Highland Community College  
2018 Annual Security Report  
Policies-Services-Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose certain timely and annual information about crime and security policies. All public and private institutions of post-secondary education participating in federal student aid programs are subject to this act.

The Highland Community College (HCC) annual security report includes statistics for the previous three years; reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by Highland Community College; and on public property within, or immediately adjacent to and accessible from the campus. The report has been prepared in cooperation with local law enforcement (by meeting annually), HCC Safety Management Team (meeting once a semester), and the HCC Crisis Response Team (meeting once every three months). We compile the statistics from crimes reported by local law enforcement, HCC Security, and campus security authorities. The full text of this report is available at: https://highlandcc.edu/caffeine/uploads/files/2018%20Annual%20Security%20Report(1).pdf

The HCC Safety Management Team manages all issues related to Clery Act reporting. Please refer to the HCC Campus Safety and Compliance Management document at the end of this report for membership and goals of the team. Each year, all enrolled students receive e-mail notification of the website to access this report. Employees receive similar notification via e-mail. Copies of the report may also be obtained through the HCC Housing Office located in the Wellness Center, 205 N. Prairie, Highland, KS 66035 or by calling 785.442.6071. All prospective employees may obtain a copy of this report from the Human Resources Department located at 606 W. Main, Highland, KS or by calling 785.442.6010. All persons may obtain a copy of this report online at https://highlandcc.edu/caffeine/uploads/files/2018%20Annual%20Security%20Report(1).pdf

Reporting a Crime
The college encourages that all crimes be promptly reported to the HCC Security Department to ensure inclusion in the annual crime statistics. Security may be contacted by calling 785.741.2206. All crimes should be reported to HCC Campus Security to aid in providing timely warnings to the college community when appropriate. The HCC Security office is located on the lower floor of Heritage apartments. For immediate response to a crime; call 911. Crime reports may also be made to the following HCC personnel who are designated Campus Security Authorities (CSAs). For Clery Act reporting purposes, CSAs are HCC officials who have significant responsibility for student and campus activities, including, but not limited to student activities, student athletics, and student judicial and discipline proceedings.

Who to report a crime to:
- Any HCC Security Officer – (785) 741-2206 North Heritage Hall
- Josh Clary - Director of Student Life – (785) 442-6132 Wellness Center
- Taylor Allen – Director of Residential Life – (785) 442-6071 Wellness Center
- Any Residential Assistant – (785) 850-1377 Wellness Center
- Dr. Eric Ingmire– Vice President for Student Services/Title IX – (785) 442-6020 Administration Building
- Dr. Erin Shaw – Vice President for Academic Affairs – (785) 442-6012 Lower Level LSU
- Sarah Simmons – Coordinator Safety and Security/Student Conduct Officer – (785) 442-6056 Lower Level LSU
- Eileen Gronniger – Director of Human Resources/Title IX – (785) 442-6010 Administration Building
- Jennifer Gay– Perry Center Director – (785) 597-0127
- J.D. Koons – Wamego Center Director – (785) 456-6006
You may report a crime to any Campus Security Authority in the Highland Community College community. A Campus Security Authority is any member of the campus security department, any individual who has responsibility for campus security but does not constitute as a member of the campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property), any individual specified by HCC as campus security authority, and any HCC official who has significant responsibility for student and campus activities, including, but not limited to student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Upon receiving information concerning an incident, an investigator appointed by the HCC Safety Management Team will investigate the incident, document the information, and take appropriate action. This action may involve working with local police or sheriff's departments, Doniphan County District Attorney, and other state or federal agencies such as the FBI or the Drug Enforcement Administration. Cases are adjudicated through either the city or county and/or through the college's disciplinary system. HCC Security Department prepares a log of reported crimes by date that details the date, time, location, and disposition of reported incidents. The Daily Crime Log is available at the HCC Security Office and may be requested by calling 785.741.2206.

HCC has a silent witness program for students, employees, and visitors to anonymously or confidentially report suspicious or unusual behavior on any college-owned or college-operated facility or at any college sponsored event or activity, either on or off campus. Confidential reports can be submitted at https://highlandcc.edu/pages/silent-witness.

Pastoral and professional counselors on college campuses may not be required by law to report crimes for inclusion in to the Annual Security Report. HCC does not employ any pastoral counselors. The HCC professional counselor, whose job responsibility includes providing psychological counseling to members of the college community, are encouraged to inform persons being counseled of HCC's procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. A professional counselor is a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.
Emergency Notifications/Timely Warnings/Emergency Notification Matrix

The college is committed to the safety and well-being of its students, employees and visitors to the campus. In the event of a significant emergency or dangerous situation involving the immediate threat to the health or safety of persons on the campus, the college will immediately notify the campus community using any combination of the following methods:

<table>
<thead>
<tr>
<th>Method</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCC Rave Alert</td>
<td>This is a free text messaging service sponsored by HCC. It can also deliver an email message. All employees and students are encouraged to enroll in the Emergency Alert notifications online at <a href="https://www.getrave.com/login/highlandcc">https://www.getrave.com/login/highlandcc</a>.</td>
</tr>
<tr>
<td>Public Address System (Visiplex)</td>
<td>Emergency alerts will be sounded through an audible system located in the hallways and outside throughout the Highland campus advising of the situation and how to respond.</td>
</tr>
<tr>
<td>HCC Home Page</td>
<td>In qualifying emergencies, a link to emergency information will appear on the front page of HCC's website.</td>
</tr>
<tr>
<td>Media Outlets</td>
<td>The college will use local media to inform the community of an emergency situation as needed.</td>
</tr>
<tr>
<td>Social Media</td>
<td>The college will use Facebook and Twitter to inform followers of an emergency situation.</td>
</tr>
<tr>
<td>College Main Phone Number Greeting</td>
<td>When a decision to close the college is made, the college's main phone message is changed to reflect the closing. The main phone greeting can also be updated to reflect information about an incident.</td>
</tr>
<tr>
<td>NOAA Weather Radios</td>
<td>Provides automatic alerts of weather watches/warnings issued by the National Weather Service.</td>
</tr>
<tr>
<td>Emergency 2-Way Radios</td>
<td>As a part of emergency management, members of the HCC Safety Management Team are equipped with a 2-way hand-held radio for emergency communication.</td>
</tr>
<tr>
<td>Fire Alarm System</td>
<td>Each building has a fire alarm that sounds in the event of a fire when building evacuation is necessary.</td>
</tr>
<tr>
<td>Tornado Sirens</td>
<td>The community emergency management issues a tornado siren system that sounds in the event of a tornado warning.</td>
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</tbody>
</table>

The HCC Emergency Notification System consists of multiple methods to inform the campus and community. The appropriate mode(s) of distribution will be determined by the incident timely and populations affected. The HCC Emergency Notification System will issue alerts to advise the campus community unless notification would otherwise compromise the effort to assist victims or contain the emergency.

Emergency Notifications:
Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, the college will, without delay, determine the content of the notification and initiate the notification system to the appropriate segments of the campus community. In accordance with the Crisis Response Plan, members of the Safety Management Team and Crisis Team have the authority to activate the emergency notification system.
system. Security officers, the Director of Student Life, Director of Residence Life, Student Activities, VP for Student Services, Director of Marketing, VP for Academics, VP for Finance and Operations, and the President are also notified per the College Incident Management protocol.

The HCC Safety Management Team and the Crisis Team will coordinate the response of emergency responders in the event of an emergency. These officials will also test the emergency response and evacuation procedures annually and publicize the emergency response and evacuation procedures throughout the community. Annual testing may be either announced or unannounced. Documentation of testing, to include a description of the exercise, the date, time, and whether it was announced or unannounced, will be maintained and retained by the Safety Management Team.

Timely Warnings (called Campus Security Alerts):
An important part of the emergency notification system is providing the HCC community with timely warnings regarding crimes that pose an immediate, ongoing, or continuing threat to persons or property. The issuing of a timely warning is decided on a case-by-case basis by the Safety Management Team in light of all the facts surrounding a crime, including the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. All victims’ names will be withheld as confidential. Crimes specified by the Clery Act are found in the definitions section of this report. Timely warnings can be announced through written Campus Security Alerts and/or through the Emergency Notification System. Campus Security Alerts are produced by the HCC Safety Management team in coordination with the VP for Institutional Advancement (Marketing) and President’s office as appropriate. On receiving information regarding a potential threat, the HCC Safety Management Team will determine whether a timely warning will be issued. The warning will be posted on the HCC homepage. If needed the HCC Safety Management Team will offer crime prevention presentations. The information may also be distributed to all students and employees through the college alert system.

HCC Security and Access to Campus Facilities
Regular operating hours of HCC offices are 8 a.m. to 5 p.m. Some buildings will be open evenings or weekends for classes or special events. Only employees who have been issued keys to the areas being entered are allowed access to those areas. Residence facilities on campus are also only accessed by residents who have been issued keys for their specific residence. Should an individual be found with HCC keys, without proper authority, that individual will be asked to relinquish the keys. If they chose not to abide by the request, local law enforcement will be notified immediately.

