

EOC TECH CENTER

2024 Annual Security Report / Drug and Alcohol Prevention Policy

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EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER (EOCTC) 2024 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 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, 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 1st 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/campusafety/#/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 Summary

STATISTICAL SUMMARY—ON CAMPUS			
On Campus	2022	2023	2024
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

Public Property	2022	2023	2024
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

Hate Crimes – On Campus	2024 Total	Category of Bias for Hate Crimes Reported in 2023							
		Race	Gender	Gender Identity	Religion	Sexual	Disability	Ethnicity	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 2019 or 2020.

OCCURRENCES OF HATE CRIMES – PUBLIC PROPERTY

Hate Crimes – Public Property	2024 Total	Category of Bias for Hate Crimes Reported in 2023							
		Race	Gender	Gender Identity	Religion	Sexual Orientation	Disability	Ethnicity	Nat'l Origin
Criminal Homicide on Campus:	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 2023 or 2024.

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 or against the person's will where the victim is incapable of giving

C. consent because of his / her youth or because of his / her temporary or permanent mental or physical incapacity.

D. **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.

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

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 offenses 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.

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 areas will meet at the WATER TOWER:

- Auto Collision Program
- Automotive Program
- Electrical Program
- Explore Program
- Graphic Design Program
- Hospitality and Food Service Program
- HVAC Program
- Print Shop
- Welding Program

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

- A104
- Administration Suite
- Any UNATTACHED visitors
- Bathrooms
- Career Resource Center
- Communications
- Flex Classroom
- Food Service
- Iguana Hall
- Maintenance
- Math Classroom
- Sycamore Room

These areas will meet in the **DISTRICT VEHICLE PARKING LOT:**

- 3D Modeling and Design Program
- All Health Careers
- All Business Programs
- BIS Classroom
- Early Care Program
- Explore Program
- Graphic Design Program
- Health Programs
- Network Administrator Area
- Public Services
- STEM Pathways Program

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

- A101
- A102
- Any UNATTACHED visitors
- Administrative Area
- Business and Accounting Program
- Business Development Center
- Business Office
- Career Resource Center
- Digital Media Program
- Hospitality and Food Services Program
- Student Services

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 requesting 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 vehicles (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:

NARCOTICS: • Fentanyl Overview • Heroin • Hydromorphone • Methadone • Morphine • Opium • Oxycodone	HALLUCINOGENS: • Ecstasy/MDMA • Ketamine • LSD • Peyote & Mescaline • Psilocybin • Marijuana/Cannabis • Marijuana Concentrates • Steroids • Inhalants
STIMULANTS: • Amphetamines • Cocaine	DRUGS OF CONCERN: • DXM • Kratom
• Khat • Methamphetamine	• Salvia Divinorum
DEPRESSANTS: • Barbiturates • Benzodiazepines • GHB • Rohypnol®	DESIGNER DRUGS: • BathSalts or Designer Cathinones • K2/Spice • Synthetic Opioids

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 23rd 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.
Any employee who is subjected to job related sexual harassment is entitled to
8. 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.
The Superintendent, Assistant Superintendent, Director(s), and any EOCTC Board of
9. 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 appraised, 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.

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

National Domestic Violence Hotline	1-800-799-SAFE (7233)
	1-800-787-3224 (TTY)
National Sexual Assault Hotline	1-800-656-HOPE (4673)
National Teen Dating Abuse Helpline	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

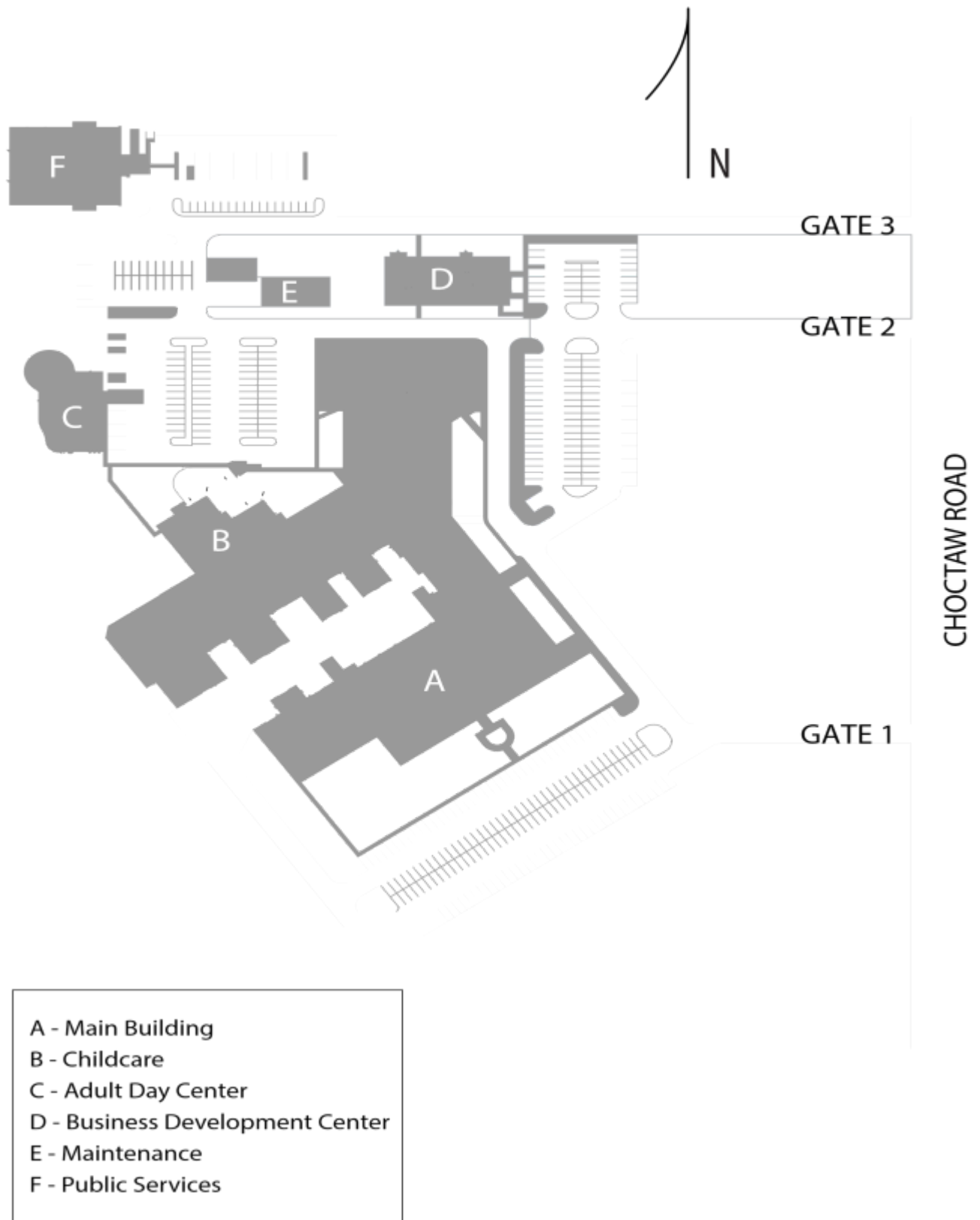
- (3) resides or intends to reside or stay on any property owned or controlled by the institution of higher learning.

