

# EOC TECH CENTER

## 2019 ANNUAL SECURITY REPORT

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## EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER (EOCTC) 2019 ANNUAL SECURITY REPORT (ASR)

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Eastern Oklahoma County Technology Center (EOCTC) understands its responsibility to provide a safe and secure learning environment and workplace. EOCTC is committed to social justice and the well-being of the total community, as indicated by its educational offerings and open-door policy. The maintenance of a crime-free campus is part of this commitment.

Eastern Oklahoma County Technology Center is committed to providing safe learning and working environment and to complying with all local, state and federal regulations pertaining to the safety of the facilities and equipment and materials. The Superintendent shall be responsible for insuring compliance with all applicable health and safety regulations and will see that procedures are established, as necessary, to accomplish compliance.

### History and Purpose of the Annual Security Report (ASR)

In April 1986, Jeanne Clery was 19 years old and was a freshman attending a 4-year university. She was raped and murdered in her dorm room. Her assailant, who is spending life behind bars without parole, was also a student at the school whom Jeanne did not know prior to the attack. Her parents were alarmed by the lack of information provided students and families about the rapid increase of violent and non-violent incidents on campuses. They realized that while crimes were being reported to campus authorities, administrators often failed to provide adequate warnings about those incidents. There were no uniform laws mandating them to do so at that time.

In 1990, Congress approved the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (aka Clery Act) and the Student-Right-To-Know Act. Later renamed in Jeanne Clery's memory, the Clery Act took effect in 1991. **It requires colleges and universities to disclose**

**their security policies, keep a public crime log, publish an annual crime report and provide timely warnings to students and campus employees about a crime posing an immediate or ongoing threat to students and campus employees. The law also ensures certain basic rights for victims of campus sexual assaults and requires the U.S. Department of Education to collect and disseminates campus crime statistics.**

The Violence Against Women Reauthorization Act of 2013 (aka VAWA) requires institutions to compile additional statistics for incidents of domestic violence, dating violence, sexual assault, and stalking, and to include certain policies, procedures, and programs pertaining to these incidents in their Annual Security Report (ASR). Finally, this report outlines drug and alcohol policies, and sex offense and offender policies.

### **EOCTC Campus**

Institutions must disclose statistics for *Clery Act* crimes that occur: (1) on campus; (2) in or on a non-campus building or property; and (3) public property. EOCTC's "Clery Geography" includes the "on campus" and "public property" areas. The "on campus" property includes a fence around the southern, western and northern boundaries. The street (Choctaw Road) is the eastern boundary is considered as public property. The "on campus" definition includes the Main Campus Building, the Adult Day Services Building, the Business Development Center, the Public Services Building, and the fire training facilities located behind the Public Services Building. The building on Westminster owned by EOCTC does not currently meet any of the Clery geography definitions.

### **Campus Security Authorities (CSAs)**

EOCTC utilizes specially-trained School Resource Officers from the Oklahoma County Sheriff's Department. These officers are sworn deputies with full arrest authority as provided by Oklahoma state statutes. Resource Officer is on campus during daytime hours of operation.

The Resource Officer keeps the Daily Crime Log and the Director of Instructional Services reports the statistics for reported crimes in the "Clery geography" in the Annual Security Report (ASR) and in the annual Web-based data collection.

A CLEET-certified security officer will be on duty for night classes from 5:00 p.m. to 10:00 p.m. These security officials report to the Assistant Superintendent.

In addition to the Resource Officer and Security Officer, the following individuals have significant responsibility for student and campus activities and are considered as "Administration":

- School Resource Officer (daytime) 390-5330
- Security Officer (evenings) 390-9591
- Director of Community Outreach & Communications 390-5326
- Director of Educational Services 390-5304
- Director of Instructional Services 390-5309
- Director of Business & Industry Services 390-6606
- Business Manager 390-6603
- Assistant Superintendent 390-6610
- Superintendent 390-6604

### **Law Enforcement Agency Cooperation**

EOCTC also maintains an open working relationship with the local law enforcement including the Choctaw Police Department and the Oklahoma County Sheriff's Department. The Resource Officer requests crime statistics annually from the both of these law enforcement agencies. Any information reported is kept in the Resource Officer's files.

### **Access Control & Building Security**

EOCTC uses a combination of physical security and electronic security to secure buildings, classrooms,

labs and offices. Generally, these tasks are performed by a CLEET-certified Security Officer who will be on duty for night classes, is under the direction of the Director of Operations or the Assistant Superintendent. In addition, EOCTC employees are issued keys that provide them access to the areas that they are required to be in to perform their duties.

No building keys will be issued to students nor will employees loan building keys to a student or a non-employee. Employees are encouraged to check in with the building security personnel if they are going to be in the building after normal working hours. Students may be authorized to be in the building after normal hours if under the direct supervision of a faculty member or other employee.

### Reporting the Annual Security Report and Campus Crime Statistics

All current students and employees will be emailed a PDF of the 2020-2021 Student Handbook, which includes the Annual Security Report & Campus Crime Statistics as reported on October 1<sup>st</sup> of each year, along with the Drug and Alcohol Abuse Prevention and Education information. The email will be set up to receive a “Return Receipt” to document receipt of the email. Current employees will also sign off on an acknowledgement receipt as part of their online contract renewal documentation.

Prospective students will receive a notice informing them that the Annual Security Report & Campus Crime Statistics, and the Drug and Alcohol Abuse Prevention and Education information is available to them upon request. Prospective employees will receive the same notice that will appear in the instructions to them when completing the online employment application.

The Director of Instructional Services prepares the Annual Security Report (ASR) in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics. The Crime Statistics Report can be located in the tables below. The data is also available at the following website: <https://ope.ed.gov/campussafety/#/institution/details>. Enter “Eastern Oklahoma County Technology Center” in the Name field and click on Continue to see the report.

The following section contains information on crimes and incidents occurring during the past 3 calendar years at EOCTC concerning the number of each of the crimes that occurred on or within its Clery geography, and that are reported to local police agencies or to a Campus Security Authority. Definitions of the terms used in these tables are listed following these statistics.

