations	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0
DISCIPLINARY ACTIONS: Liquor Law Violations	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0
UNFOUNDED CRIMES	2021	0	NA	0	0
	2022	0	NA	0	0
	2023	0	NA	0	0

Bias Category

HATE CRIMES: Murder / Non-Negligent Manslaughter	2021	0	NA	0	0	NA
	2022	0	NA	0	0	NA
	2023	0	NA	0	0	NA
HATE CRIMES: Rape	2021	0	NA	0	0	NA
	2022	0	NA	0	0	NA
	2023	0	NA	0	0	NA
HATE CR4IMES: Fondling	2021	0	NA	0	0	NA
	2022	0	NA	0	0	NA
	2023	0	NA	0	0	NA
HATE CRIMES: Incest	2021	0	NA	0	0	NA
	2022	0	NA	0	0	NA
	2023	0	NA	0	0	NA
HATE CRIMES: Statutory Rape	2021	0	NA	0	0	NA
	2022	0	NA	0	0	NA
	2023	0	NA	0	0	NA
HATE CRIMES: Robbery	2021	0	NA	0	0	NA
	2022	0	NA	0	0	NA
	2023	0	NA	0	0	NA
HATE CRIMES: Aggravated Assault	2021	0	NA	0	0	NA
	2022	0	NA	0	0	NA
	2023	0	NA	0	0	NA
HATE CRIMES: Burglary	2021	0	NA	0	0	NA
	2022	0	NA	0	0	NA
	2023	0	NA	0	0	NA
HATE CRIMES: Motor Vehicle Theft	2021	0	NA	0	0	NA
	2022	0	NA	0	0	NA
	2023	0	NA	0	0	NA
HATE CRIMES: Arson	2021	0	NA	0	0	NA
	2022	0	NA	0	0	NA
	2023	0	NA	0	0	NA
HATE CRIMES: Simple Assault	2021	0	NA	0	0	NA
	2022	0	NA	0	0	NA
	2023	0	NA	0	0	NA
HATE CRIMES: Larceny-Theft	2021	0	NA	0	0	NA
	2022	0	NA	0	0	NA
	2023	0	NA	0	0	NA
HATE CRIMES: Intimidation	2021	0	NA	0	0	NA
	2022	0	NA	0	0	NA
	2023	0	NA	0	0	NA
HATE CRIMES: Destruction / Damage / Vandalism of Property	2021	0	NA	0	0	NA
	2022	0	NA	0	0	NA
	2023	0	NA	0	0	NA

NOTICE OF AVAILABILITY OF CONSUMER INFORMATION



2024-2025 ANNUAL NOTICE
 Required Disclosures of
 Student and Employee Consumer Information

Contact Campus Office for a paper copy of the Student Handbook. Contact Financial Aid for a copy of the *Financial Aid Policies & Procedures, Student Consumer Information Handbook*, program brochures and for questions concerning the institutional information published in the Student Handbook. Contact the Campus Director – Asst. Superintendent for questions concerning FERPA.

Northwest Technology Center prohibits misrepresentation of program content, outcomes, certifications/licenses, and admissions. Northwest Technology Center also prohibits misrepresentation of financial aid opportunities, procedures, eligibility, or award.

