

# Jeanne Clery Act

## Campus Safety and Security Report 2019



Pioneer Technology Center  
NIMS Compliant

# Pioneer Technology Center

## ANNUAL CRIME REPORT AND ANNUAL FIRE SAFETY REPORT

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## INTRODUCTION

Welcome,

The campus safety goal at Pioneer Technology Center (PTC) 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.

PTC is committed to the prevention of crime, protection of life and property, and the preservation of peace and safety to all who work, attend or visit our campus.

Pioneer Technology Center (PTC) is a technical training institution and part of the Oklahoma Career Technology Centers. We provide education, business training, and community partnerships. Our campus is located on 47 acres in the Industrial Park of Ponca City. The campus enrolls approximately 400 full-time equivalent students in its day and evening programs. The campus also has 100 non-student employees working on campus. There is no student housing.

The main campus is located at 2101 North Ash in Ponca City and offers career programs, an expansive conference center and multiple meeting rooms, an on-site Business Industry Service center with an 8,000 square foot business incubator, an on-site café as well as an Educational Enhancement Center for student testing. The campus is in an open community without fences or physical barriers.

We ask that students, staff and visitors on campus assume their individual and collective responsibilities to make Pioneer 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 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 Schools and Communities Act found in 34 CFR 668.46(a)].

Sincerely,

Michael Orr

Facility Manager/Campus Security Survey Administrator

## NOTICE OF AVAILABILITY OF ANNUAL SECURITY REPORT

The Annual Security Report is published in accordance with the requirements of the <sup>1</sup>Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and its implementing regulations. The purpose of this report is to provide faculty, staff, students and campus visitors (collectively, “the campus community”) with an overview of Pioneer Technology Center’s security resources, policies and procedures.

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.

The Campus Security Survey Administrator will provide the Annual Security Report within 30 days of the published federal report to staff. Copies of this report may be obtained by visiting.

[https://www.pioneertech.edu/wp-content/uploads/2019/07/Campus-Security-Report\\_2018.pdf](https://www.pioneertech.edu/wp-content/uploads/2019/07/Campus-Security-Report_2018.pdf)

The Federal Student Right-to-Know, Crime Awareness and Campus Security Act, now cited as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” and herein identified as the “Clery Report,” requires institutions of higher education to annually prepare and publish a report concerning campus crime statistics and security policies. The report is distributed through appropriate publications, mailings, or computer networks to all current students and employees, as well as to all prospective students and employees upon request. The report contains annual specific campus crime and arrest statistics and campus policies and practices intended to promote crime awareness, campus safety and security. The Campus Safety and Security Report are prepared by the Facility Managers office. Any questions regarding this report should be directed to Michael Orr, Facilities Manager/CSSA.

A copy of this Report can also be obtained in person by contacting:

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Pioneer Technology Center  
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[mikeo@pioneertech.edu](mailto:mikeo@pioneertech.edu)

## **CAMPUS SECURITY AUTHORITIES**

A CSA is a person referred to as a Campus Security Authority by the Clery Act. CSA's are a vital part of data collection for the annual safety and security report.

The Clery Act requires PTC to provide an annual safety and security report. CSA is responsible for reporting the number of crimes and incidents as described in the Clery Act that occur on campus. These numbers are then included in the federally mandated Clery Report, which is distributed every year in the beginning of October.

Security on campus is considered everyone's responsibility and all persons are encouraged to report suspicious behavior or incidents to the Campus Security Authorities as soon as it is noticed. The U.S. Department of Education provides statistics for all colleges, universities and technical schools in the United States. <http://ope.ed.gov/security/>

## **DESIGNATED CAMPUS SECURITY AUTHORITIES**

Victims, witnesses, or other members of the campus community have a duty to report incidents to campus administrators immediately. Criminal actions or other emergencies should be immediately reported in any of the following ways:

1. Contact any school administrator; or
2. PTC receptionist; or
3. Instructor or supervisor

All reports are investigated by PTC administrators. PTC does not have a policy governing confidential crime reporting to counselors since on-campus counseling services are not available. Off-campus counselors are strongly encouraged to disclose to law enforcement any crime reported to them by students.

## **CAMPUS POLICE DEPARTMENT**

Pioneer Technology Center does not currently have an on campus police or security patrol. Major offenses such as rape, murder, aggravated assault, robbery, dating violence, stalking, domestic assault, and auto theft are reported to the local police and joint investigative efforts with campus administrators and the city police are deployed to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanors are conducted at the Kay County Municipal Courthouse

## **WORKING RELATIONSHIP WITH OTHER LAW ENFORCEMENT AGENCIES**

We work closely with local, state, and federal authorities to maintain a good working relationship.

## TIMELY WARNING

### CAMPUS SAFETY MEASURES

- Timely Warning and Mass Emergency Notifications
- Student Identification System
- Access Controlled Entrances
- Drug Awareness Red Ribbon Week Campaign
- Counseling Services
- Harassment & Bullying Policy
- Reporting Suspected Child Abuse and/or Neglect Policy
- Reporting Students Under Influence of or Possessing Alcoholic Beverages or Controlled Dangerous Substance Policy
- Campus Security Committee
- Student and Employee Discipline Policy
- Crime Awareness and School Security Policy

It is the responsibility of the campus community who learns of an impending or actual campus emergency, crime or dangerous situation to report it immediately. Community members can report the information confidentially to a campus administrator, an instructor, supervisor, or directly to the Superintendent. The school will assess the situation and take appropriate action.



Depending on the specific nature of the emergency or continuing threat, one or more of the primary methods listed below may be used to disseminate an emergency notification or “timely warning” to the campus community. This will be done when in the judgment of a school official determines a significant emergency or dangerous situation is occurring on or near the campus and could be an immediate threat to the health or safety of students, staff and visitors.

## DAILY CRIME LOGS

Pioneer Technology Center does not currently have campus security police; therefore we are not required to maintain crime logs. Incident reports are taken and are held in confidence in the compliance officer's office.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES STATEMENT**

Pioneer Technology Center utilizes current NIMS/ICS standardized protocols for the formation of incident management teams in large scale incidents. All evacuation procedures and appropriate maps are posted throughout the campus pursuant to fire code and on the campus website. Other situational emergency evacuation plans are addressed in the Emergency Response Plan /Emergency Action plan flippers located in each instructors office and designated areas throughout the campus.

## **NOTIFICATION TO CAMPUS COMMUNITY ABOUT AN IMMEDIATE THREAT**

Pioneer Technology Center utilizes a mass emergency messaging (Swiftreach Swift K12). The system is tested semiannually. This system utilizes several different methods for notification such as:

*Students and staff are responsible to maintain updated personal contact information for the Mass Emergency Notification System.*

- E-mail
- Campus telephone voice mail messages
- Posting on the PTC website
- Public address system (PA)
- Local television and radio media
- Handheld radios

The content and method of notification used to provide the timely warning or emergency notification will vary based upon the nature of the crime or the potential threat to safety. This could include:

- Active shooter
- Campus threat in the surrounding area
- Hostage situation

Once it has been determined to issue an emergency notification or timely warning, the administration office will initiate the Swiftreach system, which is a mass text message notification without delay. This will be done by the Executive Director of Instruction & Support Services or approved designee.

Timely warnings and/or emergency notifications will be issued if in the professional judgment of responsible authorities, such a warning or notification will not compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency or dangerous situation.

Once an emergency notification has been issued, PTC will provide updates when appropriate as determined by the responsible campus officials. In addition and as a supplement to the mass notification system, one or more of the following secondary methods may also be utilized:

- PA announcement
- Bull horn announcement
- Loudspeaker in patrolling police vehicles and
- Electronic information boards

An “all clear” will be made once the threat has been cleared by school officials and law enforcement. The incident will conclude with an overview of the crisis resolution. Additional useful information relating to the incident may be subsequently transmitted. The emergency messaging system is tested annually.

10 drills are conducted semiannually and reported to the Oklahoma School Security Institute (OSSI).

