

Pickens Technical College

Annual Security Report 2016

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Education That Works

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INTRODUCTION

Pickens Technical College (PTC) is committed to providing a safe and secure learning environment for all members of our learning community. PTC believes that academic freedom can only flourish in an environment that is free of criminal or other disruptive activity and unsafe conditions. The College is committed to maintaining the campus community as a place of study and work that is free from abuse, intimidation and harassment and where everyone is treated with respect and courtesy. The College will not tolerate criminal activity and will actively pursue internal discipline, criminal prosecution, or both, for all offenders.

PTC is located at 500 Airport Boulevard, Aurora, Colorado 80011. We are governed by the Aurora Public Schools (APS) Board of Education **and** by regulations established by the Colorado Community College System. PTC is a commuter college and does not have housing facilities for students nor staff.

On October 1st of each year, PTC Campus, through the office of the Title IX Coordinator, publishes a new Annual Security Report (ASR). The ASR is created for the previous calendar year, January 1 – December 31st. A paper copy of the Annual Security Report is available upon request at 500 Airport Boulevard, Aurora, Colorado 80011. Anyone may request a hardcopy of the ASR from the Title IX Coordinator and will receive their copy within two business days.

CAMPUS SECURITY

PTC's daily security is handled by the Administrative team with the assistance of the Campus Monitor(s), in close collaboration with the Aurora Public School's Department of Safety and Security, and in alignment with the Aurora Police Department. All security officers have the authority to ask a person for identification, to insist that students and staff are wearing Pickens identification cards, and to determine whether an individual has lawful business at PTC. Criminal incidents are referred to the local police. The College works with police from Aurora to provide a safe and secure environment for members of the campus community. Aurora police officers have the authority to enforce federal, state, and local laws. The Aurora Police Department maintains close relations with all federal, state, and local law enforcement entities. Depending on the seriousness of the crime, criminal cases are filed in the Aurora Municipal Court or Arapahoe County Court.

REPORTING OF CRIMINAL ACTIVITIES OR EMERGENCIES

PTC works closely with the Aurora Public Schools Department of Safety and Security and the Aurora Police Department. The APS Department of Safety and Security has administrative offices located at Educational Services Center 1, 15701 E. 1st Avenue, Suite 109, Aurora, CO 80013.

The Title IX Coordinator's Office is located at 500 Airport Boulevard, Aurora, Colorado in Building "A" and can be reached by dialing 303-344-4910. The Title IX Coordinator can also be reached by contacting staff members on campus.

The APS Safety and Security Department is reachable 24 hours a day at 303-367-3060 or for emergencies at 303-341-0911. The Aurora Police department responds to all campus incidents reported by students, faculty, staff, and members of the general public. Emergency response for fire, ambulance, or hazardous materials is the joint responsibility of the Aurora Fire Department and the Aurora Police Department.

TO REPORT A CRIME OR EMERGENCY

Students, staff, and visitors should promptly report criminal incidents, accidents, and other emergencies by:

1. Contacting the Campus Monitor
2. PTC Administration
3. Any PTC staff member
4. Or by Dialing 911.

In the event of an immediate emergency, such as an active shooter, calling 911 and reporting to staff will allow PTC to call a Lockout or Lockdown to provide immediate protection for students, staff, and visitors.

Members of the campus community are encouraged to report any activity, situation, or conduct that disrupts, adversely affects, or interferes with the function of Pickens Technical College and the pursuit of its educational purpose.

CAMPUS SECURITY AUTHORITIES (CSAs)

The definition of “Campus Security Authority,” according to federal law, is as follows: “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student discipline and campus judicial proceedings.” Should an individual choose not to report directly to the Police Department, he/she may report the incident to one of the following PTC Campus Security Authorities: (Most Security Personnel are available by radio as well):

Title IX Coordinator—Located in Building “A”. Patricia Duhalde 303-344-4910 extension 27726. Campus Monitor—Office located in Building “A”. James Jackson extension 27907 Administration = Located in Building “A”:

Executive Director— Teina McConnell extension 27701

Assistant Director—Allen Golden extension 27777

Assistant Director—Eric Ward extension 27925

Director of Student Services Located in Building “B”—Kevin Thompson- extension 27734

Faculty Members

Aurora Public Schools Director of Safety and Security – Greg Cazzell at 303-367-3060

The abovementioned CSAs will report the criminal activity to APS Department of Security, and/or the Aurora Police Department for inclusion in this report.

ANONYMOUSLY REPORTING CRIMES

DIAL **911** FOR EMERGENCY SITUATIONS!

APS Safety and Security Emergency line at 303-341-0911

APS SafeNet is designed to help you anonymously and securely report anything that's scaring or endangering you, your friends or your family at school. Submit your concern to [APS SafeNet](#).