What to Disclose, When, and to Whom	Description of Information to be Disclosed	Where to Find Information*
<p>What: Institutional Information (668.43)</p> <p>Upon Request</p> <p>To: Enrolled Students Prospective Students</p>	<ul style="list-style-type: none"> • Cost of attending school i.e.: Tuition and Fees • Institutional Refund Policy • Requirements for officially withdrawing from school • Requirements for return of Title IV, HEA grant or loan aid • Information regarding the programs, institutional facilities and faculty • Entities that accredit, license, or approve the school and its programs and procedures for reviewing school's accreditation, licensing, or approval documentation • Description of any special services and facilities for disabled students • Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them 	<ul style="list-style-type: none"> • Student Handbook • U.S. Dept of Ed's College Opportunities website: http://nces.ed.gov/IPEDS Click on IPEDS School Search for Northwest Technology Center • http://www.nwtech.edu
<p>What: Financial Assistance Information (668.42)</p> <p>Upon Request</p> <p>To: Enrolled Students Prospective Students</p> <p>What: Family Education Rights and Privacy Act (FERPA) 34 CFR, Part 99</p> <p>Upon Request</p> <p>To: Enrolled Student Parents of Enrolled Students under the age of 18</p>	<ul style="list-style-type: none"> • Description of all available federal, state, local, private, and institutional financial assistance, and a description of: (1) application form and procedures; (2) student eligibility requirements; (3) selection criteria; and (4) criteria for determining the amount of a student's award • Rights and responsibilities of students receiving Title IV and 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 and frequency of financial aid disbursements • Right to and procedures for inspecting and reviewing student's education records • Right to and procedures for requesting amendment of student's education records believed to be inaccurate, misleading, or in violation of student's privacy rights • Right to consent to disclosure of personally identifiable information contained in student's education records • Right to file a complaint with ED for alleged school's or educational agency's failure to comply with FERPA requirements • Right to the criteria used to determine what constitutes a school official and a legitimate educational interest if school's or educational agency's policy is to disclose personally identifiable information from a student's education records under 34 CFR, Part 99 without prior consent 	<ul style="list-style-type: none"> • Student Handbook • Financial Aid Policies & Procedures Handbook • Studentaid.ed.gov • http://www.nwtech.edu <p style="text-align: center;">Student Handbook https://nwtech.edu/student-services/student-policies-handbooks-consumer-info/</p> <ul style="list-style-type: none"> • Board of Education Policy and Procedures Manual
<p>What: Completion/Graduation Rate and Transfer-Out Rate (668.45)</p> <p>When: Annually by July 1</p> <p>Upon Request</p> <p>To: Enrolled Students Prospective Students</p>	<ul style="list-style-type: none"> • The institution's completion or graduation rate for full-time, first-time, certificate-seeking students enrolled at the post-secondary level who graduated or completed their program within 100% of the normal time (scheduled length of program) for graduation or completion • Cohort for non-term schools (Technology Centers): Students who enter between 9/1 and 8/31 and are enrolled at least 60 clock hours • 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 • Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time student who receive Federal Pell Grants • Retention rates of certificate or degree-seeking first-time full-time undergraduate students. 	<ul style="list-style-type: none"> • U.S. Dept of Ed's College Navigator website: http://nces.ed.gov/IPEDS • Northwest Technology Center website at www.nwtech.edu
<p>What: Campus Security Report (668.46)</p> <p>When: Annually by Oct. 1</p> <p>Upon Request</p> <p>To: Enrolled Students Current Employees Prospective Students Prospective Employees</p>	<ul style="list-style-type: none"> • Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and public property of following offenses reported to campus security authority or local police: (1) murder and non-negligent manslaughter; (2) negligent manslaughter; (3) sex offenses-forcible and non-forcible; (4) robbery; (5) aggravated assault; (6) burglary; (7) motor vehicle theft; (8) and arson • Statistics above are also reported by category of prejudice (i.e. offense manifests evidence that victim was intentionally selected because of victim's actual or perceived race, gender, sexual orientation, ethnicity, or disability) • Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property of following offenses reported to campus security authority or local police: (1) arrests for liquor law violations, drug law violations, and illegal weapons possession; or (2) persons referred for campus disciplinary action for such violations • Policies concerning the security of and access to campus facilities and procedures to report campus crimes • Disciplinary actions imposed for the possession, use, and sale of alcoholic beverages and illegal drugs and enforcement of state underage drinking laws and federal and state drug laws • Plus: Crime Prevention programs, Drug/Alcohol Abuse Education programs, Sexual Offenses/Harassment and how to report such offenses. 	<p style="text-align: center;">Student Handbook https://nwtech.edu/student-services/student-policies-handbooks-consumer-info/</p> <ul style="list-style-type: none"> • U.S. Dept of Ed's College Navigator website: http://nces.ed.gov/IPEDS <p style="text-align: center;">Search for Northwest Technology Center.</p> <ul style="list-style-type: none"> • Northwest Technology Center website at www.nwtech.edu/

Additional Student and Employee Consumer Information	Where to Find
College Navigator Website	U.S. Dept of Ed's College Navigator website: http://nces.ed.gov/IPEDS Search for Northwest Technology Center
Student Body Diversity	U.S. Dept of Ed's College Navigator website: https://nces.ed.gov/collegenavigator/?q=northwest+technology+center&s=all&id=388623 Search for Northwest Technology Center
Net Price Calculator	https://nwtech.edu/student-services/financial-aid-tuition/
Text Book Information/information for College Bookstores	U.S. Dept of Ed's College Navigator website: http://nces.ed.gov/IPEDS Search for Northwest Technology Center
Transfer of Credit/Articulation Agreements	Student Handbook
Vaccination Policy	Student Handbook Practical Nursing Handbook Paramedic Handbook
National Student Loan Data System (NSLDS)	http://www.nsls.ed.gov/nsls_SA/
Voter Registration	Applications are located from Career Counselors on both campuses or online at Register to Vote (oklahoma.gov) Applications are given to students at Orientation
Drug and Alcohol Prevention Information	Board of Education Policy and Procedures Manual Student Handbook
Copyright Infringement	Board of Education Policy and Procedures Manual Student Handbook
Penalties for Drug Law Violations	Board of Education Policy and Procedures Manual Student Handbook
Internet Use Policy	Board of Education Policy and Procedures Manual Student Handbook
Absence Policy	Student Handbook
Gainful Employment Disclosures	Northwest Technology Center's website at www.nwtech.edu/gainful-employment/
GED Prep Course	Contact Northwest Technology Center 580-327-0344 or 580-227-3708