Fire: 1 within the first 15 days of each semester (2 total)

Intruder: 1 within the first 15 days of each semester (2 total)

Tornado: 1 in September and 1 in March (2 total)

Other: Any type safety drill and time during the school year (2 total)

Lockdown: 2 per year at different times of the day (2 total)

## **MEDICAL EMERGENCIES**

Steps to take in a medical emergency:

1. Do not move the patient unless his or her life is in danger.
2. Have someone stay with the patient until help arrives.

3. Call 9-911 from any PTC phone or 911 from a cell phone. Tell them your name, your exact location and a brief description of the problem. Do not hang up until told to do so.
4. Communicate with receptionist of the situation and location. Dial 0 on any school phone.
5. Meet emergency personnel to guide them to the patient.

## **CAMPUS WIDE EMERGENCY RESPONSE**

Policy CKAC- EMERGENCY PLANS: (DISASTER DRILLS) it is the policy of the Pioneer Technology Center Board of Education that fire and tornado drills shall be performed periodically throughout the school year. Each classroom shall have posted a copy of rules, evacuation signals, evacuation routes, and procedures for both fire and tornado emergencies. All teachers and staff members shall make themselves familiar with these procedures.

Designated areas have complete Emergency Operation plans (EOP) and all instruction/office areas have Emergency Action Plans (EAP).

## **CRIME PREVENTION**

Crimes occur in all sectors of society, and such problems exist on school campuses as well. To assist you in your efforts to avoid becoming a crime victim, Pioneer Technology Center provides this safety and security information for your use.

Crime prevention materials and reporting procedures are included in the employee handbook and the student handbook.

### **Camera Surveillance**

The campus provides many cameras that monitor activity and areas around the campus; 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 designee.

### **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, iPads, 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.
- Don't park your automobile in secluded or dimly lit areas.
- 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.
- Never offer rides to strangers or hitch hikers.
- Check your automobile daily.

### **When driving:**

- Park your vehicle in a well-lit and populated area.
- Have your car keys in your hand when approaching your vehicle so you can enter quickly.
- 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.

## **PERSONAL SAFETY**

### **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 PTC immediately.
- Never take personal safety for granted. Always be aware of your surroundings.
- Try to avoid walking alone at night.
- 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.
- Use lighted walkways and thoroughfares, even if it means going out of your way.
- 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.
- 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.
- Do not leave valuables in your car, especially if they can be easily noticed.
- Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
- Inventory your personal property and insure it appropriately with personal insurance coverage.

### **At home or in an apartment building**

- Keep your room door locked when you are sleeping.
- Never let unauthorized persons come into your room, enter residence halls, 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 Pioneer Technology Center Police Department immediately.

## **NATURAL DISASTERS**

The following information is a guideline to aid you in determining what action you should take in severe weather.

Tornado WATCH: Conditions are such that storms capable of producing a tornado may develop.

Tornado WARNING: Either a tornado has been sighted or it is highly probable that one will develop. A warning will be signaled by the storm warning sirens.

PTC will announce the warning on the intercom and phone system. In case of the loss of power, handheld bull horns will be used to verbally communicate the warning. All administrators have access to small air horns. The air horns will signal the warning by signaling short blasts.

Tornado DRILL: Ponca City tests the local siren horns at 12:00 noon on every Thursday.

PTC Tornado drills are performed in September, and March semiannually.

Tornado Precautions:

Tornado Watch (EAP):

- Receptionist will monitor weather radio.
- Notify staff of the watch.
- Have all students come inside.
- Notify guests in meeting rooms of the watch.
- Review tornado procedures and shelter areas with students and guests or visitors (refer to map for shelter areas).

Tornado Warning (EAP):

- Move students, staff and guests to shelter area.
- Close classroom doors.
- Have class rosters with you.

· Remain in shelter area until all clear has been given.

General tornado precautionary tips:

1. If you are in the warning area, seek shelter immediately.
2. If you are in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, a depression such as a ditch or ravine offers some protection, but be alert for flash floods.
3. Do not open windows. This can actually increase damage to the building. Stay away from windows and exterior doors.
4. Basements, interior hallways on the lower floors and small interior rooms on the lower floors offer the best shelter.
5. Do not attempt to turn utilities on or off.
6. Report injuries and damage to the Pioneer Technology Center at 580-762-8336 or call 911. After the all clear, leave badly damaged buildings and do not attempt to return unless directed to do so by emergency personnel.

## **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.

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 Pioneer Technology Center can be found at <https://sors.doc.state.ok.us/svor/f?p=105:1:>

## **REPORTING PROCEDURES**

### **(GENERAL PROCEDURES FOR REPORTING A CRIME OR EMERGENCY)**

#### **CRIME REPORTING**

Crime victims and witnesses to a crime, regardless of the crime, are encouraged to promptly report incidents to the Pioneer Technology Center administration or staff. An official report will be made with copies available to the victim after a completed investigation.

Each year, the FBI publishes a book of crime statistics, "Crime in the United States," which includes accurate accounting of the criminal incidents that occurred on the Pioneer Technology Center campus. The U.S. Department of Education provides statistics for all colleges, universities and technical schools in the United States. <http://ope.ed.gov/security/>

To report a crime in progress, dial 911, or dial extension 0 from a campus phone or call 580-762-8336 when off campus or using a cell phone.

#### CRIME AWARENESS AND SCHOOL SECURITY Policy CLBB:

It is the policy of the Pioneer Technology Center Board of Education to investigate, to report to the local law enforcement agencies, and to make public the number and nature of crimes occurring in the school district and how they are investigated.

Contact the superintendent or designee to report a crime. A school official will contact the police department and will make arrangements to meet with the victim or complainant. An official report will be made and copy provided to the victim or complainant.

Information concerning the number of specific crimes (murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft) which have occurred on school grounds and the number of arrests on school grounds for liquor law violations, drug abuse violations, and weapons possessions will be made available to the public by the superintendent's office.

A regulation has been developed that will:

Reasonably insure the security of district property.

Minimize fire hazards.

Provide for the safekeeping of records and funds.

Provide reasonable protection against vandalism, burglary, and crimes against the person.

Provide for the prosecution of persons who violate this policy.

Provide for employee responsibility for all furniture, books, references, and other district materials, equipment, and supplies assigned to the employee's care.

REFERENCE: 74 O.S. §360.15, et seq. P.L. 101.542, Campus Security Act, 1990

## CONFIDENTIAL CRIME REPORTING

Confidential reporting of crimes is allowed at Pioneer Technology Center. If, for a personal reason, a person does not wish to report an on-campus crime or suspected crime to the police, that person may anonymously report it by contacting the compliance officers or administration.

If you are the victim of a crime and do not want to pursue action within the criminal justice system, you may still want to consider making a confidential report. With your permission, the Superintendent or a designee of PTC can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the school can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

## **CRIMES DISCLOSED TO A PASTORAL OR MENTAL HEALTH COUNSELOR**

To be exempt from disclosing reported offenses to appropriate Pioneer Technology Center 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 Pioneer 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.

## **CRIMES IN PROGRESS**

To report a crime in progress, a person, victim or witness can dial 911. Any reporting method will stimulate the response of police, fire, ambulance or other first responders. In addition, the victim of a

serious crime can request support personnel, such as ministers and rape crisis or domestic violence counselors, during or after reporting the incident.

Additionally, crime victims may be eligible for funds through victims' compensation laws administered by the local district attorney's office.

Prompt reporting of criminal activity to the police enables a quick response, a timely warning, and a safer campus for everyone.

If you are the victim of a crime or a witness to one, you should do the following:

1. Call the police immediately; Dial 911 for emergencies.

2. 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) and report these to the police.

3. 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.

## **CRIME DISCLOSURE**

The crime and arrest statistics reported are those that occurred within the geographical/jurisdictional boundaries of campus. They include crimes occurring on public property immediately adjacent to campus are also reported when available. Crime statistics concerning other locations are available at the Ponca City Police Department.

