



# ***Northeast Tech***

**Annual Security Report**  
**October 1, 2018**

# Annual Security Report

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Northeast Tech

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## OVERVIEW

Northeast Tech (NT) is a Career and Technology Educational Institution in the state of Oklahoma with four campuses. These campuses include the 1) Afton Campus, 2) Claremore Campus, 3) Kansas Campus and 4) Pryor Campus. In addition, NT provides local industry specific training at the NT Business and Industry training facility in Pryor, Oklahoma.

Creating and maintaining safe campus environments for students, staff, alumni, and visitors of Northeast Tech is of paramount importance. We strive to foster an environment in which individuals feel safe to visit, learn, and work. Our goals are principles of responsibility and respect. These values are essential to our community and serve as the foundation for mutual success and productivity. A safe, supportive campus can be achieved with everyone's cooperation.

This publication was produced in compliance with the Jeanne Clery Act of 1990, which requires educational institutions receiving federal funding to disclose reported instances of criminal activity on their campuses. Also included is information about NT's security policies and steps you can take to maximize your personal safety. This publication and related school policies can be found on our website at: <http://www.netech.edu>.

## STATISTICAL INFORMATION – REPORTED CRIME

### 1. CRIME DEFINITIONS & STATISTICS

Northeast Tech reports crime statistics annually to the U.S. Department of Education through a survey titled "Campus Safety and Security Survey." The following are crime definitions that align with the definitions posted on U.S. Department of Education website. (<http://ope.ed.gov/Security/>)

#### Crime Definitions:

- Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity
- Incest - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- Murder/Non-negligent Manslaughter. The willful (non-negligent) killing of one human being by another
- Negligent Manslaughter. The killing of a person through gross negligence
- Sex Offense – Forcible. Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against that person's will where the victim is incapable of giving consent (includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling)
- Sex Offense Non-Forcible. Unlawful, non-forcible sexual intercourse (includes incest or statutory rape)
- Rape. The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim

- Robbery. The taking, or attempting to take, anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear
- Aggravated Assault. An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This offense is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm
- Burglary. The unlawful entry of a structure to commit a felony or theft
- Motor Vehicle Theft. The theft or attempted theft of a motor vehicle
- Arson. Any willful or malicious burning or an attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another, etc.

## Hate Crimes

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

Categories of bias included in the annual statistical disclosure are:

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

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

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

#### Dating Violence, Domestic Violence, & Stalking

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

#### Arrests and Referrals

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

- Liquor law violations. The violation of state or local laws prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness
- Drug law violations. The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation

and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs

- Weapon law violations. The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons

### Awareness and Program Definitions

- Awareness Programs. Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration
- Bystander Intervention. Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes:
  - Recognizing situations of potential harm
  - Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene
- Ongoing Prevention and Awareness Programs. Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution
- Primary Prevention Programs. Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions
- Risk Reduction. Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence

### Geographic Definitions

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

and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus

### **Crime Statistics Disclosure**

Northeast Tech reports crime statistics annually to the U.S. Department of Education through a survey titled "Campus Safety and Security Survey." The following contains information on crimes and incidents occurring during the past 3 calendar years at each of the campuses of Northeast Tech as reported to the U.S. Department of Education. The data is also available at: <http://ope.ed.gov/security/index.aspx>



## 2. STATISTICAL SUMMARY (BY CAMPUS)

The previous 3 years of crime statistics (2017 - 2015):  
Afton Campus

OFFENSE	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS BUILDING OR PROPERTY	ADJACENT PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
NEGLIGENT MANSLAUGHTER	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
SEX OFFENSES, FORCIBLE	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
RAPE	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
FONDLING	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
INCEST	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
STATUTORY-RAPE	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
SEX OFFENSES, NON-FORCIBLE	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
ROBBERY	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
AGGRAVATED ASSAULT	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
BURGLARY	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
MOTOR VEHICLE THEFT	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
ARSON	2017	0	0	0
	2016	0	0	0
	2015	0	0	0

ARRESTS	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS BUILDING OR PROPERTY	ADJACENT PUBLIC PROPERTY
WEAPONS: CARRYING, POSSESSION ARRESTS	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
DRUG LAW VIOLATIONS ARRESTS	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
LIQUOR LAW VIOLATIONS ARRESTS	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
REFERRALS (Disciplinary Actions)	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS BUILDING OR PROPERTY	ADJACENT PUBLIC PROPERTY
WEAPONS: CARRYING, POSSESSION REFERRALS	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
DRUG ABUSE VIOLATIONS	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
LIQUOR LAW VIOLATIONS	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
OFFENSE	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS BUILDING OR PROPERTY	ADJACENT PUBLIC PROPERTY
DATING VIOLENCE	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
DOMESTIC VIOLENCE	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
STALKING	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
HATE CRIMES	2017	0	0	0
	2016	0	0	0
	2015	0	0	0

## Claremore Campus

OFFENSE	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS BUILDING OR PROPERTY	ADJACENT PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
NEGLIGENT MANSLAUGHTER	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
SEX OFFENSES, FORCIBLE	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
RAPE	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
FONDLING	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
INCEST	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
STATUTORY-RAPE	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
SEX OFFENSES, NON-FORCIBLE	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
ROBBERY	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
AGGRAVATED ASSAULT	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
BURGLARY	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
MOTOR VEHICLE THEFT	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
ARSON	2017	0	0	0
	2016	0	0	0
	2015	0	0	0

ARRESTS	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS BUILDING OR PROPERTY	ADJACENT PUBLIC PROPERTY
WEAPONS: CARRYING, POSSESSION ARRESTS	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
DRUG LAW VIOLATIONS ARRESTS	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
LIQUOR LAW VIOLATIONS ARRESTS	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
REFERRALS (Disciplinary Actions)	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS BUILDING OR PROPERTY	ADJACENT PUBLIC PROPERTY
WEAPONS: CARRYING, POSSESSION REFERRALS	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
DRUG ABUSE VIOLATIONS	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
LIQUOR LAW VIOLATIONS	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
OFFENSE	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS BUILDING OR PROPERTY	ADJACENT PUBLIC PROPERTY
DATING VIOLENCE	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
DOMESTIC VIOLENCE	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
STALKING	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
HATE CRIMES	2017	0	0	0
	2016	0	0	0
	2015	0	0	0

Kansas Campus

OFFENSE	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS BUILDING OR PROPERTY	ADJACENT PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
NEGLIGENT MANSLAUGHTER	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
SEX OFFENSES, FORCIBLE	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
RAPE	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
FONDLING	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
INCEST	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
STATUTORY-RAPE	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
SEX OFFENSES, NON-FORCIBLE	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
ROBBERY	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
AGGRAVATED ASSAULT	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
BURGLARY	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
MOTOR VEHICLE THEFT	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
ARSON	2017	0	0	0
	2016	0	0	0
	2015	0	0	0

ARRESTS	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS BUILDING OR PROPERTY	ADJACENT PUBLIC PROPERTY
WEAPONS: CARRYING, POSSESSION ARRESTS	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
DRUG LAW VIOLATIONS ARRESTS	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
LIQUOR LAW VIOLATIONS ARRESTS	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
REFERRALS (Disciplinary Actions)	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS BUILDING OR PROPERTY	ADJACENT PUBLIC PROPERTY
WEAPONS: CARRYING, POSSESSION REFERRALS	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
DRUG ABUSE VIOLATIONS	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
LIQUOR LAW VIOLATIONS	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
OFFENSE	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS BUILDING OR PROPERTY	ADJACENT PUBLIC PROPERTY
DATING VIOLENCE	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
DOMESTIC VIOLENCE	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
STALKING	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
HATE CRIMES	2017	0	0	0
	2016	0	0	0
	2015	0	0	0

