

2016 Flint Hills Technical College Campus Security Report 2015 Calendar Year

In compliance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”, formerly known as the “The Student Right to Know and Campus Security Act” and the Higher Education Reauthorization Act

LyonCounty operates Crimestoppers – a confidential and anonymous reporting system available to anyone who elects to report crimes or suspicious activity.

Flint Hills Technical College is committed to maintaining an environment in which students, faculty, staff, and guests can work together free from all forms of harassment, exploitation and intimidation. The College will act as needed to discourage, prevent, correct, and if necessary, discipline behavior that violates this standard of conduct.

Everyone has the right to attend college in a safe and secure environment. To insure this fundamental right, the Flint Hills Technical College needs your help. Safety and security are everyone’s responsibility.

Flint Hills Technical College works in conjunction with the Emporia, Kansas City, Lawrence and Topeka law enforcement agencies on an annual basis to gather calendar year statistical information regarding crime on campus, at branch campuses, in or on a non-campus building or property involving FHTC students or staff during FHTC related activities or events. Data is compiled during January of each year and the Campus Security Report is updated and distributed to all current students and employees by October 1 of each year and again each spring semester. The Campus Security Report is created on an annual basis and made available to all prospective students, current students, college staff and the community. The data for the report is kept in the Office of the Vice President of Student Services, Lisa Kirmer.

The purpose of this report is to provide our faculty, staff, and students with campus safety information including crime statistics and procedures to follow to report a crime. The report is prepared by the Student Services Office, under the direction of the Vice President of Student Services and is electronically available at www.fhtc.edu. Requests for printed copies and any questions regarding this report should be directed to the Student Services Office, telephone 620-343-4600 or e-mail lkirmer@fhtc.edu.

General Security Information

Flint Hills Technical College enrolls approximately 1,300 students and employs 120 faculty and staff members. There are four buildings on the main campus at 3301 West 18th Avenue, in Emporia—the main building, the technology building, the construction technology building and the Jones Education Center. During 2015, FHTC also had five off-campus facilities located at 220 Weaver Street, 3021 Eaglecrest Drive, 215 West 6th, 3701 West 6th Avenue, and our Adult Education Center at 620 Constitution. FHTC also had locations in Topeka at 5724 SW Huntoon Street and 801 NE Highway 24, in Lawrence at 2920 Haskell, and in Kansas City at 6565 State Avenue.

Access to campus facilities policy

Students, faculty, and employees have access to academic and administrative facilities on campus during regular hours of operation. The public can attend cultural and recreational events on campus with their access limited only to the facilities in which these events are held.

Reporting suspicious activity or criminal activity

To report any violations of this policy; to report suspicious persons or report criminal activity on campus contact the Vice President of Student Services, Lisa Kirmer, at 620-341-1325 immediately, or one of the offices listed below:

- Dean of Enrollment Management, Brenda Carmichael-620-341-1338
- President's Office, Dean Hollenbeck-620-341-1305
- Vice President of Instructional Services Office, Steve Loewen-620-341-1361
- Newman Memorial Hospital 620-343-6800
- Emporia Police Department 620-342-1766
- Lyon County Sheriff's Department 620-342-5545
- Topeka Police Department 785-368-9551
- Lawrence Police Department 785-830-7400
- Kansas City Police Department 913-573-6100.

Campus Security

Although Flint Hills Technical College does not have a police or security officer at any of the locations, the administration of the College work closely, when necessary, with the Emporia, Lawrence, Kansas City and Topeka Police Department. Campus safety and security are coordinated by the College administration with the Emporia Police Department and Lyon County Sheriff's Department. The investigation of crimes committed on campus falls under the jurisdiction of the Emporia Police Department in collaboration with the Lyon County Sheriff's Department and the District Attorney's Office. The Emporia Police Department will promptly investigate allegations of unlawful discrimination based on age, race, color, religion, sex, marital status, national origin, physical handicap or disability, status as a Vietnam veteran or sexual orientation. Allegations of unlawful discrimination can first be discussed with the Vice President of Student Services.

Registered offenders

A background check is conducted on all employees at Flint Hills Technical College prior to a contract for employment. The Campus Sex Crimes Prevention Act requires states to obtain information concerning the enrollment or employment of registered offenders at institutions of higher education. A list of registered offenders who are enrolled or employed at the institution is available in the Student Services Office on the main campus. A list of all registered offenders in Kansas is available from the Kansas Bureau of Investigation at www.accesskansas.org/kbi/

Campus facilities and grounds

The maintenance department maintains the campus buildings and grounds with a concern for safety and security. It inspects campus facilities regularly, promptly makes repairs affecting safety and security, and responds immediately to reports of potential safety and security hazards, such as broken windows and locks. If you have concerns about the physical safety of campus

buildings and grounds, call the President's Office, Monday through Friday, 7:30 a.m. to 4:00 p.m., at 341-1305. For emergencies that occur during non-business hours, call the Emporia Police Department at 620-342-1766.

Crime Prevention Education and Awareness

Members of the campus community are urged to secure their valuables and be aware of their surroundings at all times. To assist in this endeavor, the Student Services Office conducts student orientation each semester and discusses a variety of topics including personal safety awareness and security, and sexual assault awareness and prevention. All employees are required to participate in annual training related to the Campus SaVE Act and the prevention of sexual violence. Students are also encouraged to participate in online training related to prevention and awareness of sexual violence, drinking, drug use and avoiding unsafe situations. Informational sessions are also provided throughout the year to students and employees through seminars and additional online classes.

Emergency Messages Delivered

The Student Services Office is open Monday through Thursday from 7:30 a.m. – 5:00 p.m. and on Fridays from 7:30 a.m. to 4:00 p.m. In the event of a family emergency, the department will deliver emergency messages to students.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the FHTC Administration, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty, staff and will be sent via text message for all students and employees that opted in to receive text messaging alerts. The Vice President of Student Services, Lisa Kirmer, is responsible for timely warnings.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Information Technology staff may also post a notice on the campus-wide televisions and on the FHTC website at www.fhtc.edu. A copy of the notice may also be posted on the entrances to each building. The website is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to an administrator at FHTC including Lisa Kirmer, Vice-President of Student Services at 620-341-1325 or lkirmer@fhtc.edu, Steve Loewen, Vice-President of Instructional Services at 620-341-1361 or sloewen@fhtc.edu or Dr. Dean Hollenbeck, President at 620-341-1306 or dhollenbeck@fhtc.edu.

Security Policies

Flint Hills Technical College policies are designed to insure the students, staff and all property are protected at all times from possible damage or injury, outside intrusion or disturbances occurring on campus grounds or in campus buildings.

Dismissal of Students and Staff during a Crisis

FHTC may dismiss students, and possibly staff during a crisis. The President of the College, or designee, has the authority to dismiss students at any time deemed as necessary. FHTC does not dismiss school prior to the regular dismissal times in the event of severe weather except when specifically authorized by the President of the College or designee. FHTC has no authority to prevent adult students from leaving campus. However, all students will be asked to stay and report to designated safe areas in the event of a crisis. During a crisis adult students are asked to inform their instructor or some other school official before leaving campus.

Building Evacuation Plan

Evacuation of FHTC buildings and/or premises may be required in the event of, or suspicion of: armed assailant; bomb threat; explosion threat; fire threat; interior chemical contamination; natural gas leak threat or riot threat. Evacuation will be signaled by sounding of the FHTC fire alarm and/or by telephone except in the case of a natural gas leak threat. In the case of a natural gas leak threat, do not pull the fire alarm or utilize the telephone. Students and visitors will be notified that evacuation is required. Move quickly and safely out of the designated exit for your room to the designated safe area (as indicated on the Evacuation Plan map outside of every classroom/lab/office).

Building Lockdown during a Crisis

A crisis situation may arise when it is prudent to lock FHTC buildings while still occupied. The purpose for this action would be to protect students and staff by preventing entrance into building and program areas by person or persons identified as dangerous. Lockdown procedures may be implemented in an event such as a civil disturbance, a hostage situation, or sniper fire. The President of the College, or designee, has the authority to initiate a lockdown at any time deemed necessary. Notification to initiate lockdown procedures will be given via courier and/or by telephone. FHTC has no authority to prevent FHTC Catalog adult students from leaving campus. However, all students will be asked to report to designated safe areas. Cooperation from all students is vital. If lockdown is required, students are asked to move quickly to the designated safe area and not leave that area until instructed to do so.

Building Shelter Plan

Taking shelter in FHTC buildings and /or premises may be required in the event of or suspicion of a civil defense threat; exterior chemical contamination or severe weather threat. A shelter area is located in the Main Building in the Division of Health and in the Technology Building in the West hallway. The need to take shelter may be signaled by the sounding of the Emporia civil defense sirens and/or telephone.

Crisis Management Committee

A committee comprised of administration, faculty, and staff meet annually to discuss the College's Crisis Management Plan. The plan provides detailed information to faculty and staff regarding procedures in a variety of crisis.

Crime Prevention Tips

Being safe on campus is a community responsibility. Faculty, staff, students and visitors are reminded and encouraged to be aware of their surroundings and report any suspicious activity to Emporia Police Department and the Vice President of Student Services immediately.

To prevent theft and protect personal safety:

- Walk with a friend.
- Use the most well-lit and direct route at night.
- Park your vehicle in lighted areas.
- Always lock your car, bike, and other valuables.
- When returning to your vehicle, have your keys out and ready to open the door.
- Never prop open exterior doors to buildings.
- Always be fire safety conscious.
- TRUST YOUR INSTINCTS! If you feel uneasy about a situation, take action immediately.

Policy Information:

Security Policies

Flint Hills Technical College policies are designed to insure that students, staff and all property are protected at all times from possible damage or injury, outside intrusion or disturbances occurring on campus grounds or in campus buildings. Firearms are not allowed on college property. Kansas Statutes Annotated 21- 4204 defines unlawful possession of a firearm as “(d) possession of any firearm by any person, other than a law enforcement officer, in or on any school property or grounds....”

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon:

1. On the college campus during, before and after school hours.
2. On the college campus at any other time when the college is being used by any college personnel or college group.
3. Off the college campus at a college activity, function or event.

Violation of this policy shall result in the student being reported to the appropriate law enforcement officials, and suspended or expelled. Lockers are the property of the college and the college reserves the right to open and conduct a locker search at any time. A locker search may be conducted at any time upon reasonable belief that the locker contains firearms, liquor, flammable material, dangerous weapons, narcotics, or other matter prohibited by law or college regulations from being on college property. Such search may be made without notice to the student to whom such locker has been assigned. Prohibited items recovered from a student's locker shall remain in the custody of the college administration unless such items are turned over to law enforcement officials. If it has been determined that there is reasonable cause to believe that a student is in possession of an object which can jeopardize the health, welfare or safety of other students, that student shall be required to meet with administration. This determination may be based on any information received by administration or the staff. The student shall be advised of the reason for the meeting and requested to empty items such as, but not limited to, pockets, purses, shoulder bags and briefcases. A search of the person will not be conducted. Any evidence recovered shall be turned over to the appropriate law enforcement authorities.