NOTICE OF NONDISCRIMINATION

Non-Discrimination. Except to the extent permitted by law, the Faculty, the School, Clinical Coordinator, School Program Faculty, Clinical Staff/Instructors and Students shall not discriminate on the basis of race, color, creed, sex, this is to include genetic information, as well as sexual orientation, gender identity, gender expression, age, religion, national origin, disability or veteran's status in the performance of this Agreement. As applicable to the School, the provisions of Executive Order 11246, as amended by EO 11375 and EO 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. SEC) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement. The School represents that, except as permitted by law, all services are provided without discrimination on the basis of race, color, creed, sex, age, religion, national origin, disability or veteran's status that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam/Veterans Era Assistance Act of 1974, 38 U.S.C. Section 4212.

Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s) at Northwest Technology Center, 1801 11th St., Alva, OK or Northwest Technology Center, 801 Vo-Tech Drive, Fairview, OK.

Title IX Coordinator/Compliance Officers

Alva campus—Dr. Jeremy Eaton at 580.327.0344 or jeaton@nwtech.edu

Fairview campus—Colt Shaw at 580.227.3708 or cshaw@nwtech.edu

No Discriminación. Salvo en la medida permitida por la ley, el Fondo, la Escuela, Coordinador Clínico, Programa de Escuela de la facultad, personal clínico/instructores y estudiantes no podrá discriminar sobre la base de raza, color, credo, sexo, esto es incluir información genética, como, así como la orientación sexual, identidad de género, expresión de género, edad, religión, origen nacional, discapacidad o estado de veterano en el cumplimiento de este Acuerdo. Según sean aplicables a la Escuela, las disposiciones de la Orden Ejecutiva 11246, modificado por el EO 11375 y EO 11141 y complementado en el reglamento del Departamento de Trabajo (41 CFR Parte 60 et. SEC). Se incorporan a este Acuerdo y debe ser incluido en los subcontratos que adjudique en la participación de este Acuerdo. La escuela representa que, con excepción de lo permitido por la ley, todos los servicios se proporcionan sin discriminación por motivos de raza, color, credo, sexo, edad, religión, origen nacional, discapacidad o estado de veterano que no mantiene ni proporcionar a sus empleados las instalaciones segregadas, ni permitirá la Escuela de sus empleados para llevar a cabo sus servicios en cualquier lugar en el que se mantienen las instalaciones segregadas. Además, la Escuela se compromete a cumplir con la Sección 504 de la Ley de Rehabilitación y la Ley de Asistencia Era veteranos de Vietnam de 1974, 38 USC Sección 4212.

Preguntas, quejas, o para más información con respecto a estas leyes pueden ser recibidas por el coordinador de quejas at Northwest Technology Center, 1801 11th St., Alva, OK or Northwest Technology Center, 801 Vo-Tech Drive, Fairview, OK.

Title IX Coordinator/Compliance Officers

Alva campus—Dr. Jeremy Eaton at 580.327.0344 or jeaton@nwtech.edu

Fairview campus – Colt Shaw at 580.227.3708 or cshaw@nwtech.edu



1801 11th St., Alva, OK 73717 * 580.327.0344 * www.nwtech.edu * 801 Vo-Tech Dr., Fairview, OK 73737 * 580.227.3708

Revised by the Financial Aid Director 7-10-2024

NIMS COMPLIANCE CERTIFICATION



Oklahoma Department of Emergency
Management and Homeland Security

National Incident Management System Implementation Certification

This Certificate is awarded to:

Northwest Technology Center

For successful completion of the 2023-2024 NIMS Implementation objectives as outlined by FEMA's National Incident Management Integration Division and the Oklahoma Department of Emergency Management and Homeland Security's NIMS Implementation Program.