Pryor Campus

OFFENSE	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS BUILDING OR PROPERTY	ADJACENT PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
NEGLIGENT MANSLAUGHTER	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
SEX OFFENSES, FORCIBLE	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
RAPE	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
FONDLING	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
INCEST	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
STATUTORY-RAPE	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
SEX OFFENSES, NON-FORCIBLE	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
ROBBERY	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
AGGRAVATED ASSAULT	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
BURGLARY	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
MOTOR VEHICLE THEFT	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
ARSON	2017	0	0	0
	2016	0	0	0
	2015	0	0	0

ARRESTS	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS BUILDING OR PROPERTY	ADJACENT PUBLIC PROPERTY
WEAPONS: CARRYING, POSSESSION ARRESTS	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
DRUG LAW VIOLATIONS ARRESTS	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
LIQUOR LAW VIOLATIONS ARRESTS	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
REFERRALS (Disciplinary Actions)	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS BUILDING OR PROPERTY	ADJACENT PUBLIC PROPERTY
WEAPONS: CARRYING, POSSESSION REFERRALS	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
DRUG ABUSE VIOLATIONS	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
LIQUOR LAW VIOLATIONS	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
OFFENSE	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS BUILDING OR PROPERTY	ADJACENT PUBLIC PROPERTY
DATING VIOLENCE	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
DOMESTIC VIOLENCE	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
STALKING	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
HATE CRIMES	2017	0	0	0
	2016	0	0	0
	2015	0	0	0



### 3. CRIME AND EMERGENCY REPORTING PROCEDURES

The Northeast Tech will not tolerate misconduct such as bullying, harassment, intimidation, retaliation, and criminal acts – including sex offenses. The board believes that its students and employees should know how to report criminal and suspected criminal activity and other emergencies that occur on its campuses. To report a crime or other emergency, the victim and/or witness should contact campus police/local law enforcement/assistant superintendent.

The Assistant Superintendent at the Campus at which the incident occurred or where the student is attending classes should also be contacted. The Assistant Superintendent will determine whether a report has already been submitted to law enforcement and, if not, will assist the student/employee in reporting the incident to the appropriate authorities, i.e., campus police, sheriff's department, fire department, etc. The Assistant Superintendent will also notify the district's Title IX coordinator if a sex offense involving a technology center student or employee has occurred. The authorities will gather the necessary information, investigate the incident and make an official report.

Crime victims are encouraged to report any incident, regardless of apparent insignificance, to the Student Services in person or by phone. An official report will be taken and copies will be made available to the victim. Efforts to investigate the situation will be made at the appropriate agency level.

To report a crime confidentially, students and employees can contact their respective Campus Safety Compliance Officer. This individual at each campus is the Campus Director.

### 4. TIMELY WARNING AND ACTIVITY INFORMATION

When Campus Administration is notified of an emergency, Incident Command is established and the Incident Commander will determine if there is a need to issue a threat warning. Should the Incident Commander determine that there is an ongoing or continuous threat to campus students and personnel, a warning will be issued.

These warnings include, but are not limited to, notification to Lock Down-Intruder, Lockout, take Severe Weather precautions, or Evacuate a Building (situation other than fire). Northeast Tech may also use the warning system when an outside threat is detected, not directly effecting a campus, but which could spread onto the campus in the near future.

These warnings may be given in a variety of different formats including audible announcements through the overhead paging system, email messages, text messages, and voice messages to cellular and / or home telephones. In most cases, multiple methods will be utilized to improve communication reliability.

Employees and students are encouraged to update their personal information at NT whenever their email, phone or cell phone information changes to help assure timely receipt of messages. These warning systems may be utilized in the future due to Districtwide updates in technology.

### 5. REPORTING THE ANNUAL DISCLOSURE AND CRIME STATISTICS

Northeast Tech prepares the Annual Security Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics. The full text of this report can be located on our web site at <http://www.netech.edu>.

Additionally, NT reports these statistics to the U.S. Department of Education through the "Campus Safety and Security Survey." This information is available at: <http://ope.ed.gov/security/index.aspx>.

## 6. ACCESS CONTROL & BUILDING SECURITY

Due to the large variety of activities that occur on the various Northeast Tech campuses, various buildings are unlocked or locked as needed during the week. Northeast Tech uses a combination of physical security and electronic security to secure buildings, classrooms, labs and offices. Generally, these tasks are accomplished by the campus police and campus personnel under the direction of the Campus Director.

## 7. COUNSELING AND CONFIDENTIAL CRIME REPORTING

The respective campuses Student Services Department offers a variety of services to facilitate student development in the academic, career, and personal/social areas. The Student Services staff includes a certified and licensed professional counselor. Services include community referrals and crisis intervention.

All information disclosed to counselors is confidential with the exception of immediate threat of serious or foreseeable harm to self or identified others or court ordered disclosure. Students are encouraged to report crimes and threats through their respect campus administration or the Student Services Counselor.

Additionally, to report a crime confidentially, students and employees can contact their respective Campus Safety Compliance Officer. This individual at each campus is the Campus Director.

## 8. SECURITY PROCEDURES, PRACTICES AND ENFORCEMENT AUTHORITY

NT Campus Police Department employs commissioned peace officers who have fulfilled requirements set forth by the Council on Law Enforcement Education and Training. NT Police Officers have authority and jurisdiction to enforce state law, issue citations and conduct investigations of criminal behavior. NT Police Department cooperates with local, state and federal law enforcement in the exercise of their responsibilities. Policies are continually reviewed for the safety of all who utilized a NT Campus.

## 9. EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Northeast Tech follows NIMS guidelines and the Incident Command System when responding to emergencies. Detailed functional protocols and incident specific procedures are maintained as a part of the Crisis Communications Plan.

Updated copies of the Crisis Communications Plan are made available to all EMS, Fire and Law Enforcement agencies with jurisdiction for any campus.

In addition, information on the handling of emergencies is available in the "Emergency Procedures Guide" which is located within each building throughout the school district. The Crisis Communications Plan is reviewed periodically by the District Safety Compliance Officers, NT Police Department and updated as necessary by the NT Marketing and Communications Department.

## 10. PROGRAMS TO INFORM ABOUT CAMPUS SECURITY PROCEDURES

Up to date copies of the Crisis Communications Plan are available electronically to all NT Faculty and Staff.

Students enrolled in a full-time program receive information about campus security procedures during New Student Orientation and in the Student Handbook. Students participate in all state and school required emergency drills. As an emergency response training tool, NT conducts a minimum of 10 emergency drills as specified by Oklahoma School Law each school year including: (4) Security drills [2 drills per semester at different times of day; 1 drill within the first 15 days of the start of each semester], (2) Fire drills, [1 drill within the first 15 days of the start of each semester], (2) Tornado/Severe weather drills [1 drill in September and 1 drill in March] and (2) Safety drills [1 per semester]. In addition to these drills, the

Emergency Procedures Guide is posted in all classrooms and common areas. This process is discussed during New Student Orientation.