Campus security officers are on duty in the evening hours, seven days per week and regularly patrol campus parking lots, housing areas, academic building areas, cafeteria, library, and main campus grounds during that time. Daytime security issues are handled by the HCC Safety Management Team. Regional centers may be patrolled by local law enforcement in that jurisdiction. Property maintenance of the main campus facility is monitored by HCC's Maintenance Department. Any person requesting a campus escort should contact HCC Security at 785.741.2206.

HCC Campus Security
Campus security officers coordinate the compilation of all crime reports from CSAs and local police for inclusion in the Annual Security Report. Additionally, they are trained in emergency CPR/AED, investigation, emergency management, and the use of Taser guns. HCC Security personnel understands the overall academic mission of the college and strives to play a vital role in enhancing that mission. Concern for the college community’s well-being, a desire to provide service and assistance whenever possible and a constant desire to support the academic environment are all factors inherent in the department’s daily operations and policies. The HCC Security Department maintains a close relationship with the Highland Police Department.
HCC Security Awareness Programs

The HCC Care and Threat Assessment Team provides various opportunities to raise awareness on topics surrounding the following issues:

- Personal Safety
- Bullying
- Unhealthy Relationships/Relationship Violence
- Sexual Assault
- Stalking
- By-Stander
- Domestic/Dating Violence

College Policies and Procedures

The following policies and procedures apply to all members of the college community: students, employees, and visitors. College policy is set by the college’s Board of Trustees, as well as local, state, and federal laws. As a community college whose constituents engage in a wide variety of activities, these policies and procedures affect education by impacting the community’s decision making and behavior.

Illegal Use and Sale of Alcohol and Drugs

The possession, sale, furnishing or use of alcohol or drugs at HCC is governed by federal law, Kansas law, and college policies. All of the following policies may be found in the student handbook at http://highlandcc.edu/pages/handbook.

- Student Code of Conduct
- Substance Abuse Policy for students
- Drug-Free Schools and Communities Act and Drug-Free Workplace Act Statement

Students, employees or visitors that violate federal or state laws concerning the possession, use or sale of drugs or alcohol are subject to criminal prosecution, as HCC actively enforces these laws. In addition, for students and employees, the college considers as a violation of its drug and alcohol policies to be a major offense that can result in mandated participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action, up to and including termination from employment (for employees) and either suspension or expulsion from the college (for students).

Health Risks

Abuse of alcohol and use of drugs is harmful to one’s physical, mental and social well-being. Accidents and injuries are more likely to occur if alcohol and/or drugs are used. Alcohol and drug users can lose resistance to disease and destroy their health. Tolerance and psychological dependence can develop after sustained use of drugs.

Alcoholism is the number one drug problem in the United States. Alcoholism takes a toll on personal finances, health, social relationships, and families. It can have significant legal consequences. Abuse of alcohol and misuse of drugs may cause an individual driving a motor vehicle to injure others and may subject the abuser to criminal prosecution. Drunk drivers are responsible for more than half of all traffic fatalities.

More specifically, the major categories of drugs are listed below and include the significant health risks of each.

Amphetamines-Physical dependency, heart problems, infections, malnutrition, and death may result from continued high doses of amphetamines.
Narcotics—Chronic use of narcotics can cause lung damage, convulsions, respiratory paralysis and death.

Depressants—These drugs, such as tranquilizers and alcohol, can produce slowed reactions, slowed heart rate, damage to liver and heart, respiratory arrest, convulsions and accidental overdoses.

Hallucinogens—may cause psychosis, convulsions, coma and psychological dependency.

Sexual Assault and Misconduct

HCC is committed to maintaining a positive and safe learning and working environment. HCC students and employees are responsible for assuring that HCC maintains an environment for study and work free from sexual assault or misconduct, and all members of the HCC community are expected to conduct themselves in a manner that does not infringe upon the rights of others. In support of the Violence Against Women Reauthorization Act, Title IX regulations and the Clery Act, HCC prohibits the following offenses: rape, acquaintance rape, domestic and dating violence, sexual assault, hate crimes and stalking.

Additionally, the college's Sexual Misconduct Policy prohibits Sexual Misconduct (which encompasses all of the above-listed offenses, in addition to other types of prohibited sexual misconduct) and related retaliation of any nature against or by any student or employee. Sexual Misconduct is a broad term encompassing unwelcome sexual advances, requests for sexual favors and any other verbal or physical conduct of a sexual or gender-based nature, whether intentional or unintentional, where:

- an individual's submission to or rejection of the conduct is made, either explicitly or implicitly, a term or condition of employment or of status in a course, program or activity, or is used as a basis for an employment or academic decision; or

- the conduct is sufficiently severe, persistent or pervasive such that it has the purpose or effect of unreasonably interfering with an individual’s work performance, academic performance or educational experience, or of creating an intimidating, hostile, humiliating, or offensive working or educational environment.

It is not possible to list all circumstances that might constitute Sexual Misconduct. In general, Sexual Misconduct encompasses any sexually related conduct which causes others discomfort, embarrassment or humiliation, and any harassing conduct, sexually related or otherwise, directed toward an individual because of that individual’s sex.

The following examples of conduct may constitute Sexual Misconduct:

- Unwelcome sexual advances—whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life;
- Commenting on an individual’s body, commenting about an individual’s sexual activity, deficiencies or prowess;
- Displaying sexually suggestive objects, pictures or cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures or suggestive or insulting comments;
- Inquiries into one’s sexual experiences;
- Discussion of one’s sexual activities; and
- Sexual violence and assault prohibited by law, including rape, domestic and dating violence, and other forcible sex offenses.
In addition to the definitions and examples of Sexual Misconduct referenced above, HCC prohibits any conduct that would be a violation of Kansas law, specifically including the following provisions that further define domestic violence, dating violence, stalking and sexual assault in this jurisdiction.

“Domestic violence” means abuse committed against a victim or the victim’s spouse or dependent child by: (1) A current or former spouse of the victim; (2) a person with whom the victim shares parentage of a child in common; (3) a person who is cohabitating with, or has cohabitated with, the victim; (4) a person who is related by blood or marriage; or (5) a person with whom the victim has or had a dating or engagement relationship. The term also encompasses “Domestic battery” which is (1) knowingly or recklessly causing bodily harm by a family or household member against a family or household member; or (2) knowingly causing physical contact with a family or household member by a family or household member when done in a rude, insulting or angry manner.

“Dating violence” is not separately defined by Kansas law, but “Domestic violence” includes abuse committed against a victim or the victim’s spouse or dependent child by a person with whom the victim has or had a dating or engagement relationship.

“Stalking” is (1) Recklessly engaging in a course of conduct targeted at a specific person which would cause a reasonable person in the circumstances of the targeted person to fear for such person’s safety, or the safety of a member of such person’s immediate family and the targeted person is actually placed in such fear; (2) engaging in a course of conduct targeted at a specific person with knowledge that the course of conduct will place the targeted person in fear for such person’s safety or the safety of a member of such person’s immediate family; or (3) after being served with, or otherwise provided notice of, any protective order that prohibits contact with a targeted person, recklessly engaging in at least one act listed in this definition that violates the provisions of the order and would cause a reasonable person to fear for such person’s safety, or the safety of a member of such person’s immediate family and the targeted person is actually placed in such fear. “Course of conduct” means conduct consisting of two or more separate acts over a period of time, however short, evidencing a continuity of purpose which would cause a reasonable person to suffer substantial emotional distress.

In Kansas, sexual assault includes numerous criminal offenses such as rape, sexual battery, and indecent liberties with a child, etc. Definitions for those terms can be found in Kansas Statutes, Chapter 21, Article 55 at http://www.kslegislature.org/li/b2013_14/statute/021_000_0000_chapter/021_055_0000_article/.

In order to constitute Sexual Misconduct, conduct must be unwelcome or non-consensual. Conduct is unwelcome when the other person does not solicit or invite it and regards it as undesirable or offensive. The fact that a person may accept the conduct does not mean that he/she welcomes or consents to it.

Sexual Misconduct and sexual assault violate the dignity of individuals, impede the realization of HCC’s educational goals, are unlawful and will not be tolerated. Specifically, such conduct is a form of illegal discrimination in violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and The Kansas Act Against Discrimination and could lead to arrest and criminal prosecution and carry severe penalties include fines and jail time. Any behavior, which causes the sexual abuse/assault of another person, will not be tolerated and is a violation of the college’s Student Code of Conduct and may result in sanctions including warnings, probation, suspension and expulsion. Disciplinary action on the part of the college does not preclude the possibility of criminal charges against the individual.
What You Should Know About Consent

Consent is an important concept when it comes to sexual assault. Consent must be a willingness or agreement to engage in sexual activity that is freely given with full information of the facts and circumstances. A person cannot give valid consent in Kansas if he/she is:

- Overcome by force or fear;
- Unconscious or powerless;
- Mentally incapacitated, whether due to a mental disease or alcohol/drug intoxication;
- Under the age of 14; or
- Providing apparent consent due to fraud or misrepresentation.