April Keeler
April Keeler
State NIMS Coordinator

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



LOCKOUT! SECURE THE PERIMETER.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance



EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER

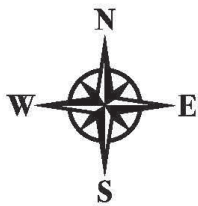
Lead safety strategy
Take attendance



© Copyright 2010-2019. All Rights Reserved. The "1 Love 1 Stop" Foundation, Dallas, TX. All educational items developed by The National Response Planning and Logistics Center of The "1 Love 1 Stop" Foundation and they are registered in various jurisdictions.

EMERGENCY EVACUATION PLAN - ALVA CAMPUS

Northwest Technology Center - Alva Emergency Evacuation Plan



X Rally Point
50' from driveway/street

Handicap Accessible Door

— Fire door lowers during fire and power outages.

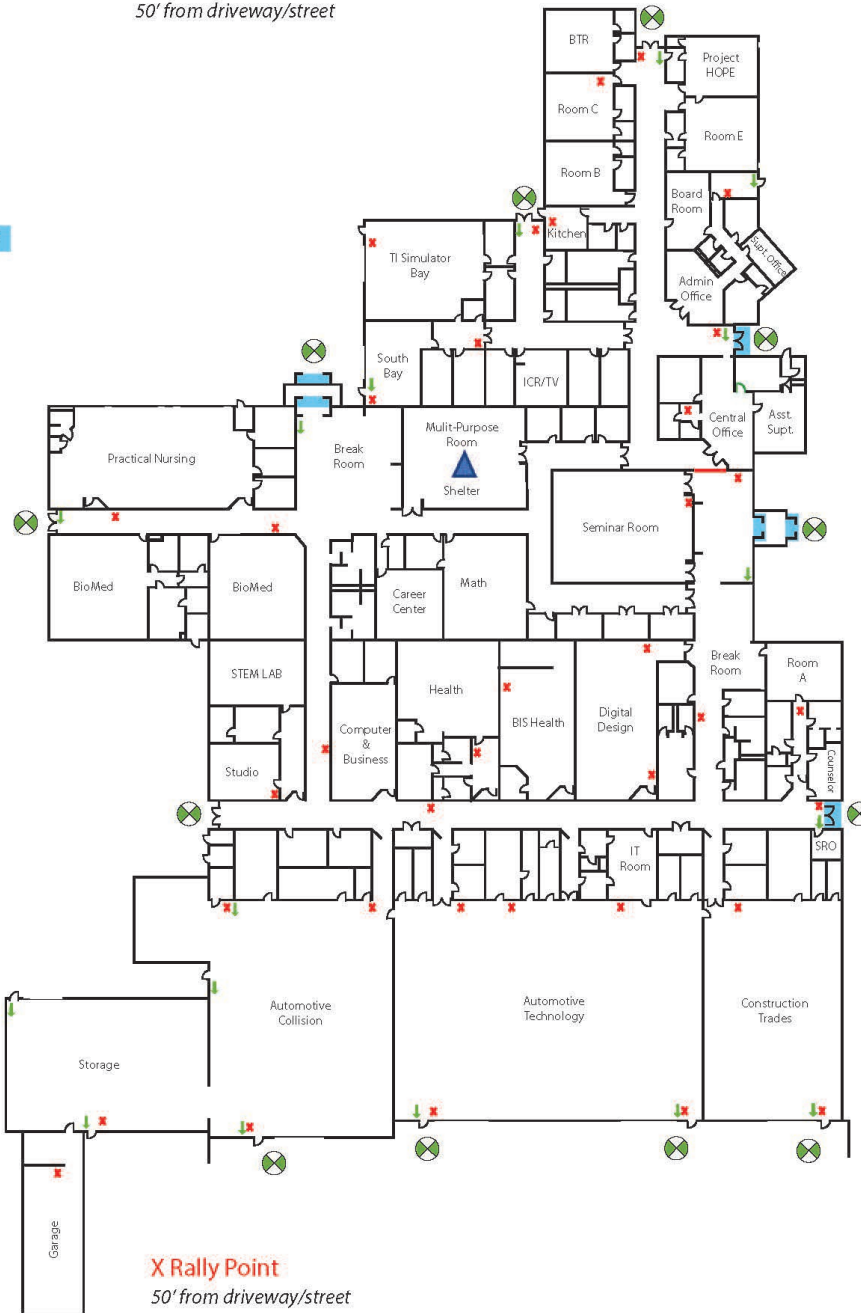
▲ Storm Shelter

⊗ Exit

↓ Fire Pull

✕ Fire Extinguisher

★ You are Here



EMERGENCY EVACUATION PLAN – FAIRVIEW CAMPUS

**Northwest Technology Center - Fairview
Emergency Evacuation Plan**