### Crime Report Statistical Summer

<b>STATISTICAL SUMMARY – ON CAMPUS</b>			
<b>On Campus</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Criminal Homicide on Campus:			
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses:			
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Number of Arrests:			

Illegal Weapons Possession	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Referrals for Disciplinary Actions:			
Illegal Weapons Possession.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

**STATISTICAL SUMMARY – PUBLIC PROPERTY**

<b>Public Property</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Criminal Homicide on Public Property:			
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses on Public Property:			
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Number of Arrests:			
Illegal Weapons Possession	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Referrals for Disciplinary Actions:			
Illegal Weapons Possession	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

**OCCURRENCES OF HATE CRIMES – ON CAMPUS**

<b>Hate Crimes – On Campus</b>	<b>2019 Total</b>	Category of Bias for Hate Crimes Reported in 2019							
		Race	Gender	Gender Identity	Religion	Sexual Orient.	Disability	Ethni-city	Nat'l Origin
Criminal Homicide on Campus:	0	0	0	0	0	0	0	0	0
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0

Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0
Violence Against Women Act Offenses:	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	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

**Note: There were no occurrences of hate crimes on campus reported in 2017 or 2018.**

**OCCURRENCES OF HATE CRIMES – PUBLIC PROPERTY**

Hate Crimes – Public Property	2019 Total	Category of Bias for Hate Crimes Reported in 2019							
		Race	Gender	Gender Identity	Religion	Sexual Orient.	Disability	Ethni-city	Nat'l Origin
Criminal Homicide on Campus:	0	0	0	0	0	0	0	0	0
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0

Arson	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0
Violence Against Women Act Offenses:	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	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

**Note: There were no occurrences of hate crimes on public property reported in 2017 or 2018.**

**Definitions:**

**Aggravated Assault** – An unlawful attack by one person upon 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 by means likely to produce death or great bodily harm

**Any other crime involving bodily injury** – Include in this category all applicable crimes with the exception of aggravated assault.

**Arrest** – Persons processed by arrests, citation or summons.

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

**Burglary** – The unlawful entry of a structure to commit a felony or a theft.

**Destruction/Damage/Vandalism of Property** – to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Drug abuse 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. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics – manufactured narcotics which can cause true addiction (Demerol, Methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

**Forcible sex offense** – Any sexual act directed against another person, 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.

- A. Forcible rape** – The carnal knowledge of a person, 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 temporary or permanent mental or physical incapacity (or because of his / her youth).
- B. Forcible sodomy** – Oral or anal sexual intercourse with another person, forcibly and / or against that person's will; or not forcibly 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 or physical incapacity.
- C. Sexual assault with an object** – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, 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 or physical incapacity.

**D. *Forcible 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.

**Hate crime** – A crime that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. The applicable categories of bias are: race, gender, religion, sexual orientation, ethnicity / national origin and disability.

**Intimidation** – To unlawfully place 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.

**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.

**Liquor law violations** – The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

**Motor vehicle theft** – The theft or attempted theft of a motor vehicle.

**Murder and non-negligent manslaughter** – The willful (non-negligent) killing of one human being by another.

**Negligent manslaughter** – The killing of another person through gross negligence.

**Non-forcible sex offenses** – Unlawful, non-forcible sexual intercourse.

**A. *Incest*** – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**B. *Statutory rape*** – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Non-campus building or property** – (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an 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.

**On-campus** – (1) 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 (2) Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, 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).

**Property damage** – The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

**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.

**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** – forcible – Any sexual act directed against another person, 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.

**Sex offenses** – non-forcible – Unlawful, non-forcible sexual intercourse.

**Simple Assault** – An 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.

**UCR definitions** – Institutions must use the F.B.I.'s Uniform Crime Reporting Handbook (UCR) for defining and classifying crimes. For sex offences only, definitions from the F.B.I.'s National Incident-Based

Reporting System (NIBRS) Edition of the UCR are used. Hate crimes must be classified using the F.B.I.'s Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection.

**Weapons: carrying, possessing, etc.** – 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. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

### Reporting Criminal and Alleged Criminal Activities

EOCTC encourages all persons on campus to promptly report all criminal activity or suspected criminal activity as quickly as possible.

Such reports should be made to the School Resource Officer, or to someone in Administration. Phone numbers to reach these officials are located in the Campus Security Authorities section above.

If a forcible or non-forcible sex offense or rape occurs, persons involved should report immediately to the Assistant Superintendent or the Director of Instructional Services located in the Main Building. The law enforcement officials will then be contacted. Upon completion of a full investigation, students will receive on-campus counseling with referral to community services on an as-needed basis.

Criminal incidents and alleged criminal incidents that are reported to the Resource Officer are recorded in a Daily Crime Log. The Daily Crime Log includes: the nature of the incident; case number date/time reported; date/time occurred; general location; and disposition/resolution. The Clery Act requires the confidentiality

To report a crime confidentially, students and employees may contact the Director of Instructional Services at (405) 390-5309, and email the Resource Officer at [report@eoctech.edu](mailto:report@eoctech.edu).

Criminal activity that does not warrant a timely warning or outside resources should be reported to anyone in Administration. Administration will analyze and investigate the incident and then report to the appropriate local authorities, if warranted. The law enforcement agencies will then gather information and make an official report.

### Monitoring Off-Campus Criminal Activity

At this time, EOCTC has no identified off-campus student locations related to student organizations or off-campus student housing. EOCTC does not actively monitor criminal activity involving students that occurs off-campus. However, if information is brought to the attention of EOCTC personnel, then appropriate action will be taken in accordance with the Student Handbook.

### Counseling and Confidential Crime Reporting

Student Services and the Academic Center offer a variety of services to facilitate student development in the academic, career, and personal/social areas. The 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 to an Administrator and Resource Officer. All instructors are also trained in this process. Students are informed of the process during Student Orientation in August and January each school year.

### Crime Prevention Education

Students are informed about crime prevention during New Student Orientation. Information will also be given in the Student Handbook about where to obtain that information. EOCTC has initiated several

practices aimed at reducing and preventing campus crime. Such notable efforts include: (1) Building and parking lot monitors; (2) Student assemblies; (3) Employee in-service; (4) a School Resource Officer; and (5) Accessibility to alcohol and drug counseling from a local agency.

### Timely Warnings And Activity Information

When 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. If the Incident Commander determines that there is an ongoing or continuous threat to campus personnel, a warning will be issued.

These warnings include, but are not limited to, notification to Lock Down, Shelter-In-Place, take Severe Weather precautions, or Evacuate a Building (situation other than fire). EOCTC may also use the warning system when an outside threat is detected, not directly affecting 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 handheld radios issued to all faculty and staff, 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. Fire alarms are sounded through a separate, specialized fire alarm system on a building or zone basis.

Employees and students are encouraged to update EOCTC whenever their email, phone or cell phone information changes to help assure timely receipt of messages. These warning systems are tested periodically as part of the emergency drills (see more information under “Emergency Response and Evacuation Procedures” below).

### Reporting Emergencies

EOCTC encourages all persons on campus to promptly report any emergency condition as quickly as possible. If the situation requires outside resources such as EMS or Fire Department response, **first call 9-1-1 to reach the local emergency operations center**. Notifying 9-1-1 expedites emergency services reaching the campus.

Then, notify someone in Administration. Notifying Administration sets into motion internal procedures that help guide outside resources to the emergency in a timely manner.

### Emergency Operations Plan (EOP)

Up-to-date copies of the Emergency Operations Plan (EOP) are available electronically to all Faculty / Staff. When significant changes are made, Faculty and Staff are notified by email. In addition, they receive annual training highlighting any changes which occur to the EOP and participate in tabletop exercises on utilizing the procedures and protocols in the EOP.