At the heart of the idea of consent is the idea that every person, woman or man, has a right to personal sovereignty – not to be acted upon by someone else in a sexual manner unless given clear permission to do so.

Concomitant with this idea is the notion that consent may be broad or narrow, and can be limited. Consent to one form of sexual activity does not automatically imply consent to other forms of sexual activity.

Consent may be given verbally or non-verbally, based on an active, informed, mindful, freely decided choice. Intoxication may make this (legally) impossible.

Consent means that you cannot make assumptions about what your partner does or does not want. Absence of clear signals is a sign to stop.

The idea of consent eliminates the need to engage in force and resistance behaviors. There is no biological harm to either sex in stopping at any point.

No means no, but nothing also means no. Silence and passivity do not equal permissions. SUBMISSION DOES NOT EQUAL CONSENT!

If you receive a “no” and keep right on pressuring/continuing to interact sexually, your behavior is considered to be a coercive influence on the other party.

To be valid, consent must be given prior to or contemporaneously with sexual activity.

In a nonviolent community, it is expected that all members respect all other members at all times, including in the context of sexuality. Respect means paying attention to verbal and non-verbal cues, desires, and boundaries.

"After the fact" is not the time to discuss boundaries. Communicate!

Sexual Assault Education and Prevention

The college has programs in place designed to provide education regarding safety and security, including prevention of sexual assault. These programs are sponsored through Student Life, the Safety Management Team and the Care and Threat Assessment Team and include the following:

- All students are required to attend orientation seminars to inform them of appropriate safety and security measures that the College offers. A required housing orientation for all students living in campus housing is also conducted. Both activities inform students of what to do in case of an emergency.
• A mandatory training video on Preventing Sexual Misconduct; for identified high-risk groups.
• Opportunities to attend on-going programming sessions related to Personal Safety issues such as; Sexual Assault, Domestic and Dating Violence, Hate Crimes, Stalking, Active Bystander and Drug & Alcohol issues;
• Faculty and Staff are provided information and guidance on helping students in a crisis situation.
• All new employees are required to complete the Workplace Answers Training modules provided through the Human Resources Office. These trainings and additional information located on the intranet informs employees of what to do in case of an emergency and provides them a copy of the crisis plan.
• The HCC Safety Management Team and Care and Behavior Intervention Team offers educational programs, presentations, and literature promoting responsible decision-making and providing education on the legal consequences of alcohol and drug use. The department has an excellent supply of brochures, posters, and other printed materials about this subject, which are available to the college community and public free of charge. Special emphasis is placed on personal safety and every student, staff, faculty member, or visitor is encouraged to take a responsible and proactive approach to their own personal safety and security. The ultimate goal of these programs is to make the campus environment as safe and crime-free as possible by raising the level of awareness of individuals and promoting a willingness to assume individual responsibility in reducing opportunities for crime to occur.

Safety and Security Tips for Preventing Sexual Assault

On Campus

• Never walk alone at night. Call a friend or 785.741.2206 (Campus Security) for an escort.
• Always be aware of your surroundings. Walk purposefully and make eye contact with strangers.
• In parking lots, have keys ready when you approach your car to make your entry easier.
• After dark, try to park in a well-lit area close to your destination.
• Always lock car doors and roll up windows. Keep valuables out of sight or in the trunk.
• If you feel threatened, immediately go to an open building where there are other people.
• Never leave personal items unattended or unlocked.
• Emergency 911 telephone calls on cellular telephones will not be answered by HCC Security, but will be directed to a 911 Call Center. For faster assistance, please advise the officer who answers the telephone that your emergency is occurring on the HCC campus.

At Home

• Always lock all doors, even when you are there. Take keys with you, even when stepping out for “just a second.”
• Keep windows locked.
• Don’t loan out your keys or leave them lying around. Detach your house keys from the main ring when having vehicles serviced.
• Utilize peepholes or safety chains. Don’t open doors without verifying the identity of the person on the other side.
• Don’t keep expensive jewelry, collectibles or large amounts of cash at home.
• Don’t advertise your absence, especially on your answering machine or a social media site.
In Social Situations

- When dating someone you don’t know well, ask people you trust about your date.
- Socialize in groups so that you’re not alone with just one person. There really is safety in numbers.
- Drive yourself and carry extra money in case you need to get home alone.
- If you feel uncomfortable, there’s probably a reason. It’s better to do something you may consider rude than to remain in a dangerous situation.
- Remember that alcohol impairs both your decision-making processes and the ability to communicate.
- Keep all drinking glasses, bottles or other open containers in sight at all times. When accepting a drink of some kind, make sure that you open the container yourself and be aware that ice cubes could contain harmful substances as well.

Guard Your Privacy on Social Networking Sites

- Don't give out information simply because it is requested.
- Giving out birthdates, full names, addresses, phone numbers, Social Security numbers, bank or credit card accounts and other personally identifiable information can lead to identify theft and cyber stalking.
- Select gender-neutral usernames.
- Protect your passwords.
- Be cautious about posting pictures of yourself, as stalkers sometimes can become obsessed by photos or images.
- Versions of online information can be archived, so once you post information, deleting it does not ensure that it is no longer available online.
- Be cautious about arranging personal meetings with new online acquaintances.
- Only post information that you are comfortable having others see, including parents, potential employers, instructors, etc.
- Trust your instincts.

Protecting Yourself from Drug/Alcohol Facilitated Sexual Assault

- Never leave your drink unattended. Because they are colorless and odorless, drugs used in drug-facilitated sexual assault can be slipped into any type of beverage.
- Do not accept drinks from anyone but a bartender or server. Try to attend bars or parties with a group of friends, arranging beforehand to watch each other’s drinks.
- If you think your drink has been tampered with, seek medical attention immediately and request the hospital conduct toxicology testing.

What to Do If You Are Sexually Assaulted

- **Get to a safe place.** For your protection, you may call 911, HCC Security or local law enforcement, especially if the accused is still nearby. HCC Security will assist you whether or not you choose to prosecute the accused. Once you are safe, call a friend or family member for support or HCC will provide you with community resources that can provide victim’s advocate/support services. Also, a number of college personnel are willing and able to assist in reporting assaults to the proper authorities.

- **Get medical attention immediately and preserve evidence.** The primary purpose of a medical examination is to check for physical injury, the presence of sexually transmitted diseases or pregnancy as a result of the assault. The second purpose of a medical examination is to aid in the police investigation and legal proceedings. It is important to preserve evidence, so do not shower, bathe, eat/drink, brush your teeth, change clothes, or
disturb the scene of the attack. The evidence collected may be important to prove rape, domestic violence, dating violence, sexual assault or stalking or other sexual assault, and may assist in obtaining a protection order. There is a Sexual Assault Nurse Examiner (SANE) on call at Mosaic Life Care in St. Joseph, MO, 24/7. Mosaic Life Care is roughly 30 minutes from Highland.

- **Consider reporting the incident to the police.** You are encouraged to report the incident. You can report directly to law enforcement or upon request, the college will assist you with reporting to the appropriate authorities. It is up to you, but reporting is not the same thing as prosecution. Prosecution can be determined later. At a minimum, HCC Security will provide victims with the telephone numbers for the Office of the Vice President for Student Services and area organization(s) that can provide victim’s services. Again, college personnel are willing and able to assist you in reporting assaults to the proper authorities.

HCC Security  
606 W. Main  
Highland, KS 66035  
785-741-2206

Highland, KS Police Department  
220 W. Main  
Highland, KS 66035  
785-442-3212

Doniphan County Sheriff’s Department  
219 S. Main  
Troy, KS 66087  
785-985-3711

Emergency or Police Assistance – Dial 911

If you are a victim of a sexual assault and decide not to notify HCC personnel, please secure medical attention and contact any of the victim support resources listed in this publication.

**Enforcing a Restraining or No Contact Order at HCC.** A restraining order is an order from a court that requires one party to do, or refrain from doing, certain acts. For example, it can protect you from being physically abused, threatened, stalked or harassed. If you have a court order, you should inform HCC’s Security Department and/or Title IX Coordinators. HCC can help to ensure that the restraining or no-contact order is followed on campus and at HCC events. Even if you do not have a court order, HCC may issue a no-contact order as part of its Title IX sexual misconduct investigation and resolution procedures or take further protective action to minimize the interactions of you and the accused, such as rearranging college schedules, changing campus housing assignments, altering college employment arrangements, or reworking transportation situations. HCC will provide written notification to victims regarding options to make these changes. Speak to the Title IX Coordinator to request a change.