## 11. PREVENTION AND AWARENESS PROGRAMS & CAMPAIGNS

New and current students are provided with awareness and prevention instruction in the areas of 1) Crime Prevention, 2) Sexual Violence Awareness & Prevention and 3) Alcohol and Drug Awareness and Prevention at the first of each school year. Additionally, Northeast Tech periodically requires participation in crime prevention trainings and drills for students, staff and faculty. Literature designed for NT will be available in the Student Services Department on each campus to students, staff and faculty, which covers the following areas:

- Alcohol Awareness/DUI
- Crime Prevention and Safety Awareness
- Dating Violence
- Domestic Violence
- Drug Abuse
- Rape/Date-Rape Awareness
- Sexual Assault
- Stalking

## ALCOHOL AND DRUG POLICIES

*Portions of the Northeast Tech Student Handbook (2018-2019) are duplicated in this report in regard to the alcohol and drug policies.*

### 1. POSSESSION, DISTRIBUTION OR UNDER THE INFLUENCE OF ALCOHOL OR DRUGS

Northeast Tech's Board of Education Drug Free Campus and Work Place Policy prohibits the unlawful use, possession, distribution, or dispensing of any controlled substances. Violation of this policy may result in immediate discharge, suspension, or other disciplinary actions. Federal and state laws provide additional penalties for such unlawful activities, including fines and imprisonment.

Any student who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, beer, alcohol, a controlled dangerous substance, or an imitation controlled substance in or on school property, including buses, or during school activities, may be suspended or expelled from school and reported to the appropriate law enforcement agencies for possible legal action. A student is defined as any individual who is currently enrolled in any instructional program at NT.

Any instructor who has reasonable cause to suspect that a student may be under the influence of or has in his / her possession any of the following, as they are now defined by law, shall immediately notify the appropriate administrative supervisor or his / her designee of such suspicions:

- Intoxicating & non-intoxicating beverages (i.e., beer, wine coolers, etc.)
- Controlled dangerous substances
- Imitation controlled dangerous substances

The administrative supervisor shall immediately notify the Superintendent or his / her designee, and, if the suspected student is a high school student, shall also notify their parents.

## 2. DRUG AND ALCOHOL AWARENESS AND PREVENTION PROGRAM

Northeast Tech contracts with a third-party canine search company to educate and provide frequent searches of all NT campuses for contraband items of any kind, including drugs, alcohol, weapons, etc.

Upon the start of each school year, all students are presented with instruction related to drug and alcohol awareness; this information is presented during the Program Orientation. Additional information is provided by the third party canine search company which educates the students on drug and alcohol abuse and measures incorporated by Northeast Tech to maintain and enforce a drug free environment.

Additionally, all students are required to become familiar with the policies of Northeast Tech regarding drug and alcohol abuse and prevention.

## 3. STAFF RESPONSIBILITIES

No employee of the District or any member of the school board shall be subject to any civil liability for any statement, report, or action taken in assisting or referring for assistance to any medical treatment or social service agency or facility, or any substance abuse prevention and treatment program, any student reasonably believed to be abusing, or incapacitated by the use of non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance, unless such assistance or referral was made in bad faith or with malicious purpose.

No employee of the school district shall be responsible for any treatment costs incurred by a student as a result of any such assistance or referral to any medical treatment, social service agency or facility, or substance abuse prevention and treatment program.

## 4. REFERRAL FOR COUNSELING AND TREATMENT

The supervising campus administrator may recommend that the student seek counseling or treatment, and may provide for early termination of a suspension or other disciplinary measure upon satisfactory completion of counseling or treatment.

## 5. SEARCHES

It is the policy that the Superintendent, any administrator, instructor, or security personnel of the District, upon reasonable suspicion, shall have the authority to detain and search, or authorize the search of any student or property in the possession of the student, when said student is on the school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances (as defined in the Uniform Controlled Dangerous Substances Act), intoxicating beverages, non-intoxicating beverages (as defined by Section 163.2 of Title 37 of the Oklahoma Statutes), possession of other items which are forbidden by school rules or which are being used for disruptive purposes, or for missing or stolen property, if the property is reasonably suspected to have been taken from a student, school employee, or the school during school activities.

The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person of the same sex, if practicable. Either the

person conducting the search or the witness shall be an administrator or his / her designee, unless the need for the search arises away from school premises and no administrator is available.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conducting of any warrantless search.

The Superintendent, any administrator, instructor, or security personnel searching or authorizing the search shall have authority to detain the student to be searched and to preserve any dangerous weapons, controlled substances, intoxicating beverages, non-intoxicating beverages, other items which are forbidden by school rules or which are being used for disruptive purposes, or missing or stolen property that might be in the student's possession, including the authority to authorize any other persons they deem necessary to restrain such student or to preserve any such items.

## **ASSULT AND SEXUAL HARRASSMENT**

*Portions of the Northeast Tech Student Handbook (2018-2019) and Board Policy are duplicated in this report in regard to the assault and sexual harassment policies.*

### **1. ASSAULT & BATTERY OF SCHOOL EMPLOYEES AND STUDENTS**

HB 1765 makes it a felony to commit aggravated assault and battery on a school employee while in the performance of their duties as a school employee or upon any student while such student is participating in any school activity or attending classes on school property during school hours. Any assault and battery incident shall be reported to the Superintendent of the school district within five (5) days of the incident.

### **2. SEXUAL HARASSMENT**

NT is committed to providing all students and employees with a safe school environment in which all members of the technology center community are treated with respect. Harassment is unlawful discrimination and will not be tolerated. Both state and federal law specifically prohibit harassment of employees and students in connection with their employment by or enrollment in schools.

It is the policy of NT to prohibit, without qualification, unlawful harassment based on real or perceived race, color, religion, national origin, sex, sexual orientation, or disability. Students, employees and board members of the technology center have a duty not to harass on the above listed grounds.

The policy sets forth the rules to be followed by all students, employees and board members of the technology center with regard to the issue of sexual harassment. Harassment of students or employees of either sex by employees or other students of the same or opposite sex is strictly prohibited. All students, employees and board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee and applicant for employment, vendor representative, or patron of the technology center.

Sexual harassment is prohibited regardless of whether or not the harassment occurs inside or outside the classroom. For example, sexual harassment is prohibited during technology center hours, extra-curricular activities, school-sponsored events, field trips, athletic competitions, and in the cafeteria, classroom, hallways, and technology center buses. Harassment is prohibited in both academic and non-academic settings.

Sexual harassment also includes conduct that is criminal in nature such as rape, sexual assault and stalking.

#### A. Sexual Harassment of an Employee of NT

“Sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by one employee toward another employee which:

1. Is made an explicit or implicit term or condition of an employee’s employment; or
2. Is used as a basis for employment decisions affecting that employee; or
3. Has the purpose or effect of unreasonably interfering with an employee’s work performance, or creating an intimidating, hostile, or offensive working environment.

#### B. Sexual Harassment of a Student of NT

“Sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any person toward a student which:

1. Is made a term or condition, either implicitly or explicitly, of obtaining an education; or
2. Is used as a basis for decisions affecting an individual’s education; or
3. Has the purpose or effect of substantially interfering with a student’s educational performance or creating an intimidating, hostile, or offensive learning environment.

In order to constitute sexual harassment, the conduct at issue must be unwelcome. Sexual conduct between an elementary age student and an adult employee will not be considered welcome. In addition, conduct between a secondary age student and an adult is presumptively unwelcome.