Students enrolled in career track instruction receive information about campus security procedures during New Student Orientation and in the Student Handbook. Students are informed about the EOCTC Emergency Operations Plan and participate in all state and school required emergency drills. As an emergency response training tool, EOCTC conducts a minimum of 5 emergency drills as specified by Oklahoma School Law each semester including: 1) intruder drills, 2) lockdown drills, 3) fire drills, 4) severe weather drills, and 5) a drill to be determined by the Emergency Operations Planning Team based on need. These procedures are included in the information below.

### Training and Exercises

Eastern Oklahoma County Technology Center understands the importance of training, drills and exercises in the overall emergency management program. To ensure that school personnel and community first responders are aware of their duties and responsibilities under the school plan and the most current procedures, the following training, drill and exercise actions will occur.

Training and refresher training sessions shall be conducted for all school personnel. In case of academic staff, training should coincide with in-service days. Training for the remainder of the support staff shall be

held at a time during the school year that will allow for maximum attendance. Records of the training provided including date(s), type of training and participant roster will be maintained.

Information addressed in these sessions will include updated information on plans and/or procedures and changes in the duties and responsibilities of plan participants. Discussions will also center on any revisions to additional materials, such as annexes and appendices. Input from all employees is encouraged.

Eastern Oklahoma County Technology Center will plan for a minimum of 10 drills annually (2 Fire, 2 Severe Weather, 2 Lockdown, 2 Intruder and 2 Bus Evacuation drills).

Eastern Oklahoma County Technology Center will participate in any external drills or exercises sponsored by local emergency responders. Availability of school personnel and the nature of the drill or exercise shall govern the degree to which the school will participate as it relates to improving the school's ability to respond to and deal with emergencies.

### **Emergency Response And Evacuation Procedures (580)**

EOCTC follows NIMS guidelines and the Incident Command System (ICS) when responding to emergencies. Detailed Functional Protocols and Incident Specific Procedures are maintained as a part of the Emergency Operations Plan (EOP). Updated copies of the Emergency Operations Plan are also provided to all EMS, Fire and Law Enforcement agencies with jurisdiction for any campus. The information in the Emergency Operations Plan itself are reviewed at least annually by the Director of Operations and Administration and updated as necessary.

EOCTC understands the importance of training, drills and exercises in the overall emergency management program. To ensure that the school personnel and community first responders are aware of their duties and responsibilities under the school plan and the most current procedures, the detailed evacuation procedures are located in the EOP.

In the event of a fire, anyone discovering the fire shall activate the building alarm system. Unless there is a lockdown incident or a shelter-in-place incident in progress, the building shall be evacuated. In the event that a lockdown or shelter-in-place incident is in progress, the evacuation shall be limited to the area immediately in danger from the fire. In the event the District is in receipt of information, such as a weather warning that may affect the school, the information shall be provided to the School Campus Emergency Contact. Information will broadcast through our Emergency Notification System.

#### **Fire Procedures**

**In the event of a Fire, the alarm will be one continuous alarm:**

These programs will meet at the **WATER TOWER:**

- Service Careers
- Automotive
- Welding
- HVAC
- Auto Collision
- Graphic Arts
- Electrical

These programs will meet in the **SOUTH PARKING LOT:**

- Oak Room
- Sycamore Room
- Seminar Center
- Break Area
- Food Service
- Bathrooms
- Maintenance
- Any UNATTACHED visitors

These programs will meet in the **DISTRICT VEHICLE PARKING LOT**

- Health
- All Business Programs
- BIS Classroom
- Network Administrator Area
- Early Care
- LEAP
- Math Classroom
- Explore
- Pre-Engineering
- Career Resource Center

These programs will meet in the **ADMINISTRATIVE WING – EAST LAWN:**

- Administrative Area
- Business Office
- Student Services
- Any UNATTACHED visitors

### **Tornado Procedures**

#### **In the event of Severe Weather, the alarm will be 3 short alarms:**

All students and staff are to proceed to the Main Building along the designated areas as given on the [Tornado Map](#). The Tornado Map is given in the back of this Handbook.

### **Campus Evacuation Procedures**

#### **In the event of a Campus Evacuation:**

A message will be sent out over the radio of a pending emergency situation with a need to evacuate the campus.

With the exception of Early Care and Adult Day Care, ALL STUDENTS and STAFF should immediately proceed to the front gates. A fire alarm will be pulled to help assist in evacuating everyone out of the building.

Stay with your class or work group. Line up along the East side of the fence between Gate 1 and Gate 2. Notify administration in the event that someone is missing from your group.

No vehicles are to leave campus with the exception of those transporting the Adult Day Care participants and the school buses. Buses will begin transporting everyone off site.

Class/building rolls will be called during and at the evacuation site.

### **Classroom and Shop Safety**

Classroom/shop safety must be given utmost consideration and is tied very closely with school conduct. Each area of instruction shall follow safety practices which are appropriate to the activities scheduled. State school laws require that goggles must be worn under certain conditions. Teachers should familiarize themselves with laws of this nature and strictly adhere to them. A safety test must be given to each student and placed in the student's file. Teachers or their designees should be in their respective classrooms and/or labs at all times when they are in session. All offices, classrooms and shops should be locked unless the instructor or designee is present. A teacher may be found liable by the courts if found negligent. Any personal injury should be reported to the Director of Operations immediately, and a personal injury should report made as soon as possible on the day of the injury.

### **Accidents**

In the event a student is injured while in class, the following procedure should be taken:

1. Notify the Director(s).
2. In case of minor injuries, first aid will be given at the school.

3. If medical treatment is necessary beyond the school's capabilities, the Director will make reasonable efforts to immediately notify the student's parents or guardians that additional assistance has been requested and that permission be granted by the parent or guardian to transport the injured student by emergency vehicle to a hospital.
4. The instructor will fill out an accident report form and return it to the Director(s).
5. Regardless of the injury sustained by a student, the Director will notify the parents or guardians of the student about the extent of that injury.

### **Conduct While Traveling to and from EOCTC**

While traveling in school transportation or in individual vehicle (if permitted) each individual is expected to behave according to the rules and regulations of both the school and the state. Passengers who do not abide by these rules and regulations may be denied the opportunity to ride.

In the event that the administration of the school allows its students to drive individual vehicles, all regulations must be followed pertaining to the safety and welfare of all concerned. All enrolled secondary students will complete and have on file the student transportation form which may be obtained from the administrative office. No private vehicle is to be moved from the parking area during school hours unless permission has been granted by the Administrative office. Damages and losses to personal vehicles will be at the risk of the owner. Failure to abide by any rules set forth will result in the loss of driving privileges.

### **Contagious or Communicable Disease or Condition (575)**

Any student with a contagious or communicable disease or condition shall be prohibited from having contact with others at the Eastern Oklahoma County Technology Center when such contact should result in communicating the disease or condition. The prohibition shall continue until such time as the student is not a risk to others.

If the Superintendent has cause to believe a student has a contagious or communicable disease or condition, the Superintendent shall require the individual to be examined by a physician chosen by the school district to determine if the individual does have the contagious or communicable disease or condition. The Superintendent shall require the individual to have the results of the examination forwarded immediately to the Superintendent by the examining physician.