**Every victim of a crime has the right to be informed about how his or her case will be handled by law enforcement. If the incident is reported, HCC Security will:**

- Provide the case number assigned to the victim’s case, if requested
- Explain the processing of a criminal case
- Provide guidance on how to obtain information about the processing of the case
- Provide the non-emergency HCC Security telephone number to enable a victim to request information about the status of his or her case
• Officers will provide the victim with written information regarding counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the institution and the community.
• A victim’s request to speak to an officer of the same gender will be accommodated, if possible.
• Officers will make arrangements for medical treatment with respect for a victim’s choice of medical facility.
• Officers will assist any local, state and federal authority investigating the assault.
• A victim’s name and identifying information will be withheld from the public and the press, in accordance with Kansas open records laws. This may be accomplished by withholding or redacting documents, as well as excluding the victim’s name and identifying information from reports made available to the public and the media.
• Report the incident to an HCC Title IX Coordinator.

During business hours (8:00 a.m. to 5:00 p.m.; Monday through Friday), you are also strongly urged to report any Sexual Misconduct (including sexual assault, rape, dating violence, domestic violence and stalking) you believe may have occurred to the following individuals designated as Title IX coordinators for the purposes of the Student Sexual Misconduct Complaint Procedures, or by contacting the current Vice President of Student Services if that individual is not listed below:

**Sexual Misconduct Complaints Against a Student**

Dr. Eric Ingmire, Vice President for Student Services/Title IX Coordinator  
Highland Community College  
606 West Main  
Highland, KS 66035  
785-442-6020  
eingmire@highlandcc.edu  
Administration Building, 1st floor, Student Services (West)

Students interested in counseling and/or guidance may also contact HCC Counselor in the Student Center, which offers guidance and support in collaboration with the Vice President of Student Services (by telephone, at 785-442-6016 or by email to Sheila Adams at sadams@highlandcc.edu).

Complaints against a HCC employee should be reported. If you or someone you know may be the victim of Sexual Misconduct by a College employee (including sexual assault, rape, dating violence, domestic violence and stalking), you may verbally report such misconduct or file a complaint with the following individual designated at Title IX Coordinators for the purposes of receiving Sexual Misconduct Complaints against Employees, or by contacting the current Human Resource Manager if that individual is not listed below:

**Sexual Misconduct Complaints Against an Employee**

Eileen Gronniger, Human Resource Manager/Title IX Coordinator  
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IMPORTANT TO NOTE: The Title IX Coordinators can assist you in: getting help, explaining your rights as a student/employee, investigation processes and protection options. You may decide to report the incident to law enforcement. Title IX Coordinators can assist you with the reporting process, if you so choose. If you decline to pursue a formal criminal action through a police department, you can pursue institutional actions consistent with the HCC Student Code of Conduct, Title IX and Clery Act. Alternatively, you can choose not to pursue any institution action, but pursue criminal action or make a police report, by contacting local law enforcement.

Click here for additional Title IX Resources: https://highlandcc.edu/pages/title-ix

What Can You Do to Help Prevent Sexual Assault and Misconduct?
A large part of preventing Sexual Assault involves recognition of warning signs and early intervention efforts.

What Does it Mean to Be An Active Bystander?
Through a variety of training and educational opportunities, HCC encourages students and employees to be active bystanders. This means that as an active BYSTANDER, you care about the HCC community, as well as the surrounding community you live in. Rather than being passive, Active BYSTANDERS when they witness troubling behavior, take action to make sure that HCC is a safe, accepting and fun place to go to school and work. Being an Active BYSTANDER means being aware, deciding to act, and when you “see something, you say something.”

There are many situations that would call for an Active BYSTANDER to intervene, including disrespectful or abusive behavior, homophobic, racist, or sexist jokes, discrimination, risky behavior resulting from substance use, hate behavior or comments or taking advantage of power imbalances (like status, size, or level of inebriation).

Being an active bystander doesn't have to be dramatic. It can be as simples as saying something like, “Are you okay?” or “Can I talk to you for a sec?” or “That's really not cool,” or “Are you kidding me, really?”

Some keys to safe BYSTANDER actions are:

Get Some Backup:
1. Get your friends together—it's time to leave.
2. Get your friends for back-up. Sometimes having your friends to back you up makes it easier to intervene.
3. If intervening in the situation would be dangerous for you to do, call HCC Security at 785.741.2206 or 911—it's always an option for intervention.

Distraction
1. Invite yourself to tag along.
2. Hey, this party is lame, let’s go somewhere else.

Silent Stare
1. Sometimes a disapproving look can be far more powerful than words.

Humor
1. Reduces the tension of an intervention and makes it easier for the person to hear you
2. Do not undermine what you say with too much humor.
3. Funny doesn’t mean unimportant.

Bring It Home
1. Say something, “I hope no one ever talks to you like that.”
2. Challenge a sexist/rape joke, "I don’t get it, can you explain why that joke is funny?"
Be a Friend
1. “I gotta tell you that the way you acted makes you look like a jerk.”
2. “As your friend, I thought you were better than this.”

Bullying

Bullying is a widespread and serious problem that can happen anywhere. It is not a developmental phase an individual has to go through, it is not “just messing around”, and it is not something to grow out of. Bullying can cause serious and lasting harm and is prohibited at HCC and in the State of Kansas. Additionally, bullying may be a precursor to Sexual Assault offenses.

Bullying is any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of: Harming a student or staff member, whether physically or mentally; damaging a student’s or staff member’s property; placing a student or staff member in reasonable fear of harm to the student or staff member, or placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property.

Although definitions of bullying vary, most agree that bullying involves:

- Imbalance of Power: People who bully use power to control or harm and the people being bullied may have a hard time defending themselves.

- Intent to Cause Harm: Actions done by accident are not bullying; the person bullying has a goal to cause harm.

- Repetition: Incidents of bullying happen to the same person over and over by the same person or group.

Bullying can take many forms. Types of bullying include:

- Verbal—name calling, hassling someone, degrading comments

- Social—spreading rumors, leaving people out on purpose, interfering negatively on other relationships

- Physical—hitting, punching, shoving

- Cyber bullying: using the Internet, mobile phones, or other digital technologies to harm others, [http://www.stopbullying.gov/cyberbullying/index.html](http://www.stopbullying.gov/cyberbullying/index.html)

What Can You Do If Someone You Know Has Been Sexually Assaulted?
If you know someone who has been sexually assaulted, you can be of help. In the aftermath of a sexual assault, the victim may experience fear, insecurity, and/or frustration and need care and support from others. You, as a friend (or spouse or family member), can play an important role by providing reassurance and support.

Allow your friend to reflect upon what has happened and the feelings experienced, but do not press for details. Let her/him set the pace. Listening is one of the best things you can do at this time. In short, be a trusted friend.
If your friend has not received medical attention, encourage her/him to do so. Know that there is a possibility the medical facility will notify the police. However, it is up to your friend to make the final decision on whether a formal police report will be initiated.

You can be a valuable resource to your friend by seeking out and providing information that will assist in understanding available options. For example, you can let your friend know that reporting the rape and collecting evidence does not automatically lock her/him into pursuing prosecution of the offender. What it does do is assist the police in identifying the method and possible identity of the accused. Since rapists tend to rape more than once, any information that can be provided may prevent the sexual assault of someone else. You may be asked to testify in conduct proceedings regarding your friend’s remarks, actions, and state of mind, especially if you were one of the first people she/he approached. Jotting down a few notes may prove to be of benefit later.

Making the decision to report a sexual assault to the police and to undergo the subsequent processes of evidence collection and possible legal and conduct proceedings will be very difficult for your friend. Although it is only natural that you will want to give advice, you must avoid trying to control the situation. A victim of sexual assault needs to regain control and must be allowed to make her/his own decisions.

Whatever decisions are made, your friend needs to know that she/he will not be judged, disapproved of, or rejected by you. The victim of sexual assault can suffer a significant degree of physical and emotional trauma both during and immediately following the rape that may remain for a long time. By being patient, supportive, and nonjudgmental you can provide a safe accepting climate into which your friend can release painful feelings.

Sometimes friends or family members take the sexual assault of a loved one very personally, almost as if the assault had happened to them. They may feel resentment or anger and unleash this anger on the victim and/or others. Sometimes their sense of frustration and helplessness is pitted against a powerful urge for revenge.

Do not make the mistake of discounting or ignoring your emotional responses. It is very important to realize that you too are responding to an unwanted crisis. You are trying to understand what has happened and adjust to unfamiliar realities. Therefore, do not hesitate to take advantage of support services in your community, which offer counseling for victims of sexual assault and their significant others.