Campus Crime Reporting Policies and Procedures

If the police department needs to be contacted, students and staff should notify a college administrator or faculty member. Students can contact Lisa Kirmer, the Vice President of Student Services, at 620-341-1325, the Dean of Enrollment Management, Brenda Carmichael, at 620-341-1338, the President's Office, Dean Hollenbeck, at 620-341-1305 or the Vice President of Instructional Services, Steve Loewen, at 620-341-1361. The administrator will place the call to the proper authorities. In emergency situations, the Emporia area is served by the 911 telephone number for ambulance, fire and police. Report any suspicious acts, criminal actions or other emergencies immediately to a college administrator. Let them investigate. If requested, the name of the student or staff member reporting the criminal offense will be kept confidential. Don't assume the college already has all of the information needed, or that you might be misinterpreting what you see. The college needs and appreciates your assistance in preventing crime.

Once a college administrator has been contacted regarding suspicious acts, criminal actions or other emergencies occurring on campus, a warning report will be issued to members of the campus community in a timely fashion if administration and the appropriate authorities believe that the suspicious acts, criminal actions or other emergencies could place the campus community in danger:

- a) no later than the next scheduled day of classes if there is no immediate danger to the campus community or;
- b) as soon as possible if there is imminent danger to the campus community.

FHTC, will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Crime Reporting Activities

The Crime Awareness and Campus Security Act of 1990, regulation 34 CFR 668.46(c)(1) states an institution must report statistics for the three most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property of the following that are reported to local police agencies or to a campus security authority.

Reports of crime in or on a non-campus building or property or on public property include reported crimes involving Flint Hills Technical College students or staff that occur during a FHTC event or activity outside of the college premises. If crimes are reported in or on non-campus buildings or property or on public property, a geographic breakdown of the statistics reported will be provided in the annual Campus Security Report. The annual statistical information includes crimes reported on the FHTC main campus (1) 3301 West 18th Avenue; and at the extension locations: (2) 620 Constitution Street; (3) 220 Weaver Street, Emporia, KS.; and (4) 3021 Eaglecrest Drive and (5) 215 West 6th Avenue.

Statistical Data of Crime on Campus

Procedures used for collecting, compiling and reporting crime statistics

Information about Clery crimes is compiled from statistics obtained from reports filed with the Vice President of Student Services, Emporia Police Department or Lyon County Sherriff's office, the Lawrence Police Department, Kansas City Kansas Community College Police Department and Topeka Police Department.

Counting and classifying crimes

The Clery Act requires institutions to include four general categories of crime statistics:

Criminal Offenses—Criminal Homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault,² including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.

Hate Crimes—Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/ Vandalism of Property that were motivated by bias;

VAWA Offenses—Any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a *VAWA* Offense but is included in the Criminal Offenses category for *Clery Act* reporting purposes); and

Arrests and Referrals for Disciplinary Action for Weapons—Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations and Liquor Law Violations.

The Uniform Crime Reporting (UCR) crime definitions (presented alphabetically):

Aggravated assault is 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.

Arson is 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 is the unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses.

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and the existence of such relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse

or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Drug abuse violations are defined as the violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous nonnarcotic drugs (barbiturates, benzedrine).

Hate crimes are criminal offenses that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Although there are many possible categories of bias, under the *Clery Act*, only the following eight categories are reported:

- **Race.** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- **Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- **Sexual Orientation.** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
- **Gender.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- **Gender Identity.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.
- **Ethnicity.** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.
- **National Origin.** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain

customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

- **Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

For Clery Act purposes, Hate Crimes include any of the following offenses that are motivated by bias.

Murder and Non-negligent Manslaughter
Sexual Assault
Robbery
Aggravated Assault
Burglary
Motor Vehicle Theft
Arson
Larceny-Theft
Simple Assault
Intimidation
Destruction/Damage/Vandalism of Property

The first seven offenses are defined and discussed in the Criminal Offenses section earlier in this chapter. In addition to those offenses, Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property are included in your Clery Act statistics only if they are Hate Crimes.

1. Larceny-Theft is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.
2. Simple Assault is 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.
3. Intimidation is 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.
4. Destruction/Damage/Vandalism of Property is 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.

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

Manslaughter by Negligence is any death caused by the gross negligence of another. In other words, it's something that a reasonable and prudent person would not do.

Motor vehicle theft is the theft or attempted theft of a motor vehicle.

Murder and non-negligent manslaughter is the willful (non-negligent) killing of one human being by another.

Robbery is 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.

Sexual Assault (Sex Offenses) are defined as any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape** is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator.
- **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory rape** is sexual intercourse with a person who is under the statutory age of consent.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress.

Weapons violations are defined as the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Once classified and counted, data are presented for review according to: 1) on-campus locations; 2) non-campus buildings or properties, and 3) public property immediately adjacent to and accessible from campus; 4) Arrests & Disciplinary referrals; and 5) Hate crimes. A map of campus can be found on the FHTC website at <https://www.fhtc.edu/web/site/campus-maps>

On-campus statistics include all incidents occurring in any building or property on the Flint Hills Technical College campus.

Non-campus statistics include properties owned or controlled by student organizations officially recognized by the institution and those owned or controlled by the College outside the campus boundaries that appear on the map.

Public property includes thoroughfares, streets, sidewalks, and parking facilities within campus or immediately adjacent to and accessible from the campus. *Private homes or businesses, areas surrounding non-campus properties, and property separated from campus by barriers or fences are not public property.* (Information regarding crime rates in the Emporia community may be obtained from the Emporia Police Department at 620-342-1766, in the Topeka community from the Topeka Police Department at 785-368-9551, in the Lawrence community from the Lawrence Police Department at 785-830-7400 and in Kansas City from the Kansas City Police Department at 913-573-6100.

Arrests & Disciplinary Referrals. A section of the crime statistics report also includes arrests and disciplinary referrals made to campus authorities for alcohol, drugs, and illegal weapons possession. The Clery Act defines a disciplinary referral as the referral of a person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Main Campus, 3301 West 18th Avenue

Offense	On Campus			Non Campus			Public Property			Total		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Statutory rape	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	1	0	0	0	0	0	0	0	0	1	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	2	2	0	0	0	0	0	0	0	2	2
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Dating Violence	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Stalking	NA	0	0	NA	0	0	NA	0	0	NA	0	0

Hate Crimes: There were no reported Hate Crimes for the years 2013, 2014 or 2015.

Unfounded Crimes: A crime is considered unfounded for *Clery Act* purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. There were no unfounded crimes for the years 2013, 2014 or 2015.

Sauder Extension, 220 Weaver Street

Offense	On Campus			Non Campus			Public Property			Total		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Statutory rape	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Dating Violence	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Stalking	NA	0	0	NA	0	0	NA	0	0	NA	0	0

Hate Crimes: There were no reported Hate Crimes for the years 2013, 2014 or 2015.

Unfounded Crimes: A crime is considered unfounded for *Clery Act* purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. There were no unfounded crimes for the years 2013, 2014 or 2015.

Workforce Training Center/Adult Education Center, 620 Constitution

Offense	On Campus			Non Campus			Public Property			Total		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Fondling	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Incest	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Statutory rape	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Dating Violence	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Stalking	NA	0	0	NA	0	0	NA	0	0	NA	0	0

Hate Crimes: There were no reported Hate Crimes for the years 2013, 2014 or 2015.

Unfounded Crimes: A crime is considered unfounded for *Clery Act* purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. There were no unfounded crimes for the years 2013, 2014 or 2015.

Dental Hygiene Clinic, 3021 Eaglecrest Drive

Offense	On Campus			Non Campus			Public Property			Total		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Fondling	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Incest	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Statutory rape	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Dating Violence	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Stalking	NA	0	0	NA	0	0	NA	0	0	NA	0	0

Hate Crimes: There were no reported Hate Crimes for the years 2013, 2014 or 2015.

Unfounded Crimes: A crime is considered unfounded for *Clery Act* purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. There were no unfounded crimes for the years 2013, 2014 or 2015.

Downtown Campus, 215 West 6th Avenue

Offense	On Campus			Non Campus			Public Property			Total		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Fondling	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Incest	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Statutory rape	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	1	0	0	0	0	0	0	0	0	1	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0		0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Dating Violence	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Stalking	NA	0	0	NA	0	0	NA	0	0	NA	0	0

Hate Crimes: There were no reported Hate Crimes for the years 2013, 2014 or 2015.

Unfounded Crimes: A crime is considered unfounded for *Clery Act* purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. There were no unfounded crimes for the years 2013, 2014 or 2015.

Topeka Extension, 801 NE Highway 24, Topeka, KS 66608

Offense	On Campus			Non Campus			Public Property			Total		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Fondling	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Incest	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Statutory rape	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Dating Violence	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Stalking	NA	0	0	NA	0	0	NA	0	0	NA	0	0

Hate Crimes: There were no reported Hate Crimes for the years 2013, 2014 or 2015.

Unfounded Crimes: A crime is considered unfounded for *Clery Act* purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. There were no unfounded crimes for the years 2013, 2014 or 2015.

Topeka Extension, 5724 Huntoon, Topeka, KS 66604

Offense	On Campus			Non Campus			Public Property			Total		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder/Non-negligent manslaughter	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Negligent manslaughter	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Rape	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Fondling	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Incest	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Statutory rape	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Robbery	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Aggravated Assault	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Burglary	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Motor Vehicle Theft	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Arson	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Liquor Law Arrests	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Liquor Law Violations Referred for Disciplinary Action	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Drug Law Arrests	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Drug Law Violations Referred for Disciplinary Action	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Illegal Weapons Possession Arrests	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Domestic Violence	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Dating Violence	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Stalking	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0

Hate Crimes: There were no reported Hate Crimes 2015.

Unfounded Crimes: A crime is considered unfounded for *Clery Act* purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. There were no unfounded crimes for 2015.