If the individual refuses to have an examination or to have the results of the examination forwarded to the Superintendent, the Superintendent shall place the individual on suspension until the examination is accomplished and its results sent to the Superintendent by the licensed physician. Appeal of the decision to suspend the student shall be up to the Board of Education.

If the results of the examination show that the student has a contagious or communicable disease or condition and that contact with other students or employees creates an unreasonable risk of communicating the condition, the Superintendent shall suspend the individual with home study provisions until the student satisfactorily demonstrates that he/she is no longer a risk to others. The District shall bear the cost of the initial examination. The student will bear the cost of demonstrating that he/she is no longer a risk to others.

The district shall bear the cost of the initial examination. The student will bear the cost of demonstrating that he/she is no longer at risk to others.

EOCTC will implement this policy in compliance with the requirements of the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

Each classroom shall have a posted copy of rules, evacuation signals, evacuation routes, and procedures for both fire and tornado emergencies. Each instructor should thoroughly explain the fire and disaster evacuation procedure to each student and have an evacuation route on display in the classroom.

### **Drug And Alcohol Abuse Prevention And Education (599)**

In recognition of its responsibility as an employer and as an institution of career education, which promotes

a productive learning and work environment, EOCTC is committed to social justice and the well-being of the total community, as indicated by its educational offerings and open-door policy.

The maintenance of a drug-free campus is part of this commitment. The drug-free policy is designed to provide a drug-free environment for students and employees wherein intellectual, physical, and social activities may occur. The long-term, well-being of students and employees is the objective of the policy. This program is adopted to and in compliance with the Drug Free Schools and Communities Act of 1989.

EOCTC prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol or controlled substances by any students or employees on its property or as part of any of its activities except as they may be prescribed by a qualified physician or other person licensed, registered, or otherwise permitted to distribute, dispense, or administer a controlled substance to treat an individual's physical or mental condition. Controlled substances are listed in Schedules I through V of Section 202 of the Controlled Substances Act found in 21 U.S.G.S. 812 and as further defined by regulations found at CFR 1300.11 through 1300.15.

#### **Drug-Free Policy and Referral for Counseling, Treatment and Rehabilitation**

The illegal manufacture, distribution, possession, or use of illicit drugs or alcohol by students or employees on the campus of EOCTC or anywhere else as any part of the Technology Center activities is strictly forbidden. Employees are forbidden to perform safety-sensitive, security-sensitive, or image-sensitive functions for EOCTC while a prohibited drug is in his/her system or possession.

A referral service for drug or alcohol counseling and treatment is available to students and employees through Student Services. Treatment and rehabilitation programs will be conducted at the direction and the expense of the student or employee; however, sick leave or other appropriate benefits as identified in the Student Handbook and Employee Policy and Procedures Handbook may be available for treatment or rehabilitation services. Satisfactory completion of a treatment or rehabilitation program may entitle the student or employee to re-entry to a campus program of study or employment.

Drug testing of safety-sensitive and security-sensitive employees will be conducted prior to employment and before returning to duty after refusing to take a drug test or after not passing a drug test. (Safety-sensitive employees are defined in CFR Vol. 32, Part 280 and CFR Vol. 49, Part 653. This legislation is available for review in the Business Office.)

Employees and students are required to abide by the terms of this policy as a condition of employment or matriculation. Employees and students will receive notification annually of the EOCTC policy, applicable legal sanctions, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

#### **EOCTC Sanctions**

Disciplinary sanctions for violations of the standards of conduct required by this policy will be imposed on students and employees as identified in the Student Handbook (for students) and the Employee Policy and Procedures Handbook. Courts do not excuse individuals convicted of these offenses from a prison sentence to go to college or work. A conviction for such an offense could seriously affect one's record and prevent entry into many careers. EOCTC requires students and employees to abide by the terms of this policy.

A violation of the drug-free policy will be considered a program offense which can result in immediate dismissal of an employee or expulsion of a student. Employees may be required to demonstrate satisfactory participation in a drug rehabilitation program. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy.

An employee must notify his/her supervisor in writing of a criminal conviction of a drug-related or alcohol-related offense occurring in the workplace no later than five calendar days following the conviction.

## Legal Sanctions

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

The Comprehensive Drug Abuse Prevention and Control Act of 1970, as amended and adopted by the United States Congress, provides penalties including imprisonment ranging up to life in prison, fines up to four million dollars, and forfeiture of property for the unlawful possession or distribution of controlled substances.

Oklahoma law provides that any person convicted of distributing, dispensing, or possessing with intent to manufacture, distribute, or dispense a controlled substance or a counterfeit substance shall be guilty of a felony and may be imprisoned up to 20 years and fined up to \$100,000 depending on the type of controlled substance involved. Subsequent convictions shall be punishable by twice the imprisonment and info otherwise authorized.

EOCTC cooperates with all police authorities and may employ all methods of drug detection available to eliminate illegal trafficking and use of controlled substances. Enforcement agencies may be enlisted to thwart illegal drug activity by the use of agent investigations, canine (dog) searches, and sophisticated means of electronic surveillance, photography and recording.

County and city laws are similar to federal and state laws. If drugs are involved, the city will most likely defer to the state or federal authorities because their penalties are more severe. If alcohol is involved, you may be convicted of violating both local and state law and punished according to both laws.

## Education

You hear about drugs on TV and in the movies, on the radio, in books and magazines, on the Internet, and in daily conversation with friends and peers. Some of the information is accurate, but a lot of it is not.

Here are a few realities to consider:

- You can't predict the effect that a drug can have on you—especially if it's the first time you try it, and even if it's a small amount or dose. Everyone's brain and body chemistry are different. Everyone's tolerance for drugs is different.
- Using drugs can lead to abuse, addiction, serious health problems, and even death.
- Drugs that are legal—prescription and over-the counter (OTC) medications—can be just as dangerous as illegal drugs.

Find out as much as you can about illegal and legal drugs and their effects on your body and brain. The more informed you are, the more confidently you can make the right decision about drugs. Read DEA's Drug Fact Sheets for the latest information on the following substances:

<b>NARCOTICS:</b> <ul style="list-style-type: none"><li>• <a href="#">Fentanyl Overview</a></li><li>• <a href="#">Heroin</a></li><li>• <a href="#">Hydromorphone</a></li><li>• <a href="#">Methadone</a></li><li>• <a href="#">Morphine</a></li><li>• <a href="#">Opium</a></li><li>• <a href="#">Oxycodone</a></li></ul>	<b>HALLUCINOGENS:</b> <ul style="list-style-type: none"><li>• <a href="#">Ecstasy/MDMA</a></li><li>• <a href="#">Ketamine</a></li><li>• <a href="#">LSD</a></li><li>• <a href="#">Peyote &amp; Mescaline</a></li><li>• <a href="#">Psilocybin</a></li><li>• <a href="#">Marijuana/Cannabis</a><ul style="list-style-type: none"><li>◦ <a href="#">Marijuana Concentrates</a></li></ul></li><li>• <a href="#">Steroids</a></li><li>• <a href="#">Inhalants</a></li></ul>
<b>STIMULANTS:</b> <ul style="list-style-type: none"><li>• <a href="#">Amphetamines</a></li><li>• <a href="#">Cocaine</a></li></ul>	<b>DRUGS OF CONCERN:</b> <ul style="list-style-type: none"><li>• <a href="#">DXM</a></li><li>• <a href="#">Kratom</a></li></ul>