**Resources for Counseling, Mental Health and Other Victim Services**

**HCC Resources:**

Vice President for Student Services/Crisis Team Leader  
Administration Building  
606 West Main  
785.442.6020

Counseling Services/Care and Behavioral Intervention Team Leader  
Irvin Hall  
606 West Main  
785.442.6016

Advising Services  
Irvin Hall  
606 West Main  
785.442.6147  
Director of Residential Life
Wellness Center  
205 N. Prairie  
785.442.6028

Director of Student Life  
Library Student Union  
606 W Main  
785.442.6071

HCC Security/ Safety Management Team Leader  
Heritage Hall Office  
205 N. Elmira  
785.741.2206

**Local Authorities:**

Highland Police Department  
220 West Main  
Highland, KS 66035  
785.442.3212

Doniphan County Sheriff's Department  
219 S. Main  
Troy, KS 66087  
782.985.3711

Doniphan County District Attorney  
137 N. Main  
Troy, KS 66087  
785.985.3561

**HCC Victim Assistance Numbers**

Vice President for Student Services/Crisis Team Leader  
Administration Building  
606 West Main  
785.442.6020

Counseling Services/Care and Behavioral Intervention Team Leader  
Irvin Hall  
606 West Main  
785.442.6016

Al Anon Kansas 913.384.4653  
Al Anon Missouri 816.373.8566  
National Child Abuse Hotline 800.4-A-CHILD  
National Runaway Hotline 800.621.4000  
National Domestic Violence Hotline: 800.787.3224  
National Sexual Assault Hotline: 800.656.HOPE (4673)  
KANZA Mental Health Center, Hiawatha, KS 785.742.7113

Rape, Abuse & Incest National Network: [https://www.rainn.org](https://www.rainn.org)  
HCC Response to Sexual/Domestic Abuse Crime
Highland Community College explicitly condemns sexual assault of students and employees. Sexual assault is unlawful; those who engage in it are subject to college sanctions as well as civil and criminal penalties.

When criminal action is pursued in addition to an administrative grievance under HCC policy, HCC will coordinate its investigative actions with campus security and local law enforcement authorities to ensure that criminal prosecution is not jeopardized. HCC may defer administrative action at the request of local law enforcement authorities pending completion of the criminal investigation. Where review by the college or other college executive officer determines that immediate administrative action is necessary for the safety, health and well-being of the campus community, such action may be taken in advance of resolution of criminal charges.

Retaliation
Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of sexual assault, misconduct or harassment will be treated as a separate and distinct violation of college policy.

Appropriate Disciplinary Action and the Right to Know the Outcome
To file a complaint of alleged dating violence, domestic violence, sexual assault or stalking, fill out the incident report found at https://cm.mxient.com/reportingform.php?HighlandCCKS or report directly to a Campus Security Authority. Reports will immediately be given to the Title IX Coordinator.

1. A report of an alleged dating violence, domestic violence, sexual assault or stalking incident is made to the Title IX Coordinator. Within 72 hours, the Title IX Coordinator will determine if the allegations have merit. If so,

2. The Title IX Coordinator will refer the matter to a set of assigned investigators.
   a. The Respondent will be notified of the following information:
      i. Initiation of the investigations, including the date of the incident being investigated.
      ii. The nature of the alleged misconduct.
      iii. Information regarding the student’s rights and responsibilities in the conduct process.
      iv. Possible outcomes/sanctions of the process, should the student be found responsible.
      v. The complainant and respondent will both receive the same, regular communication regarding the process of the investigation.
   b. Investigation: If a party bringing a grievance wishes to pursue a formal grievance or if the College, based on the alleged policy violation, wishes to pursue a formal grievance, then the Title IX Coordinator appoints EGP members to conduct the investigation, usually within two business days of determining that a grievance should proceed. Investigation of grievances brought directly by those alleging harm should be completed expeditiously, normally within 10 business days of notice to the Title IX Coordinator. Investigation may take longer when initial grievances fail to provide direct first-hand information. The College may undertake a short delay (3-10 days, to allow evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being investigated. College action will not be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. All investigations will be thorough, reliable and impartial, and will entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, if necessary.

3. Upon completion of the investigation report, the findings will be shared with the Title IX Coordinator.
a. The investigators will meet with the Title IX/Equity/Coordinator. Based on that meeting, the Title IX/Equity/Coordinator will make a decision on whether there is reasonable cause to proceed with the grievance. If the Title IX/Equity/Coordinator decides that no policy violation has occurred or that the preponderance of evidence (i.e., whether it is more likely than not that the accused individual committed each alleged violation) does not support a finding of a policy violation, then the process will end unless the party bringing a grievance requests that the Title IX/Equity Coordinator makes an extraordinary determination to re-open the investigation or to forward the matter for a hearing. This decision lies in the sole discretion of the Title IX/Equity Coordinator. If there is reasonable cause, the Title IX/Equity/Coordinator will direct the investigation to continue, or if there is a preponderance of evidence of a violation, then the Title IX/Equity Coordinator may recommend conflict resolution, a resolution without a hearing or a formal hearing, based on the below criteria.

4. Grievance Resolution
   a. During or upon the completion of investigation, the investigators will meet with the Title IX/Equity/Coordinator. Based on that meeting, the Title IX/Equity/Coordinator will make a decision on whether there is reasonable cause to proceed with the grievance. If the Title IX/Equity/Coordinator decides that no policy violation has occurred or that the preponderance of evidence (i.e., whether it is more likely than not that the accused individual committed each alleged violation) does not support a finding of a policy violation, then the process will end unless the party bringing a grievance requests that the Title IX/Equity Coordinator makes an extraordinary determination to re-open the investigation or to forward the matter for a hearing. This decision lies in the sole discretion of the Title IX/Equity Coordinator. If there is reasonable cause, the Title IX/Equity/Coordinator will direct the investigation to continue, or if there is a preponderance of evidence of a violation, then the Title IX/Equity Coordinator may recommend conflict resolution, a resolution without a hearing or a formal hearing, based on the below criteria.

   b. Conflict Resolution: Conflict resolution is often used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to the formal hearing process to resolve conflicts. The Title IX/Equity/Coordinator will determine if conflict resolution is appropriate, based on the willingness of the parties, the nature of the conduct at issue and the susceptibility of the conduct to conflict resolution. In a conflict resolution meeting, an EGP member will facilitate a dialogue with the parties to an effective resolution, if possible. Sanctions are not possible as the result of a conflict resolution process, though the parties may agree to appropriate remedies. The Title IX/Equity Coordinator will keep records of any resolution that is reached, and failure to abide by the accord can result in appropriate responsive actions.

Conflict resolution will not be the primary resolution mechanism used to address grievances of sexual misconduct or violent behavior of any kind or in other cases of serious violations of policy, though it may be made available after the formal process is completed should the parties and the Title IX/Equity/Coordinator believe that it could be beneficial. It is not necessary to pursue conflict resolution first in order to make a formal EGP grievance, and anyone participating in conflict resolution can stop that process at any time and request a formal hearing.

5. Formal Hearing
   a. The Title IX/Equity Coordinator will serve as chair of a three person hearing panel. If the respondent is a student, the student Title IX coordinator will chair the
committee. If the respondent is an employee, the employee Title IX coordinator will chair the committee. The chair will appoint two people from the EGP none of whom have been previously involved with the grievance, to serve on the three-person panel with the chair. EGP members who served as investigators will be witnesses in the hearing of the grievance and therefore, may not serve as hearing panel members. Hearing panels may include both faculty and non-faculty employees with at least one faculty employee selected in a grievance involving a faculty member. No member of the panel may be a practicing attorney. The panel will meet at times determined by the Chair.

b. Notification of Charge: At least two days prior to the hearing, or as far in advance as is reasonably possible if an accelerated hearing is scheduled with the consent of the parties, the hearing panel chair will send a letter to the parties with the following information. Once mailed, emailed and/or received in-person, notice will be presumptively delivered. The letter will contain:

i. A description of the alleged violation(s), a description of the applicable procedures and a statement of the potential sanctions/responsive actions that could result.

ii. The time, date and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. If any party does not appear at the scheduled hearing, the hearing will be held in their absence. For compelling reasons, the chair may reschedule the hearing.

iii. The parties may have the assistance of an EGP panel member, or other advisor at the hearing. Typically, advisors are members of the campus community, but the Title IX/Equity Coordinator may grant permission for an outside advisor upon request. The parties to the hearing are expected to ask and respond to questions on their own behalf, without representation by their advisor. The advisor may consult with the advisee quietly or in writing, or outside the hearing during breaks, but may not speak on behalf of the advisee to the panel.

iv. Hearings for possible violations that occur near or after the end of an academic term will be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the College and remain within the 60-day goal for resolution.