Individuals may report crimes and crime tips anonymously through Safe2Tell. The phone line is not recorded and has no caller ID. In Colorado Safe2Tell reporting parties are anonymous under the State Law. Please remember that details are critical to an effective intervention. Please note

that this is **not an emergency** reporting system. The number for **Safe2Tell is 1-877-542-SAFE or 1-877-542-7233.**

Crime Stoppers of Metro Denver now can receive anonymous citizen tips through text messaging and by web mail on the Internet. [Visit the Text-a-Tip Web site](#)

For the purposes of making timely warnings and annual statistical disclosures, a voluntary confidential report of a crime can be made to any CSA by any person directly associated with the college. Anonymous disclosure can be made to one of the PTC counselors or the school nurse. These counselors are not campus security authorities, but Pickens encourages them to ask persons that they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual crime statistics.

REPORTING OF CRIMINAL ACTIVITY OFF-CAMPUS

If an off-campus crime occurs involving an individual affiliated with PTC, the crime will be reported to the appropriate agencies, though due to the location, it will not be counted as a Clery Act violation for the institution.

TIMELY WARNINGS

There are multiple circumstances in which a Timely Warning will be issued by PTC. Any condition or incident that could compromise the safety and well-being of any member of the PTC community will result in an appropriate timely warning being issued. Once the institution receives necessary and pertinent information, it will be sent through the emergency notification system. The message will be crafted in order to afford the campus community with information that allows them to take the needed precautions to protect themselves.

The warning will be communicated to Pickens Technical College in one or more of the following ways:

- Automated phone message.
- Personal phone call
- School Staff
- District E-Mail
- Local television, radio, and newspapers.
- The APS Web site aurorak12.org.

EMERGENCY RESPONSE AND EVACUATION PROCEDURE

In the case of an emergency, students, faculty, and staff will be notified through the following channels:

- Public Address System
- Evacuation Siren and Lights
- Notification by Staff

ANNUAL DRILLS AND EXERCISES

Fire/Evacuation Drills/

Pickens Technical College will conduct 10 fire evacuation drills per school year. Two of these drills will be in the first two weeks of school.

When the fire alarm sounds, students, staff, and visitors must evacuate the building within 2-3 minutes and locate themselves at least 100 feet from all buildings.

There are evacuation maps in classrooms and offices to direct people to the closest safe location.

Hazardous Materials Drills

PTC will conduct one Hazardous Materials Drill per school year. The drill will be announced over the public address system and personnel will be directed to evacuate the building to a specific geographic location. It is important to pay attention and move to the area specified as wind conditions may make certain evacuation areas unsafe to inhabit.

Tornado Drill

One Tornado Drill will be conducted per school year to occur no later than April 1st. Drills are announced over the public address system. Real events may be announced by tornado siren. Students, staff, and visitors will take cover in pre-determined safe areas. People should move away from windows, doors, and outside walls, and assume a take cover position.

Lockout/Lockdown Drills:

Lockout and Lockdown are called in response to the change in the level of threat assessment.

There will be two drills per year: a level two—orange lockout drill and a level three—red lockout drill. Copies of the Emergency Procedures Guidebook and/or the Pickens Emergency Plan are located in each classroom and office.

Below is a listing of the lockout and lockdown procedures:

Security Levels Based on Threat Assessment

LOCKDOWN (RED) - SEVERE SECURITY

RISK

Threat is inside the Building or on District Property

- Move immediately to a secure location
- Lock and close all office/classroom doors
- Close all windows and blinds
- Turn lights and cell phones off - No talking
- Duck and cover away from doors and windows
- Ignore bells and alarms
- Wait for instructions

LOCKOUT (ORANGE) - HIGH SECURITY

RISK

Threat is in the Surrounding Area

- Direct all students and staff on campus to come inside
- Lock and close all interior and exterior doors
- Restrict building access to APD, AFD and APS Security
- Close all windows and blinds
- Continue with classroom activities Students do not change classes
- Turn off passing bells
- Determine lunch protocol with Incident Response Team
- Wait for instructions

LOCKOUT (YELLOW) - POTENTIAL SECURITY

RISK

Threat may be in the Neighborhood

1. Direct all students and staff on campus to come inside
2. Lock and close all exterior doors
3. Follow normal building access control protocols
4. Monitor high traffic doors
5. Continue with school activities
6. Wait for instructions

SECURITY AND ACCESS TO CAMPUS FACILITIES

PTC Staff and Students are issued identification badges that are to be worn above the waist while on campus. In some programs, wearing ID badges pose a threat to safety and are not required to be worn while in class or when doing specific activities within the classroom. However, all students and staff should wear the ID badges whenever they are on campus with the one exception listed above.