At the end of each school fiscal year, the Facilities Coordinator will collect crime data from the Campus Compliance Officers and local police jurisdictions to assemble the crime statistics report. Campus incidents will be classified according to the definitions of the Uniform Crime Reporting Handbook published by the Federal Bureau of Investigation. A report to the campus community, including statistics for crimes required to be reported under the Clery Act, will be published no later than October 1st of the year following the reporting period. Notification of the availability of the report will be posted at [www.pioneertech.edu](http://www.pioneertech.edu) , [https://www.pioneertech.edu/wp-content/uploads/2019/07/Campus-Security-Report\\_2018.pdf](https://www.pioneertech.edu/wp-content/uploads/2019/07/Campus-Security-Report_2018.pdf) and the Student Handbook.

The Campus Safety & Security Report includes statistics that have been reported to campus authorities such as criminal homicide; murder and non-negligent manslaughter; negligent manslaughter; sex offenses; forcible sex offenses; non-forcible sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; arson; arrests and/or disciplinary referrals for liquor law violations, drug law violations, stalking, domestic assault, dating violence and/or illegal weapon possessions and hate crimes. Hate crimes include the above-referenced crimes, as well as larceny-theft, simple assault, intimidation,

destruction/damage/vandalism of property, stalking, domestic assault, dating violence and any other crime involving bodily injury, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity or disability.

The Facilities Manager will provide the Annual Security Report within 30 days of the published federal report to staff. This report will be available on the website.

## DEFINITION OF TERMS FOR STATISTICAL CHARTS

The charts setting forth statistical data on reported crimes include the following terms.

**Campus:** Any building or property owned or controlled by PTC within the same reasonably contiguous geographic area and used by the institution in the direct support of, or related to, its educational purpose.

**Clery Geography:** Buildings and property that are part of the institution's campus; the institution's noncampus buildings and property; and public property within or immediately adjacent to and accessible from the campus.

**Res.:** Those buildings and parking lots designated as Residence Halls and

**Other:** Any non-res area on campus.

**Non-Campus Building or Property:** Buildings or property owned or controlled by a student organization, such as a fraternity or sorority, recognized by the institution, and any building or property (other than a branch campus) owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is used by students and is not within the same reasonable contiguous geographical area of the institution.

**Public Property:** All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, street or other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution, if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

## CRIME DEFINITIONS

The following definitions are those used in the Uniform Crime Reporting System of the United States Department of Justice's Federal Bureau of Investigation.

**Aggravated Assault:** An unlawful attack of one person by another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or 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 that could and probably would result in serious personal injury if the crime were successfully completed.

**Arson:** Any willful or malicious attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, or aircraft, personal property of another. Only fires determined to have been willfully or maliciously set are classified as arson.

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

**Criminal Homicide:** The willful (negligent or non-negligent) killing of one human being by another.

**Dating Violence:** Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with another person. The existence of such 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. Dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse. Dating violence does not include acts that meet the definition of domestic violence.

**Domestic Violence:** Domestic violence is a felony or misdemeanor crime of violence committed by a:

- current or former spouse or intimate partner of the victim,
- person with whom the victim shares a child in common,
- person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner,
- person similarly situated to a spouse of the victim under the domestic or family violence laws of Oklahoma; or
- 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 Oklahoma.

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person.

**Drug Law Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Hate Crimes:** A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this definition, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

**Larceny:** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another without use of force or violence. It includes shoplifting, picking pockets, purse snatching, thefts from motor vehicles including parts and accessories, bicycle and computer thefts.

**Liquor Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. Drunkenness and driving under the influence are not included in this definition.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle by someone other than the registered owner.

**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.

**Sex offenses:** Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

**Sexual assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape, defined as follows:

- Rape means 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 means 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 means non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape means non-forcible sexual intercourse with a person who is under the statutory age of consent (age 16).

**Stalking:** Stalking refers to one who engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; and all attempts to commit any of the aforementioned. Pioneer Technology Center policy prohibits deadly weapons on campus with limited exceptions.

## CRIME STATISTICS

Criminal Offenses	Calendar Year	On Campus	Non-campus Bldg./Property	Public Property
<b>Aggravated Assault</b>	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
<b>Arson</b>	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
<b>Burglary</b>	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
<b>Criminal Homicide</b>	2018	0	0	0
	2017	0	0	0
	2016	0	0	0

<b>Criminal Offenses</b>	<b>Calendar Year</b>	<b>On Campus</b>	<b>Non-campus Bldg./Property</b>	<b>Public Property</b>
<b>Dating violence</b>	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
<b>Domestic violence</b>	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
<b>Drug law violations</b>	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
<b>Hate crimes</b>	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
<b>Larceny</b>	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
<b>Liquor law violations</b>	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
<b>Motor Vehicle Theft</b>	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
<b>Robbery</b>	2018	0	0	0
	2017	0	0	0

Criminal Offenses	Calendar Year	On Campus	Non-campus Bldg./Property	Public Property
	2016	0	0	0
<b>Sex offenses</b>	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
<b>Sexual assault</b>	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
<b>Stalking</b>	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
<b>Weapon law violations</b>	2018	0	0	0
	2017	0	0	0
	2016	0	0	0

Hate Crimes – Non-campus	2018	2017	201	Race	Sexual Orientation	Gender	Disability	Ethnicity	National Origin
<b>Aggravated assault</b>	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0	0	0	0
<b>Criminal homicide</b>	0	0	0	0	0	0	0	0	0
<b>Dating violence</b>	0	0	0	0	0	0	0	0	0
<b>Domestic</b>	0	0	0	0	0	0	0	0	0

violence

Drug law violations	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Sex offenses	0	0	0	0	0	0	0	0	0
Sexual assault	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Weapon law violation	0	0	0	0	0	0	0	0	0

Hate Crimes – Public Property	2018	2017	2016	Race	Sexual Orientation	Gender	Disability	Ethnicity	National Origin
Aggravated assault	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Criminal Homicide	0	0	0	0	0	0	0	0	0
Dating violence	0	0	0	0	0	0	0	0	0

<b>Domestic violence</b>	0	0	0	0	0	0	0	0	0
<b>Drug law violations</b>	0	0	0	0	0	0	0	0	0
<b>Larceny</b>	0	0	0	0	0	0	0	0	0
<b>Liquor law violations</b>	0	0	0	0	0	0	0	0	0
<b>Motor vehicle theft</b>	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0
<b>Sex offense</b>	0	0	0	0	0	0	0	0	0
<b>Sexual assault</b>	0	0	0	0	0	0	0	0	0
<b>Stalking</b>	0	0	0	0	0	0	0	0	0
<b>Weapons law violations</b>	0	0	0	0	0	0	0	0	0

<b>Arrests</b>	<b>Calendar Year</b>	<b>On Campus</b>	<b>Non-campus Bldg./Property</b>	<b>Public Property</b>
Weapons: carrying, possessing, etc.	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Drug abuse violations	2018	0	0	0
	2017	0	0	0
	2016	0	0	0

Liquor law violations	2018	0	0	0
	2017	0	0	0
	2016	0	0	0

Disciplinary Actions	Calendar Year	On Campus	Non-campus Bldg./Property	Public Property
Weapons: carrying, possessing, etc.	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Drug abuse violations	2018	0	0	0
	2017	0	0	0
	2016		0	0
Liquor law violations	2018	0	0	0
	2017	0	0	0
	2016	0	0	0

## OBTAINING REPORTS

To request a copy of a report or ask other related questions, contact the Pioneer Technology Center.

Requests for incident reports or traffic crash reports by persons involved generally will be processed when the investigation is completed. Pioneer Technology Center faculty, staff, and students are not charged for obtaining report copies when involved in the reported incident.

Pioneer Technology Center is committed to complying with its obligations under the Freedom of Information Act (F.O.I.A.) 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 Pioneer Technology Center 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.

