

ZERO-TOLERANCE FOR HARASSMENT

The College has a policy of “zero-tolerance” with respect to unlawful faculty, staff, student, visitor, or patron harassment. In this connection, the College expressly prohibits any form of unlawful harassment based on race, color, religion, sex, national origin, age, disability, status as a Vietnam-era or special disabled veteran, sexual orientation, gender identity, or status in any group protected by state or local law. Improper interference with the ability of the College’s employees to perform their expected job duties, or students’ ability to learn, is not tolerated. Harassment may result from verbal or physical conduct or written or graphic material.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Racial harassment is racially motivated conduct which:

- Affords an employee different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities or programs of the College;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual’s work performance or employment opportunities.

The College’s “zero tolerance” policy applies on the College property, in College vehicles, and at all College-sponsored activities, programs or events. Sexual harassment against individuals associated with the College is prohibited, whether or not the harassment occurs on the College property. This policy also applies with regard to the patrons who visit its facilities and attend its programs and functions.

Persons who experience or witness any type of harassment as outlined in this policy or believe they or someone else has been treated in an unlawful, discriminatory manner, shall promptly report the incident to a college administrator.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes harassment under the definition outlined above.

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The College prohibits any form of retaliation against any person for reporting a violation of this policy, filing a complaint under this policy, or assisting in a complaint investigation. However, if, after investigating any complaint of harassment or

unlawful discrimination, the College determines that the complaint is frivolous and was not made in good faith or that a person has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information, up to and including termination of an employee.

A summary of this policy and related materials shall be posted in Building A. The policy shall also be published in student and employee handbooks as directed by the VP of Administrative Services.

EMERGENCY RESPONSE & EVALUATION PROCEDURES

To immediately notify the campus community upon the confirmation of 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 assess the situation and use the appropriate system of communication to confer the information to staff and students. This may include but is not limited to electronic mail or social media, phone, or person-to-person communication.

In 2011-12 SATC will begin to implement RAVE MOBILE communications enabling staff to mass-communicate emergencies to students/staff via cell phone, text message, and/or email communication.

The College will, without delay, and taking in to account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

When informed of an emergency SATC administrative staff will determine who to notify, determine the content of the notification, and initiate the appropriate notification system— electronic, phone, or person-to-person.

Administrative staff include but may not be limited to any or all listed below:

- President
- Vice Presidents
- Directors

The President or a Vice President will disseminate emergency information to the larger community as appropriate.

The College will test the emergency response and evacuation procedures on at least an annual basis including publicizing its process in conjunction with at least one test per calendar year, and documenting a description of the exercise as well as the date and time of the exercise and whether it was announced or unannounced.



CAMPUS SECURITY INFORMATION 2010 - 2011

2562 Centennial Road - Salina, KS 67401

785 309-3100 - 800-466-7989 - FX 785-309-3101

Salina Area Technical College does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the VP of Administrative Services, 2562 Centennial Rd, Salina, KS 67401, 785-309-3108.

Campus Safety & Security Information

INTRODUCTION

Everyone has the right to attend Salina Area Technical College in a safe and secure environment. While the College has no formal campus security personnel, it is the duty of the staff and instructors to uphold the Board policies on security as well as abide by College Policies, as well as Local, State and Federal laws. The policies and procedures regarding security and safety on the College campus are briefly outlined in this brochure. For additional questions, please call 785-309-3100.

SAFETY

All College employees shall make all reasonable efforts to provide a safe environment for students, staff, and visitors. These efforts may include but are not limited to cooperation with law enforcement agencies and/or emergency response personnel.

The College Board and the President will cooperate with local governmental officials, emergency preparedness authorities and other related state and federal agencies to maintain adequate disaster warning systems and procedures.

Applicable staff and/or maintenance personnel shall periodically inspect each building, and other appropriate areas to see that they are adequately maintained. Written records of these inspections shall be maintained.

Inspection of the College facilities for hazardous waste shall be conducted on a regular basis. Written records of these inspections shall be maintained. Hazardous waste that is discovered will be reported to the President and its removal and disposal shall be handled in accordance with applicable local, state, and federal rules and regulations.

When hazardous waste material is produced in a shop or any location within the College, its disposal shall be in accordance with state and federal rules, regulations and current law.

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

SECURITY

The College shall attempt to ensure that employees, students, visitors and property are protected from possible injury or damage. Security devices may be installed at locations deemed appropriate. Other measures may be taken to prevent intrusions, trespassing or disturbances from occurring on the College property. Outside lighting shall be

Campus Security Report Statistics	2010		2009		2008		2007	
	Offense	Arrest	Offense	Arrest	Offense	Arrest	Offense	Arrest
	Reported	Reported	Reported	Reported	Reported	Reported	Reported	Reported
Criminal Homicide: A or B class								
A. Murder & non-negligent manslaughter	0	0	0	0	0	0	0	0
B. negligent manslaughter	0	0	0	0	0	0	0	0
Sex Offenses: A or B class								
A. Forcible sex offenses	0	0	0	0	0	0	0	0
B. non-forcible sex offenses	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	0	0	0
Theft	0	0	1	0	0	0	0	0
Burglary	2	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Motor Vehicle Accident, no injury	0	0	2	0	0	0	0	0
Motor Vehicle, Hit & Run	0	0	1	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Damage to Property	0	0	0	0	1	0	0	0
SATC Campus Policy Violations								
	Offense	Discipline	Offense	Discipline	Offense	Discipline	Offense	Discipline
	Reported	Action	Reported	Action	Reported	Action	Reported	Action
Liquor Law Violations	0	0	0	0	0	1	0	0
Drug Law Violations	0	0	0	0	0	0	0	0
Illegal Weapon Violations	0	0	0	0	0	0	0	0

Data in the above table is collected, updated, and reported in October of each academic year. See Student Services with any questions.

installed at each building and other locations on campus to provide illumination. The College shall cooperate with law enforcement in security matters.

Firearms are not allowed on college property. Kansas Statutes Annotated 21-4204 defines unlawful possession of a firearm as "(d) possession of any firearm by any person, other than a law enforcement officer, in or on any school property or grounds...." A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon.

PLACE TO REPORT CRIMINAL OFFENSES

All offenses should first be reported to the instructor of the department or nearest SATC staff person. The instructor/staff person will report to the Administration office. If the police department needs to be contacted, the appropriate staff person will place the call to the proper authorities. In emergency situations, the SATC area is served by the 911 telephone number for ambulance, fire and police. If requested, the name of the student reporting the criminal offense will be kept confidential.

ACCESS TO CAMPUS FACILITIES

Campus facilities are restricted to those who have a legitimate purpose for being on campus. Other persons will be asked to leave. Facilities will be secured and locked when classes are not in session. Locks and other security equipment to buildings and their contents are checked regularly. Door keys are issued sparingly to college personnel to maximize security.

The College will attempt, through its staff, to ensure that students, patrons and all property owned by the College are protected at all times from possible damage or injury, outside intrusion or disturbances occurring on campus grounds or in campus buildings. The College shall cooperate with all law enforcement agencies.

**Your safety is important to us.
Report concerns to
the nearest SATC Staff person.**