Visitors to Pickens should register in either Building “A” or “B” where they will be given a visitors badge to be worn during their time on campus.

For everyone else, PTC’s personnel including APS Department of Safety and Security Officers, and employees of Aurora Public Schools have the authority to ask a person for identification and to determine whether an individual has lawful business at PTC.

The Campus Monitor and PTC administrative team in collaboration with the APS Department of Safety and Security manage the day-to-day security.

MAINTENANCE SECURITY

All mechanical problems that could cause physical harm to the public or members of the campus community are given priority. Problems with any facilities can be reported to the administration office at 303-344-4910 or APS Safety and Security at 303-367-3060.

RESPONSIBILITY FOR PREPARATION OF THIS REPORT

PTC’s Title IX Coordinator, in collaboration with the APS Department of Safety and Security, and the Aurora Police Department collects crime statistics that occur on and near the campus. Once a year the PTC Security Department compiles and classifies all of the statistics pertinent to the Clery Act for the purpose of making this report.

POSSESSION OF FIREARMS/WEAPONS ON CAMPUS

State Board for community colleges and occupational education (SBCCOE) states that no person may have on his or her person any unauthorized firearm, ammunition, explosive device, or illegal weapon on campus or any facility used by a college. Persons authorized to carry firearms and other equipment defined in the policy are:

1. Those persons conducting and participating in an approved program of instruction in the college's curriculum which requires access to such equipment as an integral part of the instructional program;
2. Certified peace officers;
3. Those persons who have been issued a valid permit to carry a concealed handgun in accordance with Colorado’s Concealed Carry Act, C.R.S. § 18-12-201, et seq. and who are acting in compliance with the requirements of that Act; and
4. Those persons granted permission at the discretion of the executive director for specific purposes from time to time.

5. Concealed Handgun Permit holders exercising their rights pursuant to Item #3 above are responsible for preventing the casual or inadvertent display of their handgun.

In accordance with Colorado Statute CRS 18-12-214(3), under no circumstances may a person other than a certified peace officer carry a firearm or other equipment defined in Board Policy onto the real property, or into any improvements erected thereon, of a public elementary, middle, junior high, high school or college. In accordance with Colorado Statute CRS 18-12-214(3)(a), a concealed weapon permittee may have a handgun on the real property of the public school so long as the handgun remains in his or her vehicle and, if the permittee is not in the vehicle, the handgun is in a compartment within the vehicle and the vehicle is locked.

TITLE IX, SEXUAL ASSAULT, SEXUAL HARRASSMENT

Pickens Technical College does not permit discrimination or harassment on the basis of sex in our work environment, educational programs, and activities. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. Pickens Technical College can respond to discrimination and/or harassment only if it is aware of the allegations made. Further, Pickens Technical College can more effectively investigate the sooner the allegation is brought to its attention. If you feel that you have been discriminated against, harassed, or are the victim of a sexual misconduct, you may file a complaint. Please contact the Title IX Coordinator to file a complaint. Information about how to file a sexual misconduct complaint, definitions, and resources for victims are available in the student handbook and on the Pickens website. Additional information and support can be obtained from the Title IX Coordinator or any administrator.

What is Title IX?

Title IX of the Education Amendments of 1972 prohibits gender-based discrimination and harassment in educational programs or activities at institutions that receive Federal financial assistance. For more information visit the [U.S. Department of Education](https://www.ed.gov/) website.

What is Title IX Policy?

Pickens Technical College prepares all students for Post-Secondary and Workforce Readiness (PWR) by providing unsurpassed, equitable Career and Technical Education (CTE). At the core of our beliefs and mission, is our desire to build a safe and secure campus community. As such, Pickens Technical College prohibits acts of sex and gender based discrimination which includes sexual misconduct. Sexual misconduct is a broad term that identifies forms of discrimination and harassment based on sex including, sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, and stalking. Sexual misconduct includes other acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. We must all work together to create a safe campus

Definitions

Definition of Sexual Misconduct

A broad term that identifies forms of discrimination and harassment based on sex including sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, and stalking. Sexual misconduct includes other acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Definition of Consent

Consent is informed, freely and actively given, and mutually understood permission or agreement. If physical force, coercion, intimidation, and/or threats are used, there is no consent. If a person is mentally or physically incapacitated or impaired so that they cannot understand the sexual situation, there is no consent. This includes impairment due to alcohol or drug consumption and being asleep or unconscious.

Consent is a clear understanding that someone is willing to do something. It must be voluntary.

Silence IS NOT consent.