Kansas City Extension, 6565 State Avenue, Kansas City, KS 66102

Offense	On Campus			Non Campus			Public Property			Total		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder/Non-negligent manslaughter	NA	0	0	NA	0	0	NA	0	0	NA	NA	0
Negligent manslaughter	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Rape	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Fondling	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Incest	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Statutory rape	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Robbery	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Aggravated Assault	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Burglary	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Motor Vehicle Theft	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Arson	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Liquor Law Arrests	NA	0	1	NA	0	0	NA	0	0	NA	0	1
Liquor Law Violations Referred for Disciplinary Action	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Drug Law Arrests	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Drug Law Violations Referred for Disciplinary Action	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Illegal Weapons Possession Arrests	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Domestic Violence	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Dating Violence	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Stalking	NA	0	0	NA	0	0	NA	0	0	NA	0	0

Hate Crimes: There were no reported Hate Crimes for 2014 or 2015.

Unfounded Crimes: A crime is considered unfounded for *Clery Act* purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. There were no unfounded crimes for 2014 or 2015.

Lawrence Extension, 2920 Haskell Avenue, Lawrence, KS 66046

Offense	On Campus			Non Campus			Public Property			Total		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder/Non-negligent manslaughter	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Negligent manslaughter	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Rape	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Fondling	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Incest	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Statutory rape	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Robbery	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Aggravated Assault	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Burglary	NA	NA	2	NA	NA	0	NA	NA	0	NA	NA	2
Motor Vehicle Theft	NA	NA	1	NA	NA	0	NA	NA	0	NA	NA	1
Arson	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Liquor Law Arrests	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Liquor Law Violations Referred for Disciplinary Action	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Drug Law Arrests	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Drug Law Violations Referred for Disciplinary Action	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Illegal Weapons Possession Arrests	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Domestic Violence	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Dating Violence	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Stalking	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0

Hate Crimes: There were no reported Hate Crimes for 2015.

Unfounded Crimes: A crime is considered unfounded for *Clery Act* purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. There were no unfounded crimes for 2015.

SEXUAL VIOLENCE POLICY/SEXUAL MISCONDUCT POLICY

A primary concern of the Flint Hills Technical College (FHTC) is the health and well-being of each student and employee; therefore, FHTC is committed to creating a community that is free from acts of sexual violence. The Sexual Violence/Sexual Misconduct Policy complies with the Title IX of the Education Amendments Act of 1972 and the Campus Sexual Violence Elimination Act (section 304(a)(5) of the Violence Against Women Reauthorization Act of 2013, known as the “Campus SaVE Act” Sexual violence includes any unwanted, unwelcome, forceful or coercive sexual contact. Sexual assault, as defined for purposes of this policy and procedures, is a crime. Degrees of sexual assault range from unwanted or coercive sexual contact to forced or coerced sexual penetration (Kansas State Statutes: 21-3517 and 21-3518). Acts of sexual assault are not tolerated at FHTC.

A victim/survivor of a sexual assault has the right to pursue legal proceedings against any alleged offender through criminal and/or civil court. A victim/survivor of a sexual assault has the right to pursue disciplinary action through FHTC in accordance with the Student Conduct Policy and the Suspension and Expulsion Policies and Procedures. This can include expulsion from FHTC and/or criminal prosecution. In the event the alleged assailant is an employee of FHTC, that employee, if found to have perpetrated such acts, will be subject to disciplinary actions which could include termination and/or criminal prosecution.

Think About It **CAMPUS CLARITY ON-LINE EDUCATION** course includes an extensive discussion about what constitutes sexual assault. It also covers sexual harassment, and includes information aimed at encouraging students to report incidents of sexual violence to the appropriate school and law enforcement authorities. Additionally, *Think About It* provides students with a copy of Flint Hills Technical College policies on sexual harassment and discrimination. Students must review and acknowledge these policies before completing the course. *Think About It* uses a harm reduction model designed to encourage bystander intervention. The course uses rich media to educate students about options for bystander intervention, and it includes real-world interactive exercises for students to practice these techniques. The course also covers prevention, as well as disciplinary procedures and consequences of policy violations. As required by the Campus SaVE Act, *Think About It* also contains a statement that unequivocally communicates that these offenses are prohibited: domestic violence, dating violence, sexual assault, and stalking.

Definition of Sexual Assault

Sexual contact without consent is sexual assault. Outside of rape, sexual contact is outlined as touching, fondling, or grazing another person’s genitals or breasts without acquiring consent. Sexual contact is also considered touching, fondling, or grazing any part of another individual’s body with your own genitals or breasts without consent. Consent constitutes a fully functional adult giving approval for sexual contact. Coercion, intimidation, or forcing sexual contact is not consensual and is considered sexual assault.

What Constitutes Sexual Assault

Forced:

1. If an individual forcibly touches your genitals, your breasts, or rear-end even after you said, “No,” that is sexual assault.

2. The same is true of sexual intercourse or penetration of any form.
3. If you did not give consent, it is sexual assault.
4. If weapons such as guns or knives are used in rape and/or sexual contact.
5. If your attacker has a partner, who aids them in raping you or achieving sexual contact.
6. If you are drugged via alcohol or in any other way rendered unconscious prior to a sexual assault or any other unwanted sexual contact.

Coercion: If an individual in authority claims he/ she will take actions against you unless you allow unwanted sexual contact or sexual intercourse. For instance, a teacher threatens or implies to threaten to fail you in their class or give you a bad grade unless you have sexual intercourse with them or allow them to touch you in a sexual manner. Individuals in authority include but are not limited to: employers, parent(s), teachers, law enforcement officers and doctors.

Intimidation: Intimidation is the act in which one individual instills fear in another individual or group. Individuals known to intimidate include: bosses, law enforcement officers, and even individuals you may feel are your friends. Sexual assailants often use intimidation to achieve sexual contact or sexual intercourse with their victims. Some intimidating threats used by these offenders include but are not limited to:

1. Threatening bodily harm or death of you or persons close to you.
2. Release of personal information or photographs that may harm you mentally or emotionally.
3. Release of false information that may result in job loss or other occurrences detrimental to your livelihood.

Reporting Sexual Assault

FHTC strongly encourages persons who have been sexually assaulted to report the assault, to seek assistance, and to pursue judicial action for their own protection and that of the entire campus community. When conducting the investigation, the College's primary focus will be on addressing the sexual assault and not on other College policy violations that may be discovered or disclosed. Anyone who has been sexually assaulted may choose to pursue both criminal prosecution and made apprised of College disciplinary processes. To preserve evidence for the option of pursuing criminal prosecution or College internal disciplinary processes, a person should report the sexual assault to the College and/or the local police. However, the College recognizes that a person who has been sexually assaulted retains the right not to pursue either criminal prosecution or a College disciplinary hearing. Choosing not to pursue College or criminal action, however, does not remove the responsibility of the College to investigate and/or take action. **Anonymous Reporting:** The College recognizes that a person who has been sexually assaulted may choose not to report the crime to a limited confidential source or a privileged source. In those situations, the College allows an individual who has been sexually assaulted to file an anonymous report which allows the reporting person time to decide what course of action they want to take and also allows the crime to be counted in the campus crime statistics. Please note that even with anonymous reports, the College has an obligation to investigate; however, anonymous reporting may limit the ability to conduct an effective investigation.

Timely Reporting/Crisis Assistance: The College supports and encourages anyone who has been sexually assaulted to report the incident to the reporting source of their choice. Prompt reporting may preserve options that delayed reporting does not, including the preservation of physical

evidence, crisis counseling, and immediate police response. However, those who delay reporting can report the incident at any time, understanding that this may rule out the collection of physical evidence.

Responsibility of Confidentiality

When a report of sexual assault is made, both the accused and the accuser, and all identified witnesses who are named in the investigation, will be notified of the College's expectation of confidentiality. Breaches of confidentiality or retaliation against: the person bringing the complaint; any person assisting with the investigation; or the person or individuals being charged with the complaint; will result in disciplinary review. The College will make all reasonable efforts to maintain the confidentiality of parties involved in sexual assault investigations.

Medical Care/Emergency Room Examination

Any person who has been sexually assaulted may go directly to the emergency room of any local hospital for medical attention. An individual who has been sexually assaulted is urged to seek medical evaluation as soon as possible.

ANTI-HARASSMENT POLICY FOR STUDENTS AND EMPLOYEES

Harassment is any action prohibited under State and Federal Statutes VII, XI, and Section 504 of the Rehabilitation Act. It further includes all forms of sexual harassment, racial/cultural slurs, verbal abuse, and verbally offensive language which are forms of discrimination under Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e seq. Flint Hills Technical College expressly forbids harassment of students and employees because of age, race, creed, gender, color, religion, ancestry, disability, medical condition, sexual preference, national origin, veteran status, political affiliation, marital status, status with regard to public assistance or other protected group status. Flint Hills Technical College will not tolerate harassing conduct that negatively affects a person's employment status or student's grades, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile or offensive working or classroom environment. Further, no person in any of these groups will be denied the benefits, or be subjected to discrimination under any program or activity, or in regard to any employment procedures or practices. All employees and students should clearly understand that, even in mild forms, harassment or sexual violence may carry penalties up to and including dismissal.

Sexual Harassment as Sexual Assault

1. Threats to sexually contact another individual.
2. Using suggestive language in a sexual nature.
3. The display of pornographic, suggestive, or other sexually explicit pictures or materials.
4. Usage of degrading language such as referring to a woman with who you are not romantically involved as "Babe" or other inappropriate names.
5. Offering favors in exchange for sexual activity including that which is consensual.

Definitions of Sexual Harassment

Sexual harassment is a form of sex discrimination that is illegal under Title VII of the Civil Rights Act of 1964 for employees, under Title IX of the Education Amendments of 1972 for students, and under Kansas Law. Retaliation against an individual for making a complaint of

sexual harassment is also considered to be sex discrimination and is therefore likewise illegal. No member of the college community shall engage in sexual harassment. For the purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made, explicitly or implicitly, a term or condition of employment;
2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions which affect that individual;
3. such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment; or
4. such conduct is not legitimately related to the subject matter of a course.

Sexual harassment encompasses any sexual attention that is unwanted. Examples of verbal or physical conduct that is prohibited include, but are not limited to:

- direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
- direct propositions of a sexual nature;
- a pattern of conduct causing discomfort, intimidation and/or humiliation that includes one or more of the following: comments or gestures of a sexual nature; sexually explicit statements, questions, jokes, or anecdotes;
- unnecessary touching, patting, hugging, or brushing against a person's body;
- remarks of a sexual nature about a person's clothing or body; or
- remarks about sexual activity or speculations about previous sexual experience.

HARASSMENT AND DISCRIMINATION POLICIES AND PROCEDURES

Flint Hills Technical College seeks to create an atmosphere that recognizes and protects an environment of tolerance for all members of the college community. Federal law and college policy protect a number of groups from unlawful discrimination. The College makes all decisions with reference to employment status and student status without regard to age, race, color, religion, gender, marital status, national origin, disability status, veteran status, sexual orientation¹, or any other factors which cannot lawfully be considered, to the extent specified by applicable federal and state laws.