## **OFF-CAMPUS CRIME**

If the Ponca City Police Department is contacted about criminal activity occurring off-campus involving a member of the Pioneer Technology Center community, the Ponca City Police Department may notify the Pioneer Technology Center administration. However, there is no official policy requiring such notification. Individuals in these cases may be subject to arrest by Ponca City Police Department.

## **ACCESS TO CAMPUS FACILITIES**

The Pioneer Technology Center campus is open to the public. During business hours, the school will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all school facilities is by key/access card, if issued, or by admittance by the custodial/maintenance staff. Emergencies may necessitate changes or alterations to any posted schedules.

Areas that are revealed as problematic have security surveys conducted and reviewed. Members of the Campus Security Committee examine security issues such as landscaping, locks, alarms, lighting, and communications and recommend changes.

PTC is not designed with residential facilities and is therefore not required to report fire statistics.

## **MAINTENANCE OF CAMPUS FACILITIES**

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Pioneer Technology Center staff report any malfunctioning lights and other unsafe physical conditions to PTC maintenance for correction. Other members of the Pioneer Technology Center community are helpful when they report equipment problems to the Pioneer Technology Center maintenance department 580-718-4254.

## **ALCOHOL AND DRUG POLICIES**

Pioneer Technology Center seeks to encourage and sustain an academic environment that respects individual freedoms and promotes the health, safety and welfare of its students, faculty, staff and visitors. These participants are expected to know and follow the applicable laws and all Pioneer Technology Center rules and regulations. Each person is responsible for his/her own behavior. The

Pioneer Technology Center enforces compliance with state law and alcoholic beverage laws on campus and at school-sponsored activities.

DRUGS, ALCOHOL AND CONTRABAND SEARCHES Policy FNFBA-

The Pioneer Technology Center Board of Education believes that in order to respond to the drug and alcohol abuse problems in our schools and to maintain a reasonably safe school environment, the district will occasionally use trained dogs to search for drugs, alcohol, or contraband on school property.

Such searches will be arranged by the superintendent at his/her discretion and will target only school property including lockers and vehicle parking areas. Students and staff members will not be the subject of animal searches and will be searched in accordance with school policy only if reasonable suspicion arises during a search of school property.

The superintendent is directed to prepare a regulation implementing and supporting this policy.

REFERENCE:

POLICIES:

FO - Student Conduct, Behavior and Discipline

FO-R4 – Student Discipline Possession of Alcoholic Beverages or CDS, Regulation

FNCE - Reporting Students Under the Influence

FNCF - Drug-Free Schools

FNF - Search of Students

FNF - R – Search of Students, Regulation

FNFBA-R - Drugs, Alcohol and Contraband Searches, Regulation

## **ALCOHOL AND DRUG ABUSE EDUCATION PROGRAMS**

Pioneer technology Center participates in “Red Ribbon Week” which is a week-long campaign that involves drug awareness.

DRUG-FREE SCHOOLS Policy FNCF

It is the policy of the Pioneer Technology Center Board of Education that in recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well-being of students, employees, and the community, the board has implemented a drug and alcohol education and prevention program.

Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all schools in this district, prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including probation, suspension, and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.

The standards of conduct and the disciplinary sanctions imposed by this policy will be part of the required notification to parents and students which will include the following:

"The Drug Free Schools and Communities Act Amendments, P.L. 101-226 requires that State, as well as local educational agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees." (Federal Regulations can be examined through the school office.)

Parent/Guardian signature certifies receipt of a Student Handbook of Guidelines and Policies for Students and Parents which includes district policy relating to adoption and implementation of a drug prevention program for students.

REFERENCE: Public Law 101-226

70 O.S. §1210.221, et seq.

## **LOST AND FOUND**

Pioneer Technology Center lost and found is located at the reception desk. Additionally, there is a lost and found area at the Business and Industry Building. After a certain period of time, all buildings and offices are encouraged to forward any found items to the Pioneer Technology Center Maintenance Department to maintain a central location for persons seeking lost property. Inquiries about lost and found property can be made by calling 580-762-8336.

## **DISCIPLINARY PROCEEDINGS**

Anyone can report any instances of sexual harassment and sexual violence, as well as other crimes or violations of the Student Code of Conduct, to the compliance office at 580-762-8336 x281 or x295. A complaint should be filed as soon as possible, preferably within 180 calendar days of the incident.

If either the victim or the accused are students, the incident will be addressed through the Student Conduct process once a complaint is filed.

Pioneer Technology Center strongly encourages individuals to report any instance of sexual harassment and sexual violence to the police or PTC administration.

## **STUDENT CONDUCT PROCESS**

### STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE Policy FO

The Pioneer Technology Center Board of Education believes that an important responsibility of any school system is to teach acceptable social conduct. We believe that such conduct may be taught by example and by providing appropriate incentives. The board also believes that reasonable standards of conduct must be established and that adherence to those standards must be insisted upon.

In accordance with the policy of the board of education, the following standards of conduct are established for the Pioneer Technology Center school system.

All students are expected to act as ladies and gentlemen with due consideration for the rights and needs of others. Individual language, grooming, dress, and conduct of good taste are essential qualities of successful employees. Therefore, only the best is expected of Pioneer Technology students.

For the purpose of this policy, a student is defined as any person regularly enrolled in a full-time educational program provided by, or approved by, the board of education and carried on in premises owned or controlled by the school district. Students in school buildings, on school grounds, using district property, or attending a district-sanctioned event shall not engage in any of the following:

1. Any conduct, the purpose of which is to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any other activity sponsored or approved by the board of education.
2. Physical, emotional, or mental abuse of, or threat of harm to, any person on school owned or controlled property or at any school attended, sponsored, or supervised event or function.
3. Damage, or threat of damage, to property of the school, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on school-owned, controlled, attended, or supervised premises.
4. Forceful or unauthorized entry into or upon, or occupation of, school district facilities including buildings and grounds.
5. Unlawful use, possession, distribution, sale, or trade of drugs, alcohol, or controlled substances, or any substance or material believed to be drugs, alcohol or controlled substances, or any substance which is capable of causing or producing mood alteration or behavioral changes.
6. Conduct or speech that violates commonly accepted standards of society within the community.

7. Failure to comply with the reasonable and lawful directions of school district officials or law enforcement officers, acting in the performance of their duties, or failure to identify themselves to such officials or officers when directed to do so.
8. Any conduct constituting a breach of any federal, state, or city law or ordinance or duly adopted policy of the board of education.
9. Any student violating policies or regulations may be subject to warning, reprimand, probation, or suspension, expulsion or dismissal in addition to any civil or criminal proceedings or prosecution.

Adult students enrolled in full-time educational programs may attend class with high school students. It is of paramount importance that each adult enrolled in day classes be an example for secondary students in all areas, including attendance, dress, language, attitudes, and class and laboratory efforts. Adults enrolled in classes with high school students should be a positive, motivational force in the school life of their high school classmates.

Adults are held to standards of conduct that are not less than those for secondary students attending Pioneer. 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 program completion.

Adult students do not have due process rights pursuant to Pioneer Technology Center policy. Pioneer Technology Center administration will consider the best interest of the student in violation of the policy, the other students impacted by the violating student and the educational climate of the school when making decisions regarding discipline, suspension or dismissal of an adult student. The disciplinary decision(s) is final and cannot be appealed.