If the person is younger than 18 OR is physically or mentally incapacitated due to any of the following, then there CANNOT BE CONSENT:

- Disability
- Alcohol or drug use
- Involuntary physical restraint
- Sleep
- Unconsciousness
- Blackout

Using force, violence, intimidation, or unreasonable pressure to get what you want is NOT consent.

Examples of some of the behaviors that would constitute a lack of consent include the following:

- Engaging in sexual activity with an unconscious or semi-conscious person;
- Engaging in sexual activity with someone who is asleep or passed out;
- Engaging in sexual activity with someone who has said “no”;
- Engaging in sexual activity with someone who is not reciprocating by body movement;
- Engaging in sexual activity with someone who is vomiting, unable to stand without assistance, or has to be carried to bed;
- Allowing another person to engage in sexual activity with your partner without his or her consent;
- Requiring any person to perform any sexual activity as a condition of acceptance into a fraternity, sorority, athletic, or any other organization affiliated with the College;
- Telling someone you will “out” him/her if he/she doesn’t engage in sexual activity (e.g., threatening to disclose the person’s sexual orientation without his/her consent);
- Telling someone you will fail him/her or give him/her a grade different from what is deserved if he/she don’t agree to engage in sexual activity; or
- Facilitating or assisting in a sexual assault including purchasing or providing alcohol or drugs to further a sexual assault.

Victims' Rights

Pickens Technical College complies with federal, state and local laws, including the reporting of all crimes to law enforcement authorities. Victims of sexual misconduct are entitled to the following rights:

Victims have the right to:

- Be notified of existing resources for counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available within the college and in the community.
- Be notified about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. Pickens Technical College will make such accommodations or provide such protective measures if the victim requests them and they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.
- File a formal complaint report to Pickens Technical College. Complaints should be filed with The Dean of Students, the Title IX Coordinator, Counselors in the Student Services Office, the School Nurse, or with any administrator. Victims are encouraged to use these offices for formal reporting.
- Report to law enforcement authorities.
- Decline to report to law enforcement.
- An advisor of one's choosing throughout the Pickens Technical College Title IX investigation.
- Know the sexual history of victims is not relevant to the truth of the allegation; therefore, information regarding the victim's sexual history, other than the relationship between the victim and the alleged aggressor, will not be considered in investigations.
- Know that any disclosure of sexual misconduct made to a college campus authority or responsible employee will result in a report as an annual crime statistic (with all identifying information withheld).
- Know in those cases where a student has been a victim of sexual assault and/or a violent crime while under the influence of alcohol, Pickens TECHNICAL COLLEGE will not pursue disciplinary actions against the student victim (or against a witness) for his or her improper use of alcohol (e.g., underage drinking). A student victim who is under the influence of alcohol at the time of a sexual assault is entitled to college and community assistance and encouraged to seek help.
- File a ***complaint*** with the U.S. Department of Justice and/or U.S. Department of Education Office for Civil Rights.

GET HELP

What to Do If You Have Been Assaulted.

After a sexual assault, victims often sense a loss of control. This is normal. Know that there are people on and off campus who will offer support and can help you make the decisions that are right for you to take care of yourself. It is important to remember that:

- You have choices.
- There is no one right way to take care of yourself.

Here are some things that are important for you to consider:

1. **Talk to someone you trust** like a friend, family member, counselor or victim advocate.
2. **Seek medical assistance** as soon as possible. Sexual assault can result in injury or illness that you may not immediately see or feel. It is important that you seek appropriate medical care promptly.
3. **Preserve physical evidence.** Resist the urge to change clothes, bathe, douche, eat, drink or brush your teeth. Do not go to the bathroom if possible. This is so that physical evidence can be collected and preserved. You do not need to decide at this time whether you want to pursue legal action but if you save the evidence, it offers you more options in the future when you are better able to decide.
4. **Discuss your options confidentially *without*** prompting a report to the College by contacting staff at Pickens such as the Counselors or School Nurse.
5. **File a report with the College** by contacting the Title IX Coordinator, Dean of Students, Counselors, School Nurse, or College Administrators.
6. **File a report with the Aurora Police Department.**

What to Do If Someone You Know Has Been Assaulted

After a sexual assault, victims often sense a loss of control. This is normal. The individual will likely seek support from a friend. Knowing how to respond will be very helpful to your friend.

- **Listen.** Give your friend the time he/she needs to talk. There may be moments of silence. Do not feel pressured to say something. Support your friend by listening to his/her story.
- **Respect your friend's privacy.** Your friend has confided in you. Do not share information without his/her permission.
- **Get support** if you need it. Contact counselors, the school nurse, the Dean of Students, or Title IX Coordinator.
- **Help to empower your friend.** Let your friend know that he/she has choices and that there is no one right way to take care of oneself following a sexual assault.
- **Educate yourself about resources** to offer to your friend. Check this website for a list of providers near our campus.