Moreover, the college regards inappropriate behavior, unfair treatment, or harassment of any individual to be inconsistent with its goal to provide an environment in which students, faculty, unclassified professionals, classified employees, and other members of the college community can develop intellectually, professionally, personally, and socially. These policies and procedures extend to all College personnel operating in a College-sanctioned capacity, both on and off campus.

- Age Discrimination Act of 1975, Age Discrimination in Employment Act of 1967
- Title VI and VII of the Civil Rights Act of 1964
- Title VI and VII of the Civil Rights Act of 1964
- Title VII of the Civil Rights Act of 1964

- Title VII of the Civil Rights Act of 1964, Equal Pay Act of 1963, Pregnancy Act of 1978, Title IX of Education Amendments of 1972
- FHTC Non-Discrimination Policy
- Title VI and VII of the Civil Rights Act of 1964
- American with Disabilities Act of 1990, Sections 503 and 504 of the Rehabilitation Act of 1973
- Vietnam Era Veteran's Readjustment Act of 1974, Uniform Services Adjustment and Re-Adjustment Act of 1994

Explanations

The Age Discrimination in Employment Act of 1967 prohibits discrimination against individuals who are at least 40 years of age. Discrimination is prohibited in all terms and conditions of employment including: hiring, firing, compensation, job assignments, shift assignments, discipline, and promotions.

Age is also addressed in the Age Discrimination Act of 1975. Under this act no person shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.

Employment discrimination based on race, color, religion, sex, or national origin is prohibited under Title VII of the Civil Rights Act of 1964. It is unlawful for an employer to fail or refuse to hire or to discharge any individual or otherwise to discriminate against any individual with respect to his/her compensation, terms, conditions, or privileges of employment.

Under Title VI of the Civil Rights Act of 1964 no person on the basis of race, color, or national origin be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The Equal Pay Act of 1963 prohibits discrimination on the basis of sex in the payment of wages or benefits, where men and women perform work of similar skill, effort, and responsibility for the same employer under similar working conditions.

The Pregnancy Discrimination Act of 1978 is an amendment to Title VII of the Civil Rights Act of 1964. Therefore, discrimination on the basis of pregnancy, childbirth or related medical conditions constitutes unlawful sex discrimination under Title VII . Women affected by pregnancy or related conditions must be treated the same as other applicants or employees with similar abilities or limitations.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. Individuals cannot, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The Americans with Disabilities Act of 1990 prohibits an employer from discriminating against a qualified applicant or employee because of his/her disability. To be protected individuals need to be qualified and able to perform the job with or without reasonable accommodations from the

employer. Discrimination based on disability in any program or activity receiving Federal financial assistance is prohibited under Sections 503 and 504 of the Rehabilitation Act of 1973.

The Vietnam Era Veterans' Readjustment Assistance Act of 1974 prohibits discrimination based on veteran status in federally assisted programs and it requires affirmative action to employ and advance in employment of veterans. Veterans protected by this act are Vietnam era veterans, special disabled veterans, and veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

Racial and/or ethnic harassment

Racial and/or ethnic harassment is a form of discrimination that is illegal under Title VII of Civil Rights Act of 1964. No member of the college community shall engage in racial or ethnic harassment. Retaliation against an individual for making a complaint of racial and/or ethnic harassment will be treated as a violation of the racial and/or ethnic harassment policy. For the purpose of this policy, racial and/or ethnic harassment is defined as ethnic slurs and other verbal or physical conduct to race, ethnicity, or racial affiliation that:

1. has the purpose or effect of creating an intimidating, hostile, or offensive work or academic environment;
2. has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance, living environment, if residing in College housing, or participation in any college-sponsored activity;
3. otherwise adversely affects an individual's academic or employment opportunities; or
4. is not legitimately related to the subject matter of a course.

Racial and/or ethnic harassment may be blatant or subtle. Examples of the conduct that is prohibited include, but are not limited to:

- derogatory name calling or language based on cultural stereotypes;
- incidents or behaviors which are derogatory to a racial or ethnic group; or
- repeated ignoring or excluding of one's presence or existence in a College setting.

Other Harassment

No member of the college community shall engage in harassment on the basis of age, color, religion, marital status, national origin, disability status, veteran status, sexual orientation, or on any other factor that violates state or federal discrimination law. For the purposes of this policy, such aforementioned harassment is defined as unwelcome verbal and/or physical conduct which:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive work or academic environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance, or participation in any college-sponsored activity;
3. Otherwise adversely affects an individual's academic or employment opportunities; or,
4. Is not legitimately related to the subject matter of a course.

ANTI -STALKING POLICY

In order to ensure that college students and employees are provided healthy education and work environments, Flint Hills Technical College (FHTC) is determined to provide a campus

atmosphere free of violence for all members of the campus community. For this reason, FHTC does not tolerate stalking and will pursue the perpetrators of such acts to the fullest extent possible. FHTC is also committed to supporting victims of stalking through the appropriate provision of safety and support services. This policy applies equally to all members of FHTC's community: students, faculty, staff, contract employees, volunteers, and campus visitors. Stalking incidents are occurring at an alarming rate on the nation's college campuses. It is a crime that happens to men and women of all races/ethnicities, religions, ages, abilities, sexual orientations, and sexual identity. It is a crime that can affect every aspect of a victim's life. Stalking often begins with phone calls, emails, social networking posts and/or letters and can sometimes escalate to violence. Stalking is a crime in Kansas and is subject to criminal prosecution. Students perpetrating such acts of violence will be subject to disciplinary action. This can include expulsion from FHTC and/or criminal prosecution simultaneously.

Definition of Stalking

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear. Course of conduct is defined as "a pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct."

Stalking Behaviors

Stalking includes any behaviors or activities occurring on more than one occasion that collectively instill fear in a victim, and/or threaten her or his safety, mental health, or physical health. Such behaviors and activities may include, but are not limited to, the following:

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, written letters, gifts, or any other communications that are undesired and place another person in fear.
- Use of online, electronic, or digital technologies, including:
 - Posting of pictures or information in chat rooms or on Web sites
 - Sending unwanted/unsolicited email or talk requests
 - Posting private or public messages on Internet sites, social networking sites, and/or school bulletin boards
 - Installing spyware on a victim's computer
 - Using Global Positioning Systems (GPS) to monitor a victim
- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim
- Surveillance or other types of observation including staring, "peeping"
- Trespassing
- Vandalism
- Non-consensual touching
- Direct verbal or physical threats
- Gathering information about an individual from friends, family, and/or co-workers
- Threats to harm self or others
- Defamation – lying to others about the victim

Reporting Stalking

FHTC encourages reporting of stalking incidents to law enforcement authorities. The College respects that whether or not to report to the police is a decision that the victim needs to make. The Vice President of Student Services and the Dean of Enrollment Management are available to inform victims of the reporting procedures and offer appropriate referrals. Victims of stalking choosing to pursue the reporting process have the right to assistance or consultation of an advocate. FHTC offers services to victims even if they choose not to report the incidents. The Vice President of Student Services or Director of Human Resources provides referrals, advocacy, and information for victims in a safe, supportive, and confidential setting. In some circumstances, a victim may wish to seek an order of protection from a court of appropriate jurisdiction against the alleged perpetrator. Victims may also seek restriction of access to the College by non-students or non-employees in certain circumstances:

- Filing a criminal report with law enforcement authorities
- Filing a college complaint or complaint of Student Conduct violations
- Filing a confidential or anonymous report
- Filing a third-party report

In certain instances, FHTC may need to report an incident to law enforcement authorities. Such circumstances include any incidents that warrant the undertaking of additional safety and security measures for the protection of the victim and the campus community or other situations in which there is clear and imminent danger, and when a weapon may be involved. However, it is crucial in these circumstances to consult with the Vice President of Student Services, the Director of Human Resources or another administrator, since reporting may compromise the safety of the victim. Personal safety concerns are often very important for stalking victims. Crisis intervention and victim safety concerns will take precedence.

Safety for Victims of Stalking

FHTC is committed to supporting victims of stalking by providing the necessary safety and support services. Student victims of stalking are entitled to reasonable accommodations. Due to the complex nature of this problem, the student victim may need additional assistance in obtaining one or more of the following areas:

- No-contact order
- Services of a student victim advocate
- Witness impact statement
- Change in an academic schedule
- The imposition of an interim suspension on the accused
- The provision of resources for medical and/or psychological support

For assistance obtaining these safety accommodations, please contact the Vice President of Student Services. If safety is an immediate concern, encourage the victim to contact local law enforcement.

Stalking Victim Rights

Students on our campus have the right to live free of behaviors that interfere with students attaining their educational goals. Students who report stalking have the right to:

- Treatment with dignity and respect, not subjected to biased attitudes or judgments
- Not having past and irrelevant conduct discussed during any resulting proceedings
- Changes in academic programming, if deemed appropriate by FHTC administration
- All support services regardless of the choice to file a school or criminal complaint
- Submission of a written account of the incident and a victim-impact statement
- Having a person of choice, including legal counsel or an advocate, present throughout the proceedings
- Having one's identity protected
- Victims can request immediate transfer of classes, subject to administration's approval and availability, or other steps to prevent unnecessary or unwanted contact or proximity to an alleged assailant. The College will make reasonable efforts to accommodate such requests.

Rights of Accused

Students accused of stalking behaviors have rights on this campus. Those include:

- The right to know the nature and source of the evidence used in the hearing process
- The right to present witnesses and material evidence relevant to the case
- The right to an advocate or attorney to aid in the preparation and presentation of the case
- Referrals to community resources when appropriate.

DATING VIOLENCE POLICY

A primary concern of the Flint Hills Technical College (FHTC) is the health and well-being of each student; therefore, FHTC is committed to creating a community that is free from acts of Dating Violence. Not unlike Domestic Violence, Dating Violence is controlling, abusive and aggressive behavior in a romantic relationship. It occurs in both heterosexual and homosexual relationships and can include verbal, emotional, physical, or sexual abuse, or a combination of these. Abusive partners may use a combination of the following tactics to control, manipulate and abuse a partner:

- Physical – Hitting, pinching, shoving, restraining, destroying property, choking, threats of harm
- Sexual – rape, sexual abuse, or any coercion or manipulation of a partner to engage in sexual behaviors
- Emotional – insults, name-calling, yelling, threats, stalking, extreme jealousy, humiliating a partner in public or private, isolating a partner from friends or family, threatening to “out” a partner who is gay, lesbian or transgender, making someone account for their time, threats to harm themselves

Dating abuse occurs in all socioeconomic, racial, ethnic and religious groups.