### 3. EXAMPLES OF SEXUAL AND OTHER HARASSMENT

Examples of sexual harassment include, but are not limited to: unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person’s alleged sexual activities. For example, demeaning comments about a student’s ability to excel in a class historically considered a “boy’s” or a “girl’s” subject may constitute sexual harassment.

Examples of harassment because of race, national origin, religion or disability include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse of a person; intimidation (physical, verbal or psychological); or impeding or blocking movement of a person.

This prohibition against sexual harassment does not preclude legitimate, nonsexual physical contact such as the use of necessary interventions to avoid physical harm to persons or property.

### 4. PENALTIES

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

Any employee engaging in sexual or other harassment will be subject to disciplinary action, including but

not limited to suspension, demotion, forfeiture of pay or benefits (as permitted by law) and termination.

Any student engaging in sexual or other harassment is subject to any and all disciplinary action which may be imposed under NT's student discipline policy.

## 5. REPORTING TO NT

### A. By Students

NT encourages students who have been sexually or otherwise harassed or who know of sexual or other harassment to report the claim. Students should report any incident of sexual or other harassment to any teacher, guidance counselor, NT police officer, administrator, superintendent, or board member.

### B. By Employees

Any employee of NT who witnesses, overhears, suspects or receives a report of harassment shall immediately report the incident to either the superintendent or any board member of NT. If the report of the incident occurs after normal NT hours, an employee should contact the superintendent or any NT board member at home.

### C. The Report

If possible, the report should be made in person or in writing, signed by the reporting party.

However, in order to encourage full, complete and immediate reporting of such prohibited activities, any person may report such incidents anonymously in writing by mailing the reports to the personal attention of either the superintendent or a board member.

All reports should state:

1. The name of the alleged harassing student, employee, board member, or other person;
2. The person(s) being harassed;
3. The nature, context and extent of the prohibited activity;
4. The dates of the prohibited activity, and;
5. Any other information necessary to a full report and investigation of the matter.

## 6. REPORTS TO OUTSIDE OFFICIALS

Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act. Likewise, a concerned employee may report an allegation to both technology center officials and to outside investigatory agencies such as the United States Equal Employment Opportunity Commission, or the Oklahoma Human Rights Commission.

Good faith reporting of charges of sexual or other harassment will not result in reprisals or retaliation. Reprisals and retaliation, due to a sexual harassment allegation, to NT administrators or outside officials, are prohibited.

## 7. ADMINISTRATIVE RESPONSIBILITY AND ACTION

NT is committed to providing a prompt, fair, impartial and thorough investigation of all reports of harassing conduct. When a report is received, NT will conduct a thorough and impartial investigation.

Both the alleged victim and the alleged harasser have a right to have an advisor present during the

investigation. To ensure impartiality, no person who is the subject of a complaint shall conduct the investigation.

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, non-renewal hearing or resulting litigation. In addition, the accuser and the accused will have equal opportunities to have others present, including an advisor of their choice.

After all facts and circumstances are reviewed, NT shall take any and all disciplinary actions to prevent further harassment. Possible disciplinary or remedial actions include, but are not limited to: education, training and counseling, transfer, and/or suspension of a student, and education, training, counseling, transfer, suspension and / or termination of an employee.

Upon receipt of a formal or informal report of sexual or other harassment, the superintendent, or his/her designee, shall do the following as quickly as possible:

1. Obtain an oral or written statement from the individual who allegedly was sexual harassed. The statement should contain information necessary to conduct a full investigation of the matter. Relevant information includes, but is not limited to: the name of the alleged harassing student, employee or board member; the person(s) being harassed; the nature, context and extent of prohibited activity; the dates of the prohibited activity; and the names of any witnesses;
2. Take appropriate and reasonable steps to separate and protect the individual who is allegedly being harassed from the alleged harasser, until the matter can be fully investigated and the appropriate remedial steps taken;
3. Keep the individual who is allegedly being sexual 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;
4. Conduct a full, fair, impartial and complete investigation, to the extent reasonably possible, regarding the alleged sexual harassment. This investigation includes, but is not limited to: interviewing the allegedly harassed individual, interviewing any witnesses, interviewing the alleged harasser, and reviewing supporting documents;
5. Review the facts of the investigation and take into account the totality of the circumstances. Nature, extent, context and gravity of activities must be taken into account. The Superintendent in conjunction with the Title IX coordinator shall issue findings based on the preponderance of the evidence and take or recommend appropriate measures. Both, the individual who is allegedly being sexually harassed and the alleged harasser will be provided simultaneous notification, in writing, of the result of the proceeding and any available appeal procedure. Appropriate measures include but are not limited to: suspension, demotion, forfeiture of pay or benefits (as permitted by law), termination, or reassignment;
6. Both the individual who is allegedly being sexually harassed and the alleged harasser will be provided simultaneous notification, in writing, of the result of the proceeding and any available appeal procedure.
7. Report the allegations to appropriate authorities, including law enforcement and the Department of Human Services.

In instances where the report is received by a NT official or board member, the report shall be promptly relayed to the Superintendent for investigation except in instances where the report names the Superintendent as a person responsible for harassment. In any instance in which the Superintendent is deemed to have a conflict with regard to the investigation of a report of harassment, the report may be conveyed to NT's legal counsel for investigation or for designation of an appropriate investigator.



## **MISSING STUDENT**

Northeast Tech does not have student residential housing. Any report of a missing student or employee will be immediately referred to NT Police Department, the local Police or Sheriff's Department.

# CONTACT NUMBER (BY CAMPUS)

## 1. AFTON CAMPUS

Emergency

Miami Police Department ..... 911  
Miami Fire Department ..... 911.....918-542-6685  
Afton Fire Department..... 911.....918-257-4304  
Ottawa County Sheriff’s Dept..... 911.....918-542-2806  
Oklahoma Highway Patrol ..... 911.....918-256-3388

Ambulance

Miami..... 911.....918-542-6611  
Grove ..... 911.....918-786-5040

Hospital

Miami Baptist Regional ..... 911.....918-542-6611  
Grove General ..... 911.....918-786-2243  
Craig General – Vinita ..... 911.....918-256-7551

Other

Emergency Management .....918-541-9391  
Poison Control.....800-764-7661

## 2. CLAREMORE CAMPUS

Emergency

Claremore Police Department ..... 911.....918-341-1212  
Northwest Fire Department ..... 911.....918-443-2471  
Claremore Fire Department ..... 911.....918-341-1313  
Rogers County Sheriff’s Dept..... 911.....918-341-3535  
Oklahoma Highway Patrol ..... 911.....918-256-3388

Ambulance

Claremore..... 911.....918-342-4747

Hospital

Hillcrest Claremore ..... 911.....918-341-2556  
Claremore Indian ..... 911.....918-342-6200

Other

Emergency Management .....918-923-4458  
Poison Control.....800-764-7661

### 3. KANSAS CAMPUS

#### Emergency

Kansas Police Department ..... 911.....918-868-2198  
Kansas Fire Department..... 911.....918-868-2545  
Delaware Co. Sheriff's Dept..... 911.....918-253-4531  
Oklahoma Highway Patrol ..... 911.....918-256-3388

#### Ambulance

Siloam Springs..... 911.....501-524-6131  
Tahlequah EMS..... 911.....918-458-5403  
Jay Ambulance ..... 911.....918-253-6198

#### Hospital

Siloam Springs Memorial ..... 911.....501-524-4141  
W.W. Hastings Indian ..... 911.....918-458-5403  
Tahlequah City ..... 911.....918-456-0641  
Kansas Medical Clinic ..... 911..... 918-868-2175