Oklahoma School Law Section 1118 – School Safety Zones

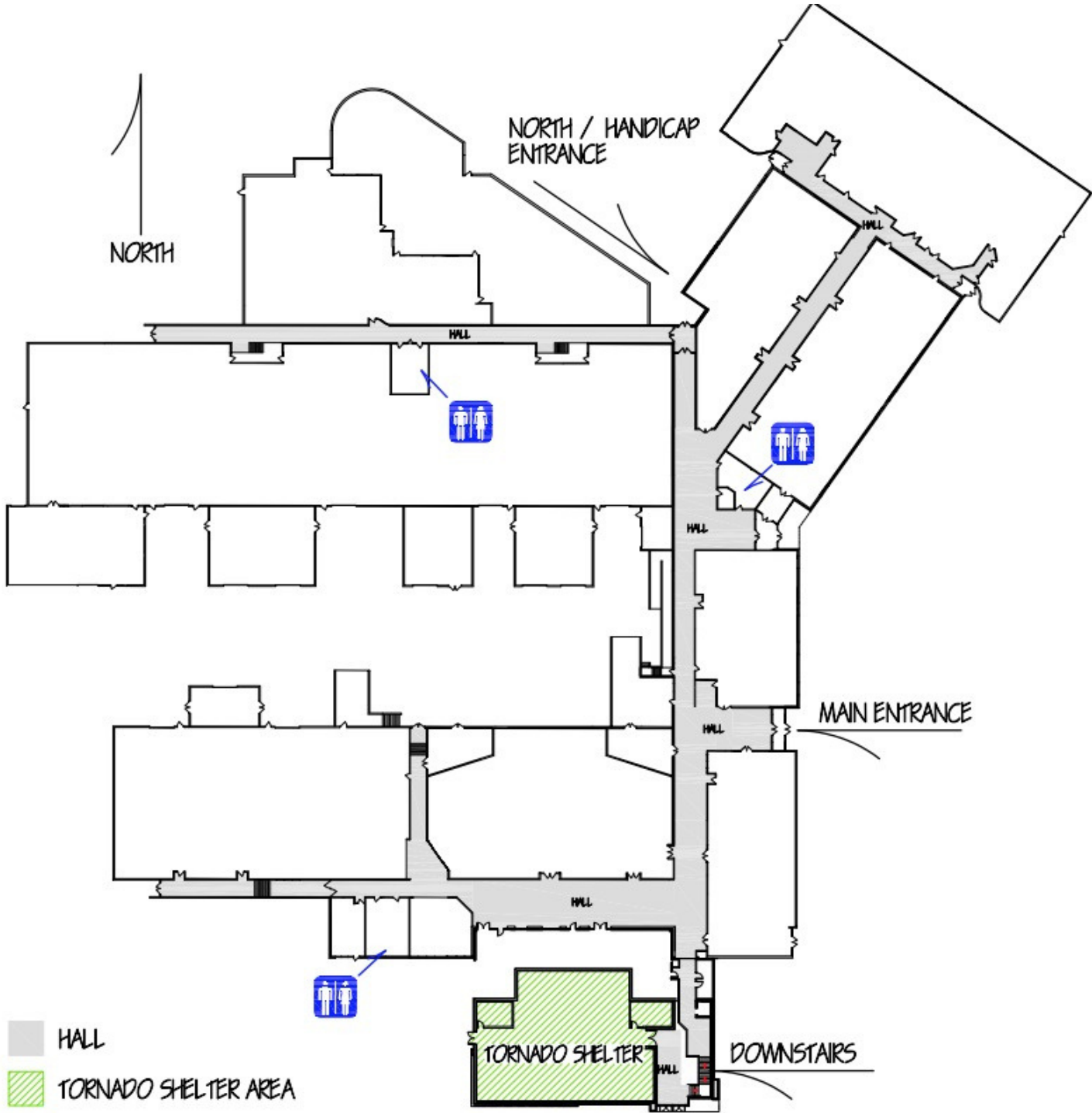
This law defines a 500-foot “School Safety Zone” around elementary, junior high and high schools, permitted or licensed child care centers, playgrounds and parks. A person who has been convicted of a crime that requires them to register pursuant to the Sex Offender Registration Act is prohibited from 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.

Eastern Oklahoma County Technology Center — Campus Map



Eastern Oklahoma County Technology Center – Tornado Map





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

Email Contact Regarding Title IX Inquires: titleIX@eoctech.edu

Email Contact Regarding Section 504 Inquiries: section504@eoctech.edu

CONSUMER INFORMATION DISCLOSURES AT-A-GLANCE

These charts provide a summary of School Disclosure Requirements (Non-Loan Related and Loan Related). Related Activities from the FSA Assessments are also linked in the first column, if applicable. This document should be used in conjunction with the current [FSA Handbook, Vol. 2, Chapters 6 & 7](#)

Non-Loan Related Disclosure Requirements

Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure	EXHIBIT 6
Notice of Availability of Institutional and Financial Aid Information Activity 1	34 CFR 668.41 (a)-(d), 34 CFR 668.42, 34 CFR 668.43 Each school must annually distribute to all enrolled students a notice of the availability of the information that is required to be made available to students under the Family Educational Rights and Privacy Act of 1974 (FERPA) and under Section 485(a)(1), Section 485(f), Section 485(g), Section 485(h) and Section 485(j) The notice must list and briefly describe the information and include a statement of the procedures required to obtain the information. For information listed in the notice that is disclosed on a school's website, the notice must include the exact electronic address and a statement that the school will provide a paper copy upon request.	Notice distributed to each enrolled student	9 10 11
Contact Information for Assistance in Obtaining Institutional or Financial Aid Information Activity 1	34 CFR 668.43; 34 CFR 668.44 Each school must make available to prospective and enrolled students' information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Section 485(a)(1), Section 485(f), Section 485(h), and Section 485(j).	Made available through appropriate publications, mailing, or electronic media	11 12
Student Financial Aid Information Activity 1	34 CFR 668.41 (a)-(d), 34 CFR 668.42, 34 CFR 668.43 Each school must make available to prospective and enrolled students' information about: • All the need-based and non-need-based federal, state, local, private and institutional student financial assistance programs available to students who enroll at the school. • Terms and conditions of the Title IV, HEA loans • Criteria for selecting recipients and for determining award amount • Eligibility requirements and procedures for applying for aid • Methods and frequency of disbursements of aid • Rights and responsibilities of students receiving Title IV, HEA student Financial Aid, including criteria for continued student eligibility and standards for Satisfactory Academic Progress • Terms of any loan received as part of financial aid package, sample loan repayment schedule, and the necessity for repaying loans	Made available through appropriate publications, mailing, or electronic media	13 14 15 16 17 18 19 20 21

CONSUMER INFORMATION DISCLOSURES AT-A-GLANCE

Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure	EXHIBIT 6
	- Procedures and forms by which students apply for assistance - A statement that enrollment in a program of study abroad approved for credit by the home school may be considered enrollment in the home school for purposes of applying for federal student financial aid - General conditions and terms applicable to employment provided as part of financial aid package - The exit counseling information the school provides and collects		
State Grant Assistance Activity 10	HEA Sec. 480 (j) Estimated Financial Assistance [EFA] provided by a State. If the assistance proved by a state is not considered Title IV assistance and is designated by the State to offset a specific component of the student's COA, the amount of the assistance may be excluded from both the COA and EFA. You may exclude such assistance on a student-by-student basis, but if it is excluded, it must be excluded for both the COA and EFA. If the amount excluded is less than the allowance provided in the student's COA, you must exclude the lesser amount. Any educational benefits paid because of enrollment in postsecondary education such as a State Grant counts as EFA]. School must inform all eligible borrowers enrolled in the school about the availability of and their eligibility for grant assistance from the state in which the school is located. The school must also provide sources of information about grant assistance from other states to borrowers from other states. - Eligibility requirements and procedures for applying for aid. - Methods and frequency of disbursements of aid	Information provided to borrowers	41

CONSUMER INFORMATION DISCLOSURES AT-A-GLANCE

Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure	EXHIBIT 6
Facilities and Services Available to Students with Disabilities Activity 1	34 CFR 668.41 (a)-(d); 34 CFR 668.43; 34 CFR 668.231 34 CFR 668.44 Each school must make available to prospective and enrolled students' information about facilities and services available to students with disabilities, including students with intellectual disabilities. - A description of the services and facilities available to students with disabilities, including students with intellectual disabilities as defined. - The titles of persons designated under § 668.44 and information regarding how and where those persons may be contacted.	Must be made available on the school's website. Note: In addition, this information can also be distributed by other means, but at a minimum it must be made available on the school's website	22
Cost of Attendance Activity 1	34 CFR 668.41(a) – (d); 34 CFR 668.43; Current FSA HB Vol. 3, Chapter 2; and DCL-GEN-22-15 Each school must make available to prospective and enrolled students' information about the cost of attendance, including tuition and fees, books, course materials, supplies and equipment, food and housing, living expenses, transportation costs, course materials, cost of obtaining a license, certification or first professional credential, miscellaneous personal expenses, and any additional costs for a program in which the student is enrolled or expresses an interest. Key Definitions: Professional licensure, certification, or a first professional credential—An allowance for the costs associated with obtaining a license, certification, or a first professional credential, for a student in a program that prepares them to enter a profession that requires such a qualification. Study abroad expenses—An allowance for reasonable costs, as determined by the institution, for a student in a study abroad program approved for credit by the home institution. Cooperative education costs—An allowance for reasonable costs, as determined by the institution, associated with such employment for a student engaged in a work experience under a cooperative education program. Dependent care—An allowance based on the estimated actual expenses incurred for dependent care, based on the number and age of such dependents. - Such allowance must not exceed the reasonable cost in the community in which such student resides for the kind of care provided; and - The period for which dependent care is required includes, but is not limited to, class-time, study-time, field work, internships, and commuting time.	Made available through appropriate publications, mailings, or electronic media	23