#### Behavior and Discipline Code

The following behaviors at school, while in school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension (secondary students) or including the possibility of dismissal (adult students):

1. Adjudication as a delinquent for an offense that is not a violent offense. For purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offenses" as specified in Section 571 of Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon, but shall not include the offense of assault;
2. Arson;
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message;

4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material;
5. Bullying; (see policy FNCD)
6. Cheating;
7. Conduct that threatens or jeopardizes the safety of others;
8. Cutting class, sleeping, or refusing to work in class;
9. Disruption of the education 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;
16. Gambling;
17. Hazing (initiations) in connection with any school activity;
18. Inappropriate attire;
19. Inappropriate behavior or gestures;
20. Inappropriate public behavior;
21. Indecent exposure;
22. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, 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);
23. Obscene language;
24. Physical or verbal abuse;

25. Plagiarism;
26. Possession or use of a caustic substance not related to course work;
27. Possession or distribution of obscene materials;
28. Possession, threat or use of a dangerous weapon, including firearms, and related instrumentalities (i.e., bullets, shells, gunpowder, pellets, etc.); (see policy FNCGA)
29. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer as defined by Oklahoma law, (i.e., 3.2 beer) and/or controlled substances; (policies FO-R4, FNCE)
30. Possession or distribution of a controlled dangerous substance, as defined in the Uniform controlled Dangerous Substances Act; (see policy FNCE)
31. Possession of illegal and/or drug related paraphernalia;
32. Profanity;
33. Sexual or other harassment of individuals, including, but not limited to, students, school employees, volunteers;
34. Theft;
35. Threatening behavior (whether involving written, verbal or physical actions);
36. Truancy;
37. Use or possession of tobacco products in any form; (secondary students) (see policy CKDA)
38. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, school employee, or the school;
39. Using racial, religious, ethnic, sexual, gender or disability-related epithets;
40. Use of the school's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies and regulations, or in any manner not authorized by school officials or in violation of law;
41. Vandalism;
42. Violation of the Board of Education or school policies, rules or regulations;
43. Vulgarity;
44. Willful damage to school property;
45. Willful disobedience of a directive of any school official.

Students suspended or dismissed 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 in-school placement options, out-of-school suspension, expulsion or dismissal.

The Pioneer Technology Center Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention

5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

#### Dismissal of Students Because of Failure to Meet or Comply with Essential Program Requirements

Pioneer's program offerings include those that incorporate requirements essential to successful completion of the program. An example is the clinical hours which are a part of and necessary for completion of many health care programs. When a student cannot complete essential program 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.

#### Adult Students Attending the Technology Center by Virtue of a Special Program

In some instances, adult students are participating in programs offered by Pioneer 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 shall include written notice to the program or project director of the student's dismissal and the reasons for dismissal.

#### Immediate Removal of a Student

Whenever an alleged violation of the Student Conduct, Behavior and Discipline 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 also immediately contact the student.

In instances involving a student's dismissal or removal from a program, Pioneer 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. Policy FOD-R, describes the procedure that will be used when it is necessary to remove a secondary student from a program. Removal may involve a short or long period or may involve a permanent removal.

#### 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 Student Conduct, Behavior and Discipline Policy shall be distributed to all 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 called for in this policy may be taken by the administrator designated by this policy or the Superintendent. An administrator, whether a program 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.

REFERENCE: 10 O.S. §7115  
70 O.S. §6-114  
70 O.S. §24-101.3

POLICIES: FO-R4 - Secondary Student Discipline, Possession of Alcoholic Beverages or CDS, Regulation

FNCE - Reporting Students under the Influence

FNCF - Drug-Free Schools

FNF - Search of Students

FNF-R - Search of Students, Regulation

FNFBA - Drugs, Alcohol and Contraband Searches

FNFBA-R - Drugs, Alcohol and Contraband Searches, Regulation

## **SEX OFFENSES, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING**

### **• Educational Programming**

Pioneer Technology Center prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined in the “Definitions” section on Page 18-20.

Pioneer Technology Center further prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined under Oklahoma law, set forth in the attached Appendix A.

Pioneer Technology Center provides semi-annual staff in-service training as well as student sexual harassment training.

### **SEXUAL OR OTHER HARASSMENT- Policy FB**

State and federal law specifically prohibit sexual harassment of employees and students in connection with their employment by or enrollment in Pioneer Technology Center (“PTC”). This policy will set forth the rules and regulations to be followed by all students, employees and board members of PTC with regard to the issue of sexual harassment:

1. "Employee" means any person who is authorized to act in behalf of PTC, whether that person is acting on a temporary or permanent basis, with or without being compensated, or on a full-time or part-time basis and including board members and school volunteers.
2. "Student" means any person who is enrolled in any school or program of PTC.
3. In the case of an employee of PTC, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature by one employee towards another employee which:
  - a. is made an explicit or implicit term or condition of an employee's employment, or
  - b. is used as a basis for employment decisions affecting that employee, or
  - c. has the purpose or effect of unreasonably interfering with an employee's work performance, or creating an intimidating, hostile or offensive working environment.
4. In the case of a student of PTC, "sexual harassment" includes all forms of unwelcome conduct of a sexual nature by a student, an employee or any third person towards a student. Age appropriate examples of the kinds of things that can constitute prohibited sexual harassment shall be communicated to the students.
5. This policy also applies to allegations of harassment based on race, color, national origin, sex, age or disability.
6. All students, employees and board members are strictly prohibited from engaging in any form of sexual or other harassment of any student, employee, applicant for employment, vendor representative or patron of PTC. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits (as permitted by law) and termination. Such 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.
7. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under PTC's Student Discipline Code for secondary or adult students.
8. Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to the superintendent, administrator, coordinator, counselor, or any board member of PTC. If the report of an incident needs to be made after normal school hours, the above listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party, including but not limited to a Title IX grievance form. However, in order to encourage full, complete and immediate reporting of such prohibited activities any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should

## SEXUAL OR OTHER HARASSMENT (Cont.)

state the name of the alleged harassing student, employee or board member, 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.

9. Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Acts of 1964 and the Oklahoma Anti-Discrimination Act and may report such incidents to the United State Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.

10. The superintendent, administrator, coordinator, counselor, teacher or any board member of PTC, upon receiving a report (formal or informal) of sexual harassment shall do the following as quickly as reasonably possible:

a. obtain an oral or written statement, from the individual who is alleged to have been sexually harassed which contains information necessary to conduct a full investigation of the matter. This information should include, but is not limited to, 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 the names of any witnesses;

b. take reasonable and age appropriate, effective steps to separate and protect the individual who is allegedly being sexually harassed from the alleged harasser, until the matter can be fully investigated and the appropriate remedial steps taken;

c. keep the individual who is allegedly being sexually harassed reasonably apprised, to the extent allowed under federal and state privacy laws and regulations, of the investigation and the actions taken as a result of the investigation;

d. conduct a full and complete investigation, to the extent reasonably possible and appropriate to the age of those involved, regarding the alleged sexual harassment, which would include, but not be limited to, interviewing the individual allegedly harassed, any witnesses, review of any supporting documents, and interviewing the alleged harasser;

e. based on good judgment, common sense and the facts, as revealed by the investigation, taken as a whole and the totality of the circumstances, such as the nature, extent, age of those involved, context and gravity of such activities or incidents, take or recommend the taking of appropriate and effective measures reasonably calculated to end the harassment and prevent a reoccurrence, including but not limited to, as to employees, suspension, demotion, forfeiture of pay or benefits (as permitted by law), termination or reassignment.

11. During and after the investigation, confidentiality shall be maintained, as far as reasonably possible; provided however, nothing in this policy shall preclude public disclosure of any information of a personal or confidential nature during the course of any suspension, dismissal or non-renewal hearing or in any litigation.

12. It is PTC's position that any person filing or complaining of sexual harassment or participating in any way in any investigation of a sexual harassment claim under this policy shall not be subjected to any form of reprisal, retaliation, intimidation or harassment. PTC will discipline or take appropriate action against any student, employee, agent or representative who is determined to have engaged in such retaliatory behavior.

- **Victim Information**

If you are a victim of sexual violence, you are not alone and you are in no way responsible for your assault.

- **Definition of 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.