<ul style="list-style-type: none"> <li>• <a href="#">Khat</a></li> <li>• <a href="#">Methamphetamine</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Salvia Divinorum</a></li> </ul>
<p><b>DEPRESSANTS:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Barbiturates</a></li> <li>• <a href="#">Benzodiazepines</a></li> <li>• <a href="#">GHB</a></li> <li>• <a href="#">Rohypnol®</a></li> </ul>	<p><b>DESIGNER DRUGS:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Bath Salts or Designer Cathinones</a></li> <li>• <a href="#">K2/Spice</a></li> <li>• <a href="#">Synthetic Opioids</a></li> </ul>

EOCTC does not sponsor any drug or alcohol counseling, treatment or rehabilitation or re-entry programs. The closest community agency is the Tri-City Youth & Family Center, Inc. located at 14625 NE 23<sup>rd</sup> Street, Choctaw, OK, 73020, 405-390-8131. Tri-City specializes in Substance Abuse Treatment. Students and employees may also refer to the following resources:

- [GetSmartAboutDrugs.com](#)
- [JustThinkTwice.com](#)
- National Council on Alcoholism and Drug Dependence, Inc. (NCAD)
- Telephone: 1-800-NCA-CALL (622-2255)
- Website: <https://ncadd.org/>
- Substance Abuse and Mental Health Services Administration (SAMHSA)
- Telephone: 1-800-662-HELP (4357)
- Website: <http://www.samhsa.gov/>
- Treatment Finder: <https://findtreatment.samhsa.gov/>
- National Institute on Alcohol Abuse and Alcoholism (NIAAA)
- Telephone: 1-800-662-HELP (4357)
- Website: <http://www.niaaa.nih.gov>
- Treatment Finder: <http://www.niaaa.nih.gov/alcohol-health/support-treatment>
- National Institute on Drug Abuse (NIDA)
- Telephone: 1-800-662-HELP (4357)
- Website: <http://www.drugabuse.gov/>
- Alcoholics Anonymous (AA)
- Telephone: see local telephone directories
- Website: <http://www.aa.org/>
- Al-Anon
- Telephone: 1-888-425-2666
- National Cocaine Hotline
- Telephone: 1-800- COCAINE (262-2463)

### Students under the Influence of, or in Possession of any Beer, Alcoholic Beverages or Controlled Dangerous Substances

Any Administrator, instructor, or counselor who has reasonable cause to suspect that a student may be under the influence of or may be in possession of low-point beer, alcoholic beverage, controlled dangerous substances or paraphernalia as those items defined by law, will immediately notify Administration. If the student is under 18, the Administrator shall immediately notify the student's parent or legal guardian and shall schedule a conference to discuss the situation.

Any student suspected of being under the influence of a low-point beer, an alcoholic beverage, or a controlled dangerous substance may be required to seek counseling from a counselor qualified to treat chemical abuse if it is determined that counseling might be beneficial to the student. The student may also be subject to suspension from Eastern Oklahoma County Technology Center. No employee of Eastern Oklahoma County Technology Center shall be subject to civil liability for any student, report or action taken in assisting or referring to any medical treatment, social service agency or facility, or prevention or treatment program, any student reasonably believed to be abusing or incapacitated by the use of low point-beer,

alcoholic beverages or controlled dangerous substances, unless the assistance or referral was made maliciously or in bad faith.

### **Harassment and Bullying Information (573)**

#### **Statement of Legislative Mandate and Purpose**

This policy is a result of the legislative mandate and public policy embodied in the School Bullying Protection Act, 70 Okla. Stat. § 24-100.2. The Oklahoma Legislature requires Technology Centers to adopt a policy to prevent harassment, intimidation, and bullying in an effort to “create an environment free of unnecessary disruption” and also requires Technology Centers to actively pursue programs for education regarding bullying behaviors.

EOCTC’s student conduct code prohibits harassment, intimidation and bullying. This policy further explains the negative effects of that behavior and seeks to promote strategies for prevention.

#### **Statement of Board Purpose in Adopting Policy**

The EOCTC Board of Education recognizes that intimidation, harassment and bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the intimidation, harassment, and bullying. The Board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school operations, the safety of students and faculty, and the educational system at large;
2. Substantially disrupts school operations by interfering with EOCTC’s mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and just as disruptive of the school’s efforts to prepare students for productive lives in the community as they become adults;
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports EOCTC’s primary and substantial interest in operating schools that foster and promote academic achievement;
4. Substantially interferes with school compliance with federal law that seeks to maximize the main streaming of students with disabilities and hinders compliance with Individualized Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions;
5. Substantially interferes with EOCTC’s mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often “passive-target” students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety, and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims, who have been harassed and demeaned by the behavior of bullies, often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide;

6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts;
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying, harassing and intimidating behavior often involves expressive gestures, speech, physical acts that are sexually-suggestive, lewd, vulgar, profane, or offensive to the education or social mission of EOCTC, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or by-stander's ability to concentrate, retain instruction, and study or to operate free from the effects of intimidation, harassment, and bullying. This results in a reluctance or resistance to attend school.

### **Definition of Terms**

Statutory definition of harassment, intimidation, and bullying:

70 Okla. Stat. § 24-100.3(C) of the School Bullying Protection Act defines the terms "harass, intimidate, or bully," as including, but not limited to, any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

- A. Harm another student;
- B. Damage another student's property;
- C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
- D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

### **The "Reasonable Person" Standard:**

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self-esteem of the victim; and the discipline history, personality of and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

### **General Display of Bullying Acts:**

Bullying, for purposes of this section of the policy, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be but is not limited to physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

- A. Physical Bullying includes harm or threatened harm to another's body or property, including but not limited to, what would reasonable be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring

others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

- B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including but not limited to insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- C. Social Bullying includes harm to another's group acceptance, including but not limited to harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that result in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious or loathsome disease, or similar egregious representations.
- D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comment about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment - also prohibited by EOCTC.

**Student and Staff Education and Training:**

All staff will be provided with a copy of this policy. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. EOCTC is committed to providing appropriate and relevant training to staff regarding identification of behavior constitution harassment intimidation and bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, EOCTC's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

**Student Reporting:**

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting:

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidation, or bullying. Employees, whether certified or non-certified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying, to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the principal to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment intimidation or bullying, are to report all relevant information to the appropriate director or his/her designee.

**Parental Responsibilities:**

Parents/guardians of secondary students will be informed in writing of EOCTC's program to stop intimidation, harassment, and bullying. An administrative response to a reported act of intimidation, harassment or bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

**Anti-Bullying Policy (574)**

Eastern Oklahoma County Technology Center ("EOCTC") believes all students have a right to a safe and healthy school environment.