CONSUMER INFORMATION DISCLOSURES AT-A-GLANCE

Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure	EXHIBIT 6
	Disability-related expenses—An allowance, as determined by the institution, for expenses associated with a student’s disability, including special services, personal assistance, transportation, equipment, and supplies that are reasonably incurred and not provided for by other agencies. Key Notes: - Note #1: Language regarding costs for rental or purchase of equipment, materials, or supplies has been moved out of the definition of “tuition and fees” and into a broader definition of “books, course materials, supplies, and equipment.” - Note #2: Living expense categories now break out costs associated with specific housing and food situations and require standard allowances within certain categories, such as on or off campus and with or without a meal plan. - Note #3: Institutions may no longer include loan fees for non-Federal student loans borrowed by students. - Note # 4: The types of expenses that an institution may include in the COA for a student who is enrolled less than half time has been broadened to include components not otherwise prohibited by the law. For example, an allowance for students in work related to a cooperative education program is permissible because that COA element [HEA Sec. 472(a)(12)] does not exclude less-than-half-time students, while miscellaneous personal expenses [HEA Sec. 472(a)(4)] are not includable, as noted below.		
Determining the Prorated amounts of Charges for student ledgers	34 CFR 668.164 (c)(5) and (m) Institutions should clearly inform students that the Cost of Attendance must be prorated by the payment period for the cost of books, supplies and equipment [including kits] when determine the amount of Title IV aid to credit for a given payment period. This information should be clearly posted by payment period on the student ledger for future review by the student. With the implementation of the cash management final regulations on July 1, 2016, the Department clarified its policy with respect to the proration of charges for books and supplies when a student does not have a real and reasonable opportunity to obtain those books and supplies, and equipment from a source other than the institution. We consider all institutional charges to be part of a student’s tuition and fees for the purposes of implementing the regulations found in 34 CFR 668.164(c)(1)(i) relating to the crediting of a student’s account.	Information provided to students	17 19 24

CONSUMER INFORMATION DISCLOSURES AT-A-GLANCE

Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure	EXHIBIT 6
Refund Policy	34 CFR 668.73 Each school must make available to prospective and enrolled students' information about: Any refund policy the school must comply with the return of unearned tuition and fees or other refundable portions of costs paid to the school.	Made available through appropriate publications, mailings, or electronic media	25 26
Requirements for Withdrawals and Return of Title IV Financial Aid Activity 1	34 CFR 668.41(a) –(d); 34 CFR 668.43 and 668.22 Note: the Current FSA Handbook, Vol. 5 Chapter 2 Part 1 and Part 2 has sample Return to Title IV consumer information language. Each school must make available to prospective and enrolled students' information about: - Requirements and procedures for official and unofficial withdrawal; as well as administrative withdrawals. - Requirements for Return of Title IV, HEA grant or loan aid	Made available through appropriate publications, mailings, or electronic media	25 26 27
Academic Program (Educational Program, Instructional Facilities, and Faculty) Activity 1	34 CFR 668.41(a) –(d); 34 CFR 668.43 Each school must make available to prospective and enrolled students information about the academic program of the school, including: - Current degree programs and other educational and training programs - Instructional, laboratory, and other physical plant facilities that relate to the academic program - Faculty and other instructional personnel - Any plans by the school for improving the academic program [upon determination by the school that such a plan exists] - If an educational program is designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation, or is advertised as meeting such requirements, information regarding whether completion of that program would be sufficient to meet licensure requirements in a State for that occupation, including a list of all States for which the school has determined that its curriculum meets the State educational requirements for licensure or certification, a list of all States for which the school has determined that its curriculum does not meet the State educational requirements for licensure or certification, and a list of all States for which the school has not made a determination that its curriculum meets the State educational requirements for licensure or certification.	Made available through appropriate publications, mailings, or electronic media	28 29 30 31 32
Transfer of Credit Policies and Articulation Agreements	34 CFR 668.43 Each school must disclose and make available to prospective and enrolled students a statement of the school's transfer of credit policies that includes, at a minimum:	Publicly disclosed on the institution's website	34

CONSUMER INFORMATION DISCLOSURES AT-A-GLANCE

Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure	EXHIBIT 6
Activity 1	Any established criteria the school uses regarding the transfer of credit earned at another institution - Any established criteria the school uses regarding the transfer of credit earned at another institution. a list of postsecondary schools with which the school has established an articulation agreement, or, if the school has no articulation agreements, a statement to that effect. - A list of postsecondary schools with which the school has established an articulation agreement, or , if the school has no articulation agreements, a statement to that effect. - written criteria used to evaluate and award credit for prior learning experience including, but not limited to, service in the armed forces, paid or unpaid employment, or another demonstrated competency or learning.		
Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing) Activity 1	34 CFR 668.43(a)(10), DCL-GEN10-08 and Frequently Asked Question Note: Sample language for the Federal requirements can be found in the current FSA Handbook, Vol. 2, chapter 6 . Schools must readily make available to current and prospective students the school's policies and sanctions related to copyright infringement, including: - A statement that explicitly informs students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject them to civil and criminal liabilities - A summary of the penalties for violation of federal copyright laws - The school's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information technology system	Made available through appropriate publications, mailings, or electronic media	51 52 53
Required Written Arrangements Disclosures Activity 1	34 CFR 668.43(a)(12) All Participating Title IV Schools that have Written Arrangements are required disclosures to prospective & enrolled students applicable to all schools where program is designed to be offered by another entity; Portion of program not being offered by the degree/certificate granting school, name and location of the other school/organization, method of delivery not being offered by the degree/certificate granting school and estimated additional costs that may incur due to arrangement	Made available to prospective and enrolled students where program is designed to be offered by another entity	
School and Program Accreditation, Approval, or Licensure Activity 1	34 CFR 668.41(a) –(d); 34 CFR 668.43 Each school must make available to prospective and enrolled students: - Names of associations, agencies, or governmental bodies that accredit, approve, or license the school and its programs - Procedures for obtaining or reviewing documents describing accreditation, approval, or licensing	Made available through appropriate publications, mailings, or electronic media	31 32

CONSUMER INFORMATION DISCLOSURES AT-A-GLANCE

Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure	EXHIBIT 6
Vaccinations Policy Activity 1	HEOA Section 488(a)(1)(E): amended HEA Section 485(a)(1) (20 U.S.C. 1092(a)(1)): added HEA Section 485(a)(1)(V) Institution must make available to current and prospective students' information about institutional policies regarding vaccinations.	Made available through appropriate publications, mailings, or electronic media	44
Consumer Information on College Navigator Website Activity 1	HEOA Section 111 amended HEA Title I, Part C: added HEA 132(i)(1)(V) (20 U.S.C. 1015a(i)(1)(V)) Link to the College Navigator web site: College Navigator - National Center for Education Statistics The U.S. Department of Education is required to post 26 items on the College Navigator website for each school, including a link to the school's website that provides in an easily accessible manner: • Student activities offered by the school • Services offered by the school for individuals with disabilities • Career and placement services offered to students during and after enrollment • Policies of the school related to transfer of credit from other schools Note: NCES conducts IPEDS: Complete information about the IPEDS surveys and the College Navigator website is available at: https://nces.ed.gov/collegenavigator/	A link to your school's information on College Navigator must be made available on your school's website. Note: In addition, this information can also be distributed by other means, but at a minimum it must be made available on the school's website Note: if you are a new school you would provide the link to the general College Navigator search engine website until you have your own school link.	47 48
Student Body Diversity Activity 1	HEOA Section 488(a)(1)(E) amended HEA Section 485(a)(1) (20 U.S.C. 1092 (a)(1)): added HEA Section 485(a)(1)(Q) Schools must make available to current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories: • Male • Female • Self-identified members of a major racial or ethnic group • Federal Pell Grant recipients	Made available through appropriate publications, mailings, or electronic media	36