- **What to do if you are a Victim of Sexual Violence**

a. If you are not safe and need immediate help, call the police or 911. If the incident happened on campus, call Pioneer Technology Center compliance officer or administrator at (580)762-8336. If the incident occurred elsewhere in Ponca City, call the Ponca City Police Department at (580)767-0370. If the incident happened anywhere else, call the law enforcement agency that has jurisdiction in the location where it occurred.

b. 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.

c. Do not shower, bathe, douche, change or destroy clothes, eat, drink, smoke, chew gum, take any medications or straighten the room or place of the incident. Preserving evidence is critical for criminal prosecution. Although you may not want to prosecute immediately after the incident, that choice will not be available without credible evidence. The evidence collected can also be useful in the campus conduct process.

d. Go to Ponca City Medical Center to receive care for any physical injuries that may have occurred. While in the emergency room, treatment will be provided for sexually transmitted diseases and to prevent pregnancy. Ponca City Medical Center is located at 1900 N. 14<sup>th</sup> St. Ponca City, Ok 74601.

e. If you call the Rape, Abuse & Incest National Network Hotline - 1-800-656-4673 (HOPE), a sexual assault nurse examiner, a police officer and a rape volunteer advocate will be sent to the exam site.

f. Upon arrival at Ponca City Medical Center, you will be taken to a private exam area. The nurse, advocate and police officer will be directed to this same location. You will be examined to treat any injuries and to gather evidence.

g. The rape advocate will support you throughout the entire exam, which will be performed by the nurse. The advocate will provide a packet of written materials that contains information about common reactions to rape, follow-up medical needs and support services.

- **On and Off Campus Resources**

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.

Sexual Assault Crisis Line – (405)701-5660

Rape, Abuse & Incest National Network Hotline - 1-800-656-4673 (HOPE)

Oklahoma Coalition Against Domestic Violence & Sexual Assault (M-F/9-5) Referrals 405-524-0700

Oklahoma Sexual Assault Information, Resources & Support

<http://www.aardvarc.org/rape/states/okrp.shtml>

Oklahoma Sex and Violent Crime Offender Registry is available through the Oklahoma Department of Corrections. <http://docapp8.doc.state.ok.us/pls/sors/?vm=r>

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 colleges, Career Tech, and universities, Pioneer 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.

- **Victim Advocate - Confidential Reporting Option**
- The Victim Advocate can confidentially provide students with information about on and off campus resources available to victims.

**Victim Advocate**

Dearing House Child Advocacy Center

311 S. 13<sup>th</sup>, St.

Ponca City, Ok 74601

(580)762-5266

## Counseling Resources- Confidential Reporting Options

Pioneer Technology Center Counseling- Certified 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.

Lori Evans, M-F 8:00- 5:00 pm

Kahle Goff, M-F 8:00- 5:00 pm

## Resources

- Oklahoma Sex and Violent Crime Offender Registry is available through the Oklahoma Department of Corrections. <http://docapp8.doc.state.ok.us/pls/sors/?vm=r>
- Oklahoma Safeline 1-800-522-7233 (SAFE)
- Oklahoma Prevention Education Resource Guide <http://sde.state.ok.us/schools/SafeHealthy/pdf/ResourceBrochure.pdf>
- Domestic Violence Ponca City (580)762-2873
- 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
- Women's Resource Center - (405)364-9424; Crisis: (866)580-5010; Rape Crisis: (405)701-5660
- Oklahoma Sexual Assault Information, Resources & Support <http://www.aardvarc.org/rape/states/okrp.shtml>
- Drug Treatment & Center – (405)321-4880
- HELPLINE (Information, Referral & Volunteer Services) – (405)364-3800
- Teen Line (Helpline available 3 p.m. to midnight) – 1-800-522-8336(teen)
- 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](http://www.211oklahoma.org)
- Alcohol Anonymous (212)870-3400
- Alanon (800)344-2666
- Narcotics Anonymous (818)733-9999
- Oklahoma Substance Abuse (405)522-3810
- Sexual Assault Crisis Line – (405)701-5660

- Community Mental Health Center (Edwin Fair Mental Health) (580)762-7561
  - Kay County Health Department – (580)762-1641 (580)363-5520
  - Northern Oklahoma Youth Services (580)762-8341
  - Child Abuse (800)522-3511
  - Poison Control (800)222-1222
  - Department of Human Services (DHS) (580)763-6700
  - The Mission (580)765-1426
  - <http://notalone.gov> for more information and resources.
  - Title IX Coordinator- Karl Lynes (580)718-4281
  - Pioneer Technology Center Executive Director – (580)718-4297
- Instructional Directors:
- Kendra Keelin (580)718-4359
- Ryan Burkett (580) 718-4227
- Pioneer Technology Center Superintendent: Traci Thorpe (580)718-4256

- **Medical Services**

It's important to have a thorough medical examination after a sexual assault even if you do not have any apparent physical injuries. Medical providers can treat any injuries and provide tests for sexually transmitted diseases. Ponca City Medical Center -1900 N. 14<sup>th</sup> St. Ponca City, OK 74601 (580)765-3321

- **Interim Measures**

Instructional Directors and the Title IX Coordinator can put in place interim measures for student victims of sexual violence as needed. A formal complaint does not need to be submitted to have interim measures put in place. Pioneer Technology Center will maintain as confidential any interim measures provided as long as it does not impair the ability to provide the interim measures.

a. Assistance in Reporting: Compliance Officer or Instructional Directors can assist you in filing a complaint with the institution conduct process and the appropriate law enforcement agencies against the student(s) who caused harm.

b. No Contact Order: Compliance Officer or Instructional Directors can put in place a No Contact Order between the complainant and the respondent, which would prohibit contact between both parties through any means of communication, as well as not having others make contact on their behalf.

c. Emergency Protective Order: Compliance Officer or Instructional Directors can assist you in filing for an Emergency Protective Order or the Dearing House Child Advocacy Center can assist. This is a court-ordered petition that prohibits contact between the complainant and respondent.

d. Safety Measures: Compliance Officer or Instructional Directors can coordinate any reasonable arrangements that are necessary for your ongoing safety.

e. Academic Arrangements: Compliance Officer or Instructional Directors can assist in adjusting your academic schedule or that of the accused as well as assist in providing access to academic support services.

f. Other Interim Measures: Compliance Officer or Instructional Directors can coordinate any reasonable arrangements to address the effects of the sexual violence on you, including connecting you with counseling, health care or academic support resources.

When the Compliance Officer or Instructional Directors becomes aware of a student who potentially could have been a victim of sexual violence, they will contact the victim in writing through Pioneer Technology Center email to share these interim measures, reporting options and other resources available. This will be done no matter the location of the incident.

- **Reporting**

All forms of sexual violence should be reported, no matter the severity. Pioneer technology Centers' primary concern is safety; therefore individuals should not be deterred in reporting even if the use of alcohol or other drugs was involved.

Pioneer Technology Center encourages victims of sexual violence to talk to someone about what happened so they can receive support and so that the institution can respond appropriately. Pioneer Technology Center offers both confidential reporting and non-confidential reporting options. It is important to be aware that different individuals who victims can contact for assistance following an incident may have different responsibilities regarding confidentiality, depending on their position. Under state law, some individuals can assure a 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 colleges and universities, the institution must balance the needs of the individual victim with an obligation to protect the safety and well-being of the community at large.

Different employees on campus have different abilities to maintain a victim's request for confidentiality.

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication."
- Other employees may talk to a victim in confidence, and generally report only that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not trigger an institution investigation into an incident against the victim's wishes. This report is done through a Clery Report and does not include the victim's name or other identifying information.
- Thirdly, some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator.

## A. Confidential Reporting Options

Confidential reporting options provide students with the ability to confidentially report and discuss an instance of sexual violence without their information being shared with others. Please note confidential reporting limits the institution's ability to respond to incidents.

### Professional Counselors

Professional and licensed counselors who provide mental health counseling (including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX coordinator without a victim's permission. These individuals are also not required by the Clery Act to report.

### Victim Advocate

Pioneer Technology Center treats the Victim Advocate as a confidential reporting option. Victims can visit with the Victim Advocate to learn about resources available on campus. The Victim Advocate is not required to report any information about an incident to the Title IX Coordinator without a victim's permission. However, the Victim Advocate will report incidents to Ponca City Police Department for the purpose of the Clery Act.

