

2019 Comprehensive Annual Security Report

CONTAINING *CLERY* CRIME STATISTICS FOR CAMPUSES
OF CLARENDON COLLEGE INCLUDING:

CLARENDON

CHILDRESS

PAMPA

AMARILLO

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Clarendon College – Student Affairs

Annual Report/Crime Statistics 2019

Clery Act Statistics Visit:

US Department of Education Office of Postsecondary Education: (Statistics for four Clarendon, Childress, Amarillo and Pampa locations are available in this report.)

<http://ope.ed.gov/security/GetOneInstitutionData.aspx>

Daily Crime Log Available for Inspection at the Director of Student Life's Office –
Bairfield Activity Center

[Texas Sexual Offender Database Search:](https://records.txdps.state.tx.us/SexOffender/)

<https://records.txdps.state.tx.us/SexOffender/>

Current Sexual Offenders Available at Director of Student Life– Bairfield Activity Center

Accreditation

Clarendon College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 300334097 or call (404) 679-4500 for questions about the accreditation of Clarendon College.

Equal Opportunity Policy

Clarendon College is an equal opportunity community college. It is the policy of Clarendon College not to discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws in its educational and vocational programs, activities or employment. For information about your rights or grievance procedures, contact the Vice President of Academic Affairs, Tex Buckhaults (806) 874-3571, Admin Building-Clarendon Campus), who has been designated the compliance coordinator for Title IX of the Educational Amendments of 1972, as amended, and Title II of the Americans with Disabilities Act and the related regulations.

Introduction

The Jeanne *Clery* Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. # 1092 (F) as amended (the "*Clery Act*") is a federal law requiring all institutions of higher education receiving federal financial assistance authorized under Title IV of the Higher Education Act of 1965 to disclose certain timely and annual information about campus crime and security policies. The *Clery* act, named in memory of a Lehigh University freshman who was assaulted and murdered in her residence hall room in 1986, specifically requires institutions of higher learning to prepare, publish, and distribute a report concerning campus crime statistics and security policies on an annual basis through appropriate publications, mailings or computer networks to all current students and employees, and all prospective students and prospective employees.

Annual Security Report (ASR)

The purpose of this report is to provide you, the Clarendon College (CC) constituency, with the information and the understanding you need to make an informed and reasoned decision about your personal safety. Clarendon College is a wonderful place to learn, to work and to develop as an individual and as part of a larger academic community. Please carefully consider the information contained in this report as you make decisions about your education or career at Clarendon College.

- The VP of Academic Affairs in conjunction with the VP of Student Affairs prepares the Annual Security Report.
- The report is prepared with additional data provided by local law enforcement agencies, Donley County Sheriff's Office; Pampa Police Department, Pampa, Texas; Gray County Sheriff's Office; Pampa, Texas, Amarillo Police Department; Amarillo, Texas, and Childress Police Department, Childress, Texas.
- The report contains statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off campus buildings or property owned and controlled by Clarendon College; and public property within, or immediately adjacent to and accessible from the different campuses.
- The report contains information regarding campus security policies, procedures and personal safety topics.
- Report documentation is kept in the Office of the Vice President of Academic Affairs
- The Annual Security Report was updated on September 20, 2019.

Report Distribution

A full text of the Annual Security Report is available by going to the CC Student Affairs website and clicking on the link at: <http://www.clarendoncollege.edu/Resources/Student%20Services/CC19ASR.pdf>

The CC Office of Student Affairs will provide a paper copy of the annual security report upon request. The request does not have to be made in writing. There will be no charge or fee, nor will the report be included in another document for which you are charged a fee. The report is available to all currently enrolled students (including those attending less than full time and those not enrolled in Title IV programs or courses). In addition, Clarendon College will make the report available to prospective students or prospective employees upon request.

Prior to the report being published a notification will be sent out before the October 1 requirement to all students and college employees advising the report is completed.

Notification will be made by:

- Campus e-mail
- CC Faculty Portal (on line)
- CC Business Portal (on line)
- CC Student Portal (on line)

For employees and students who begin their association with CC after October 1 prior to a new annual report notification an announcement will be maintained in a constant format on the CC Faculty Portal, CC Business Portal and the CC Student Portal.

Locations Covered in the ASR

Clarendon College is a multi-site institution consisting of four locations. One location is located in the City of Clarendon, Texas. In addition, the college operates three extension centers. One extension center is located in the city of Pampa, Texas, one in the city of Childress, Texas and one in the city of Amarillo, Texas.