CONSUMER INFORMATION DISCLOSURES AT-A-GLANCE

Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure	EXHIBIT 6
Net Price Calculator Activity 1	20 U.S.C. 1015a(a); 20 U.S.C. 1015a(h); Net Price Calculator Information Center Schools must make available on their websites a net price calculator. The school may use the template provided by the U.S. Department of Education or may develop a customized version that must include, at a minimum, the same elements as the Department's version. Individual net price estimates must be accompanied by a prominent disclaimer noting that the estimate is not final, is not binding, and may change. Further, the disclaimer must note that the student must complete the Free Application for Federal Student Aid (FAFSA) to be eligible for and receive Federal student aid funds. A direct link to the Department's FAFSA website must also be included and can be found at https://studentaid.gov	Must be made publicly available on the school's website	49
Textbook Information Activity 1	(20 U.S.C. 1015b), DCL-GEN-10-09 Schools Receiving Any Federal Funds to the maximum extent practicable, and in a manner of the school's choosing, each school must disclose on the school's internet: • course schedule used for preregistration and registration purposes, • the International Standard Book Number (ISBN) and retail price information of required and recommended textbooks and • supplemental materials for each course listed. To the maximum extent practicable, a school must post verified textbook pricing information for both required and recommended materials for all classes (i.e., not just the school's online classes) on the schedule that the school has posted online. Note: • If the ISBN is not available, the school must include in the Internet course schedule the author, title, publisher, and copyright date for the textbook or supplemental material. • If the school determines that the disclosure of the information is not practicable for a textbook or supplemental material, the school shall use the designation "To Be Determined." • If applicable, the school must include on the school's written course schedule a notice that textbook information is available on the Internet course schedule and the Internet address for the schedule. • The HEOA Conference Report states that the provisions of this section do not require schools that do not offer Internet course schedule to create them, and that schools may provide a link to another appropriate website rather than providing the information directly in the Internet course schedule. The link must be clearly and prominently located on the Internet course schedule.	Internet Course Schedule Notice in written course schedule (if applicable) Information provided to bookstores upon request.	54 55
Information for Students Activity 1			
Information For College Bookstores	In the event that a college bookstore operated by or affiliated with the school, the school must make available as soon as practicable the most accurate information available regarding: • The school's course schedule for the subsequent academic period	Notice in written course schedule (if applicable)	

CONSUMER INFORMATION DISCLOSURES AT-A-GLANCE

Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure	EXHIBIT 6
Activity 1	- The information provided for students regarding the required recommended textbooks and supplemental materials for each course or class - The number of students enrolled in each course or class and - the maximum student enrollment for each course or class	Information provided to bookstores upon request	
Disbursement For Books and Supplies Activity 1	668.164(m) ; 668.16(h) ; 668.42 ; 668.165(a)(1) Disbursement of books and supplies policy for title IV eligible students must be provided to students in their consumer information	Information provided to students	54 55
Accountability For Programs that Prepare Teachers Activity 1	20 U.S.C. 1022d 1022g Schools that Prepare Teachers for Initial State Certification or Licensure must provide a report annually to the state and to the general public. The states must submit to the U.S. Department of Education, and make available to the public, an annual report containing school and state level information. The Department makes the state reports available to the public. The school reports include: - Goals—information about whether goals have been met, activities implemented to achieve goals, and steps taken to improve performance in meeting goals - Assurances—description of activities the school has implemented to meet assurances - Pass rates and scaled scores for the most recent year for which information is available on assessments used by state for teacher certification or licensure that have been taken by students who are enrolled in the teacher preparation program and students who have completed the program during the prior 2 years - Program information—admission criteria; enrollment disaggregated by race, ethnicity, and gender; average number of hours of supervised clinical experience; number of full-time equivalent faculty and students in the supervised clinical experience; total number of students who have been certified or licensed as teachers, disaggregated by subject and area of certification or licensure - Statement of approval or accreditation of program (if required by the state) - Whether the state has designated the program as low performing - Description of activities that prepare teachers to effectively use technology in instruction and to collect, manage, and analyze data - Description of activities that prepare teachers to effectively teach students with disabilities and students who have limited English proficiency	Provide Report to general public	
Voter registration Forms Activity 1	HEOA Section 493(a)(1) amended HEA Section 487(a)(23) (20 U.S.C. 1094(a)(23)): added HEA Section 487(a)(23)(D) , 34 CFR 75.500(d) and 76.500(d); DCL-GEN-22-05 The school must make a good-faith effort to distribute voter registration forms to for federal elections and state elections for governor or other State chief executive) to each student enrolled in a degree or certificate program and	Voter registration forms made widely available and provided to each enrolled student.	45

CONSUMER INFORMATION DISCLOSURES AT-A-GLANCE

Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure	EXHIBIT 6
	physically in attendance at the school. This requirement was included in the National Voter Registration Act of 1993 (also known as the “MVRA” or “motor voter law”). - Make the voter registration form widely available to students at the school - If applicable schools must request voter registration forms from the state 120 days prior to the state’s deadline for registering to vote. This requirement does not apply to schools in states that do not have a voter registration requirement or that allow voters to register at the time of voting. The school must make the voter registration forms widely available to its students and must individually distribute the forms to its degree- or certificate-seeking (FSA-eligible) students. The school can mail paper copies, or it may send an electronic message to each student with a voter registration form or with an Internet address where the form can be downloaded. The message must be devoted exclusively to voter registration		
Constitution Day Activity 1	Section 111 of Division J of Pub. L. 108-447, the "Consolidated Appropriations Act, 2005," Dec. 8, 2004; https://www.constitutionday.com/ Students attending schools receiving Federal funds. Section 111 requires that Constitution Day be held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week. Some informational resources pertaining to the Constitution are listed in Consumer Information Activity 1 (see link in the left column).	Educational Program held each year on September 17 for students served by the school	46
Drug and Alcohol Abuse Prevention Program Activity 2	34 CFR 86.100 Schools Receiving Any Federal Funds must annually distribute in writing to each student and each employee: - Information on preventing drug and alcohol abuse - Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the school’s property or as part of any of the school’s activities - Descriptions of applicable legal sanctions under state, local, and federal law - Description of health risks - Description of available counseling, treatment, rehabilitation, or re-entry programs - Clear statement that the school will impose sanctions for violation of standards of conduct and a description of sanctions.	Distributed in writing to each student and each employee Provided upon request to the public	56 57 58 59 60 61

CONSUMER INFORMATION DISCLOSURES AT-A-GLANCE

Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure	EXHIBIT 6
	Note: Students who enroll or employees who are hired after the annual distribution must receive the information. Each school must make available, upon request, to the U.S. Department of Education and to the public, the information distributed to students and employees and the results of a “biennial review” of the school’s program that: • Determines the effectiveness of the program and implements needed changes • Determines the number of drug and alcohol-related violations and fatalities that occur on the school’s campus or as part of the school’s activities, and are presorted to campus officials • Determines the number and type of sanctions that are imposed • Ensures that sanctions are consistently enforced		
Completion/ Graduation and Transfer out Rates for Students Receiving Athletically Related Student Aid (Including Disaggregated Completion/ Graduation Rates) (Student Right to Know Act) Activity 3	34 CFR 668.41(a); 34 CFR 668.41(f); 34 CFR 668.45; 34 CFR 668.48 All Schools Participating in the Title IV, HEA Federal Student Aid Programs That Enroll Students who Receive Athletically Related Student Aid. Each school must produce by July 1 each year a report that is provided to a prospective student athlete and the student’s parents, high school guidance counselor, and coach at the time the school offers athletically related student aid. If the NCAA provides the information for the school to high school coaches and counselors, the school is deemed to be in compliance with that requirement. The report must also be sent to the U.S. Department of Education. Note: The provisions in 34 CFR 668.45 regarding transfer out disclosures; determining cohorts; defining completion, graduation, and transfer out; exclusions; and disaggregation of completion/graduation rates apply also to the requirements for disclosing completion/graduation and transfer out information for students receiving athletically related student aid. The report must contain: • The number of students, by race and gender, who attended the school in the prior year • The number of students who attended in the prior year and who received athletically related aid, categorized by race and gender within each sport (basketball, football, baseball, cross country and track combined, and all other sports combined). • The completion or graduation rate, and if applicable, the transfer out rate, of the certificate or degree-seeking first time, full time undergraduates, categorized by race and gender for the most recently completing class. • The completion or graduation rate, and if applicable, the transfer out rate, of the certificate or degree-seeking first time, full time undergraduates who received athletically related student aid, categorized by	Provided to prospective student athletes and others at the time offer is made of athletically related student aid	