#### Other

Emergency Management .....918-787-4357  
Poison Control.....800-764-7661

### 4. PRYOR CAMPUS

#### Emergency

Mayes County Sheriff's Dept..... 911.....918-825-3535  
Rogers County Sheriff's Dept..... 911.....918-341-3535  
Pryor Fire Department ..... 911.....918-825-1313  
Oklahoma Highway Patrol ..... 911.....918-256-3388

#### Ambulance

Pryor ..... 911.....918-825-1155

#### Hospital

Mayes Country Medical Center..... 911.....918-825-1600  
Claremore Regional Hospital ..... 911.....918-341-2556

#### Other

Emergency Management .....918-825-4650  
Poison Control.....800-764-7661

## **APPENDIX 1**

### **DRUG AND ALCOHOL ABUSE AWARENESS AND PREVENTION INFORMATION**

(This document is provided to all NT students and is available upon request in the Student Services Office at each campus)

# Northeast Tech

## Drug and Alcohol Abuse Awareness and Prevention Information

The goal of Northeast Tech and this informational guide is to promote the awareness of unlawful possession, use or distribution of illegal drugs and alcohol by students and staff. This program is also designed to comply with the requirements of the Drug Free Workplace of 1988, the Higher Education Act of 1965 and the Higher Education Opportunity Act of 2008.

### **STANDARDS OF CONDUCT AND DISCIPLINARY SANCTIONS ON STUDENTS:**

It is the policy of the Board of Education of Northeast Tech that students are prohibited from using, being under the influence of, possessing, furnishing, or selling alcoholic beverages, non-intoxicating beverages (as defined by law), illegal or illicit drugs, or other mood-altering substances at school, while on school vehicles, or at any school-sponsored event. (NT Board Policy 3062)

“Illicit drugs” includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. “Mood-altering substances” includes paint, glue, aerosol sprays, and similar substances.

Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester.

Student violation of this rule, which also constitutes illegal conduct, will be reported to law enforcement authorities.

### **STANDARDS OF CONDUCT AND DISCIPLINARY SANCTIONS ON EMPLOYEES:**

Use, possession, dispensing, manufacture, sale, or distribution; or conspiring to sell, distribute, or possess; or being in the chain of sale or distribution; or being under the influence of a controlled substance, alcoholic beverage, or low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) in any of the technology center’s facilities, on technology center property (including vehicles), or at a technology center sponsored function or event by an employee is prohibited. Violation of this prohibition shall result in disciplinary action, which may include dismissal or nonrenewal of employment. Violations which constitute criminal acts will be referred for prosecution. (NT Board Policy 5106)

## **HEALTH RISKS**

The use of alcohol and other drugs represents a serious threat to health and the quality of life. According to the National Institute on drug abuse, "Abuse of and addiction to alcohol, nicotine, and illicit and prescription drugs cost Americans more than \$700 billion a year in increased health care costs, crime, and lost productivity. Every year, abuse of illicit drugs and alcohol contributes to the death of more than 90,000 Americans, while tobacco is linked to an estimated 480,000 deaths per year." (<http://www.drugabuse.gov/scienceofaddiction/introduction.html>). The general categories of drugs and their effects are as follows:

### **Alcohol**

Alcohol affects every organ in the drinker's body and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase risk of certain cancers, stroke, and liver disease. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury. Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that result in harm to one's health, interpersonal relationships, or ability to work. (<http://www.nida.nih.gov/DrugPages/Alcohol.html>)

### **Club Drugs**

Club drugs tend to be used by teenagers and young adults at bars, nightclubs, concerts, and parties. Club drugs include GHB, Rohypnol®, ketamine, MDMA (Ecstasy), Methamphetamine, and LSD (Acid). Ketamine distorts perception and produces feelings of detachment from the environment and self, while GHB and Rohypnol® are sedating. GHB abuse can cause coma and seizures. High doses of ketamine can cause hallucinations, sedation, confusion speaking problems and loss of memory loss. Rohypnol® can incapacitate users and cause amnesia, and especially when mixed with alcohol, can be lethal. (<http://www.nida.nih.gov/DrugPages/Clubdrugs.html>)

### **Cocaine**

Cocaine usually makes the user feel euphoric and energetic, but also increases body temperature, blood pressure, and heart rate. Users risk heart attacks, respiratory failure, strokes, seizures, abdominal pain, and nausea. In rare cases, sudden death can occur on the first use of cocaine or unexpectedly afterwards. (<http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts#cocaine>)

### **Heroin**

Short-term effects of heroin include a surge of euphoria and clouded thinking followed by alternately wakeful and drowsy states. Heroin depresses breathing, thus, overdose can be fatal. Users who inject the drug risk infectious diseases such as HIV/AIDS and hepatitis. (<http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts#heroin>)

## **Inhalants**

Many young people inhale the vapors from these sources in search of quick intoxication without being aware that using inhalants, even once, can have serious health consequences. Parents and children need to know that even sporadic or single episodes of inhalant abuse can be extremely dangerous. Inhalants can disrupt heart rhythms and cause death from cardiac arrest, or lower oxygen levels enough to cause suffocation. Regular abuse of these substances can result in serious harm to vital organs, including the brain, heart, kidneys, and liver. (<http://www.drugabuse.gov/publications/research-reports/inhalants/letter-director>)

## **LSD (Acid)**

LSD produces unpredictable psychological effects, with "trips" lasting about 12 hours. With large enough doses, a person will experience a reduced ability to recognize reality, think rationally, or communicate with others. Physical effects include increased body temperature, heart rate, and blood pressure; sleeplessness; and loss of appetite. (<https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts#lsd>)

## **Marijuana**

Short-term effects of marijuana use include an enhanced sensory perception and euphoria followed by drowsiness/relaxation; slowed reaction time; problems with balance and coordination. Users also experience problems with increased heart rate and appetite; learning and memory, hallucinations, anxiety, panic attacks and psychosis. (<https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts#marijuana-cannabis->)

## **MDMA (Ecstasy)**

This illegal drug, which has both stimulant and psychedelic properties, is often taken for the feelings of well-being, stimulation, and the distortions in time and sensory perceptions that it produces. Adverse health effects can include nausea, chills, sweating, teeth clenching, muscle tension, and blurred vision. MDMA can interfere with the body's ability to regulate temperature, causing a sharp rise which can result in organ failure or death. (<https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts#mdma-ecstasy-molly->)

## **Methamphetamine**

Methamphetamine is a central nervous system stimulant drug that is similar in structure to amphetamine. A person will experience an increase in wakefulness and physical activity. Additional symptoms include rapid heart rate, irregular heartbeat, and increased blood pressure and body temperature. Long-term use can lead to mood disturbances, violent behavior, anxiety, confusion, insomnia, and severe dental problems. All users, but particularly those who inject the drug, risk infectious diseases such as HIV/AIDS and hepatitis. (<https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts#methamphetamine>)

## **PCP/Phencyclidine**

PCP is a "dissociative" drug, distorting perceptions of sight and sound and producing feelings of detachment. With high dose usage users can experience lowered blood pressure, pulse rate, breathing rate. Symptoms also include nausea, vomiting, blurred vision, flicking up and down of the eyes, drooling, loss of balance, dizziness,

violence, suicidal thoughts, seizures, coma, and death. (<https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts#pcp>)