c. Hearing Procedures: Hearings will be convened, usually within one to two weeks of the completion of the investigation, and will be conducted in private. The hearing panel has the authority to hear all collateral misconduct, meaning that it hears all allegations of discrimination, harassment and retaliation, but also may hear any additional alleged policy violations that have occurred in concert with the discrimination, harassment or retaliation, even though those collateral allegations may not specifically fall within their jurisdiction. Accordingly, investigations should be conducted with as wide a scope as necessary. Participants will include the three member panel, the investigator(s) who conducted the investigation on the grievance, the party bringing a grievance and responding party(ies) (or three organizational representatives in a case where an organization is charged), advisors to the parties and any called witnesses. The Chair will exchange the names of witnesses the College intends to call, all pertinent documentary evidence and any written findings from the investigators between the parties at least two business days prior to the hearing. In addition, the parties will be given a list of the names of each of the hearing panel members at least two business days in advance of the hearing. Should either (any) party object to any panelist, he/she must raise all objections, in writing, to the Chair immediately. Panel members will only be unseated if the Chair concludes that their bias precludes an impartial hearing of the grievance. Additionally, any panelist or Chair who feels he/she cannot make an objective determination must recuse himself or herself from the proceedings when notified of the identity of the parties and all witnesses in advance of the hearing.
The Chair, in consultation with the parties and investigators, may decide in advance of the hearing that certain witnesses do not need to be physically present if their testimony can be adequately summarized by the investigator(s) during the hearing. All parties will have ample opportunity to present facts and arguments in full and question all present witnesses during the hearing, though formal cross-examination is not used between the parties. If alternative questioning mechanisms are desired (screens, Skype, questions directed through the Chair, etc.), the parties should request them from the Chair at least two business days prior to the hearing. Once the procedures are explained and the participants are introduced, the investigator will present the report of the investigation. Questions throughout the process will be directed to the chair, who will be responsible for paraphrasing, clarifying, responding, or asking for a response from other hearing participants, including the investigator. The investigator(s) will be present during the entire hearing process, but will only be present during deliberations at the request of the Chair. The findings of the investigation are not binding on the panel, though any undisputed conclusions of the investigation report will not be revisited, except as necessary to determine sanctions/responsive actions. Once the investigator(s) are questioned, the hearing panel will permit questioning of and by the parties, and of any present witness. Questions will be directed through the panel at the discretion of the Chair. Formal rules of evidence will not apply. Any evidence that the panel believes is relevant and credible may be considered, including history and pattern evidence. The Chair will address any evidentiary concerns prior to and/or during the hearing, may exclude irrelevant or immaterial evidence and may ask the panel to disregard evidence lacking in credibility. The Chair will determine all questions of procedure and evidence. Anyone appearing at the hearing to provide information will respond to questions on his/her own behalf. Unless the Chair determines it is appropriate, no one will present information or raise questions concerning: (1) incidents not directly related to the possible violation, unless they show a pattern, or (2) the sexual history of or the character of the victim/party bringing a grievance. There will be no observers in the hearing. The Chair may allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the panel or the parties involved. The panel does not hear from character witnesses, but will accept up to two letters supporting the character of the individuals involved. In hearings involving more than one accused individual or in which two parties bringing a grievance have accused the same individual of substantially similar conduct, the standard procedure will be to hear the grievances jointly; however, the Title IX/Equity Coordinator may permit the hearing pertinent to each responding party to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding party. Proceedings are private. All persons present at any time during the hearing are expected to maintain the privacy of the proceedings, subject to College consequences for failure to do so. While the contents of the hearing are private, the parties have discretion to share their own experiences if they so choose, and should discuss doing so with their advisors. Hearings are recorded for purposes of review in the event of an appeal. EGP members, the parties and/or the persons who initiated the action, and appropriate administrative officers of the College will be allowed to listen to the recording in a location determined by the Title IX/Equity Coordinator or designee. No person will be given or be allowed to make a copy of the recording without permission of the Title IX/Equity Coordinator. Persons given access to the recording will be required to sign an agreement confirming that they will protect the privacy of the information contained in the recording. 6. Decisions: The hearing panel will deliberate in closed session to determine whether the responding party is responsible or not responsible for the violation(s) in question. The panel will base its determination on a preponderance of the evidence (i.e., whether it is more likely
than not that the accused individual committed each alleged violation). If an individual responding party or organization is found responsible by a majority of the panel, the panel will determine appropriate sanctions. The Chair will prepare a written deliberation report detailing the finding, how each member voted, the information cited by the panel in support of its determination and any information the hearing panel excluded from its consideration and why. The report should conclude with the determined sanctions. This report should not exceed two pages in length and must be completed within two (2) days of the end of deliberations.

The Title IX/Equity Coordinator will inform the accused individual and the party bringing a grievance of the final determination within 2-3 business days of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official College records; or emailed to the parties’ College-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

7. Sanctions: Sanctions or responsive actions will be determined by the hearing panel. Factors considered when determining a sanction/responsive action may include:
   a. The nature, severity of, and circumstances surrounding the violation
   b. An individual’s disciplinary history
   c. Previous grievances or allegations involving similar conduct
   d. Any other information deemed relevant by the hearing panel
   e. The need for sanctions/responsive actions to bring an end to the discrimination, harassment and/or retaliation
   f. The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment and/or retaliation
   g. The need to remedy the effects of the discrimination, harassment and/or retaliation on the victim and the community

8. Sanctioning chart is located in the student handbook. Sanctions may include the following.
   a. Possible Sanctions:
      i. Warning
      ii. Probation
      iii. Performance improvement
      iv. Training
      v. Loss of privileges
      vi. Counseling
      vii. No contact
      viii. Residence Hall relocation, suspension or expulsion
      ix. Reduction in pay
      x. Loss of annual raise
      xi. Limited access to campus
      xii. Community service hours
      xiii. Loss of supervisory or oversight responsibilities
      xiv. Online education
      xv. Parental notification
      xvi. Alcohol & Drug Assessment and Counseling
      xvii. Discretionary Sanctions
      xviii. Paid or unpaid leave
      xix. College Suspension
      xx. College Expulsion
      xxi. Termination
Appeals Process

All requests for appeal considerations must be submitted in writing to the Title IX/Equity Coordinator within five business days of the delivery of the written finding of the hearing panel.

The Title IX/Equity Coordinator not previously involved in the grievance will consider all appeal requests. Any party may appeal, but appeals are limited to the following:

- A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
- To consider new evidence, unknown or unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
- The sanctions imposed are substantially disproportionate to the severity of the violation [or better: The sanctions fall outside the range of sanctions the College has designated for this offense].

The original finding and sanction/responsive actions will stand if the appeal is not timely or is not based on the grounds listed above, and such a decision is final. When any party requests an appeal, the other party (parties) will be notified and joined in the appeal. The party requesting appeal must show that the grounds for an appeal request have been met, and the other party or parties may show the grounds have not been met, or that additional grounds are met. The original finding and sanction are presumed to have been decided reasonably and appropriately.

When the appeals reviewer finds that at least one of the grounds is met two members of the EGP not previously associated with the grievance, along with the appeal reviewer will hear the appeal.

Additional principles governing the hearing of appeals include the following:

- Appeals decisions by the appeal board are to be deferential to the original decision, making changes to the finding only where there is clear error and to the sanction/responsive action only if there is a compelling justification to do so.
- Appeals are not intended to be full re-hearings of the grievance. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal. Appeals granted based on new evidence should normally be remanded to the original hearing panel for reconsideration. Other appeals may be remanded at the discretion of the Title IX/Equity Coordinator or heard by the appeal board.
- Sanctions imposed are implemented immediately unless the Title IX/Equity Coordinator or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- The Title IX/Equity Coordinator will normally, after conferring with the appeal board, render a written decision on the appeal to all parties within 2-3 business days from hearing of the appeal.
- All parties should be informed of whether the grounds for an appeal are accepted and the results of the appeal decision.
- Once an appeal is decided, the outcome is final: further appeals are not permitted.

Changes in Academic Situation

HCC will make assistance in changing academic, transportation, housing, and working situations in accordance with applicable complaint procedures after an alleged sexual assault incident, if so requested by the complainant or respondent and if such changes are reasonably available.
Registered Sex Offender Notification
The HCC Safety Management Team receives notification and monitors information for registered sex offenders who currently work, teach, volunteer, or attend classes at HCC. The completeness of this information is contingent on the timely notification by the registered sex offender as well as the agencies reporting to the HCC.

The State of Kansas makes certain Registry information on sex offenders is publicly available by means of the Internet. The web address for this related information is:
http://www.kbi.ks.gov/registeredoffender/
Weapons Policy

HIGHLAND COMMUNITY COLLEGE
GENERAL PERSONNEL POLICY

SUBJECT: HCC Weapons Policy

BOARD OF TRUSTEE APPROVAL: 05/24/2017    EFFECTIVE DATE: 07/01/2017

Applicability: This Policy applies to all Highland Community College (HCC or “College”) students, employees, and visitors i) on the HCC main campus and within or upon locations owned, leased, or controlled by HCC that are not part of the HCC main campus (collectively, “Campus”) or ii) when attending/participating in or performing College duties at any off-Campus College sponsored or supervised classes, practices, activities, or other programs (collectively, “Off-Campus Activity”).