CONSUMER INFORMATION DISCLOSURES AT-A-GLANCE

Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure	EXHIBIT 6
	race and gender within each sport. (These data need not be disclosed for a category in which the number of students is five or fewer). —Average completion of graduation rate, and, if applicable, transfer out rate, of the four most recently completing or graduating classes, by race and gender. —Average completion of graduation rate, and, if applicable, transfer out rate, of the four most recently completing or graduating classes for students who received athletically related student aid, categorized by race and gender within each sport.		
Interecollegiate Athletic Program Participation Rates and Financial Support (Equity in Athletics Disclosure Act) Activity 3	34 CFR 668.41(g); 34 CFR 668.47 All Co-Educational Schools Participating in Title IV, HEA Programs that have an Inter-collegiate Athletic Program: The Equity in Athletics Disclosure Act (EADA) is intended to make prospective students aware of a school's commitment to providing equitable athletic opportunities for its men and women students. Any coeducational school of higher education that participates in an FSA program and has an intercollegiate athletic program must prepare an annual EADA report. The report contains participation rates, financial support, and other information on men's and women's intercollegiate athletic programs. Officially, it is The Report on Athletic Program Participation Rates and Financial Support Data. It is commonly referred to as the EADA Report. By October 15 each year, a co-educational school participate in Title IV, HEA programs that has an intercollegiate athletic program must make information about the program available to current and prospective students and to the public. The school must make the report easily accessible to students, prospective students, and the public and must provide the report promptly to anyone who requests it. The school must provide notice to all enrolled students and prospective students of their right to request the report. If the school chooses to make this report available by posting the disclosure on an Internet website or an Intranet website, it must provide in the notice the exact electronic address at which the report is posted, a brief description of the report, and a statement that the school will provide a paper copy of the report upon request. For prospective students, the school may not use an Intranet website for this purpose. Schools must submit their Equity in Athletics reports to the Department via the Athletic Disclosure Web site annually within 15 days of making them available to students, prospective students, and the public. It must be submitted online at: http://surveys.ope.ed.gov/athletics. The school must designate its reporting year. A reporting year may be any consecutive 12 month period of time. For its designated reporting year, a school must report the information contained in 34 CFR 668.47.	Made available through appropriate publications, mailings, or electronic media. Notice of report provided to students.	

CONSUMER INFORMATION DISCLOSURES AT-A-GLANCE

Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure	EXHIBIT 6
	All Co-Educational institutions participating in Title IV, HEA Programs that have an Inter-collegiate Athletic Program must include as part of their consumer information for the preceding year: • The number of male and the number of female full time undergraduates enrolled • Unduplicated head count of participants on at least one varsity team, by gender • List of the varsity teams that competed in intercollegiate athletic competition, and for each team: ○ Total number of participants, the number of participants who also participated on another varsity team, and the number of other varsity teams on which they participated ○ Total operating expenses ○ Whether the head coach was male or female and whether the head coach was assigned to the team on a full time or part time basis, and for part time head coaches whether the coach was a full or part time employee of the school ○ Number of male and the number of female assistant coaches, and the number of male and the number of female assistant coaches who were assigned to the team on a full time or part time basis ○ The number of part time assistant coaches who were full time and part time employees of the school • Total revenues attributable to intercollegiate athletic activities, and the revenues from football, men's basketball, women's basketball, all other men's sports combined, and all other women's sports combined • Total revenues generated across all men's teams and across all women's teams • Total amount of money spent on athletically related student aid, separately for men's and women's teams overall • Ratio of athletically related student aid awarded to male athletes to athletically related student aid awarded to female athletes • Total amount of expenditures on recruiting, separately for men's teams and of women's overall • Average annual school salary of head coaches of men's teams and of women's teams, across all offered sports • Average annual school salary of the assistant coaches of men's teams and of women's team, across all offered sports • Total expenses attributable to intercollegiate athletic activities, and the expenses attributable to football, men's basketball, women's basketball, all other men's sports combined, and all other women's sports combined		
Completion/ Graduation and Transfer-out Rates	34 CFR 668.41(a) - (d); 34 CFR 668.45; 34 CFR 668.8(b)(1)(ii) All Participating Title IV Schools that enroll first-time, full-time undergraduate students must annually make available to prospective and enrolled students the completion or graduation rate of certificate or degree-seeking, first-time, full-time, undergraduate students. The data are to be available by July 1 each year for the most recent cohort that has had 150 percent of normal time for completion by August 31 of the prior year.	Made available through appropriate publications, mailings, or electronic media	39 47 48

CONSUMER INFORMATION DISCLOSURES AT-A-GLANCE

Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure	EXHIBIT 6
(Including Disaggregated Completion/ Graduation Rates) (Student Right-to-Know Act) Activity 4	If the information is requested by a prospective student, it must be made available prior to the student’s enrolling or entering into any financial obligation with the school. Note: Schools may add other information to their completion/graduation rate disclosures (e.g., graduation rates for other timeframes, but the HEA-required information must be identifiable and separate from any additional information). A school that determines that its mission includes providing substantial preparation for students to enroll in another Title IV, HEA-eligible school must disclose a transfer-out rate for each cohort. A student shall be counted as a completion or graduation if the student earns a degree or certificate or completes a transfer-preparatory program within 150 percent of normal time for the student’s program. Note: These data are collected in the IPEDS Graduation Rate Survey (GRS). For more information: http://nces.ed.gov/ipeds Disaggregated Completion/Graduation Rates: The HEOA (Section 488(a)(3)) added a provision requiring that the completion or graduation rates must be disaggregated by: • Gender • Major racial and ethnic subgroup (as defined in IPEDS) • Recipients of a Federal Pell Grant • Recipients of a subsidized Stafford Loan who did not receive a Pell Grant • Students who did not receive either a Pell Grant or subsidized Stafford Loan Students are to be considered to have received a grant or loan if they received it for the period used for determining the cohort – fall term or full year. The disaggregated rates are to be disclosed only if the number of students in each group is sufficient to yield statistically reliable information and not reveal personally identifiable information about an individual student. Exclusions: Schools are allowed to exclude from completion/graduation or transfer-out rate calculations those students who leave school to serve in the Armed Forces, on official church missions, or with a federal foreign aid service, or are deceased or totally and permanently disabled.		

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	The HEOA (Section 488(a)(2)) added a provision that applies to schools for which students who leave school to serve in the Armed Forces, on official church missions, or with a recognized federal foreign aid service represent 20 percent or more of the certificate-or degree-seeking, full-time undergraduates at the school. Those schools may include the students who leave for such service in their completion/graduation rate calculation but allow for the time the students were not enrolled due to their service by adding the time period the students were not enrolled due to their service to the 150 percent of normal time used in the calculations.		
Placement in Employment Activity 4	34 CFR 668.41(d) Schools must make available to current and prospective students information regarding the placement in employment of, and types of employment obtained by, graduates of the school's degree or certificate programs. Schools must identify the source of the placement information, and any timeframes and methodology associated with it. Under this provision, schools are not required to calculate placement rates, but a school must disclose any placement rates it calculates for the school or any program.	Made available through appropriate publications, mailings, or electronic media	37 38
Job Placement Rates Activity 4	34 CFR 668.14(b)(10) All Participating Title IV Schools Advertising Job Placement Rates for Student Recruitment that advertises job placement rates as a means of recruiting students to enroll must make available to prospective students, at or before the time the prospective student applies for enrollment: • The most recent available data concerning employment statistics and graduation statistics • Any other information necessary to substantiate the truthfulness of the advertisements • Relevant state licensing requirements of the state in which the school is located for any job for which the course of instruction is designed to prepare students.	Information made available to prospective students	37 38 47 48
Types of Graduate and Professional Education in Which the School's Graduates Enroll Activity 4	34 CFR 668.41(d)(6) All participating Title IV schools that have a 4-year Degree Program must make available to current and prospective students information regarding the types of graduate and professional education in which graduates of the institution's 4-year degree programs enroll. Schools must identify the source of the information, and any timeframes and methodology associated with it.	Made available through appropriate publications, mailings, or electronic media	
Retention Rate Activity 4	34 CFR 668.41	Made available through appropriate publications,	39 47 48

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	Schools must make available to current and prospective students the retention rate of certificate or degree seeking, first-time, undergraduate students as reported to IPEDS. This information is collected in the IPEDS Fall Enrollments Survey. For more information: http://nces.ed.gov/ipeds If the retention rate information is requested by a prospective student, the information must be made available prior to the student's enrolling or entering into any financial obligation with the school.	mailings, or electronic media	
Security Report (Including Crime Statistics and Fire Safety Reports) Activity 5	34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A; Handbook for Campus Crime Reporting Schools must distribute, by October 1 each year, a security report or a notice of the report to all current students and employees. If the school distributes the report by posting it on the school's website, the school must provide a notice by October 1 that includes a statement of the report's availability, the exact electronic address, a brief description of the report's contents, and a statement that the school will provide a paper copy upon request. The school must provide a notice to prospective students and employees that includes a statement of the report's availability, a description of its contents, and an opportunity to request a copy. If the report is posted on a website the notice must include the exact electronic address and a statement that the school will provide a paper copy of the report upon request. A school may combine the publication of the security report and the fire safety report if the title of the combined report clearly states that both reports are included. If the security and fire safety reports are published separately, each report must include information about how to access the other report.	Report or notice of report mailed or delivered to each enrolled student and employee. Prospective students and prospective employees receive notice of report and receive report upon request.	62 69 70
Crime Reporting, Crime Statistics and Policy Statements Activity 5 • Victims' Rights	34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A The report must contain information about: • The crime statistics required in 34 CFR 668.46(c) • A statement of policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus. This statement includes the school's policies concerning its response to these reports, including: ○ Policies for making timely warning reports to members of the campus community, as required by 34 CFR 668.46(e), regarding the occurrence of crimes described in 34 CFR 668.46(c)(1) ○ Policies for preparing the annual disclosure of crime statistics	Report or notice of report mailed or delivered to each enrolled student and employee. Prospective students and prospective employees receive notice of report and receive report upon request.	62 63 64 65 66 67 68 69 70