Dating Violence-FHTC Policy and Kansas Law

Kansas has laws against Dating Violence behaviors such as sexual assault, domestic violence, and stalking. However, the specific term “dating violence” is not used specifically in these laws. Any and all forms of “Dating Violence” will not be tolerated on FHTC's properties or at FHTC events. Any reported incidents of dating violence will be addressed by the Vice President of

Student Services within 48 hours, if feasible. A determination will be made on a case by case basis as it pertains to whether the incident of Dating Violence falls under current FHTC Sexual Assault, Domestic Violence or Anti-Stalking policies. The appropriate criteria of those policies will be the basis of the review and investigation of Dating Violence incidents.

DOMESTIC VIOLENCE POLICY

Flint Hills Technical College (FHTC) will respond effectively to the needs of victims of domestic violence and take appropriate actions to keep students and employees safe from domestic violence related incidents to the fullest extent possible without violating any applicable rules, regulations, statutory requirements, and/or contractual obligations. FHTC will investigate an act(s) of domestic violence occurring on the campus, whether or not an official complaint has been received. The Vice President of Student Services, Dean of Enrollment Management, Director of Human Resources, and local agencies are available to support those in need of assistance concerning domestic violence.

Workplace Safety Plans

In accordance with applicable policies and procedures, FHTC will:

- Make students and/or employees aware of their options and available resources
- Help students and/or employees safeguard each other
- Encourage student and/or employees to report domestic violence to designated officials.

The Vice President of Student Services is the designated liaison between the college and all available outside resources jurisdictionally, with the Director of Human Resources playing an active role in community resources. FHTC maintains emergency response procedures for contacting law enforcement agencies when appropriate, and provides students and/or employees with clear instruction on the steps to take if students or employees observe anyone engaging in threatening behavior. The Vice President of Student Services or Director of Human Resources will discuss the limitations on confidentiality under Kansas law with victims of domestic violence. To protect all students, employees, and the victim, the college will take actions to assist in mitigating the reoccurrence of domestic violence on campus. Assistance may include, but is not limited to:

- Advising faculty (if an employee, their coworkers) and others as applicable on a need-to-know basis (i.e. Deans/Department Heads and/ or administration) of the situation
- Temporarily relocating the victim to a secure area (if possible)
- Providing options for voluntary transfer or permanent relocation to a new campus or work site(if feasible)
- Escorts for entry to and exit from the building and campus
- Permitting a change of class and/or work schedule (if possible)
- Maintaining a copy of the abusers image and/or a copy of any existing court orders of protection in a confidential on-site location.

The college may address any additional concerns raised by a situation in which both the victim and offender are either enrolled or employed at the college.

Confidentiality of Information

Information related to a student and/or employee being a victim of domestic violence will be kept confidential except when dictated by law, FHTC policy, or when necessary to protect the safety of the campus population.

- Reported information is kept private to the extent possible by federal and state law, and college policy, however Kansas law includes clear limitations on legal confidentiality.
 - o Confidentiality exists in certain instances for medical personnel, counselors, social workers, clergy, attorneys, and rape crisis counselors, but information may be required to be released through a subpoena or court order.
 - o Information reported to anyone not in one of the above named positions may have to be disclosed when required by law or pursuant to a subpoena.
 - o When medical information is received from a student and/or employee who is the victim of domestic violence, such medical information will be kept confidential to the extent permitted and required by law including, but not limited to, the Americans with Disabilities Act and the Family and Medical Leave Act.

- When it is determined that maintaining confidentiality puts the victim or other students and employees at risk of physical harm, those individuals deemed necessary to protect the safety of the victim and other employees, or to enforce an order of protection, will be given the minimum amount of information required. When possible, the college will provide the victim of domestic violence with notice of the intent to provide information to other employees and/or law enforcement.

- Some examples of situations where confidentiality cannot be maintained include:
 - o Law Enforcement officials investigating a report of domestic violence or incident that occurred on the campus will be provided relevant information in accordance with legal requirements when requested.
 - o Faculty or administration, and first responders may be informed about a report of domestic violence or incident that occurs on campus, if it is necessary to protect the safety of the student and/or employee or other individuals on campus.

Grievance procedures for faculty, staff and students

Supervisors and administrators are obligated to report complaints of discrimination and/or harassment to the Affirmative Action Officer, Jacinda Kahle, 3301 West 18th Avenue, Emporia, KS, 66801, 620-341-1384 or sknight@fhct.edu. In some instances the supervisor or administrator may have handled the complaint through the informal process; however the obligation to inform the Affirmative Action Officer still exists. Complaints must be filed within one year of the alleged behavior, are confidential, and will not be disclosed to anyone who does not have a need to know. Students with a complaint of discrimination and/ or harassment should file a report with the Vice President of Student Services, Lisa Kirmer, 3301 West 18th Avenue, Emporia, KS 66801, 620-341-1325 or lkirmer@fhct.edu.

Procedures for the resolution of complaints should be thorough yet expeditious to the extent possible. These procedures are specifically designed to process complaints which fall within the purview of the college's affirmative action and harassment and/ or discrimination policies and

which involve college personnel or students. Complaints filed under these grievance procedures involve discrimination and/or harassment and shall not be used in addition to other existing college grievance procedures. Flint Hills Technical College has an informal and formal means to resolve complaints of harassment and/or discrimination. Informal complaints may be reported either in writing or orally whereby a resolution is agreed upon by both parties through informal means. Formal complaints must be reported in writing and result in a formal investigation, as described below. All complaints of harassment or discrimination should be reported to the Affirmative Action Officer for employees and the Vice President of Student Services for students.

Role of the Affirmative Action Officer

While the Affirmative Action Officer is available to assist in the complaint process, he/she is not permitted to be an advocate for either party and is obligated to assure fairness to both parties and to protect the College's interests. For further information, contact the Affirmative Action Officer, Jacinda Kahle, Director of Human Resources, 3301 West 18th Avenue, Emporia, KS 66801, 620-341-1384, or sknight@fhct.edu.

Affirmative Action Advisory Council

The Affirmative Action Advisory Council (hereafter referred to as the "Council") includes seven representatives appointed annually by the President of Flint Hills Technical College.

Representatives, except for students, are appointed to serve three (3) year terms with at least one representative completing his/her term each year. Student representatives are appointed to serve one (1) year terms. However, a reappointment to serve consecutive terms may be considered with the approval of the Affirmative Action Officer and the President of the College. The representatives will be appointed as follows: two faculty representatives, one unclassified staff representative from Student Services, one unclassified staff representative at-large, one representative from classified staff, and two Student Senators. The Affirmative Action Officer meets with the Council and serves as an ex-officio member. If a Council member has a conflict of interest he/she may request to be excused from the meetings and hearing pertaining to the specific complaint(s). These requests should be made to and discussed with the Affirmative Action Officer.

The Council meets at least once a semester and more often as circumstances warrant. The purpose of the Council is to assist and advise the Affirmative Action Officer in the planning, development, and implementation of the program and to review Flint Hills Technical College's affirmative action policy and recommend changes as needed. The Council will advise the Affirmative Action Officer in taking steps to prevent discrimination and/or harassment and to remedy the discriminatory effects of discrimination and/or harassment. The Council will also serve as the grievance committee when formal complaints alleging harassment and/or discrimination are filed.

A. Procedures

1. Informal Resolution (excluding Sexual Violence)

- a. The individual making the complaint (“the complainant”) should first discuss the allegation(s) with the individual(s) perceived as harasser(s). It is understood that in some circumstances this step would not be possible or advisable.
- b. If the discussion does not lead to a resolution or the complainant elects not to exercise the first step, the complainant may elect to discuss the allegation(s) with the division chair or director (hereafter referred to as the “responsible administrator”) supervising the faculty, staff, or student alleged to be engaging in the discriminatory or harassing behavior. For students with complaints of harassment or discrimination by other students, the responsible administrator would be the Vice President of Student Services.
- c. The responsible administrator should conduct an inquiry into the matter. If a reasonable basis is determined, an attempt will be made to bring about a resolution to which both the complainant and the respondent(s) agree. If the responsible administrator is already aware of the behavior that is the subject of the complaint, the complainant should contact the Affirmative Action Officer. It is expected that informal resolution will be handled expeditiously and completed within a reasonable length of time. The Affirmative Action Officer is available for assistance in this process.
- d. If a mutually satisfying resolution is not reached, a formal complaint may be filed to begin the Formal Resolution process.

2. Formal Resolution (excluding Sexual Violence)

- a. The complainant, if an FHTC employee, should file a complaint with the Flint Hills Technical College Affirmative Action Officer, if a student, with the Vice President of Student Services. The complainant will complete a Formal Complaint in writing, providing the basis of the alleged harassment and/or discrimination, a description of the incident(s) related to the alleged discrimination, and the remedy desired. The Affirmative Action Officer or Vice President of Student Services will conduct an interview with the complainant to clarify and get a thorough understanding of the complaint.
- b. The Affirmative Action Officer or Vice President of Student Services will meet with the respondent as soon as possible and give him/her a verbal explanation and a written statement of the complaint. The respondent will then have the opportunity to respond. The respondent will be cautioned about retaliation and a follow-up meeting to discuss his/her response will be scheduled. Following the initial meeting the respondent will have 5 working days to give his/ her formal, written response to the complaint.
- c. At the follow-up meeting with the respondent, the Affirmative Action Officer or Vice President of Student Services will review the respondent’s written response and conduct an interview to clarify and get a thorough understanding of his/ her response.

d. In addition to interviews with the complainant and the respondent, the Affirmative Action Officer or Vice President of Student Services may interview other parties who have specific knowledge about the alleged incident(s). Individuals who are interviewed will be informed that confidentiality must be maintained and the fact that an investigation is underway should not lead to any conclusions or assumptions.

e. In the case of a student complaint, the Vice President of Student Services will provide all documentation, notes and information gathered to the Affirmative Action Officer to present to the Council.

f. The Affirmative Action Officer will meet with the Council to share the details of the complaint. The Council will be given a verbal explanation and written statement of the complaint, the response, and the findings of the Affirmative Action Officer's/ Vice President of Student Services investigation. If the Council determines that sufficient evidence to warrant a hearing has not been provided, both parties will receive a letter stating the steps that were taken and the determination that was made. If the Council determines that sufficient evidence to warrant a hearing has been provided, both parties will receive a letter stating the steps that were taken, the determination, and the next steps to be taken in the process. The Affirmative Action Officer will meet with the Council to define the area of harassment and/or discrimination involved in the complaint and to clarify the review criteria for evaluation of evidence.

g. A time and place convenient for all concerned parties will be set for the hearing by the Affirmative Action Officer. Both the complainant and the respondent will have the opportunity to bring witnesses to testify. A list of witnesses and any other evidence needs to be submitted to the Affirmative Action Officer at least 5 working days before the hearing date. The complainant and the respondent have the right to invite another individual to serve as an advisor during the hearing. The advisor is present solely to advise the represented party. The advisor shall not directly address or communicate with the Council or other parties involved in the hearing, nor shall he/she speak on the behalf of the individual being advised.

h. The Affirmative Action Officer will facilitate the hearing. The complainant will present his/her testimony and/or evidence followed by the respondent. Council members have the right to question all parties involved, while the complainant and respondent have the right to question witnesses. The complainant and respondent will both be given the opportunity to respond to comments made by the other.

i. Following the hearing the Council has 20 working days to submit a written report of its recommendation, signed by all members, to the Affirmative Action Officer. This report will include a recommendation concerning the disposition of the complaint. A Council member(s) may append to the report a dissent or non-concurrence with the majority opinion.

j. The Affirmative Action Officer will provide the report and recommendation made by the Council to the President of the College. Within 5 working days of receiving the report, the President will consider the recommendations and communicate to the parties the action(s) to be initiated.

k. If either the complainant or respondent do not believe the resolution is satisfactory, a review may be requested. A written appeal of the final recommendation must be received by the Clerk of the Board within 30 days of the individual's receipt of the recommendation from the President. The Board of Trustees will respond within 30 days after receiving the written appeal.