The District will not tolerate behavior that infringes on the safety of any student. A student shall not harass, intimidate, or bully another student through words or actions. Such behavior includes: direct physical contact; verbal assaults including teasing or name calling; social isolation or manipulation. The use of technology for such purpose is considered a violation of this policy.

Any student found to be in violation of this policy is subject to disciplinary action up to and including expulsion.

Students and/or parents are to immediately report any incidents of bullying to the Director of Educational Services.

This policy is applicable to campus grounds, district vehicles, and all district sponsored activities.

**Policy Prohibiting Hazing (570)**

"Hazing" means any activity which recklessly or intentionally endangers the physical or mental health or safety of a student, required as a condition of membership in an organization, regardless of willing participation, including but not limited to physical brutality such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, alcohol, Drugs, or other substances, and activities which would induce extreme mental stress such as prolonged sleep deprivation, prolonged isolation, and conduct which could cause extreme embarrassment or humiliation.

No organization having student members which is sponsored by EOCTC or which is permitted to hold meetings or other events on EOCTC property (a "Student Organization") and no student member of a Student Organization shall engage or participate in or directly or indirectly condition membership on participation in or submission to a hazing activity.

Students violating the prohibition in paragraph 2 shall not be permitted to participate in any extra-curricular activity sponsored by EOCTC for the remainder of the school year, shall be subject to disciplinary measures which may include suspension and shall be referred to local law enforcement authorities for prosecution.

Student Organizations which violate the prohibition in paragraph 2 shall forfeit all rights, privileges, and recognition from EOCTC for a minimum of one year, and shall be referred to local law enforcement authorities for prosecution.

This policy shall be considered to be a part of the by-laws or other organizational rules of all EOCTC-sponsored Student Organizations.

### **Sexual Harassment Information (260)**

State and federal law specifically prohibit sexual harassment of employees and students in connection with their employment by or enrollment in Eastern Oklahoma County Technology Center. This policy will set forth the rules and regulations to be followed by all students, employees and EOCTC Board of Education members of EOCTC with regard to the issue of sexual harassment:

1. "Employee" means any person who is authorized to act in behalf of EOCTC, 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 EOCTC.
3. In the case of an employee of EOCTC, "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 EOCTC, "sexual harassment" is defined as unwelcome sexual advances requests for sexual favors and other unwelcome verbal, nonverbal or physical conduct of a sexual nature by any person towards a student or conduct that denies or limits on the basis of sex, a student's ability to participate in or to receive benefits services or opportunities in EOCTC's programs.
5. All students, employees and EOCTC Board of Education members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, applicant for employment, vendor representative or patron of EOCTC. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits 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.
6. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under EOCTC's Policy on Adult Student Behavior or Policy on Secondary Student Behavior and Discipline.
7. 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 either the Superintendent, Assistant Superintendent, Director(s), or any EOCTC Board of Education member of EOCTC. 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 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.

8. 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 and may report such incidents to the United State Equal Opportunity Commission or the Oklahoma Human Rights commission.
9. The Superintendent, Assistant Superintendent, Director(s), and any EOCTC Board of Education member of EOCTC, upon receiving a report (formal or informal) of sexual harassment shall do the following as quickly as reasonably possible:
  - a) obtain a statement oral or written, 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, termination or reassignment.
10. 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 nonrenewal hearing or in any litigation.
11. It is EOCTC'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. EOCTC will discipline or take appropriate action against any student, employee, agent or representative of EOCTC who is determined to have engaged in such retaliatory behavior.

### **Sexual Assault Program Information**

The Sexual Assault Program Information, including rape, acquaintance rape, and other forcible and non-forcible sex offenses will be discussed in Student Orientation. The policy and information will be included on the website. Students will be informed that EOCTC personnel will assist the student in notifying the authorities if the student requests assistance.

Students are informed of the existence of a counselor on campus to assist them in crisis counseling. They are given this information in Student Orientation and informed of the information on the website under counseling which also gives them toll-free counseling helplines.

Students are informed of procedures for campus disciplinary actions in cases of an alleged sex offense. The EOCTC Student Handbook lists the policy for sexual harassment and sexual assault and battery.

### **Resources**

<a href="#">National Domestic Violence Hotline</a>	1-800-799-SAFE (7233)
	1-800-787-3224 (TTY)
<a href="#">National Sexual Assault Hotline</a>	1-800-656-HOPE (4673)
<a href="#">National Teen Dating Abuse Helpline</a>	1-866-331-9474
	1-866-331-8453 (TTY)

### **Missing Student**

EOCTC does not have student residential housing. Any report of a missing student or employee will be immediately referred to the Choctaw Police Department (CPD). EOCTC officials and security will assist the CPD when possible in their investigation.

### **Registered Sex Offender**

EOCTC policy requires applicants for admission to report felony convictions or dismissals from another educational institution for disciplinary reasons.

In addition, **Title 57 Prisons and Reformatories, Chapter 8B – Sex Offenders Registration Act, Section 583** – Procedure for Registration states that any person who becomes subject to the provisions of the Sex Offenders Registration Act on or after November 1, 1989, shall register, in person with the police or security department of any institution of higher learning within this state if the person:

- (1) enrolls as a full-time or part-time student,
- (2) is a full-time or part-time employee at an institution of higher learning, or
- (3) resides or intends to reside or stay on any property owned or controlled by the institution of higher learning.

### **Oklahoma School Law Section 1118 – School Safety Zones**

This law defines a 500-foot “School Safety Zone” around elementary, junior high and high schools, permitted or licensed child care centers, playgrounds and parks. A person who has been convicted of a crime that requires them to register pursuant to the Sex Offender Registration Act is prohibited from loitering inside the School Safety Zone except when they are the custodial parent or legal guardian of a child who is an enrolled student at the school and the person is enrolling, delivering or retrieving such child at the school or for school-sanctioned extracurricular activities.

Based on these statutes, EOCTC prohibits registered sex offenders from attending daytime classes on any campus with high school or day care students. For evening adult education classes, enrollment decisions are made on a case-by-case basis.