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Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure	EXHIBIT 6
- Record Retention and Reporting - availability of Counseling and Assistance - VAWA statements - Disciplinary actions and procedures	○ A list of the titles of each person or organization to whom students and employees should report the criminal offenses described in 34 CFR 668.46(c)(1) for the purposes of making timely warning reports and the annual statistical disclosure; and ○ Policies or procedures for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics • A statement of policies concerning security of and access to campus facilities, including campus residences and security considerations used in the maintenance of campus facilities • A statement of policies concerning campus law enforcement that: ○ Addresses the enforcement authority and jurisdiction of security personnel ○ Addresses the working relationship of campus security personnel with State and local police agencies, including: ▪ Whether those security personnel have the authority to make arrests; and ▪ Any agreements, such as written memoranda of understanding between the school and such agencies, for the investigation of alleged criminal offenses ○ Encourages accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report; and ○ Describes procedures, if any, that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for including in the annual disclosure of crime statistics • A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others • A description of programs designed to inform students and employees about the prevention of crimes • A statement of policy concerning the monitoring and recording through local police agencies of criminal activity by students at non-campus locations of student organizations officially recognized by the school, including student organizations with non-campus housing facilities. • A statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of State underage drinking laws • A statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws • A description of any drug or alcohol-abuse education programs, as required under Section 120(a) through (d) of the HEA, otherwise known as the Drug-Free Schools and Communities Act of 1989. For the purpose of meeting this requirement, the school may cross-reference the materials the school uses to comply with Section 120(a) through (d) of the HEA • A statement of policy regarding the school's programs to prevent dating violence, domestic violence, sexual assault, and stalking, as defined in 34 CFR 668.46(a), and of procedures that the school will follow when one of these crimes is reported. The statement must include:		

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	○ A description of the school’s educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking, as required by 34 CFR 668.46(j) ○ Procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including written information about: ▪ The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order ▪ How and to whom the alleged offense should be reported ▪ Options about the involvement of law enforcement and campus authorities, including notification of the victim’s option to: • Notify proper law enforcement authorities, including on-campus and local police • Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses • Decline to notify such authorities • Where applicable, the rights of victims and the school’s responsibilities for orders of protection, “no-contact” orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the school • Information about how the school will protect the confidentiality of victims and other necessary parties, including how the school will: ▪ Complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in Section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20)) ▪ Maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures • A statement that the school will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the school and in the community • A statement that the school will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. ▪ The school must make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement • An explanation of the procedures for school disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, as required by 34 CFR 668.46(k)		

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	- A statement that, when a student or employee reports to the school that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the school will provide the student or employee a written explanation of the student's or employee's rights and options as described in 34 CFR 668.46 (b)(11)(ii) through (vi) - A statement advising the campus community where law enforcement agency information provided by a State under section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921), concerning registered sex offenders may be obtained, such as the law enforcement office of the school, a local law enforcement agency with jurisdiction for the campus, or a computer network address		
Clery Act, Hate Crimes and Violence Against Womens Act [VAWA] Requirements Activity 5	34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A Note: On Jan. 19, 2021, we replaced the "Clery Act Appendix for FSA Handbook" attachment to this announcement. Link: Clery Act Appendix for FSA Handbook in PDF Format, 13 Pages, 245KB Crime Reporting Notification: VAWA Your school must in a manner that is timely and that withholds as confidential the names and other identifying information of victims, as defined in section 40002(a)(20) of the VAWA of 1994 (U.S.C.13925(a)(20)) and that will aid in the prevention of similar crimes, report to the campus community on the following crimes. Crime statistics — The following provides a list of the crimes that must be reported and resources for where definitions for each Clery Crime can be found: (1) Crimes that must be reported and disclosed. An institution must report to the Department and disclose in its annual security report statistics for the three most recent calendar years concerning the number of each of the following crimes that occurred on or within its Clery geography and that are reported to local police agencies or to a campus security authority: (2) Primary crimes, including— Criminal homicide: (1) Murder and nonnegligent manslaughter; and (2) Negligent manslaughter. Sex offenses: (1) Rape (2) Fondling (3) Incest; and (4) Statutory rape.	Report provided to students and employees	62 63 65

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Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure	EXHIBIT 6
	Robbery. Aggravated assault. Burglary. Motor vehicle theft. Arson. Hate crimes, including— (A) The number of each type of crime in paragraph (c)(1)(i) of this section that are determined to be hate crimes; and (B) The number of the following crimes that are determined to be hate crimes: (1) Larceny-theft. (2) Simple assault. (3) Intimidation. (4) Destruction/damage/vandalism of property. Dating violence, domestic violence, and stalking as defined in paragraph (a) of this section. Note: 1. Arrests and referrals for disciplinary actions, including— - Arrests for liquor law violations, drug law violations, and illegal weapons possession. - Persons not included in paragraph (c)(1)(ii)(A) of this section who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.		
Crime Log	34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A If your school maintains a campus police or security department, it must maintain a written, easily understood daily crime log that records, by the date the crime was reported, any crime that occurred within its Clery geography, as described in paragraph (ii) of the definition of Clery geography in paragraph (a) of 34 CFR 668.46, and that is reported to the campus police or the campus security department. This log must include: - The nature, date, time, and general location of each crime - The disposition of the complaint, if known - The school must make an entry or an addition to an entry to the log within two business days, as defined in 34 CFR 668.46(a), of the report of the information to the campus security department, unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim	Open For Public Inspection	62 63 65

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Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure	EXHIBIT 6
	- The school may withhold information required under 34 CFR 668.46(f)(1) and (2) if there is clear and convincing evidence that the release of the information would: - Jeopardize an ongoing criminal investigation or the safety of an individual - Cause a suspect to flee or evade detection - Result in the destruction of evidence - The school must disclose any information withheld under 34 CFR 668.46(f)(3) once the adverse effect described in that paragraph is no longer likely to occur - The school may withhold under 34 CFR 668.46(f)(2) and (3) only that information that would cause the adverse effects described in that section - The school must make the crime log for the most recent 60-day period open to public inspection during normal business hours. The school must make any portion of the log older than 60 days available within two business days of a request for public inspection		
Emergency Notification, Emergency response and Evacuation Procedures Activity 5	34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A; Handbook for Campus Crime Reporting Timely Warning and Emergency Notification - Hate crimes, including: - The number of each type of crime in 34 CFR 668.46(c)(1)(i) that are determined to be hate crimes - The number of the following crimes that are determined to be hate crimes: - Larceny-theft - Simple assault - Intimidation - Destruction/damage/vandalism of property - Dating violence, domestic violence, and stalking as defined in 34 CFR 668.46(a) - Crimes that are reported to campus security authorities as defined under the school's statement of current campus policies pursuant to 34 CFR 668.46(b)(2) or local police agencies - Crimes that are considered by the school to represent a threat to students and employees - The school is NOT required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor. - If there is an immediate threat to the health or safety of students or employees occurring on campus, as described in 34 CFR 668.46(g)(1), the school must follow its emergency notification procedures. - A school that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the school must provide adequate follow-up information to the community as needed.	Open For Public Inspection Report or notice of report mailed or delivered to each enrolled student and employee Prospective students and prospective employees receive notice of report and receive report upon request	62 63 64

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	Emergency Response and Evacuation Procedures: The school must include a statement of policy regarding emergency and response evacuation in the annual security report. This statement must include: • A statement of policy regarding emergency response and evacuation procedures, as required by 34 CFR 668.46(g) • The procedures the school will use to immediately notify campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. • A description of the process the school will use to: ○ Confirm that there is a significant emergency or dangerous situation as described in 34 CFR 668.46(g)(1) ○ Determine appropriate segment(s) of campus community to receive a notification ○ Determine the content of the notification. ○ Initiate the notification system.		
Security Report Missing Person Notification Policy Activity 5	34 CFR 668.41(a); 34 CFR 668.46(b)(14); 34 CFR 668.46(h) Schools that participate in Title IV, HEA Programs and provide an on-campus student housing facility must include a statement of policy regarding missing student notification procedures for students who reside in on-campus housing in its annual security report. The statement must: • Indicate a list of titles of the persons or organizations to which students, employees, or other individuals should report that a student has been missing for 24 hours. • Require that any missing student report must be referred immediately to the school's police or campus security department, or, in the absence of an institutional police or campus security department, to the local law enforcement agency that has jurisdiction in the area. • Contain an option for each student to identify a contact person or persons whom the school shall notify within 24 hours of the determination that the student is missing, if the student has been	Information distributed in annual security report	