### **Prescription Medications**

The abuse of certain prescription drugs— opioids, central nervous system (CNS) depressants, and stimulants— can lead to a variety of adverse health effects, including addiction. Opioids can produce drowsiness, constipation and, depending on amount taken, can depress breathing. Central nervous system depressants can cause drowsiness, slurred speech, poor concentration, confusion, dizziness, problems with movement and memory, lowered blood pressure and slowed breathing. Combined with other medications or with alcohol further slows heart rate and breathing, which can lead to death. (<http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>)

### **Steroids (Anabolic)**

Long term steroid usage can result in kidney damage or failure, liver damage, high blood pressure, enlarged heart, or changes in cholesterol leading to increased risk of stroke or heart attack. Also, males risk shrinking of the testicles, baldness, breast development, and infertility. Females risk growth of facial hair, menstrual changes, male-pattern baldness, and deepened voice. Users who inject the drug, risk infectious diseases such as HIV/AIDS and hepatitis. (<https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts#steroids-anabolic->)

### **Tobacco/Nicotine**

Nicotine is highly addictive. Greatly increased risk of cancer, especially lung cancer when smoked and oral cancers when chewed, chronic bronchitis; emphysema; heart disease, leukemia, cataracts, pneumonia. The effects related to pregnancy include miscarriage, low birth weight, premature delivery, stillbirth, learning and behavior problems. (<http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts#tobacco>)



**OKLAHOMA TRAFFICKING PENALTIES**

[http://www.lcle.la.gov/sentencing\\_commission/Resources/l%20G.%20OK%20Drug%20Statute%20Chart.pdf](http://www.lcle.la.gov/sentencing_commission/Resources/l%20G.%20OK%20Drug%20Statute%20Chart.pdf)

Schedule	Offence / Penalty	Enhancement / Benefit Restrictions
2-203. <b>Schedule I</b> <b>Characteristics:</b> (1) High potential for abuse; (2) No accepted med use in US or lacks accepted safety for use in treatment under med supervision	2-401(B)(1) <b>Distribution or possess w/ intent (p.w.i.) to distribute or manufacture a Sched I or II narcotic substance or LSD, GHB (or its chemical alternatives):</b>  5yrs-life; <\$100,000	or subsequent offense: felony under habitual offender statute; 2x fine  imposed by penalty and no s.s. or p.p.
2-204 <b>Schedule I Substances:</b> <b>(A) Opiates:</b> e.g., acetylmethadol, dextromoramide <b>(B) Opium derivatives:</b> e.g., codeine and morphine compounds, heroic <b>(C) Hallucinogenic substances:</b> e.g., LSD, marihuana, mescaline, BZP, psilocybin, DMT <b>(D) Depressants and Stimulants:</b> e.g., Qualuudes, GHB, N-ethylamphetamine  <b>(F) synthetic cannabinoids</b>	2-401(C)(1) <b>Manufacture, cultivation, distribution or p.w.i to distribute a synthetic controlled substances:</b> felony; <Life; <\$25,000  2-402(B)(1) <b>Possession of Sched I or II substance (not marihuana or Sched II(D)) w/o valid prescription:</b> felony; 4-20yrs; <\$10,000	or subsequent offense: felony under habitual offender statute & <\$100,000
2-205. <b>Schedule II</b> <b>characteristics:</b> (1) high potential for abuse; (2) accepted med use in US w/ severe restrictions; and (3) abuse may lead to severe psych or phys dependence	2-401(B)(2) <b>Distribution or possess w/ intent (p.w.i.) to distribute or manufacture other Schedule I, II, III, or IV substances:</b> 2yrs-life; <\$20,000	or subsequent offense: felony under habitual offender statute; 2x fine imposed by penalty and no s.s. or p.p.
2-206. <b>Schedule II substances:</b> <b>(A)Narcotics derived from vegetable origin or chemical synthesis:</b> (1) Opium and opiates: e.g., raw opium, codeine, morphine and derived painkillers (2) chemical equivalents to those listed in (A) (3) Opium poppies and poppy straws (4) Cocaine	2-401(G)(3) <b>Aggravated Manufacturing of a controlled substance in the amount listed below:</b>  20yrs-life; >\$50,000 a. >1kg of heroin mixture b. >5kg of cocaine mixture	Required to serve 85% of sentence before becoming eligible for parole  or subsequent offense: felony under habitual offender statute; 2x fine imposed by penalty and no s.s. or p.p.

<b>(B) Other opiates:</b> e.g.,	c. >50g of chemical precursors containing cocaine base	
	d. >100g of PCP mixture	
	e. >10g of LSD mixture	
	f. >400g of N-phenyl-N-1-(2-pheylethy)-4-piperidinyl propanamide mixture	
	g. >1,000kg/1,000plants of marijuana	
	h. >50g of methamphetamine	
2-207. <b>Schedule III</b> <b>characteristics:</b> (1) abuse potential less than Schedule I and II; (2) accepted med use in US; and (3) abuse may lead to moderate/low phys dependence or high psych dependence	2-402(B)(2) <b>Possession of Sched III, IV, V, Sched II (D) substances or marihuana:</b>  Misdemeanor; <1yr; <\$1,000	or subsequent offense w/in 10yrs: felony; 2-10yrs; <\$5,000 or subsequent offense more than 10yrs later: felony; 1-yrs; <\$5,000
2-208. <b>Schedule III substances:</b> <b>(A) compounds containing stimulants or depressants:</b> (1) GHB products <b>(2) Anabolic steroids and hormones</b> <b>(3) Barbiturates</b> <b>(B) Nalorphine</b> <b>(C) Compounds containing limited narcotic quantities:</b> e.g.,  codeine, opium and morphine compounds		
2-209. <b>Schedule IV</b> <b>characteristics:</b> (1) low abuse potential relative to Schedule III; (2) accepted med use in US; and (3) abuse may lead to limited phys dependence or psych dependence relative to Schedule III		
2-210. <b>Schedule IV Substances:</b> <b>(1) Prescription medication containing potentially abusive quantities of certain narcotics:</b> E.g., Klonipin, Ativan, ephedrine,		