Weapons Statement: In order to promote a safe and secure community college and learning environment, HCC prohibits the possession or use of Weapons* on Campus and at Off-Campus Activities, except as set forth below.

In accordance with the Kansas Personal and Family Protection Act, K.S.A. 75-7c01 et seq., as amended (the “Act”) and other applicable federal/state laws, it is permissible and will not be a violation of this Policy for the:

I) Carrying of a concealed Handgun** on Campus by legally qualified individuals, pursuant to Kansas law, and also in accordance with the Concealed Carry Restrictions set forth below,

II) Lawful carrying of a concealed Handgun by an employee performing College duties at an off-Campus Activity, when in accordance with applicable laws/policies for such location,

III) Lawful possession of a Handgun within a personal/non-College vehicle,

IV) Lawful possession of Weapons as necessary for the conduct of College approved programs.

CONCEALED CARRY RESTRICTIONS

Concealed Carry: Each individual who lawfully possesses a Handgun on Campus shall be wholly and solely responsible for carrying, storing, and using that Handgun in a safe manner and in accordance with the law and this Policy. Individuals who carry a Handgun on Campus must carry it concealed on or about their person at all times. “Concealed” means completely hidden from view and does not reveal the Handgun in any way, shape, or form. “About” the person means that an individual may carry a Handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag, or other personal carrier designed and intended for the carrying of an individual’s personal items. Moreover, the carrier must at all times remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier’s design, carrying or holding the carrier, or setting the carrier next to or within the immediate reach/control of the individual. It shall be a violation of this Policy to openly display any lawfully possessed Handgun while on Campus.

Restrictions Pursuant to Kansas Law: Kansas law states that the only type of firearm that an individual can carry while concealed is a Handgun as defined above. The following restrictions applicable to all firearms specifically apply to the concealed carrying of a Handgun under Kansas law and this Policy, and the violation of any of the following restrictions is a crime under Kansas law and a violation of this Policy:

- An individual in possession of a concealed firearm must be at least 21 years of age [K.S.A. 21-6302(a)(4)];
- A firearm cannot be carried by an individual:
  - Under the influence of alcohol or drugs, or both, to such a degree as to render the individual unable to safely operate the firearm [K.S.A. 21-6332],
  - Who is both addicted to and an unlawful user of a controlled substance [K.S.A. 21-6301(a)(10)],
  - Who is or has been a mentally ill person subject to involuntary commitment [K.S.A. 21-6301(a)(13)],
  - With an alcohol or substance abuse problem subject to involuntary commitment [K.S.A. 21-6301(a)(13)],
  - Who has been convicted of a felony crime [K.S.A. 21-6304].
• An automatic firearm cannot be carried [K.S.A. 21-6301(a)(5)],
• Suppressors and silencers cannot be used with a firearm [K.S.A. 21-6301(a)(4)]; and,
• Firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or vehicle in which people are present, except in self-defense [K.S.A. 21-6308, 6308a]

**Location Restrictions:** Certain Campus buildings and/or Public Areas** within Campus Buildings can be permanently or temporarily designated to prohibit concealed Handguns. There are no Campus buildings or Public areas that have been permanently designated to prohibit concealed handguns with Adequate Security Measures (ASMs) in place. However, HCC may temporarily designate a specific location as prohibiting concealed Handguns and use temporary ASMs as defined and required by law. Appropriate notice will be given whenever this temporary designation is made.

Campus locations leased by HCC or used for Off-Campus Activity, and owned by an entity that may lawfully exclude or permit firearms at their premises (concealed or otherwise), may choose at their sole discretion to exclude or permit Handguns from their premises, notwithstanding a lease or use arrangement with HCC. If Handguns are excluded at such locations and would otherwise be permitted by this Policy, individuals are expected to comply with the rules imposed by the location.

**Safety Requirements:** To reduce the risk of accidental discharge on Campus, when carrying a concealed Handgun on Campus (whether on the person or in a carrier,) the concealed Handgun is to be secured in a holster that completely covers the trigger and the entire trigger guard area and that secures an external hammer in an un-cocked position through the use of a strap or by other means. Handguns with an external safety are to be carried with the safety in the “on” position.

Storage: Handgun storage is not provided by HCC. Individuals may store a Handgun in the individual’s vehicle when the vehicle is locked and the Handgun is secured in a location within the vehicle that is not visible from outside the vehicle.

Individuals who legally reside in HCC Campus Housing may store a Handgun in an opaque (non-transparent), locked storage box inside a campus apartment when the apartment is locked and the Handgun is not visible from inside or outside the apartment. Handgun storage by any other means is prohibited.

Employees who are assigned a private office on the HCC Campus or a regional site may store a Handgun in an opaque (non-transparent), locked storage box inside their assigned office when the office is locked and the Handgun is not visible from inside or outside the office. Handgun storage by any other means is prohibited.

Specifically, it is prohibited for any individual to store a Handgun: i) in a vehicle that is unlocked or when the Handgun is visible from outside the vehicle, ii) in an unattended backpack/carrier, iii) in any type of locker, iv) in a campus apartment that is not contractually assigned to the owner of the Handgun v) in a transparent, locked or unlocked storage container, vi) in an unlocked campus apartment, vii) in an unlocked storage container inside a campus apartment, or viii) in any other location and under any circumstances except as specifically permitted by this Policy and by state and federal law.

Even the lawful carrying of a concealed Handgun has its own risks. Any report of Weapons on an HCC Campus will be addressed by local law enforcement in coordination with HCC officials. The lawful carrying of a concealed Handgun should not create concerns on Campus; however, anything other than lawful carrying of a concealed Handgun has the potential to create confusion and additional risk during police responses.

**Enforcement:** Any individual violating this Policy will be subject to appropriate disciplinary action, including but not limited to suspension/expulsion, termination of employment, immediate removal from the premises and/or arrest. Enforcement of this Policy will be administered by HCC Officials.

**Reporting**
1. Suspected violations of this Policy should be reported to HCC Security:
   • Call HCC Security: 785-741-2206
• Walk-in: Vice President for Student Services Office, Administration Building, Highland Campus
• Written Report: Incident Reporting Form: https://cm.maxient.com/reportingform.php?HighlandCCKS

2. Emergency reports concerning threats or violence on campus:
• Call 911
• Call HCC Security: 785-741-2206

"Weapon" means a weapon described in K.S.A. 21-6301, as further defined under K.S.A. 75-7c20; however, for purposes of this Policy includes knives more than 4 inches in length.
**"Handgun" is defined as a "firearm", pursuant to K.S.A. 75-7c02 with cross-reference to K.S.A. 75-7b01. Specifically, under K.S.A. 75-7b01, it is: (1) a pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or (2) any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.
***"Public Areas" is defined at K.S.A. 75-7c20.

Definitions of Crimes for Use in Classifying Criminal Offenses

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

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

**Forcible Sex Offenses** – Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent. Forcible sex offenses include:

- **Forcible Rape** – The carnal knowledge of a person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

- **Forcible Sodomy** – Oral or anal sexual intercourse with another person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- **Sexual Assault with an Object** – The use of an object or instrument to unlawfully penetrate, however slight, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- **Forcible Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Non-forceful Sex Offenses** – Unlawful, non-forceful sexual intercourse. Non-forceful sex offenses include:

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

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

**Robbery** – The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence, and/or by putting the victim in fear.

**Aggravated Assault** – An unlawful attack by one person upon another where either the offender displays a weapon, or 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.
**Burglary** – The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

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

**Arson** – To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

**Liquor Law Violations** – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of intoxicating alcoholic beverages.

**Drug Related Violations (Sale and Possession)** – The unlawful cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance; or, the unlawful manufacture, sale, purchase, possession, or transportation of equipment or devices used for preparing and/or taking drugs or narcotics (drug paraphernalia).

**Weapon Law Violations** – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**Domestic Violence** – Includes felony or misdemeanor crimes 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 receiving grant monies, or 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. (See “Sexual Assault and Misconduct” section above for domestic violence definition in this jurisdiction).

**Dating Violence** – Violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The Length of the relationship, (ii) The type of relationship, (iii) The frequency of interaction between the persons involved in the relationship.

**Stalking** – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

**Hate Crimes**

A hate crime is considered a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, ethnicity, gender, or gender identity/national origin. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported:

**Race:** A preformed negative opinion or 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 a descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

**Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

**Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

**Sexual orientation:** A preformed negative opinion or attitude toward a person or 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 (e.g., lesbian, gay, bisexual, and heterosexual).

**Ethnicity:** A preformed negative opinion or attitude toward a group of persons 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 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 persons of the same national origin who share common or similar traits, languages, customs and/or traditions.