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	determined missing by the institutional police or campus security department, or the local law enforcement agency. - Advise students that their contact information will be registered confidentially, that this information will be accessible only to authorized campus officials, and that it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. - Advise students that if they are under 18 years of age and not emancipated, the school must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. - Advise students that the school will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing. - A statement of policies and procedures regarding missing student notification procedures, as required by 34 CFR 668.46(h) - An institution that provides any on-campus student housing facility must include a statement of policy regarding missing student notification procedures for students who reside in on-campus student housing facilities in its annual security report.		
Security Report- Programs to prevent dating violence, domestic violence, sexual assault, and stalking Policy Activity 5	34 CFR 668.46(b)(11); 34 CFR 668.46(j) As required by 34 CFR 668.46(b)(11), a school must include in its annual security report a statement of policy that addresses the school's programs to prevent dating violence, domestic violence, sexual assault, and stalking. The statement must include: - A description of the school's primary prevention and awareness programs for all incoming students and new employees, which must include: - A statement that the school prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in 34 CFR 668.46(a) - The definition of "dating violence," "domestic violence," "sexual assault," and "stalking" in the applicable jurisdiction - The definition of "consent," in reference to sexual activity, in the applicable jurisdiction - A description of safe and positive options for bystander intervention - Information on risk reduction - The information described in 34 CFR 668.46(b)(11) and (k)(2) - A description of the school's ongoing prevention and awareness campaigns for students and employees, including information described in 34 CFR 668.46(j)(1)(i)(A) through F	Information distributed in annual security report	62 63 65 60

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	Other required information: - The school must ensure that the proper implementation of Awareness programs, Bystander intervention, Ongoing prevention and awareness campaigns, Primary prevention programs, and Risk reduction is done according to the definitions outlined in 34 CFR 668.46(j)(2)(i)-(v) - The school's programs to prevent dating violence, domestic violence, sexual assault, and stalking must include, at a minimum, the information described in 34 CFR 668.46(j)(1)		
Institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking Information for Crime Victims about Disciplinary Proceedings Activity 5	34 CFR 668.46(k) As required in 34 CFR 668.46 (b)(11)(vi), the school must include in its annual security report a clear statement of policy that addresses the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking as defined in 34 CFR 668.46(a) that: - Describes each type of disciplinary proceeding used by the school; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; and how the school determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking. - Describes the standard of evidence that will be used during any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking - Lists all of the possible sanctions that the school may impose following the results of any institutional disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, or stalking. - Describes the range of protective measures that the school may offer to the victim following an allegation of dating violence, domestic violence, sexual assault, or stalking Provides that the proceedings will: - Include a prompt, fair, and impartial process from the initial investigation to the final result - Be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability - Provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. - Note: Instructions are reminded that if the accuser is not the victim you must also include them with the same opportunities. - Not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however, the school may establish restrictions regarding the extent to	Information distributed in annual security report Information provided to victim of crime	62 63 65

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	which the advisor may participate in the proceedings, as long as the restrictions apply equally to all parties. An institution must provide simultaneous notification, in writing, to both the accuser and the accused, of: - The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking - The school's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available - Any change to the result - When such results become final Note: in cases where the accuser is not the victim the institution must also remember to notify the victim.		
Privacy of Student Records – family Educational Rights and Privacy Act (FERPA) Activity 6	34 CFR 668.41(c); 34 CFR Part 99 Schools Receiving Funds for any U.S. Department of Education Program (including Federal Student Aid) must annually provide a notice to all enrolled students about: - The right to review their educational records, to request amendment of records, to consent to disclosures or personally identifiable information, and to file complaints with the U.S. Department of Education - Procedures for reviewing educational records and requesting amendment of records - If applicable, information about the school's policy regarding disclosures to school officials with a legitimate educational interest in the educational records. In order to disclose directory information without prior consent, a school must provide to students a notice of directory information that includes: - The types of information the school has designated as directory information - The student's right to refuse to allow any or all such information about the student to be designated as directory information, and the time period the student has for notifying the school in writing	Any means reasonably likely to inform students of their rights	74 75 76
Fire Safety report [Schools that maintain On-Campus student housing facilities] Activity 8	34 CFR 668.41(a); 34 CFR 668.41(c); 34 CFR 668.49; Handbook for Campus Crime Reporting Schools that participate in Title IV, HEA programs and maintain On-Campus student housing facilities, by October 1 of each year must distribute an annual fire safety report, or notice of the report, to all enrolled students and current employees. If the school distributes the report by posting the report on its website, it must provide a notice by October 1 that includes a statement of the report's availability, the exact electronic address at which the report is posted, a brief description of the report's contents, and a statement that the school will provide a paper copy upon request.	Fire safety report, or notice of report, distributed to each student and current employee Prospective students and prospective employees receive a notice of the report's availability	

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	Schools that participate in Title IV, HEA programs and maintain On-Campus student housing facilities, must provide a notice to prospective students and prospective employees that includes a statement of the report's availability, a description of its contents, and an opportunity to request a copy: • If the school posts the report on its website, the notice must include the exact electronic address at which the report is posted and a statement that the school will provide a paper copy upon request. A school may combine the publication of the first safety report and the security report if the title of the combined report clearly states that both reports are included. If the security and fire safety reports are published separately, each report must include information about how to access the other report. The fire safety report must include, for each on-campus student housing facility: • Statistics for the three most recent calendar years for which data are available for: ○ The number of fires and the cause of each fire ○ The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center. ○ The number of deaths related to a fire, and ○ The value of property damage caused by a fire. • The fire statistics described in 668.49(c) • A description of each on-campus student housing facility fire safety system • The number of fire drills held during the previous calendar year • Policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility • Procedures for student housing evacuation in case of fire • Policies regarding fire safety education and training programs provided to students and employees. In these policies, the school must describe the procedures that students and employees should follow in case of a fire • For the purposes of including a fire in the statistics, in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report that a fire occurred. • Plans for future program in fire safety, if determined necessary by the school.		
Fire Log	34 CFR 668.49(d)	Open for public inspection	
[Schools That maintain On-	• A school that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time, and general location of each fire		

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Campus student housing facilities] Activity 8	- The school must make an entry or an addition to an entry to the log within two business days, as defined under 668.46(a), of the receipt of the information - The school must make the fire log for the most recent 60-day period open to public inspection during normal business hours. The school must make any portion of the log older than 60 days available within two business days of a request for public inspection - The school must make an annual report to the campus community on the fires recorded in the fire log. This requirement may be satisfied by the annual fire safety report described in 668.49(b)		

Loan Related Disclosure Requirements

Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure	EXHIBIT 6
Student Loan Information Published by the U.S. Department of Education Activity 10	HEOA Section 488 (c) amended HEA Section 485(d) (20 U.S.C. 1092(d)) All schools participating in Title IV, HEA programs are required to provide information published by the U.S. Department of Education to students at any time that information regarding loan availability is provided. The publication includes information about rights and responsibilities of students and schools under Title IV, HEA loan programs.	Information provided to prospective student borrowers	40 42 42 43
National Student Loan Data System (NSLDS) Activity 10	HEOA Section 489 amended HEA Section 485B(d)(4) (20 U.S.C. 1092(b)) and https://nsldsfa.ed.gov/help/faq All Schools that are participating in Title IV, HEA Loan programs and who enter into an agreement with a potential student, student, or parent of a student regarding a Title IV, HEA loan are required to inform the student or parent that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system. Note: Institutions must provide a link to the student NSLDS hyper link on their website as part of their required consumer information.	Information provided to borrowers	
Entrance Counseling for Student Loan Borrowers Activity 10	34 CFR 685.304(a); 34 CFR 685.304(a)(7); https://studentaid.gov/entrance-counseling/; https://studentaid.gov/teach-grant-program Schools Participating in the Title IV, HEA Direct Loan Programs prior to the first disbursement, each school must provide to a first-time borrower of a Federal Direct Loan (other than consolidated or Parent PLUS loans) comprehensive information on the terms and conditions of the loan and of the borrower's responsibilities. Refer to 34 CFR 685.304(a) for specific information and requirements. Entrance counseling	Information provided to each borrower	