phenobarbital, butorphanol tartate, anti-obesity medication (fenfluramine, etc.)		
2-211. <b>Schedule V Characteristics:</b> (1) low abuse potential relative to Schedule IV; (2) accepted med use is US; and (3) abuse may lead to limited phys dependence or psych dependence relative to Schedule IV	2-401(B)(3) <b>Distribution or possess w/ intent (p.w.i.) to distribute or manufacture Sched V substance:</b>  <5yrs; <\$1,000	or subsequent offense: felony under habitual offender statute; 2x fine imposed by penalty and no s.s. or p.p.
2-212. <b>Schedule V Substances:</b> <b>(1) Narcotics containing nonnarcotic active medicinal ingredients:</b> e.g., limited percentages of codeine, opium, etc. <b>(2) Compounds containing pseudoephedrine or ephedrine compounds containing pregabalin</b>	2-401(B)(4) <b>Distribution or possess w/ intent (p.w.i.) to distribute or manufacture an imitation controlled substance:</b> misdemeanor; <1yr; <\$1,000	offense: felony; <5yrs; <\$5,000
2-322. <b>Chemical Precursors:</b>  e.g., d-lysergic acid, ephedrine, pseudoephedrine, methylamine, etc.	2-401(G) <b>Manufacture or possession of precursors w/ intent to manufacture controlled substance</b> Felony; 7yrs-life; >\$50,000	
<b>Enhancement Offences / Mitigating Offences</b>	<b>Enhanced / Reduced Penalties</b>	
2-401(E) <b>Use of minor to distribute, dispense, transport w/ intent</b>	2x penalty imposed; 2x fine imposed	
2-419 <b>Use of minors in transport, sale of controlled substances</b>	Felony: 2x penalty/fine imposed If minor is <15 years old: <25yrs and/or <\$100,000	
2-401(F) <b>Distribution, dispensing, possession w/ intent to distribute controlled substance w/in 2000 ft of school, rec center, park, public housing, or child care facility</b>	offense: 2x penalty/fine imposed for penalty or subsequent: habitual offender statute & required to serve 85% of sentence before becoming eligible for parole	
2-402(C) <b>Possession or purchase of a controlled substance w/in 1000 ft of school, rec center, park, public housing, or child care facility, or in presence of child under 12</b>	Felony; offense; 2x penalty/fine imposed for penalty & must serve 50% of sentence before parole eligibility or subsequent offense: 3x penalty/fine imposed for penalty & must serve 90% of sentence before parole eligibility & fined <\$10,000	
2-410 <b>Conditional release for offense</b>	Court may s.s. and impose conditional probation; may require drug rehab treatment	
<b>Additional Offences</b>	<b>Penalties / Enhancements / Benefit Restrictions</b>	
Court may s.s. and impose conditional probation; may require drug rehab treatment	offense: felony; <10yrs; or subsequent: felony; >10yrs; no s.s. or p. p.	
2-403(B) <b>robbery of controlled substance from practitioner or manufacturer</b>	offense: felony; >5yrs; or subsequent: felony; life imprisonment; no s.s. or p. p.	

2-405 <b>Possession / Delivery / Sale of Drug Paraphernalia</b>	offense: <1yr and/or <\$1,000 offense: <1yr and/or <\$5,000 or subsequent: <1yr and/or <\$10,000 Sale to a minor: felony
2-404 <b>Registered Practitioners, distributors, manufactures who:</b>	
(1) dispense a controlled substance in violation of requirements (2) manufacture, distribution of controlled substance not authorized by registration (3) omit, remove, alter symbol required by Federal Controlled substance act (4) refuse or fail to maintain required records (5) refuse entry for authorized inspection (6) maintain place or vehicle which is resorted to by persons using controlled dangerous substances or keeping/selling controlled substances	B. Civil Fine of <\$1,000 If violation committed intentionally: felony; <5yrs; <\$100,000 or subsequent: 2x penalty imposed
2-406 <b>Registered practitioners, distributors, manufacturers who knowingly:</b>	
(1) distributes Sched I or II substances w/o order form (2) use of an invalid registration number (3) Acquire possession of a controlled substance by misrepresentation (4) furnish false information in required documentation (5) Makes counterfeit controlled substances	offense: felony; <20yrs and/or <\$250,000 or subsequent offense: 2x punishment imposed; no s.s. or p. p.
2-407 <b>Obtaining prescription substance by fraud, forgery, misrepresentation; Creation or possession of a counterfeit or invalid prescription form</b>	offense: felony; <10yrs and/or <\$10,000 or subsequent: 4-20yrs and/or <\$20,000; no s.s. or p. p.
2-407.1 <b>Possession, purchase or sale of certain substances causing intoxication, distortion or disturbance of auditory, visual, muscular or mental processes</b> (e.g., ethylchloride, butyl nitrite, etc.)	Misdemeanor; <90days; <\$500.00
3-415 <b>Trafficking Offenses</b>	<b>Enhanced penalties for all trafficking offenses:</b> 1. offense: at least 2x the term imposed by penalty for lesser possession conviction offense: at least 3x the term imposed by penalty for lesser possession conviction 3. or subsequent offense: life w/o parole
<b>Specific Offenses</b>	<b>Specific Penalties</b>
<b>1. Marijuana:</b>	
a. 25-1000lbs	\$25,000-\$100,00
b. >1,000lbs	\$100,00-\$500,000 (15yrs min.)
<b>2. Cocaine</b>	
a. 28-300g	\$25,000-\$100,000

<b>b.</b> 300-450g	\$100,000-\$500,000
<b>c.</b> >450g	\$100,000-\$500,000 (15yrs min)
<b>3. Heroin</b>	
<b>a.</b> 10-28g	\$25,000-\$50,000
<b>b.</b> >28g	\$50,000-\$500,000
<b>4. Amphetamine or methamphetamine</b>	
<b>a.</b> 20-200g	\$25,000-\$200,000
<b>b.</b> 200-450g	\$50,000-\$500,000
<b>c.</b> >450g	\$50,000-\$500,000 (15yrs min)
<b>5. LSD</b>	
<b>a.</b> 1-10g	\$50,000-\$100,000
<b>b.</b> >10g	\$100,000-\$250,000
<b>6. PCP</b>	
<b>a.</b> 20-150g	\$20,000-\$50,000
<b>b.</b> >150g	\$50,000-\$250,000
<b>7. Cocaine base</b>	
<b>a.</b> 5-50g	\$25,000-\$100,000
<b>b.</b> >50g	\$100,000-\$500,000
<b>8. MDMA</b>	
<b>a.</b> 30tablets/10g-100tablet/30g	\$25,000-\$100,000
<b>b.</b> >100tablets/30g	\$100,000-\$500,000

**FEDERAL TRAFFICKING PENALTIES**

[https://www.iecc.edu/files\\_user/CONS/Files/Federal Trafficking Penalties.pdf](https://www.iecc.edu/files_user/CONS/Files/Federal_Trafficking_Penalties.pdf)

Schedule	Substance / Quantity	Penalty	Substance / Quantity	Penalty
II	Cocaine 500-4999 grams mixture	<p><b>First Offense:</b> Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual.</p> <p><b>Second Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual.</p>	Cocaine 5 kilograms or more mixture	<p><b>First Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.</p> <p><b>Second Offense:</b> Not less than 20 yrs., and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.</p> <p><b>2 or More Prior Offenses:</b> Life imprisonment.</p>
II	Cocaine Base 28-279 grams mixture		Cocaine Base 50 grams or more mixture	
II	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture	PCP 100 grams or more pure or 1 kilogram or more mixture		

Substance / Quantity	Penalty
Any Amount Of Other Schedule I & II Substances	<p><b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>
Any Drug Product Containing Gamma Hydroxybutyric Acid	
Flunitrazepam (Schedule IV) 1 Gram or less	<p><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 million if an individual, \$2 million if not an individual.</p>
Any Amount Of Other Schedule III Drugs	

Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	<p><b>First Offense:</b> Not more than 3 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>
Any Amount Of All Schedule V Drugs	<p><b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p><b>Second Offense:</b> Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>

<b>Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances</b>	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<p><b>First Offense:</b> Not less than 10 yrs., not more than life. If death or serious bodily injury, not less than 20 yrs., not more than life. Fine not more than \$4 million if an individual, \$10 million if other than an individual.</p> <p><b>Second Offense:</b> Not less than 20 yrs. not more than life. If death or serious bodily injury, mandatory life. Fine not more than \$8 million if an individual, \$20 million if other than an individual.</p>
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<p><b>First Offense:</b> Not less than 5 yrs. not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$2 million if an individual, \$5 million if other than an individual.</p> <p><b>Second Offense:</b> Not less than 10 yrs. not more than life. If death or serious bodily injury, mandatory life. Fine not more than \$4 million if an individual, \$10 million if other than an individual.</p>
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	<p><b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. not more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p> <p><b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, mandatory life. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)  1 to 49 marijuana plants	<p><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p><b>Second Offense:</b> Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