Title IX Procedure For Filing a Complaint.

Pickens Technical College has a procedure in place that serves to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking. The process for filing a complaint with the college is outlined below. This report will ensure a thorough, reliable, timely, and impartial investigation and resolution. The standard of evidence used in adjudication of cases of sexual misconduct is the **preponderance of evidence** standard—it is more likely than not, that a violation of this policy has occurred. When a violation is determined, Pickens Technical College will take prompt corrective action and impose appropriate sanctions. The College complies with federal, state and local laws, including the reporting of certain crimes to law enforcement authorities.

Pickens Technical College will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law.

STEP 1: File a Complaint with Pickens as Soon as Possible after the Incident Occurs.

STEP 2: Preliminary Review and Assessment of Complaint.

STEP 3: Notice of Sexual Misconduct Complaint to Distribute to All Concerned Parties.

STEP 4: Investigation.

STEP 5: Review of Investigation Findings and Decision.

SUPPORT STAFF FOR TITLE IX:

General Phone Number: 303-340-4910

Students can call the general number above and ask for a staff member by name or use the extensions listed below.

NAME: Patricia Duhalde, Title IX Coordinator and Assistant Director

LOCATION: Building "A"

EXTENSION: 27726

EMAIL: prduhalde@aps.k12.co.us

The Title IX Coordinator is responsible for coordinating our efforts to comply with and carry out the requirements under Title IX and all associated regulations. Other staff members who can offer assistance and support with reports of sexual misconduct include:

Administration:

NAME: Teina McConnell, Executive

Director LOCATION: Building "A".

PHONE NUMBER: Extension 27701

EMAIL: tlmccconnell@aps.k12.co.us

RESOURCES

National Sexual Assault Telephone Hotline: 800-656-HOPE (4673)

Aurora Mental Health Crisis Line 24 Hours. 303-617-2300

The Blue Bench, Denver's rape crisis center. 24 Hours

English = (303) 322-7273.

Spanish = 303-329-0031

TTY = 303-329-0023

On Campus Personnel:

General Phone Number: 303-340-4910

Students can call the general number above and ask for a staff member by name or use the extensions listed below.

NAME: Patricia Duhalde, Title IX Coordinator and Assistant Director

LOCATION: Building "A", Student Resource Center

EXTENSION: 27726

EMAIL: prduhalde@aps.k12.co.us

The Title IX Coordinator is responsible for coordinating our efforts to comply with and carry out the requirements under Title IX and all associated regulations.

Pickens Social Worker:

NAME: Kim Rasmussen
LOCATION: Building "B", Student Resource Center
PHONE NUMBER: Extension 27728
EMAIL: karasmussen@aps.k12.co.us

Pickens School Nurse:

NAME: **Sharon Dacus**
LOCATION: Building "A".
PHONE NUMBER: Extension 27704
EMAIL: srdacus@aps.k12.co.us

Administration:

NAME: **Patricia Duhalde, Assistant Director**
LOCATION: Building "A".
PHONE NUMBER: Extension 27726
EMAIL: prduhalde@aps.k12.co.us

NAME: **Teina McConnell, Executive Director**
LOCATION: Building "A".
PHONE NUMBER: Extension 27701
EMAIL: tlmccConnell@aps.k12.co.us

NAME: **Eric Ward, Assistant Director**
LOCATION: Building "A".
PHONE NUMBER: Extension 27925
EMAIL: elward@aps.k12.co.us

NAME: **Allen Golden, Assistant Director**
LOCATION: Building "A".
PHONE NUMBER: Extension 27777 EMAIL:
algolden@aps.k12.co.us

NAME: **Kevin Simpson, Director Student Services**
LOCATION: Building "B".
PHONE NUMBER: Extension 27734
EMAIL: kksimpson@aps.k12.co.us

SEX OFFENDER REGISTRATION

In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the College is providing a link to the Colorado State Sex Offender Registry. All sex offenders are required to register in the state of Colorado and to provide notice to each institution of higher education in Colorado at which the person is employed, carries a vocation, or is a student. In Colorado, convicted sex offenders must register with the Colorado Bureau of Investigation (CBI). The Colorado sex offender website is <https://www.colorado.gov/apps/cdps/sor/>.

PROHIBITION ON RETALIATION

An institution, or an officer, employee, or agent of an institution, may not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision in this policy.

STUDENT CONDUCT

PTC has high behavioral expectations for all students. It is our philosophy that students need to work through problems, not ignore them. PTC believes that our students can learn from their mistakes.

PTC is committed to providing students with the opportunity to change inappropriate, unproductive behaviors into productive ones. With new skills and positive behaviors, it is our intent that students become successful, contributing members of the community.