B. Confidentiality

It is the responsibility of the Affirmative Action Officer and the responsible administrator to whom a complaint is brought to maintain confidentiality while still allowing for an investigation, providing a remedy for individuals injured by discrimination or harassment, and allowing respondents to reply to complaints. Individuals involved in the investigation or hearing are also obligated to maintain confidentiality. The College cannot guarantee complainants, respondents, or witnesses absolute confidentiality because the College is obligated to investigate complaints.

C. Accommodations

Reasonable accommodations will be made for persons with documented disabilities. Involved parties with disabilities should contact the Affirmative Action Officer at least 3 days prior to the hearing so that accommodations can be made during the process. Students may contact the Vice President of Student Services at least 3 days prior to the hearing so that accommodations can be made. All communication between students, the Vice President of Student Services, and the Affirmative Action Officer will be strictly confidential.

D. Retaliation

Retaliation is generally any adverse action taken without a legitimate reason as a result of involvement in an administrative review of a complaint of unlawful discrimination or harassment. It is a violation of Flint Hills Technical College's anti-harassment policies to retaliate against any individual involved in the complaint process. Appropriate sanctions will be imposed against persons who engage in retaliatory behavior. Respondents, complainants, witnesses, and other involved parties will be cautioned of inappropriate behavior in the form of retaliation.

FORMAL RESOLUTION PROCESS FOR SEXUAL VIOLENCE COMPLAINTS

Title IX Investigation

When the College receives any report of sexual misconduct, the College's Title IX Coordinator will be immediately notified of the allegation by the office receiving the report. The Title IX Coordinator will promptly begin an investigation to determine what occurred. The College will investigate all complaints. If the victim requests confidentiality or asks that the complaint not be pursued, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a victim insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the College's ability to respond may be limited.

Flint Hills Technical College prohibits retaliation by its employees, students, or agents against a person who exercises his or her rights or responsibilities under any provision of this policy and/or provisions of the Campus Sexual Violence Elimination (SaVE) Act.

Prohibition Against Retaliation

Retaliation against persons who file discrimination complaints or persons who participate in an investigation of a complaint, whether by an individual directly involved or by his/her associates, is a violation of College and Board of Trustees policy as well as State and Federal law.

Complainants who utilize these procedures or persons who participate in an investigation of a complaint should not be subjected to retaliation. Retaliation may take the form of unwanted personal contact from the respondent or giving additional assignments that are not assigned to others in similar situations, poor grades or unreasonable course assignments. Phone calls, email or other attempts to discuss the complaint may be perceived as retaliation under certain circumstances. Disciplinary action, harassment, unsupported evaluations, or other adverse changes in the conditions of employment or the educational environment may also constitute retaliation. Retaliation will not be tolerated and could result in suspension, reassignment, salary reduction, termination, expulsion or other disciplinary action.

Complaint

An individual who believes that he or she has been the subject of discrimination or retaliation, or a dean, director, chairperson or other supervisor or administrator who has reason to believe that discrimination or retaliation may have occurred, should contact the Office of Human Resources to initiate the filing of a complaint. A complaint should include the following, to the extent known and available:

- Name and contact information (address, telephone, email) for the complainant;
- Name of person(s) directly responsible for the alleged discrimination or retaliation;
- Date(s), time(s), and place(s) of the alleged violation(s);
- Nature of the alleged violation(s); i.e., race, sex, disability discrimination or retaliation, etc.;
- Detailed description of the specific conduct that is the basis of the alleged violation(s);
- Copies of any documents or other tangible items pertaining to the alleged violation(s);
- Names and contact information for any witnesses to the alleged violation(s);
- Any other relevant information.

Upon receiving a complaint, the Office of Human Resources will provide the complainant with an acknowledgment of receipt within 7 working days and will include the Discrimination Complaint Resolution Process.

Complaint Evaluation

Upon receiving a complaint, the Office of Human Resources will conduct an initial evaluation of the merits of the complaint and determine the appropriate investigatory action required. The Office of Human Resources will contact the dean, director, administrator, supervisor, or chairperson to inform them of the filing of the complaint. When necessary, appropriate administrator(s) or faculty member(s) may be designated by the President or Vice Presidents or by the Director of Human Resources, to participate in the evaluation of the complaint and to facilitate necessary action.

Investigation

A formal investigation will be initiated if a complaint is complete, timely, within the scope of this policy and articulates sufficient facts, which if determined to be accurate, would support a

finding that the College's discrimination policies have been violated. Investigators assigned to conduct an investigation will be impartial. In conducting investigations into violations of the College's policies, the Office of Human Resources will use a preponderance of the evidence standard in making factual determinations. A preponderance of the evidence standard means the fact(s) in issue is more probably true than not.

Investigation Timeframe

The College will strive to complete discrimination complaint investigations, including issuance of a report of findings to the complainant and respondent, in as timely and efficient a manner as possible within 60 calendar days of receipt of a complaint. However, this timeframe may be extended based on factors such as, but not limited to, schedule and availability of witnesses, holidays or semester breaks including summer break, and complexity of the complaint. If an investigation cannot be completed within 60 calendar days of receipt of the complaint, then the investigator(s) will notify the complainant and respondent of that fact and provide a timeframe for completing the investigation.

Access to Information

Flint Hills Technical College will control access to information pertaining to reports, investigations, and outcomes of sexual violence complaints by means appropriate to the circumstances. The institution follows all local, state, and federal mandates regarding privacy and confidentiality.

Investigation Procedure

The investigation will include the following steps:

(1) Notice to Respondent

The respondent will be provided with a statement of the complaint in writing, and the complainant will be provided a copy of this notification. The respondent will be provided an opportunity to meet with the investigator(s) investigating the complaint and to respond to the allegation. Respondents may respond in person or in writing within a reasonable time to be determined by the investigators. If a respondent chooses not to participate or refuses to answer a complaint, his/her nonparticipation will not prevent the investigation from proceeding and could result in a finding based solely on the information provided by the complainant.

(2) Notice Regarding Retaliation

All parties to a complaint (complainant, respondent, witnesses, and appropriate administrators or supervisors) will be informed that retaliation by an individual or his/her associates against any person who files a complaint or any person who participates in the investigation of a complaint is prohibited. Individuals who engage in retaliation are subject to disciplinary action, regardless of the disposition of the underlying complaint.

(3) Contact with Complainant

If the investigator did not speak with the complainant at the time that the complaint was received by the Office of Human Resources, the investigator will meet or speak with the complainant at the start of the investigation. In all investigations, the investigator will meet with the complainant throughout the investigation as appropriate.

(4) Representation

In any meeting with the investigators, the parties to the complaint (complainant and the respondent) may bring a representative/advisor to the meeting. The complainant and the respondent have the right to invite another individual to serve as an advisor during the hearing. The advisor is present solely to advise the represented party. The advisor shall not directly address or communicate with the investigator or other parties involved in the investigation and/or hearing, nor shall he/she speak on the behalf of the individual being advised.

(5) Information Relevant to Investigation

The parties to a complaint (complainant and respondent) will be informed that they have the opportunity to identify witnesses, present witness statements, and any other evidence they believe relevant to resolution to the complaint. The investigator(s) will interview other persons whom the investigator(s) in his/her discretion determines to be necessary to gather relevant information. The investigator will review any written materials, emails or other media that as determined by the investigator in his/her discretion may provide relevant information regarding the complaint.

(6) Findings of Investigation

The investigator(s) will provide a written summary of their findings to the respondent and the complainant within a reasonable time following the conclusion of the investigation. In addition, the investigator(s) will provide a written report of the investigation findings and recommendations to the appropriate administrators within the College who will determine the appropriate action to be taken in light of the investigation findings and recommendations. The administrators will have 20 working days from receipt of the investigation findings and recommendations to determine, in consultation with the Office of Human Resources, an appropriate resolution(s). Upon making a decision, the administrator(s) will simultaneously provide written notification of the decision to both the respondent and complainant.

Appeals – Finding of Discrimination or Retaliation with Imposition of Discipline

(1) Respondent: If formal disciplinary action is imposed as a result of a finding of violation of the College's policies prohibiting discrimination, sexual harassment, and/or retaliation, the respondent may appeal.

(2) Complainant: If formal disciplinary action is not imposed as a result of not finding a violation of the College's policies prohibiting discrimination, sexual harassment, and/or retaliation, the complainant may appeal.

(3) Appeals Process: Appeals by either respondent or complainant are presented to the Vice President of Instructional Services, within 10 working days of the date of the notice of the investigator's findings. The request for an appeal must be a signed, written document articulating why the investigator's conclusions and findings and/or process were erroneous. The Vice President of Instructional Services will respond to the request for appeal within 20 working days of receiving the appeal. The Vice President's decision on appeal will constitute final agency action and there will be no further appeal within the College.

Administrative Closure of a Complaint without Investigation

The College may not proceed with a complaint investigation under a variety of circumstances, for instance:

- A complainant, even after contact and follow up with an investigator, fails to describe in sufficient detail the conduct that is the basis of the complaint;
- The conduct alleged in the complaint is not covered by this policy;
- The complaint is untimely;
- The complainant refuses to cooperate with the College's investigation;
- The complainant is anonymous.