**REFERRAL AND HOTLINE INFORMATION**

***Nationally***

Substance Abuse and Mental Health Services (SAMHSA), Treatment Referral Line 1 (800) 662-HELP (4357)

***Claremore, OK***

Rogers County Drug Abuse Program Inc., Claremore, OK (918) 342-3334

Human Skills and Resources Inc., Claremore, OK (918) 283-1423

***Grove, OK***

Seneca Cayuga Tribe, Grove, OK (918) 787-6800

House of Hope Inc., Grove, OK (918) 786-2930

***Miami, OK***

Quapaw Counseling Services, Miami, OK (918) 542-1786

Quapaw Tribal Substance Abuse Services, Miami, OK (918) 542-4232

Inter-Tribal Substance Abuse Prevention and Treatment Center, Miami, OK (918) 542-5543

Northeastern Oklahoma Council on Alcoholism Inc., Miami, OK (918) 675-4100

***Pryor, OK***

Pushmataha Counseling Services Inc., Pryor, OK (918) 825-4872

***Vinita, OK***

Rose Rock Recovery Center, Vinita, OK (918) 256-9210



## **APPENDIX 2**

### **SEXUAL VIOLENCE AWARENESS AND PREVENTION**

(This document is provided to all NT students and is available upon request in the Student Services Office at each campus)

## **NORTHEAST TECH SEXUAL VIOLENCE AWARENESS & PREVENTION**

### **ZERO TOLERANCE**

Northeast Tech (NT) is committed to providing all students and employees with a safe school environment in which all members of the technology center community are treated with respect. Harassment is unlawful discrimination and will not be tolerated. Both state and federal law specifically prohibit harassment of employees and students in connection with their employment by or enrollment in schools.

It is the policy of NT to prohibit, without qualification, unlawful harassment based on real or perceived race, color, religion, national origin, sex, sexual orientation, or disability. Students, employees and board members of the technology center have a duty not to harass on the above listed grounds. It is the policy of NT to prohibit sexual harassment in all aspects.

Sexual harassment also includes conduct that is criminal in nature such as rape, sexual assault and stalking. (Refer to policy 5099)

### **FACTS ABOUT SEXUAL VIOLENCE**

“**Sexual Harassment**” is a form of unlawful harassment meaning unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

“**Assault**” is an unlawful attack by one person upon another.

According to the U.S. Equal Employment Opportunity Commission (<http://www.eeoc.gov>) sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Title VII applies to employers with 15 or more employees, including state and local governments. It also applies to employment agencies and to labor organizations, as well as to the federal government.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.”

### **HOW CAN I LOWER MY RISK OF SEXUAL VIOLENCE?**

According to the U.S. Department of Health and Human Services, Office on Women’s Health (<http://www.womenshealth.gov/publications/our-publications/fact-sheet/sexual-assault.html#b>), the following awareness and prevention tips to reduce your chances of being sexually assaulted:

- Be aware of your surroundings.
- Walk with confidence. The more confident you look, the stronger you appear.
- Know your limits when it comes to using alcohol.
- Be assertive – don’t let anyone violate your space.

- ⊙ Trust your instincts. If you feel uncomfortable in your surroundings, leave.
- ⊙ Don't prop open self-locking doors.
- ⊙ Lock your door and your windows, even if you leave for just a few minutes.
- ⊙ Watch your keys. Don't lend them, don't leave them and don't lose them. And don't put your name and address on the key ring.
- ⊙ Watch out for unwanted visitors. Know who's on the other side of the door before you open it.
- ⊙ Be wary of isolated spots, like underground garages, offices after business hours, and apartment laundry rooms.
- ⊙ Avoid walking or jogging alone, especially at night. Vary your route. Stay in well-traveled, well-lit areas.
- ⊙ Have your key ready to use before you reach the door---home, car, or work.
- ⊙ Park in well-lit areas and lock the car, even if you'll only be gone a few minutes.
- ⊙ Drive on well-traveled streets, with doors and windows locked.
- ⊙ Never hitchhike or pick up a hitchhiker.
- ⊙ Keep your car in good shape with plenty of gas in the tank.
- ⊙ In case of car trouble, call for help on your cellular phone.

### **WHAT SHOULD I DO IF I AM OR I KNOW OF A VICTIM OF SEXUAL ASSAULT?**

- ⊙ Get away from the attacker to a safe place as fast as you can.
- ⊙ Call 911 or the police
- ⊙ Inform an NT administrator
- ⊙ Do not wash, comb, or clean any part of the victim's body. Do not change clothes if possible, so the hospital staff can collect evidence.
- ⊙ Go to the nearest hospital emergency room as soon as possible

### **WHO TO REPORT AN INCIDENT TO:**

- ⊙ That Involves Students:
  - Call 911 or the Police/Sheriff
  - Student Advisors
  - Campus Counselors
  - Instructor
  - Superintendent
  - Board Member
- ⊙ That Involves NT Employees:
  - Call 911 or the Police/Sheriff
  - Superintendent
  - Any Board Member

### **YOUR RIGHTS AS A VICTIM OF SEXUAL OR OTHER HARASSMENT?**

- ⊙ It is not required by law but NT encourages students who have been sexually or otherwise harassed or know of sexual or other harassment to report the claim.

- ⦿ For details regarding the alleging student’s rights and the process that NT will follow regarding a report of sexual or other harassment refer to the NT Harassment Policy – 5099). A copy of this policy can be obtained in the Student Services Department or at the following NT website address: (<http://www.netech.edu/vimages/shared/vnews/stories/53e2486cb4d72/5099%20Harrassment%20Policy.pdf>)

## **BYSTANDER INTERVENTION**

According to the University of Hartford the following are suggested tips for intervening in situations which potentially involves sexual assault, sexual violence or stalking. For more information, see the entire University of Hartford article at: “<http://www.hartford.edu/publicsafety/Crime%20Prevention/bystanderintervention.aspx>”

- ⦿ Approach everyone as a friend
- ⦿ Do not be antagonistic
- ⦿ Avoid using violence
- ⦿ Be honest and direct whenever possible
- ⦿ Recruit help if necessary
- ⦿ Keep yourself safe
- ⦿ Keep your phone handy, call for help or document when you can safely do so.
- ⦿ If things get out of hand or become too serious, contact the Public Safety or the police.

## **SEXUAL VIOLENCE RESOURCES**

- ⦿ Oklahoma Safeline - 1-800-522-7233 (SAFE)
- ⦿ National Domestic Violence Hotline - 1-800-799-7233 (SAFE)
- ⦿ National Sexual Assault 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 – 1 - 580-323-0838, Crisis: 580-323-2604
- ⦿ Claremore Safenet Services – 1-918-341-1424, Crisis: 1-918-341-9400
- ⦿ Claremore Safenet Services, Pryor - Pryor: 1-918-825-0190, Crisis: 1-888-372-9400
- ⦿ Miami Community Crisis Center – 1-918-540-2275, Crisis: 1-918-542-1001, Crisis: 1-800-400-0883
- ⦿ Tulsa Domestic Violence Intervention Services/ Call Rape – 1-918-585-3163, Crisis: 1-918-743-5763