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	for graduate or professional student Direct PLUS Loan borrowers must include the information outlined in 34 CFR 685.304(a)(7). Note: Institutions must provide a link to the FSA Entrance Counseling on their institution's website.		
Exit Counseling for Student Loan Borrowers Activity 10	34 CFR 685.304(b) Schools Receiving any <u>Federal Funds</u> must provide information to prospective borrowers about <u>Private Educational</u> Loans must ensure that exit counseling is conducted with each Direct Subsidized Loan or Direct Unsubsidized Loan borrower and graduate or professional student Direct PLUS Loan borrower shortly before the student borrower ceases as least half-time study at the school. Refer to 34 CFR 685.304(b) for specific information and requirements. Note: Institutions must provide a link to the FSA Exit Counseling on their institution's website.	Information provided to each borrower	
Private Education Loan Disclosures (Including Self-Certification Form) Activity 10	34 CFR 601.2; 34 CFR 601.11; 34 CFR 601.30; 34 CFR 668.14(b)(29) Schools Receiving any Federal Funds must provide information to prospective borrowers about Private Educational Loans or school-affiliated organizations (e.g., alumni organizations, foundations) that provide information regarding a private education loan from a lender to a prospective borrower must provide information to the prospective borrower, including: - Information required under Section 128(e) of the Truth in Lending Act (15 U.S.C. 1638(e)) - That the prospective borrower may qualify for loans or other assistance under the Title IV, HEA programs - That the terms and conditions of the Title IV, HEA program loans may be more favorable than the provisions of the private education loans. The information regarding private education loans must be presented in a manner that makes it distinct from information regarding Title IV, HEA program Loans.	Information provided to prospective borrowers	
Self-Certification Form Activity 10	34 CFR 601.2; 34 CFR 601.11; 34 CFR 601.30; 34 CFR 668.14(b)(29) Schools Receiving any Federal Funds must provide information to prospective borrowers about Private Education Loans must upon request provide in written or electronic form to an enrolled or admitted student applicant for a private education loan the self-certification form for private education loans required under Section 128(e)(3) of the Truth in Lending Act (15 U.S.C. 1638(e)(3)), and the information required to complete the form, to the extent the school possesses the information. The U.S. Department of Education is	Form and information provided upon request to loan applicant	

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	required to develop the form. The self-certification form for private education loans is published in DCL-GEN-10-01		
Code of Conduct for Education Loans Activity 10	34 CFR 601.2; 34 CFR 601.21; 34 CFR 668.14(b)(27) Participating in Title IV, HEA Programs That Participate in a Preferred Lender Arrangement must prominently publish on the school's website a code of conduct that prohibits a conflict of interest with the responsibilities of an agent of the school with respect to FFELP or private education loans. All agents with responsibility for loans must be informed annually of the provisions of the code. The code of conduct must prohibit: • Revenue-sharing arrangements with any lender • Receiving gifts from a lender, a guarantor, or a loan services • Contracting arrangement providing financial benefit from any lender or affiliate of a lender • Directing borrowers to particular lenders, or refusing or delaying loan certifications • Offers of funds for private loans • Call center or financial aid office staffing assistance • Advisory board compensation	Published on website All relevant agents must be annually informed of the provisions of the code of conduct	40
Preferred Lender Lists Activity 10	34 CFR 601.2; 34 CFR 601.10; 34 CFR 668.14(b)(28) Participating in Title IV, HEA Programs That Participate in a Preferred Lender Arrangement must annually make available in print or other medium to students attending the school and their families a list of the specific lenders for private education loans or for Title IV, HEA loans that the school recommends, promotes, or endorses in accordance with a preferred lender arrangement. The list must prominently disclose the method and criteria used by the school in selecting lenders for preferred lender arrangements to ensure that such lenders are selected on the basis of the best interests of the borrower. The list must also clearly and fully disclose: • The minimum information determined by the U.S. Department of Education (HEA Section 153(a)) (20 U.S.C.1019b) • Why the school participates in a preferred lender arrangement with each lender, particularly with respect to terms and conditions or provisions favorable to the borrower • That the students or their families do not have to borrow from a lender on the list • The list must have at least three FFELP lenders that are not affiliates or each other. If the list includes lenders of private education loans, there must be at least two lenders who are not affiliates. The list must indicate for each lender whether it is or is not an affiliate of the other lenders on the list. The details of each affiliation are to be disclosed. The U.S. Department of Education is required to provide to schools a list of the lender affiliates of all eligible lenders	Made available to students and families in print or other medium	

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	- Prominently disclose the method and criteria used by the institution in selecting lenders with which to participate in preferred lender arrangements to ensure that such lenders are selected on the basis of the best interests of the borrowers, including: - Payment of origination or other fees on behalf of the borrower; - Highly competitive interest rates, or other terms and conditions or provisions of Title IV, HEA program loans or private education loans; - High-quality servicing for such loans; or - Additional benefits beyond the standard terms and conditions or provisions for such loans; - Exercise a duty of care and a duty of loyalty to compile the preferred lender list under paragraph (d) of this section without prejudice and for the sole benefit of the students attending the institution, or the families of such students; and Not deny or otherwise impede the borrower's choice of a lender or cause unnecessary delay in loan certification under title IV of the HEA for those borrowers who choose a lender that is not included on the preferred lender list.		
Preferred Lender Arrangements Activity 10	34 CFR 601.2; 34 CFR 601.10; 34 CFR 601.12; 34 CFR 601.20; 34 CFR 601.21 A school or school-affiliated organization (e.g. alumni organizations, foundations) that participates in a preferred lender arrangement must comply with the code of conduct provisions in HEA Section 487(a)(25) and HEA Section 487(h). School-affiliated organizations are required to prominently publish the code of conduct on their websites (if any) and annually inform agents with responsibility for education loans of the provisions of the code. Note: The Secretary, together with the Federal Reserve has developed a model disclosure form. The Federal Register published August 14, 2009 by the Federal Reserve System covering Truth in Lending contains a model disclosure form: https://www.govinfo.gov/content/pkg/FR-2009-08-14/pdf/E9-18548.pdf. (If the pdf link does not open, copy and paste the link into a browser other than Explorer) In addition to the information required for the Preferred Lender Lists, each school or school-affiliated organization in a preferred lender arrangement must disclose information on its website and in publications, mailings, or electronic messages, or materials that are distributed to prospective or current students and their families that describe the financial aid opportunities available to students attending the school and that describe or discuss education loans. The information must include: The maximum amount of Title IV, HEA grant and loan aid available to students	Published on website. Provided in publications mailings, or electronic messages or materials that are distributed to prospective or current students and their families	

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	- The information on the model disclosure form provided by the U.S. Department of Education (described above) for each type of loan offered pursuant to a preferred lender arrangement - A statement that the school is required to process documents for a FFELP loan from any eligible lender the student selects		
Private Education Loans Activity 10	34 CFR 601.2; 34 CFR 601.10; 34 CFR 601.12; 34 CFR 601.20; 34 CFR 601.21 Each school must provide on its website, and in publications, mailings, or electronic messages, or materials that are distributed to prospective or current students and their families that describe the financial aid opportunities available to students attending the school and that describe or discuss private education loans, the information required to be disclosed under Section 128(e)(11) of the Truth in Lending Act (15 U.S.C. 1638(e)(11)) for each type of private loan offered pursuant to a preferred lender arrangement. Each school-affiliated organization must provide on its website, and in publications, mailings, or electronic messages, or materials distributed to students and families that describe private education loans and the information required to be disclosed under Section 128(e)(1) of the Truth in Lending Act (15 U.S.C. 1638(e)(1)) for each type of private loan offered pursuant to a preferred lender arrangement. The name of the lender must be displayed in all information and documentation related to private education loans. The information in the model disclosure form and the Truth in Lending Act information must be provided annually in a manner that allows students and families to take the information into account before selecting a lender or applying for an education loan.	Published on website. Provided in publications mailings, or electronic messages or materials that are distributed to prospective or current students and their families	
Annual report on Preferred Lender Arrangements Activity 10	34 CFR 601.2; 34 CFR 601.10; 34 CFR 601.12; 34 CFR 601.20; 34 CFR 601.21 Each school and school-affiliated organization must make an annual report to the U.S. Department of Education that includes for each lender in a preferred lender arrangement with the school or school-affiliated organization - The minimum information the Department determines must be disclosed - Information required for private loans under the Truth in Lending Act - Detailed explanation of the reasons a school or school-affiliated organization participates in a preferred lender arrangement with the lender, including why the terms, conditions, and provisions of each type of loan are beneficial to the school's students or their families. The information in the report must be made available to the public and provided to current students and students planning to attend the school and their families.	Made available to the public and provided to current students and students planning to attend the school and their families	