If it is determined that the College will not proceed with investigation of a complaint, the Office of Human Resources will notify the complainant (if not anonymous) in writing explaining the reasons why the complaint is not being investigated. The notification letter will include a statement notifying the complainant that he or she may appeal the determination not to proceed with an investigation of the complaint to the Vice President of Instructional Services within 10 working days of the notice. The request for an appeal must be a signed, written document articulating why the decision to administratively close the complaint without an investigation was in error. The Vice President will respond to the request for appeal within 20 working days of receipt of the appeal. If the decision to administratively close the complaint without an investigation is overturned, the complaint will be sent back to the Office of Human Resources for investigation in accordance with this procedure. If the decision to administratively close the complaint without an investigation is upheld, then that decision will constitute final agency action and there is no further appeal within the College.

Extensions of Time

The Office of Human Resources will make every reasonable attempt to adhere to the time limits set forth in these procedures. However, it is recognized that circumstances may necessitate an extension of time. Therefore, Director of Human Resources may extend the time limits set forth in these procedures.

Confidentiality

It is the responsibility of the Affirmative Action Officer and the responsible administrator to whom a complaint is brought to maintain confidentiality while still allowing for an investigation, providing a remedy for individuals injured by discrimination or harassment, and allowing respondents to reply to complaints. Individuals involved in the investigation or hearing are also obligated to maintain confidentiality. The College cannot guarantee complainants, respondents, or witnesses absolute confidentiality because the College is obligated to investigate complaints.

Accommodations

Reasonable accommodations will be made for persons with documented disabilities. Involved parties with disabilities should contact the Affirmative Action Officer at least 3 days prior to the hearing so that accommodations can be made during the process. Students may contact the Director of Disability Services and/or the Affirmative Action Officer at least 3 days prior to the hearing so that accommodations can be made. All communication between students, the Office of Disability Services, and the Affirmative Action Officer will be strictly confidential.

Responsible Employees

Any employee of Flint Hills Technical College who a student could reasonably believe to have the authority or duty to take action to address sexual violence excluding any employee bound by privilege and confidential relationships, such as licensed counselors or legal counsel. An employee who has been given the duty of reporting incidents of sexual violence or any other misconduct by students, faculty, staff, and others to the Title IX Coordinator or other appropriate school designee.

DISCIPLINARY PROCESS

Disciplinary sanctions for violations of this sexual assault policy and/or of the student conduct and/or personnel policies and procedures will be imposed in accordance with applicable FHTC policies, including but not limited to, expulsion and/or termination. Accused parties should refer to FHTC's Student Conduct, Suspension and Expulsion policies and/ or personnel policies and procedures for more information on their rights, resolution of disciplinary charges, disciplinary procedures and responsibilities.

FHTC DISCIPLINARY PROCEEDINGS REGARDING AN ALLEGED SEX OFFENSE

A student who is suspended or expelled due to an alleged sex offense shall be afforded an opportunity for an institutional hearing. The accuser and the accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family Rights and Privacy Act (20 U.S.C. 1232g). For the purpose of this paragraph, the outcome of the institutional disciplinary proceedings means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accuser. These actions are internal to the College only and do not replace action taken through law enforcement agencies.

DISCIPLINARY PROCESS FOR STALKING

Disciplinary sanctions for violations of this stalking policy and/or of the Student Conduct policy will be imposed in accordance with applicable FHTC policies, including but not limited to, expulsion. The Student Conduct, Conduct Probation, and Suspension and Expulsion policies are explained in the Student Handbook and FHTC Catalog.

DISCIPLINARY PROCESS FOR DATING VIOLENCE

Disciplinary sanctions for violations of this Domestic Violence policy and/or of the Student Conduct Policy and/or faculty and staff handbooks will be imposed in accordance with applicable FHTC policies, including but not limited to, expulsion and/or termination. Accused parties should refer to FHTC's Student Conduct, Suspension and Expulsion policies or the faculty and staff handbooks for more information on their rights, resolution of disciplinary charges, disciplinary procedures and responsibilities.

STUDENT CONDUCT

Students are expected to conduct themselves in a mature, responsible manner and contribute to an atmosphere conducive to a healthy, safe and secure learning environment. Students shall not use violence, force, noise, foul language, coercion, threats, intimidation, fear, passive

resistance, passive aggressive behavior or engage in any other conduct with the intent to cause the substantial and material disruption or obstruction of any lawful mission, process or function of the College.

PROBATIONARY STATUS

A student may be recommended to the administration for probationary status by the student's instructor or the Chairperson of the division in which the student is enrolled. A student may also be placed on probation at the discretion of the administration. Students may be placed on probationary status for any of the following reasons:

1. Academic probation: The student's GPA falls below 2.0.
2. Conduct probation: In the view of the College officials, the student's conduct is unacceptable, but not serious enough to warrant suspension or expulsion.

A student's failure to satisfy the conditions of probation may result in the student's suspension, expulsion, administrative withdrawal and/or ineligibility for re-enrollment as determined by the administration, following consultation with the student's instructor and the Division Chairperson.

CONDUCT PROBATION

An instructor or Division Chairperson recommends a student to the Administration for conduct probation. Upon recommendation, the Vice President of Instructional Services consults with the program instructor(s), reporting employee and Chairperson of the division in which the student is enrolled. After review of the conduct policy a determination is made regarding conduct probation.

A student placed on conduct probation is asked to meet with the Vice President of Student Services, program instructor(s) and Chairperson of the division in which the student is enrolled. The student receives a Conduct Probation form that outlines the concerns and charges against the student, the basis of the charges and the probation conditions. The student has an opportunity to respond to the charges. The Vice President of Instructional Services explains the consequences of violation of the probation conditions, which could result in short-term suspension or expulsion.

SUSPENSION AND EXPULSION

The administration may suspend or expel a student who is found guilty of any of the following:

1. Violation of the terms of probation.
2. Willful violation of any published College regulation for student conduct.
3. Conduct that substantially disrupts or interferes with the operation of the College.
4. Conduct that substantially invades the rights of others.
5. Conduct that results in the conviction of the student for any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statutes of the United States.
6. Disobedience of an order from an instructor, peace officer, or other College authority, when such disobedience can reasonably be expected to result in disorder or interference with the operation of the College or the rights of others.

SUSPENSION AND EXPULSION PROCEDURES

A student who is suspended or expelled shall be afforded an opportunity for a hearing. If a hearing is not held prior to a short-term suspension (not exceeding five school days), an informal hearing shall be provided no later than 72 hours after imposition of the suspension.

Written notification of a short-term suspension, including the reason(s) for the suspension, shall be given to the student.

Before a student is given a long-term suspension (not to exceed 90 school days) or expelled, a hearing shall be conducted. The student shall be given written notice of the time, date and place of the hearing, and provided an opportunity to be represented by counsel and to bring witnesses to present information pertinent to the case. At the conclusion of the hearing, the person or committee conducting the hearing shall prepare a written report and the findings required by law. Records of the hearing shall be provided to the student. Failure of the student to attend the hearing shall result in a waiver of the student's opportunity for the hearing.

ADMINISTRATIVE WITHDRAWAL

A student can be administratively withdrawn by a FHTC administrator when one of the following conditions exist:

1. The student has been expelled from FHTC, regardless of the reason.
2. The student has been placed in non-enrolled status.
3. The student fails to satisfy financial obligations to the College.
4. The student has not satisfied minimum academic standards of a program of study and is not permitted to continue classes.

When a student is administratively withdrawn, the College will adhere to the parameters in the Adding a Course/Withdrawing from a Course policy.

ACCOUNTABILITY FOR STUDENTS AND/OR EMPLOYEES WHO ARE OFFENDERS

Students or employees may be subject to corrective or disciplinary action in accordance with Student Conduct Policy and Agreement of Employment, or Employment Contract, statutes, and regulations in the following situations:

- A student or employee has threatened, harassed, or abused an intimate partner using FHTC resources such as work time or equipment.
- A student or employee intentionally uses his/her job-related authority and/or college resources in order to:
 - o negatively impact a victim of domestic violence
 - o assist an abuser in locating a victim
 - o assist an abuser in perpetrating acts of domestic violence
 - o protect an abuser from appropriate consequences of their behavior.

ABUSE OF THE DISCRIMINATION COMPLAINT RESOLUTION PROCESS

The College takes all discrimination complaints seriously. However, knowingly filing a false complaint is considered serious misconduct and is also subject to sanction. An individual who establishes a pattern of repeatedly filing frivolous complaints that harass colleagues and/or abuse the complaint resolution process may lose the right to file complaints for a specified period of time.

FLINT HILLS TECHNICAL COLLEGE DRUG-FREE SCHOOL POLICY

The unlawful possession, use or distribution of illicit or simulator drugs and alcohol by students on College premises or as a part of any College activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928. (Cf. LDD) As a condition of continued enrollment in the college, students shall abide by the terms of the following policies:

Alcohol and Drugs

A student shall not knowingly possess, sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, simulated drug, or any controlled substance or alcoholic beverage of any kind:

1. On the college campus during, before and after school hours.
2. On the college campus at any other time when the college is being used by any college personnel or college group.
3. Off the college campus at a college activity, function or event.

Violation of this policy shall result in the student being reported to the appropriate law enforcement officials, and being suspended or expelled.

Flint Hills Technical College Drug Testing Procedure

Flint Hills Technical College promotes an atmosphere conducive to a healthy, safe and secure learning environment, and is a zero tolerance, drug free institution. In order to ensure the safety of everyone involved, including but not limited to those engaging in activities such as operating equipment or treating patients, Flint Hills Technical College enforces a drug testing procedure.

If an instructor suspects that a student is under the influence of drugs or alcohol anytime during the school year, the student will not be allowed to participate in classes, operate equipment or treat patients until they prove they are drug free by voluntarily being drug tested. The cost of the drug test will be incurred by the College.

If the student agrees to a voluntary drug test and drug and alcohol usage is not verified, the student will be allowed return to classes. If drug or alcohol usage is verified through the drug test, the student will be reported to the appropriate law enforcement officials, and be subject to further disciplinary action including but not limited to suspension or expulsion in accordance with the FHTC Drug-Free College Policy.

If the student does not agree to a voluntary drug test, the student will be asked to leave class for the day and will be counted as absent until they prove they are drug free by voluntarily being drug tested, and may be suspended or expelled in accordance with the FHTC Drug-Free College Policy.

In the case of a secondary student, the high school counselor and/or principal will also be contacted regarding the incident.

Tobacco Use

No smoking is allowed on campus, outside of campus buildings or in any parking lot or sidewalk of campus. Smoking includes but is not limited to: cigarettes, hookas, pipes and electronic cigarettes. This no-smoking policy is in compliance with the city smoking ban ordinance. The only place a person can smoke is in their vehicle. Anyone smoking outside their vehicle will be issued a citation from Flint Hills Technical College. Chewing tobacco is not allowed inside campus buildings.