Attire

Students should dress for success. They should choose clothes that are appropriate for their career program.

At PTC, we ask that students wear clothing to school that would be suitable for their enrolled program. We ask that individual students and their families support a positive and professional environment by dressing in a manner that will not be disruptive or detrimental to the learning environment. Religious and health accommodations can be made at the discretion of the Administrative Team.

Clothing that might be considered disruptive or detrimental to the learning environment may include:

- outfits that inappropriately bare or expose traditionally private parts of a body including, but not limited to, stomach, buttocks, shoulders, back, and breasts
- clothes, paraphernalia, jewelry, or body adornment that contain advertisements, symbols, words, slogans, patches, or pictures that:
 - are sexually suggestive
 - are drug or alcohol or gang related
 - are obscene or profane or legally libelous
 - promote hate or advocate violence

Gang Related Dress and Behaviors

This policy is in place to protect the safety and well-being of all students. The term “gang” used in the policy refers to groups of individuals who share a common interest, bond, or activity characterized by criminal, delinquent, or otherwise disruptive conduct engaged in collectively or individually.

Gang activity in schools is often marked by the prominent display of certain colors or other symbols in wearing apparel by students, graffiti with distinctive symbols and the use of hand signals that denote gang membership. Students who adopt a dress style suggestive of such displays, or engage in graffiti or hand signals, even when unassociated with gang activity, may become targets of anti-social behavior. The purpose of this policy is to protect the health, safety, and welfare of those in the school community and to prevent the initiation or continuation of gang membership and gang activity in our school.

- Any manner of grooming or apparel which may include jewelry, hats, emblems, and badges, which by virtue of color, arrangement, trademark, or other attribute is associated with or denotes membership in or affiliation with a gang will not be allowed in school.
- Gestures, hand signals, or graffiti which denotes gang membership or activities is prohibited.
- Gang graffiti on school premises will be photographed as soon as it is discovered and then will be removed. The photographs will be shared with local law enforcement authorities and used in future disciplinary or criminal actions against the offenders.
- Any student wearing or carrying overt gang paraphernalia or making gestures that symbolize gang membership will be referred to administration for disciplinary action.
- Disciplinary action for violation of these standards will include student notification of the violation, the requirement of the apparel to be changed before returning to class, and, if deemed necessary, and a parent conference. Repeated violations may result in suspension or removal from the program.

If there is a disagreement about the appropriateness of a student’s dress or appearance, the student will be sent home. If the disagreement is with a secondary student, the student’s parent or guardian will be contacted. Any student can seek the consideration of the Appeals Committee.

Bully Prevention STOP-WALK-TALK

The APS adopted procedure for Bully Prevention that will be taught in the classroom and reviewed frequently.

The procedure consists of victims (1) clearly communicating STOP, (2) choosing to calmly WALK away if the perpetrator’s unwanted behavior does not stop and then (3) choosing to TALK to a staff member to get help concerning the situation.

The procedure for students being told to STOP is to (1) stop what they are doing, (2) take a

deep breath, and (3) go about their day.

The procedure for staff being told to STOP is to (1) stop what they are doing, (2) take a deep breath,

(3) acknowledge the stop signal, and (4) restate or rephrase the expectation or directive.

The procedure for a staff members being told by a student about a bullying situation is to (1) thank the student for coming to them, (2) ask what the problem is, (3) ask if the student said “stop”, (4) ask if the student “walked away calmly”, and then (5) determine what is the next appropriate response to prevent a repeat of the situation.

Cyber Bullying Save It

Cyber bullying is defined as “the use of information and communication technologies such as email, cell phones, text messages, instant messaging, and personal websites to support hostile behavior by one individual with the intent to harm others.”

If a student makes reference to being bullied by any of these methods, please know that it is considered no different than harassment in person. Students should save the message and contact a staff member at school to report it. If a student is not comfortable reporting to a staff member, please know that Safe2Tell is an anonymous hotline for reporting bullying in and outside of the school site.

The toll free number for Safe2Tell is 1-877-542-SAFE, which is 1-877-542-7233.

In order to minimize cyber bullying, students should:

- Not erase any message they receive from a bully. They should keep record of every message they receive.
- Tell someone either at his or her site or through Safe2Tell
- Not reply to any bullying messages they receive
- Look into how they can block these messages
- Keep all personal information private. Do not share details with others.

Student Discipline

PTC expects that all students behave in ways which foster a school atmosphere that is safe, conducive to learning, and free from any unnecessary disruptions. Recognizing that the goal of discipline is to effect change in behaviors, PTC administration and teachers will make every effort to assist the student in resolving conflicts, solving problems, and choosing more effective behaviors.