## Annual Notice of Required Disclosures of Student Consumer Information

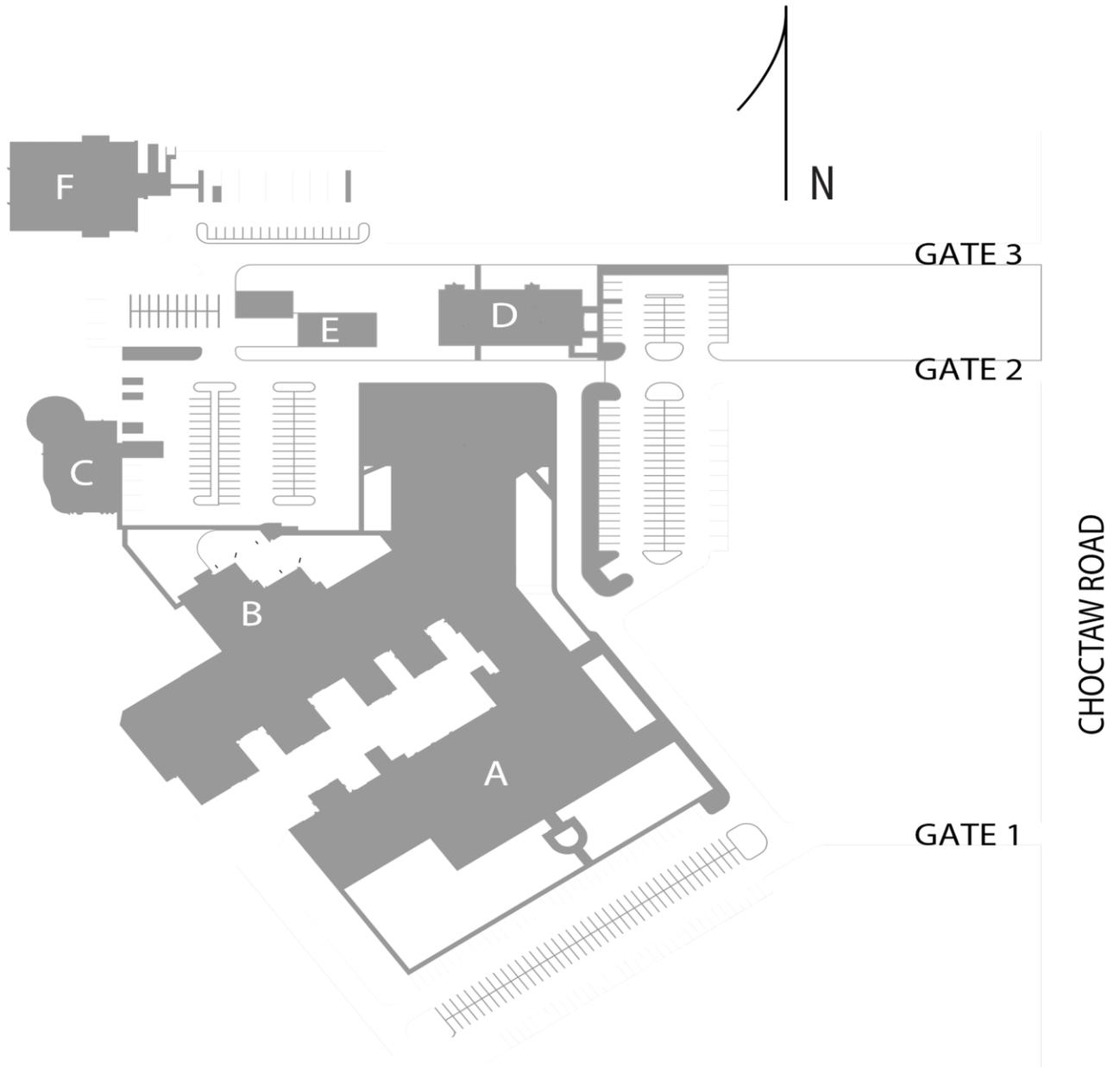
2020-2021 ANNUAL NOTICE OF REQUIRED DISCLOSURES OF STUDENT CONSUMER INFORMATION		
What to Disclose, When, and to Whom	Description of Information to be Disclosed*	Where to Find Information*
<p>What: <b>Institutional Information (§668.43)</b></p> <p>When: Upon Request</p> <p>To: Enrolled Students; Prospective Students</p>	<ul style="list-style-type: none"> <li>• Cost of attending EOCTC, e.g., Tuition, etc.</li> <li>• Information regarding the career majors, institutional facilities and instructional personnel</li> <li>• Description of any special services and facilities for disabled students</li> <li>• Requirements for officially withdrawing from school</li> <li>• Institutional Refund Policy</li> <li>• Requirements for Return of Title IV, HEA Federal Pell Grant funds</li> <li>• Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them</li> <li>• Entities that accredit, license, or approve the school and its career programs and procedures for reviewing school's accreditation, licensing, or approval documentation</li> <li>• Constitution Day and Citizenship Day observance</li> </ul>	<p>Student Handbook</p> <p>Program At-A-Glance Sheets</p> <p>EOCTC Website: <a href="http://www.eoctech.edu">www.eoctech.edu</a></p>
<p>What: <b>Financial Assistance Information (§668.42)</b></p> <p>When: Upon Request</p> <p>To: Enrolled Students; Prospective Students</p>	<ul style="list-style-type: none"> <li>• Description of all available federal, state, local, private, and institutional financial assistance, and a description of: (1) application and procedures; (2) student eligibility requirements; (3) verification selection criteria; and (5) criteria for determining the amount of a student's award</li> <li>• Rights and responsibilities of students receiving Title IV and other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; and (4) method and frequency of financial aid disbursements</li> </ul>	<p>Student Handbook</p> <p>Program At-A-Glance Sheets</p> <p>EOCTC Website: <a href="http://www.eoctech.edu">www.eoctech.edu</a></p>
<p>What: <b>Deferment on a FFEL or Direct Loan</b></p> <p>When: Upon Request</p> <p>To: Currently Enrolled Students</p>	<p>Terms and conditions of FFEL and Direct Loan deferments for:</p> <ul style="list-style-type: none"> <li>• Students enrolled in approved Career Major at EOCTC</li> <li>• Service under the Domestic Volunteer Service Act of 1973</li> <li>• Financial Aid Coordinator will sign approved loan deferment document for a student enrolled in an approved Career Major at EOCTC</li> </ul>	<p>Information available in Financial Aid Office</p> <p><b>EOCTC does not participate in any student loan programs.</b></p>
<p>What: <b>Family Education Rights and Privacy Act (FERPA) (§99.7)</b></p> <p>When: Upon Request</p> <p>To: Enrolled Students; Prospective Students; Parents of Enrolled Students under 18</p>	<ul style="list-style-type: none"> <li>• Right to and procedures for inspecting and reviewing student's education records</li> <li>• Right to and procedures for requesting amendment of student's education records believed to be inaccurate, misleading, or in violation of student's privacy rights</li> <li>• Right to consent to disclosure of personally identifiable information contained in student's education records</li> <li>• Right to file a complaint with ED for alleged school's or educational agency's failure to comply with FERPA requirements</li> <li>• Right to the criteria used to determine what constitutes a school official and a legitimate educational interest if school's or educational agency's policy is to disclose personally identifiable information from a student's education records under <b>§99.31</b> without prior consent</li> </ul>	<p>Student Handbook</p> <p>EOCTC Board Policy &amp; Procedure Manual</p>
<p>What: <b>Completion/Graduation Rate and Transfer-Out Rate (§668.45)</b></p> <p>When: Annually by July 1;</p>	<ul style="list-style-type: none"> <li>• The institution's completion or graduation rate for full-time, first-time, certificate-seeking students enrolled at the post-secondary level who graduated or completed their career program within 150% of the normal time (scheduled length of career major) for graduation or completion</li> </ul>	<p>Student Handbook</p> <p>U.S. Dept. of Ed website: <a href="https://nces.ed.gov/collegenavigator/?q=eastern&amp;s=all&amp;pg=2&amp;id=418348">https://nces.ed.gov/collegenavigator/?q=eastern&amp;s=all&amp;pg=2&amp;id=418348</a></p>