While these professional counselors, non-professional counselors (those who act under the supervision of a licensed counselor), advocate, and health providers may maintain a victim's confidentiality, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in the case of minors, imminent harm to self or others, or requirement to testify if subpoenaed in a criminal case.

If Pioneer Technology Center determines that the alleged individual(s) pose a serious and immediate threat to the campus, Pioneer Technology Center may issue a timely warning to the community. Any such warning will not include any information that identifies the victim.

## B. Non-Confidential Reporting Options

The Board of Regents for the Oklahoma Agricultural and Mechanical Colleges and the Clery Act require all other employees (excluding counselors and Victim Advocate) who become aware of an instance of sexual violence to report the instance to Ponca City Police. The victim's name should not be reported to the police without the victim's permission. The report should include the nature, date, time, and general location of an incident. This is a limited report which includes no information that would directly or indirectly identify the victim. This allows for the institution to track patterns, evaluate the program, and develop appropriate campus-wide responses.

Note that the Clery Act requires other crimes to be reported. Visit <http://clerycenter.org/summary-jeanne-clery-act> to learn more.

When an instance of sexual violence is reported to a “responsible employee” the reporter can expect the incident will be reported to the Title IX Coordinator Compliance Officer or Instructional Directors Office. A responsible employee must report to the Title IX Coordinator Compliance Officer or Instructional Directors Office all relevant details about the alleged sexual harassment or sexual violence shared by the victim including names, date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the institution’s response to the report. A responsible employee should not share information about the victim to law enforcement.

A “responsible employee” is an employee who has the authority to address sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. Examples include but are not limited to faculty members, advisors, employees in student services offices and anyone in a supervisory role.

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the institution will investigate the alleged sexual violence, end any sexual violence, prevent the sexual violence from reoccurring, and educate on sexual violence.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee’s reporting obligations and if the victim wants to maintain confidentiality, then the student should be directed to a confidential resource.

- **Requests for Confidentiality from a Non-Confidential Reporter**

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or conduct action taken, Pioneer Technology Center must weigh that request against the obligation to provide a safe environment for all students, including the victim.

If the institution honors the request for confidentiality, a victim must understand that the institution’s ability to meaningfully investigate and respond to the incident may be limited.

Although rare, there are times when the Technology Center may not be able to honor a victim’s request in order to provide a safe environment for all students.

When weighing a victim’s request for confidentiality or that no investigation or conduct process be pursued, the following will be considered:

- The increased risk that the alleged respondent will commit additional acts of sexual or other violence, such as:
  - whether there have been other sexual violence complaints about the same alleged respondent;
  - whether the alleged respondent has a history of arrests or records from a prior school indicating a history of violence;

- whether the alleged respondent threatened further sexual violence or other violence against the victim or others;
- whether the sexual violence was committed by multiple respondents;
- whether the sexual violence was perpetrated with a weapon;
- whether the victim is a minor;
- whether the institution possesses other means to obtain relevant information of the sexual violence (e.g., security cameras or personnel, physical evidence);
- whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the institution to investigate and, if appropriate, pursue conduct action. If none of these factors is present, the institution will likely respect the victim's request for confidentiality.

If it is determined that the institution cannot maintain a victim's confidentiality, the institution will inform the victim prior to starting an investigation. Pioneer Technology Center will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. The institution may not require a victim to participate in any investigation or conduct process. Retaliation against the victim, whether by students or institution employees, will not be tolerated.

- **Reporting to the Police**

Pioneer Technology Center strongly encourages individuals to report sexual violence and any other criminal offenses to the police. This does not commit you to prosecute but will allow the gathering of information and evidence. The information and evidence preserve future options regarding criminal prosecution, institution conduct actions and/or civil actions against the perpetrator.

If the incident happened on campus, it can be reported to the Pioneer Technology compliance officer or administration at (580)762-8336. If the incident occurred elsewhere in Ponca City, it can be reported to the local Police Department at (580)765-0370. If the incident happened anywhere else, it can be reported to the local law enforcement with jurisdiction in the location where it occurred.

Please know that the information you report can be helpful in supporting other reports and preventing further incidents.

- **Report to Compliance Officer or Instructional Directors**

Anyone can report any instances of sexual violence to Compliance Officer or Instructional Directors at (580)718-4281, (580)718-4295, (580)718-4297. A complaint should be filed as soon as possible, preferably within 180 calendar days of the incident. A complaint can be filed online at <http://www.pioneertech.edu/>

If either the victim or the accused is a student, the incident will be addressed through the Student Conduct process once a complaint is filed.

Additionally, as stated above, Pioneer Technology Center strongly encourages individuals to report any instance of sexual violence to the police.

## CONTACT INFORMATION

- Ponca City Police Department (580)767-0370 or 911
- Title IX Coordinator- Karl Lyens(580)718-4281
- Oklahoma Sex and Violent Crime Offender Registry is available through the Oklahoma Department of Corrections. <http://docapp8.doc.state.ok.us/pls/sors/?vm=r>
- Oklahoma Safeline 1-800-522-7233 (SAFE)
- Oklahoma Prevention Education Resource Guide <http://sde.state.ok.us/schools/SafeHealthy/pdf/ResourceBrochure.pdf>
- Domestic Violence Ponca City (580)762-2873
- 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
- Women's Resource Center - (405)364-9424; Crisis: (866)580-5010; Rape Crisis: (405)701-5660
- Oklahoma Sexual Assault Information, Resources & Support <http://www.aardvarc.org/rape/states/okrp.shtml>
- Drug Treatment & Center – (405)321-4880
- HELPLINE (Information, Referral & Volunteer Services) – (405)364-3800
- Teen Line (Helpline available 3 p.m. to midnight) – 1-800-522-8336(teen)
- 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](http://www.211oklahoma.org)
- Alcohol Anonymous (212)870-3400
- Alanon (800)344-2666
- Narcotics Anonymous (818)733-9999
- Oklahoma Substance Abuse (405)522-3810
- Sexual Assault Crisis Line – (405)701-5660
- Community Mental Health Center (Edwin Fair Mental Health) (580)762-7561
- Kay County Health Department – (580)762-1641 (580)363-5520
- Northern Oklahoma Youth Services (580)762-8341

- Child Abuse (800)522-3511
- Poison Control (800)222-1222
- Department of Human Services (DHS) (580)763-6700
- The Mission (580)765-1426
- <http://notalone.gov> for more information and resources.
- Ponca City Medical Center (580)765-3321

## **ANNUAL FIRE SAFETY REPORT**

Pioneer Technology Center has no “on-campus” student housing, therefore are not required to publish an annual fire safety report. 34 CFR 668.49(b)

### APPENDIX A

Definitions under Oklahoma law:

Dating violence is not defined in Oklahoma; however, violence against a person with whom the perpetrator is in a dating relationship is considered domestic violence, defined below. A dating relationship is defined as: a courtship or engagement relationship. For purposes of this act, a casual acquaintance or ordinary fraternization between persons in a business or social context shall not constitute a dating relationship.

22 Okla. Stat. § 60.1.

Domestic violence is not defined in Oklahoma law. However, the criminal definition of domestic abuse is defined as: Any person who commits any assault and battery against a current or former spouse, a present spouse of a former spouse, a former spouse of a present spouse, parents, a foster parent, a child, a person otherwise related by blood or marriage, a person with whom the defendant is or was in a dating relationship as defined by Section 60.1 of Title 22 of the Oklahoma Statutes, an individual with whom the defendant has had a child, a person who formerly lived in the same household as the defendant, or a person living in the same household as the defendant shall be guilty of domestic abuse.

21 Okla. Stat. § 644.

Sexual assault:

- a. rape, or rape by instrumentation, as defined in Sections 1111, 1111.1 and 1114 of this title, or
- b. forcible sodomy, as defined in Section 888 of this title.