When disruption and behaviors do occur which are detrimental to the learning environment, depending on the severity of the incident, the staff has agreed to the following progressive discipline process for redirecting or changing behavior.

Step 1: First redirect – a kind, gentle, clear reminder of the expected behavior.

Step 2: Second redirect – if possible, the teacher will hold a short hall conference where the student and teacher have a respectful exchange about behaviors, observations and a clear plan about expectations and consequences.

Step 3: Third redirect – if the student behavior does not change, a teacher will then contact

their Administrator.

If disciplinary issues are ongoing or cannot be resolved at the classroom level, the Administrator may become involved. Parent/student contact and conferences may be scheduled in order to assist the student in making the needed changes that will allow them to remain in our school.

If a student is involved in a serious discipline incident, the teacher or administrative supervisor will immediately contact the administrator support rather than follow the redirect process. School administrators do have the discretionary power to discipline students. Disciplinary actions may include removal from class, search and seizure of personal property, assignment to work detail, suspensions from school, and/or recommendations for expulsion. Emergency situations or behaviors which pose a threat to the health, safety, and welfare of staff and students will be dealt with immediately by an administrator. Please refer to the Safe School Policies and Procedures Handbook at www.pickenstech.org for specific information on offenses and consequences.

Safe Schools Policies and Procedures

PTC enforces and abides by the Safe Schools Policy guidelines put forth by the Aurora Public Schools District. Students are expected to conduct themselves in an appropriate manner at all times and to adhere to the Safe Schools Policy and school conduct guidelines. Behavior which is inappropriate or which interferes with the learning of students may result in serious consequences.

These behaviors may include, but are not limited to:

Any conduct which may be contrary to the welfare of students or staff or injurious to their health, safety, or morals or which interfere with the schools ability to provide educational opportunities for other students may be grounds for dismissal. Some examples are: fighting, profanity (language which is abusive, vulgar, or disrupting), insubordination to staff, persistent or recurring disobedience, academic dishonesty, sexual harassment, possession of firearms and/or potential items that could be used as weapons, possession, sale, or distribution of drugs or alcohol, defacing school property, robbery or theft.

State law and District policies require an expulsion for possession of a firearm. Suspension and possible **expulsion can result** from: (1) possession of a dangerous weapon (including pocket knives – depending on the style and size). (2) sale of illegal drugs, (3) commission of an act which, had it been committed by an adult, would have been robbery, (4) commission of an act which, had it been committed by an adult, would have been assault and (5) false accusation of offense by staff. Expulsion can be for a period up to one full calendar year.

Drugs, Alcohol and Tobacco: Rules and Procedures

PTC is committed to helping any student who may have a substance abuse concern or problem. We are equally committed to maintaining an educational environment that is free of illegal drugs, alcohol, and tobacco. Consequently, the following procedures will be observed when dealing with these issues.

Any student who requests help with regards to a substance abuse issue will be offered as much assistance as our resources allow. When appropriate, all measures will be taken to maintain confidentiality.

Any student who is found under the influence or in possession (internal – already

consumed or external – in purse, pocket, backpack, etc. or having the noticeable odor) of illegal or synthetic drugs or alcohol will be subject to the following consequences:

Under the Influence

Any person at PTC may refer a student to an administrator if they have reason to believe the student is under the influence of drugs or alcohol. NOTE: the odor of marijuana or alcohol is sufficient grounds for referring and disciplining a student for being under the influence. If a student is considered to be under the influence of drugs or alcohol, the student will be suspended from school.

Possession of Illegal Drugs, Paraphernalia, or Alcohol:

In all cases involving possession of illegal drugs, drug paraphernalia, or alcohol, the following procedures will be observed:

- The student will be disciplined and possibly suspended for a period of time, possible recommendation for expulsion or withdrawn from school.
- In all cases involving possession, the Aurora Police will be notified and students may be ticketed for the offense.
- **(Be aware that a person, 18 or older, giving or sharing illegal drugs with a minor, under 18 years old, can be charged with a felony. Felony convictions may limit or prevent students from pursuing certain careers.)**

Tobacco

Colorado state law prohibits the use and distribution of tobacco products on school property, regardless of the day or time. Tobacco use on Aurora Public Schools property is not permitted, even in private cars in the parking lot.

Smoking

Smoking is not permitted anywhere on any Aurora Public Schools property at any time including inside cars parked on campus. APS property on the east side of Airport Blvd. extends from 6th Avenue south to Centertech Parkway. Smoking is permitted beyond the fence gate opening at the north end of the North Parking Lot or on the Airport Blvd. sidewalk south of the chain-linked fence south of William Smith High School.