**Gender Identity:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

**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.

In conjunction with the Clery Act, hate crimes include any of the following offenses that are motivated by bias:

- Murder and non-negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Larceny-theft
- Simple assault
- Intimidation
- Destruction/damage/vandalism of property

**Crime Statistics**

Crime statistics provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act are for your information. These statistics are compiled and released annually by the Highland County Community College Vice President for Student Services. The totals you see below represent the compilation of all designated Clery Act crimes reported to campus law enforcement officials and Campus Security Authorities (CSAs).

To ensure that all designated CSAs are knowledgeable of Clery Act reporting requirements, CSAs of HCC are sent an email advisory each fall and spring semester detailing the requirement that they provide to the HCC Vice President for Student Services any information brought to their attention regarding any Clery Act reportable crime. Please note that under the guidelines of the Clery Act, this information can be brought to the attention of the CSA by a victim, witness, other third party or even the offender: and regardless of whether or not the individuals involved in the crime, or reporting the crime, are associated with the institution. If the CSA receives the crime information and believes it was provided in good faith, the CSA is required to report that information to HCC Vice President for Student Services. In “good faith” means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information.

The statistics provided below also include Clery Act crime report data received from other law enforcement agencies with jurisdiction in geographical areas outside of the main campus where HCC owns, leases, or controls property where significant student activity occurs. In order to comply with this portion of the statistical reporting requirement, the HCC Vice President for Student Services completes an annual process of property identification, determination of law enforcement jurisdiction, request for Clery Act crime statistics from appropriate law enforcement agencies, and follow-up contact to ensure a reasonable, good-faith effort is complete in the collection of required statistics. This same process is also conducted with the local law enforcement agency that has jurisdictional control over public areas adjoining the HCC main campus.
Crime Statistics Location Definitions

The crime statistics reported are broken down geographically according to the following categories: Total Campus (Total); Non-campus Building or Property; and Public Property. **The following definitions apply to these geographic categories:**

**Campus:** (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographical area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**Non-Campus building or property:** (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Public property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Missing Student Notification

In compliance with the Higher Education Opportunity Act of 2008, this policy sets forth procedures for the reporting, investigating and making emergency notifications regarding any currently-enrolled student who is believed to be missing. A student will be presumed to be missing when his/her absence, of 24 hours or more, is inconsistent with his/her established patterns of behavior and the deviation cannot be readily explained.

**Reporting a Possible Missing Student:**
Any member of the college community, including both employees and students, who is concerned that a currently-enrolled student may be missing should immediately contact the Vice President for Student Services at 785-442-6020. Any college employee who receives a report of a possible missing student must immediately refer such report to the Vice President for Student Services. The Vice President for Student Services shall investigate all reports and determine whether a student is missing. If the Vice President for Student Services determines that a student is missing, he/she shall notify the President and the Doniphan County Sheriff's Department, and/or other appropriate law enforcement agencies, as necessary.

**Missing Person Emergency Contact:**
Students are able to designate a “Missing Person Emergency Contact” on the application for student housing. If a student is determined to be missing, the Vice President for Student Services shall notify the designated Missing Person Emergency Contact not later than 24 hours after the student is determined to be missing. This contact information is considered confidential and will only be accessible to authorized college or law enforcement personnel. Parent/Guardian Notification for Students under 18 years of age: If a student is under 18 years of age (and not emancipated) and is determined to be missing, the Vice President for Student Services shall notify a custodial parent or guardian not later than 24 hours after the student is determined to be missing.

**Law Enforcement Notification:**
If a student is determined to be missing, the Vice President for Student Services shall notify the Doniphan County Sheriff's Department, or other appropriate law enforcement agency, not later than 24 hours after the student is determined to be missing.
### HCC Campus Safety and Compliance Management

The following chart outlines safety and compliance management teams, their role in campus safety and membership.

<table>
<thead>
<tr>
<th>Team</th>
<th>Mission</th>
<th>Goals</th>
<th>Chair/ Members</th>
<th>Publications/ Training</th>
</tr>
</thead>
</table>
| Crisis | Facilitate crisis prevention and intervention services to members of the College community. Through constant communication, members of the team are able to identify and assess potential harm, and develop and implement intervention plans before a situation escalates. During the aftermath of an event on HCC premises, team members intervene by providing security, individual and group student support counseling, referrals to county agencies, and recommendations to College officers. (Part of Clery-DOE Compliance) | Increase awareness within the HCC community on how to identify and communicate potential harm.  
Educate the HCC community on assisting with health and safety on campus.  
Establish standard operating procedures for behavioral crisis on campus that is inclusive of identification, communication, intervention (i.e. counseling, referral), and follow-up. | Vice President for Student Services, Chair  
- VPAA  
- VPFO  
- Athletic Director  
- Director of Residential Life  
- SSS Director  
- Director of Marketing  
- Director Student Life  
- IT Director  
- Human Resources  
- Faculty (2)  
- Security (2)  
- Athletic Trainer | Publications  
Crisis Response Manual  
Training  
Student Travel Procedure  
travel@highlandcc.edu  
Campus Lockdown |
| Care & Threat Assessment | Identify and assist high-risk students who are having difficulty being academically successful at HCC and to aid in developing support plans to encourage student health, well-being, and academic success by an active process of threat assessment and behavioral intervention. | • Identify students who are at risk academically and provide appropriate support and intervention  
• Promote campus safety by assessing and intervening with student behaviors that may compromise campus safety | Director of Counseling, Chair  
• Director of Residential Life  
• Director of Student Life  
• VPSS  
• SSS Director  
• Faculty Member  
• Director of Advising | Publications  
Portions of Crisis Response Manual  
Student Handbook list of resources | Training  
Care Team Referral  
Bystander Training  
Sexual Violence Training |
| Safety Management Team | To implement a collaborative campus approach for Clery Act compliance. (DOE Compliance) To act as a subgroup of the Crisis Team to facilitate policy development and updates for crisis response. | • Initiate timely warnings  
• Maintain a public crime log  
• Disclose campus security policies, procedures, and programs  
• Address special considerations regarding sex offenses and offenders  
• Collect, count, and classify data-recognize the who, what, when, and where  
• Submit annually, crime statistics to the Department of Education  
• Prepare and disseminate the Annual Security Report (ASR) | Director of Residence Life, Chair  
• Director of Student Life  
• Security  
• VPSS  
• Director of Maintenance | Publications  
Annual Security Report (ASR) | Training  
CSA Training |
| Student Conduct | To process violations of the Student Code of Conduct in accordance with HCC policy. | • To promote a campus environment that supports the overall | Student Conduct Officer, Chair  
• Director of | Publications  
Student Conduct Policy in Student Handbook |
<table>
<thead>
<tr>
<th>Title VII</th>
<th>Title VII of the Civil Rights Act of 1964 protects individuals against employment discrimination on the bases of race and color, as well as national origin, sex, and religion. Protections include recruiting, hiring, advancement, harassment, hostile work environment, compensations, terms, conditions, and privileges of employment, segregation of employees, and protects against retaliation. (EEOC Compliance)</th>
<th>Prevention of employment discrimination.</th>
<th>Human Resources, Chair</th>
<th>Training Investigator Pool</th>
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</thead>
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<tr>
<td>Title IX</td>
<td>No person in the US shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. (OCR Compliance) Gender Equity Report-Athletic Director (DOE Compliance?)</td>
<td>Prevention and Remediation of:  - Gender discrimination  - Sexual harassment  - Sexual Assault  - Stalking  - Intimate Partner/Relationship violence  - Bullying  - Cyberbullying  - Retaliation</td>
<td>Human Resources-Staff Title IX Coordinator  Vice President for Student Services-Student Title IX Coordinator</td>
<td>Publications Title IX Policies  Student conduct policies aligned with Title IX Staff conduct policies aligned with Title IX  HCC Catalog</td>
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<tr>
<td></td>
<td>• Assurance of compliance with requirement to stop, prevent, remedy.</td>
<td>• Sexual harassment • Sexual Assault • Stalking • Intimate Partner/Relationship violence • Bullying • Cyberbullying • Retaliation</td>
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<td></td>
<td>• Assurance of compliance with final sanctions</td>
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### Highland Community College - Clery Act Statistical Summary

**Main Campus - 606 W Main St, Highland KS 66035**


<table>
<thead>
<tr>
<th>Total crimes reported for:</th>
<th>On-Campus Building and Property</th>
<th>Residential Facilities</th>
<th>Non-Campus Building or Property</th>
<th>Public Property (Total)</th>
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Highland Community College – Clery Act Statistical Summary
Technical Center- 1501 West Riley, Atchison, KS 66002
(Includes Electrical Technology Building, Construction Trades Building, and Building Trades Site)


<table>
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<tr>
<th>Total crimes reported for:</th>
<th>On-Campus Building and Property</th>
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<th>Public Property (Total)</th>
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<td>Murder and Non-Negligent Manslaughter</td>
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### Highland Community College - Clery Act Statistical Summary

**Western Center - 313 Nemaha, Baileyville, KS 66404**


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Practice Football Field
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