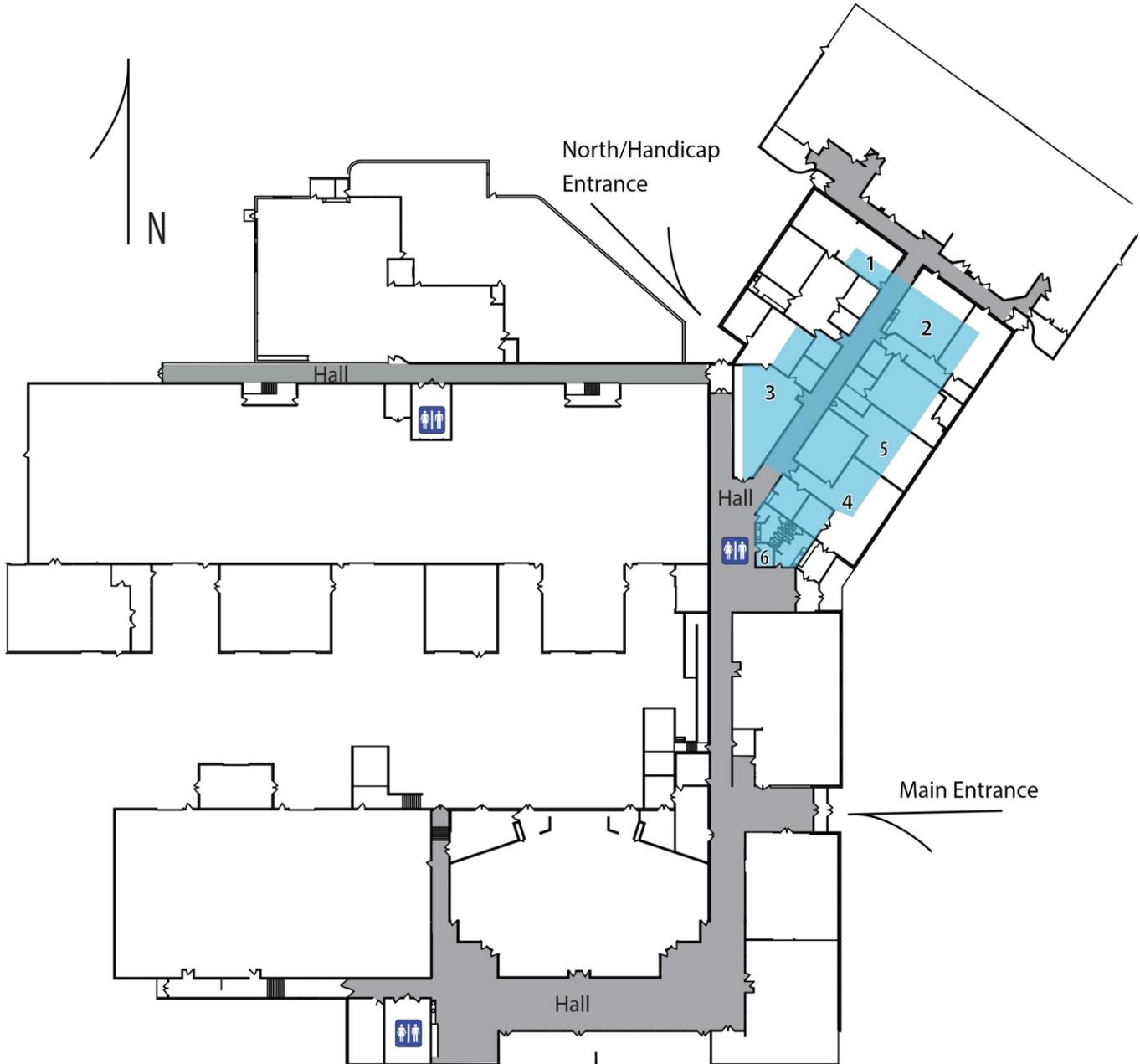
Pursuant to Public Law 101-226	
Penalties for Drug Law Violations	Student Handbook – Available at <a href="http://www.eoctech.edu">www.eoctech.edu</a> under Quick Links
Emergency & Evacuation Procedures	Student Handbook – Available at <a href="http://www.eoctech.edu">www.eoctech.edu</a> under Quick Links EOCTC Board Policy & Procedure Manual #580; Annual Security Report (ASR)
Student Body Diversity	Student Handbook – Available at <a href="http://www.eoctech.edu">www.eoctech.edu</a> under Quick Links U.S. Dept. of Ed website: <a href="https://nces.ed.gov/collegenavigator/?q=eastern&amp;s=all&amp;pg=2&amp;id=418348">https://nces.ed.gov/collegenavigator/?q=eastern&amp;s=all&amp;pg=2&amp;id=418348</a>
Vaccination Information	Student Handbook – Available at <a href="http://www.eoctech.edu">www.eoctech.edu</a> under Quick Links
Textbook Information	Student Handbook – Available at <a href="http://www.eoctech.edu">www.eoctech.edu</a> under Quick Links EMT and FAC Admission Packets – available at <a href="http://www.eoctech.edu/public-services/">www.eoctech.edu/public-services/</a>
Copyright Infringement	Student Handbook – Available at <a href="http://www.eoctech.edu">www.eoctech.edu</a> under Quick Links EOCTC Board Policy & Procedure Manual #225
Transfer of Credit (Adv. Standing)	Student Handbook – Available at <a href="http://www.eoctech.edu">www.eoctech.edu</a> under Quick Links
National Student Loan Data System (NSLDS)	<a href="http://www.nsls.ed.gov/nsls_SA/">http://www.nsls.ed.gov/nsls_SA/</a>
Net Price Calculator (19-20 info)	Available online at <a href="http://www.eoctech.edu">www.eoctech.edu</a> under Quick Links by October 29, 2020

Revised July 2020

**Eastern Oklahoma County Technology Center — Campus Map**



- A - Main Building
- B - Childcare
- C - Adult Day Center
- D - Business Development Center
- E - Maintenance
- F - Public Services



- |                    |  |
|--------------------|--|
| 1 - Mathematics    |  Tornado Shelter Area<br> Hall |
| 2 - Health Careers |  |
| 3 - STEM           |  |
| 4 - STEM           |  |
| 5 - BioMed         |  |
| 6 - Restrooms      |  |

**Eastern Oklahoma County Technology Center – Tornado Map**



Eastern Oklahoma County Technology Center does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. For inquiries concerning this policy contact Brent Casey, Eastern Oklahoma County Technology Center, 4601 N. Choctaw Rd., Choctaw, OK 73020. Telephone: (405) 390-9591