Electronic or non-tobacco cigarettes are difficult to distinguish from tobacco cigarettes from a distance and as such are prohibited from use on campus.

Marijuana and Marijuana Containing Products

Marijuana and marijuana containing products sale, possession, use (odor) or being under the influence will result in discipline and possible suspension or expulsion as indicated in the Safe School Policies and Procedures. Whether a person has been approved for the use of medical marijuana or not has no bearing on a school campus.

Reporting Inappropriate Actions

Both staff and students have the responsibility of maintaining a safe environment for learning at Pickens. Whether observing or experiencing inappropriate actions of others, staff and

students are responsible for reporting those actions. Reports should be made to staff or administrators.

Anonymous reports can be made by calling Safe2Tell at 1-877-542-SAFE.

Pickens and the Police

The school will cooperate and assist the Aurora Police Department in the investigation of on-campus and off-campus situations as directed by APS Policies and Procedures.

Social Networking and Video Sharing

Students should refrain from taking pictures or videos and should refrain from posting pictures or videos on social networking sites without prior approval from students or instructors while at Pickens. Students in the Professional Photography class will take into account the need for Media Release approval of any student/client photos.

CRIME LOCATIONS

The following locations are used to report crime information under the Clery Act:

On Campus—Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes.

Those areas are defined as:

Main Campus at 500 Airport Boulevard, Aurora, Colorado 80011

The Pickens Day Care Center located at 400 Airport Boulevard, Aurora, Colorado 80011

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. Note: Include sidewalks and streets surrounding the campus as well as the sidewalk across the street from campus, but do not include public property beyond the sidewalk.

Non Campus – Pickens students who participate in the Construction Program may work on the construction site of a house that is being built as part of the Construction Program. There are generally two addresses per calendar year that students may work on. Those addresses change each school year and can be obtained from the program's instructors and/or PTC administrators.

CRIME DEFINITIONS

Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter: The killing of another person through gross negligence.

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

Sex Offenses – Non-forcible: Unlawful, non-forcible sexual intercourse. This includes incest and statutory rape.

Robbery : The taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the

use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned including joyriding)

Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

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

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

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

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Hate Crimes: If the victim is intentionally selected because of the victim's actual or perceived: race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability.

Unfounded Crimes: An institution must report to the DOE and disclose in its ASR statistics the total number of crime reports that were "unfounded" and subsequently withheld from its crime statistics during each of the three most recent calendar years.

Definitions taken from the Uniform Crime Reporting Handbook

RECENT CRIME STATISTICS

The following statistics are provided in compliance with the Jeanne Clery Act and the Violence Against Women Act. These represent the crimes and offenses committed and/or reported on the main campus, the Day Care Center at 400 Airport Boulevard, Aurora, Colorado, the public

areas around the main campus, and the two houses that our Construction Program uses for instruction.

CLERY REPORT—PICKENS TECHNICAL COLLEGE 2016

CRIMINAL OFFENSE	YEAR	ON CAMPUS	PUBLIC PROPERTY	NON-CAMPUS 400 Airport Blvd.	NON-CAMPUS (1)	NON-CAMPUS (2)
MURDER /NON-NEGLIENT MANSLAUGHTER	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
SEX OFFENSES, FORCIBLE	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
ROBBERY	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
AGGRAVATED ASSAULT	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
BURLARY	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
MOTOR VEHICLE THEFT	2014	0	0	0	1	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
ARSON	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
DOMESTIC VIOLENCE	2014	X	X	X	X	X
	2015	0	0	0	0	0
	2016	0	0	0	0	0
DATING VIOLENCE	2014	X	X	X	X	X
	2015	0	0	0	0	0

	2016	0	0	0	0	0
STALKING	2014	X	X	X	X	X
	2015	0	0	0	0	0
	2016	0	0	0	0	0
LIQUOR LAW VIOLATIONS	2014	4	0	0	0	0
	2015	2	0	0	0	0
	2016	4	0	0	0	0
LIQUOR LAW ARRESTS	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
DRUG LAW VIOLATIONS	2014	5	0	0	0	0
	2015	1	1	0	0	0
	2016	5	0	0	0	0
DRUG LAW ARRESTS	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
ILLEGAL WEAPONS, POSSESSION VIOLATIONS	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
ILLEGAL WEAPONS, POSSESSION ARRESTS	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
HATE CRIMES:	2014	X	X	X	X	X
	2015	X	X	X	X	X
	2016	0	0	0	0	0
LARCENY	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
SIMPLE ASSAULT	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
INTIMIDATION	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0

“X” = Not required to report.

Non-Campus = Each year students in the Construction Program build a house.
The address below is for the year 2016.

The addresses for 2016 was:

(1) 19075 E 22nd Circle, Aurora, Colorado