Enforcement of Drug-Free College Policy

A student or employee who violates this policy shall be subject to disciplinary action, including, but not limited to, suspension or expulsion for students. Visitors who do not comply with the policy will be asked to leave the College property. If the visitor refuses to leave or cease using tobacco products inside a College building, he/ she will be summarily denied access to all College educational facilities and events. Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in the FHTC Student Handbook, catalog and Kansas statutes, K.S.A. 72-8901. Nothing in this policy is intended to diminish the ability of the college to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the student or, in the case of a student under the age of 18, his or her parents. The student or, in the case of a student under the age of 18, his or her parents shall contact the directors of the programs to determine the cost and length of the program. A copy of this policy and a list of available drug and alcohol counseling programs shall be provided to all students and employees.

Risks of Drug or Alcohol Abuse

Many students are not fully aware of the educational, employment, social, health, and legal risks of alcohol and drug abuse. Prevention begins with becoming aware of these risks.

Educational Risks

Substance abuse of any kind is not only harmful to the individual, but to others who are subjected to the abuser's behavior on a daily basis. Some of the problems at college caused by alcohol and drug abuse include:

- Decline in college attendance, quality of work and grades;
- Increased likelihood of dropping out;
- Impaired reflexes, increased irritability, nervousness.

Employment Risks

Businesses are increasingly alarmed about alcohol and drug abuse. One cannot subject his or her body to abusive substances and expect it to continue to operate effectively. Thus, alcohol and drug abuse is not only a risk to an individual's employment, but also a high risk to the employer

in terms of expense, safety and productivity. Below are some employment problems faced by both businesses and abusers of controlled substances:

- Impaired judgment and thinking, more accidents;
- Late and absent more often, uses more sick benefits;
- Lost productivity;
- Lost promotions, more demotions and dismissals;
- Unemployable.

Social Risks

Abusers do not just do harm to themselves but are also a very real threat to society as a whole because their behavior results in an inability to function normally with other people. Cost to the individual and others:

- Friendships lost because of antisocial behavior;
- Hobbies, interests, and community activities neglected;
- Family relationships are harmed, often leading to broken families.

Health Risks

Substance abuse does significant damage to one's body and mind. Some of the serious physical and psychological problems linked with drugs include:

- Damages brain structures, liver and digestive systems;
- Causes impotence, infertility, and Fetal Alcohol Syndrome;
- Causes paranoia, anxiety, seizures, severe depression;
- Can cause convulsions, respiratory and cardiac arrest, death;
- Increases risk of heart failure, stroke, oral cancer;
- Impairs memory, perceptions, concentration.

Legal Risks

Drug and alcohol violations by students and employees may lead to federal, state and local sanctions. These sanctions include various misdemeanor or felony charges which may lead to imprisonment and fines.

LIST OF CAMPUS RESOURCES

Student Services:

620-343-4600 (Main Campus)
620-343-4700 (Downtown Campus)
800-711-6947 (Toll-free)

FHTC Academic Support:

Micah Beatty
Academic Advisor/Counselor
Flint Hills Technical College
3301 West 18th Avenue
Emporia, KS 66801
620-341-1376
mbeatty@fhtc.edu

Brenda Carmichael
Dean of Enrollment Management
Flint Hills Technical College
3301 West 18th Avenue
Emporia, KS 66801
620-341-1338
bcarmichael@fhtc.edu

FHTC Counseling Services:

Micah Beatty
Academic Advisor/Counselor
Flint Hills Technical College
3301 West 18th Avenue
Emporia, KS 66801
620-341-1376
mbeatty@fhtc.edu

FHTC Disability Support Services:

Lisa Kirmer
Vice President of Student Services
Flint Hills Technical College
3301 West 18th Avenue
Emporia, KS 66801
620-341-0225 (office)
620-794-3176 (cell)
lkirmer@fhtc.edu

Crisis Pregnancy Centers:

Birthright
702 Commercial
Emporia, KS
620-342-8600

Shiloh Home of Hope for Women
615 Congress Street
Emporia, KS 66801
888-797-3002 or 620-342-2244
www.shilohhomeofhope.org
fls.shiloh@hotmail.com

Birthright
6309 Walnut Street
Kansas City, MO 64113
512 SW 7th Street
Topeka, KS 66603
800-550-4900 or 785-234-0701

Your Choice Pregnancy Resource Center
725 Central Avenue
Kansas City, 66101
913-233-2229
215-538-3180
www.crossroadspregnancycare.org

Catholic Charities
1229 Vermont Street
Lawrence, KS 66044
785-843-0109
www.catholiccharitiesks.org

Catholic Charities
234 S Kansas Avenue
Topeka, KS 66603
785-233-6300
www.catholiccharitiesks.org
info@pscsalina.com

Mary's Choices
306 SW Van Buren
Topeka, KS 66603
785-246-6805
www.maryschoices.com
info@maryschoices.com

Rape Crisis Intervention:
SOS, Inc. – Battered Women's Shelter
701 Merchant
Emporia, KS
800-825-1295 or 620-342-1870

www.soskansas.com

Newman Regional Health

1201 West 12th
Emporia, KS
620-343-6800

University of Kansas Hospital

3901 Rainbow Blvd.
Kansas City, KS 66160-7200
913-588-7332

Lawrence Memorial Hospital

325 Maine Street
Lawrence, KS 66044
785-505-5000

St. Francis Hospital & Medical Center

1700 SW 7th Street
Topeka, KS 66606
785-354-6000

Stormont-Vail Regional Medical Center

SW 10th Avenue
Topeka, KS 66604
785-354-6000

Homeless Services:

Emporia Rescue Mission

1119 Merchant Street
Emporia, KS
620-342-3351

Plumb Place

224 E 6th Avenue
Emporia, KS
620-342-1613

Homeless Outreach Office

1201 N 7th Street
Kansas City, KS 66101
913-371-1996

Experience Hope Inc.

2124 W 26th
Lawrence, KS 66047

785-550-6029

Lawrence Community Shelter
3655 E 25th St.
Lawrence, KS 66046
785-832-8864

The Hope Center Topeka Rescue Mission
116 NW Curtis
Topeka, KS 66608
785-354-1744

Counseling/Mental Health Services:

Catholic Charities of NE Kansas
702 Commercial Street, #3A
Emporia, KS
620-343-2296

Mental Health Center of East Central Kansas
1000 Lincoln Street
Emporia, KS 66801
620-343-2211
1-800-279-3645

ESU-Counseling Services
1601 State
Emporia, KS
620-341-5799

Corner House
418 Market
Emporia, KS
620-342-3015

Wyandotte Center for Community Behavioral HealthCare, Inc.
757 Armstrong
Kansas City, KS 66101
913-233-3300
www.wyandotcenter.org

Kaw Valley Center-Prairie Ridge
4300 Brenner Drive
Kansas City, KS 66104-1163
913-322-4900

Bert Nash Community Mental Health Center

200 Maine Street, Suite A
Lawrence, KS 66044
785-843-9192
<http://www.bertnash.org>

Family Service & Guidance Center of Topeka, Inc.
325 SW Frazier
Topeka, KS 66606
785-232-5005
<http://www.fsgctopeka.com>

Women's Services-Domestic Violence and Sexual Assault

Family Life Services
615 Congress Street
Emporia, KS
620-342-2244

Shiloh Home of Hope for Women
615 Congress Street
Emporia, KS 66801
888-797-3002 or 620-342-2244
www.shilohhomeofhope.org
fls.shiloh@hotmail.com

Plumb Place
224 E 6th Avenue
Emporia, KS
620-342-1613

Department of Children and Family Services
1701 Wheeler
Emporia, KS 66801
620-342-2505

SOS, Inc. – Battered Women's Shelter
701 Merchant
Emporia, KS
800-825-1295 or 620-342-1870
www.soskansas.com

Birthright
702 Commercial
Emporia, KS
620-342-8600

Birthright

6309 Walnut Street
Kansas City, MO 64113
512 SW 7th Street
Topeka, KS 66603
800-550-4900 or 785-234-0701

SAFEHOME

Kansas City-Johnson and Miami counties
888-432-4300 or 931-262-2868
www.safehome-ks.org

MOSCA

Kansas City-Johnson, Miami and Wyandotte counties
913-642-0233 or 816-531-0233
www.mosca.org

El Centro, Inc.

Kansas City-Johnson, Miami and Wyandotte counties
913-677-0100
<http://www.elcentroinc.com/>

GaDuGi Safe Center

Lawrence-Douglas, Franklin and Jefferson counties
785-843-8985
www.gadugisafecenter.org

The Willow Domestic Violence Center

Lawrence-Douglas, Franklin and Jefferson counties
800-770-3030 or 785-843-3333
www.willowdvcenter.org

YWCA Center for Safety and Empowerment

Topeka-Jackson, Shawnee and Wabaunsee counties
888-822-2983 or 785-354-7927
www.ywcatopeka.org

Drug and Alcohol Counseling Services:

Alcoholics Anonymous

(Confidential help for alcohol problems)

325½ Commercial Street
Emporia, KS
342-3516 or 343-1474

Alcoholics Anonymous

311 East 9th Street
Lawrence, KS 66044

785-842-0110

Celebrate Recovery
3705 Clinton Parkway
Lawrence, KS 66044
785-841-4138

Alcoholics Anonymous
3151 Olive Street
Kansas City, MO 64109-2156
816-861-6678
Sober 1 House of Hope
4415 Montgall Avenue
Kansas City, MO 64130-1947
816-216-1994

Kansas Department of SRS
Information on Statewide Alcohol/Drug Abuse Services
300 SW Oakley
Topeka, KS 66606-1861
(785) 296-3925

Mental Health & Substance Abuse Services Office
330 SW Oakley
Topeka, KS 66606
785-233-1730

Breakthrough, Inc.
603 SW Topeka Blvd.
Topeka, KS 66603
785-232-6807

Legal Services:
Kansas Legal Services
527 Commercial, Suite 201
Emporia, KS 66801
620-343-7520

Kansas Legal Services
400 State Avenue, Suite 1015
Kansas City, KS 66101
913-621-0200

Kansas Legal Services
712 S. Kansas Ave., Suite 201
Topeka, KS 66603

785-354-8531

Flint Hills Technical College does not discriminate on the basis of sex including pregnant and parenting students, sexual orientation, handicap, race, color, age, religion, marital status, or national or ethnic origin in educational programs, admissions policies, employment policies, financial aid or other college-administered programs. For questions or concerns regarding non-discrimination contact the Director of Human Resources at 620-343-4600.