21 Okla. Stat. § 142.20.

Rape (as used in the definition for “sexual assault”):

A. Rape is an act of sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances:

1. Where the victim is under sixteen (16) years of age;
2. Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;
3. Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;
4. Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;
5. Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
6. Where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense, or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;
7. Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim; or
8. Where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of the same school system.

B. Rape is an act of sexual intercourse accomplished with a male or female who is the spouse of the perpetrator if force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person.

21 Okla. Stat. § 1111

Rape by instrumentation (as used in the definition of “sexual assault”):

Rape by instrumentation is an act within or without the bonds of matrimony in which any inanimate object or any part of the human body, not amounting to sexual intercourse is used in the carnal knowledge of another person without his or her consent and penetration of the anus or vagina occurs to that person. Provided, further, that at least one of the circumstances specified in Section 1111 of this title has been met; further, where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in conduct prohibited by this section of law with a person who is eighteen (18) years of age or older and is an employee of the same school system, or where the victim is under the legal custody or supervision of a state or federal agency, county, municipal or a political subdivision and engages in conduct prohibited by this section of law with a federal, state, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a

municipality or a political subdivision that exercises authority over the victim, consent shall not be an element of the crime. Except for persons sentenced to life or life without parole, any person sentenced to imprisonment for two (2) years or more for a violation of this section shall be required to serve a term of post-imprisonment supervision pursuant to subparagraph f of paragraph 1 of subsection A of Section 991a of Title 22 of the Oklahoma Statutes under conditions determined by the Department of Corrections. The jury shall be advised that the mandatory post-imprisonment supervision shall be in addition to the actual imprisonment.

21 Okla. Stat. § 1111.1.

Forcible sodomy (as used in the definition of “sexual assault”):

A. Any person who forces another person to engage in the detestable and abominable crime against nature, pursuant to Section 886 of this title, upon conviction, is guilty of a felony punishable by imprisonment in the custody of the Department of Corrections for a period of not more than twenty (20) years. Except for persons sentenced to life or life without parole, any person sentenced to imprisonment for two (2) years or more for a violation of this subsection shall be required to serve a term of post-imprisonment supervision pursuant to subparagraph f of paragraph 1 of subsection A of Section 991a of Title 22 of the Oklahoma Statutes under conditions determined by the Department of Corrections. The jury shall be advised that the mandatory post-imprisonment supervision shall be in addition to the actual imprisonment. Any person convicted of a second violation of this section, where the victim of the second offense is a person under sixteen (16) years of age, shall not be eligible for probation, suspended or deferred sentence. Any person convicted of a third or subsequent violation of this section, where the victim of the third or subsequent offense is a person under sixteen (16) years of age, shall be punished by imprisonment in the custody of the Department of Corrections for a term of life or life without parole, in the discretion of the jury, or in case the jury fails or refuses to fix punishment then the same shall be pronounced by the court. Any person convicted of a violation of this subsection after having been twice convicted of a violation of subsection A of Section 1114 of this title, a

violation of Section 1123 of this title or sexual abuse of a child pursuant to Section 843.5 of this title, or of any attempt to commit any of these offenses or any combination of said offenses, shall be punished by imprisonment in the custody of the Department of Corrections for a term of life or life without parole.

B. The crime of forcible sodomy shall include:

1. Sodomy committed by a person over eighteen (18) years of age upon a person under sixteen (16) years of age; or

2. Sodomy committed upon a person incapable through mental illness or any unsoundness of mind of giving legal consent regardless of the age of the person committing the crime; or

3. Sodomy accomplished with any person by means of force, violence, or threats of force or violence accompanied by apparent power of execution regardless of the age of the victim or the person committing the crime; or

4. Sodomy committed by a state, county, municipal or political subdivision employee or a contractor or an employee of a contractor of the state, a county, a municipality or political subdivision of this state upon a person who is under the legal custody, supervision or authority of a state agency, a county, a municipality or a political subdivision of this state; or

5. Sodomy committed upon a person who is at least sixteen (16) years of age but less than twenty (20) years of age and is a student of any public or private secondary school, junior high or high school, or public vocational school, with a person who is eighteen (18) years of age or older and is employed by the same school system.

21 Okla. Stat. § 888.

Stalking:

Any person who willfully, maliciously, and repeatedly follows or harasses another person in a manner that:

1. Would cause a reasonable person or a member of the immediate family of that person as defined in subsection F of this section to feel frightened, intimidated, threatened, harassed, or molested; and

2. Actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested, upon conviction, shall be guilty of the crime of stalking, which is a misdemeanor punishable by imprisonment in a county jail for not more than one (1) year or by a fine of not more than One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment

F. For purposes of this section:

1. "Harasses" means a pattern or course of conduct directed toward another individual that includes, but is not limited to, repeated or continuing unconsented contact, that would cause a reasonable person to suffer emotional distress, and that actually causes emotional distress to the victim. Harassment shall include harassing or obscene phone calls as prohibited by Section 1172 of this title and conduct prohibited by Section 850 of this title. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose;

2. "Course of conduct" means a pattern of conduct composed of a series of two (2) or more separate acts over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of "course of conduct";

3. "Emotional distress" means significant mental suffering or distress that may, but does not necessarily require, medical or other professional treatment or counseling;

4. "Unconsented contact" means any contact with another individual that is initiated or continued without the consent of the individual, or in disregard of that individual's expressed desire that the contact be avoided or discontinued. Constitutionally protected activity is not included within the meaning of unconsented contact. Unconsented contact includes but is not limited to any of the following:

- a. following or appearing within the sight of that individual,
- b. approaching or confronting that individual in a public place or on private property,
- c. appearing at the workplace or residence of that individual,
- d. entering onto or remaining on property owned, leased, or occupied by that individual,
- e. contacting that individual by telephone,
- f. sending mail or electronic communications to that individual, and
- g. placing an object on, or delivering an object to, property owned, leased, or occupied by that individual; and

5. "Member of the immediate family", for the purposes of this section, means any spouse, parent, child, person related within the third degree of consanguinity or affinity or any other person who regularly resides in the household or who regularly resided in the household within the prior six (6) months.

21 Okla. Stat. § 1173

## HOMELAND SECURITY COMPLIANCE CERTIFICATE

KERRY PETTINGILL  
DIRECTOR



BRAD HENRY  
GOVERNOR

### STATE OF OKLAHOMA OFFICE OF HOMELAND SECURITY

Attention Pioneer Tech Center:

Our records indicate that your Institution has completed the requirements for the 2010 NIMS Compliance Certification Program, (Goal 2010). The Oklahoma Office of Homeland Security would like to extend our congratulations to your institution for their efforts to maintain the highest in emergency preparedness by completing the Goal 2010 adoption and assessment. Your compliance activities for 2010 incorporates the best practices, from a wide range of incident management disciplines, by preparing First Responders and Emergency Managers in your school's jurisdiction with the leadership and expertise for managing emergency incidents. The result of your compliance activities is a vastly improved capability to coordinate management among federal, state, local, and tribal organizations and will assuredly help to save lives and protect Oklahoma's schools and communities. New Compliance Objectives should be released by April 2011 for you to begin the following year's compliance activities. Thank you for your efforts in establishing and maintaining the "Oklahoma Standard" for emergency response and management.

A handwritten signature in black ink, appearing to read "Pat King", is written over a white background.

Pat King, NIMS Compliance Officer



Oklahoma Office of  
**Homeland Security**

*Prevent, Protect, Prepare*

**FY 2019-20**

**National Incident Management System (NIMS) Compliance Certification**

*This Certificate awarded to:*

***Pioneer Technology Center***

For successful completion of the 2019 NIMS Implementation objectives as outlined by FEMA's National Incident Management Integration Division and the Oklahoma Office of Homeland Security Program

Kim Edd Carter  
Director, Oklahoma Office of Homeland Security



Patrick D. King  
Oklahoma State NIMS Coordinator