- **Clarendon College - Main Campus**
1122 College Drive, Clarendon, Texas 79226
- **Clarendon College – Pampa Center**
1601 W. Kentucky, Pampa, Texas, 79065
- **Clarendon College – Childress Center**
1902 Ave. G NW, Childress Texas, 79201
- **Clarendon College – Amarillo Center**
3211 SW 26 Ave. Amarillo, Texas 79109

Reporting Responsibilities for the ASR

The CC Office of Student Affairs (OSA) has the responsibility to report certain crime statistics to the Department of Education. The Director of Student Life has overall responsibility for maintaining and gathering crime statistic data. The information is divided into groups based upon the type of crime being reported and the areas where the incident occurred.

- **On — Campus**
Any building or property owned, leased or under control of Clarendon College is subject to statistics.
- **Non-Campus Properties**
Offense statistics are required for non-campus property or buildings owned or controlled by Clarendon College that are frequently used by students and are not within the same reasonably contiguous geographic area of the institution, or any building/property that is owned or controlled by a student organization that is officially recognized by the institution.
- **Public Property**
Offense statistics for public property, located immediately adjacent to and easily accessible from campus, including; thoroughfares, sidewalks, streets, lands, parks and beaches (property owned or controlled by Clarendon College and not a private residence or business).

Hierarchy Rule

When incidents are examined for determination of inclusion in the ASR, a portion of the *Clery Act* called the Hierarchy Rule comes into effect. Occasionally, a person who has been arrested may have committed more than a single offense. The Hierarchy Rule requires in this situation that we count the offense which is of the most serious nature and not count an offense of lesser significance. For example, if a person committed in the course of a single act, a burglary and a murder, then only the murder would be counted. An exception to this rule exists for hate crimes. If a person commits any reportable offense and while doing this also commits a hate crime, then both incidents are reported. However, all crimes will be listed on the daily crime log. Normal hierarchy for *Clery Act* reporting:

- Murder and Non-negligent Manslaughter
- Negligent Manslaughter
- Forcible Sex Offenses
- Non-forcible Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arrests
- Referrals for Disciplinary Action

Crime/Number of Victims

The *Clery* Act requires that participating institutions collect data on a specific list of crimes. These crimes are listed here. You will also notice a column beside each of the crimes that indicates how the numbers are to be tallied.

• Homicide (Murder)	Victims	• Burglary	Victims
• Manslaughter	Victims	• Motor vehicle theft	Victims
• Forcible sex offenses		• Arson	Victims
• Rape	Victims	• Hate crimes	Victims
• Fondling	Victims	• Liquor, drug and Weapons	Victims
• Non-forcible sex offenses		• Domestic Violence	Victims
• Incest	Victims	• Dating Violence	Victims
• Statutory Rape	Victims	• Stalking	Victims
• Robbery	Victims		
• Aggravated assault	Victims		

In the case of liquor, drug and weapons offenses the numbers are tallied in two groups. The first set of numbers is for those individuals who were arrested and the second for those who received college sanctions alone. This is not a distinction between breaking the law and not breaking the law, the numbers in both groups are the result of a violation of the law. It is an attempt to reflect the actual impact of liquor, drug and weapons violations occurring in the campus community even when the incident does not result in an arrest. Although a peace officer, County Attorney or District Attorney may choose not to prosecute an individual for one of these offenses because there is insufficient evidence to reach a conviction, Clarendon College may still sanction the individual.

Excluded Crimes

- Reported to the Proper Authorities — The incident must be reported to law enforcement or a person who, according to the *Clery* Act, is defined as a Campus Security Authority. A person designated as a Campus Security Authority does not only mean a person employed by Clarendon College. The term is applied to a person who works for the College in a paid or volunteer status and has significant responsibility for student activities. (See Campus Security Authorities, Page 24).
- Listed Crimes — The crimes must be one of those listed in the *Clery* Act as a reportable crime. (See the list above)
- Reportable Area — The crime must have occurred in one of the reportable areas. Every reportable crime occurring within the boundaries of our campuses is a reportable crime. Perimeter streets are described in the following: "Sidewalk — Street — Sidewalk". This means that a reportable crime occurring on the sidewalk on either side of the perimeter street is reportable. As are incidents occurring in the street. But an incident occurring in a privately owned building on the distant side of the perimeter street would not be included.
- Made in Good Faith — For an incident to be included there must be a determination that the report is made in good faith. Supporting evidence makes this determination easy, but such evidence is not always available, in such a case the credibility of the person making the report is considered. When an incident is reported by another law enforcement agency, we assume this determination has been made.
- Unfounded — In the case of a particular incident, law enforcement determines that the incident could not have occurred or did not occur, i.e., a false report, the crime would not be included in the Annual Report.

Security and Access

During business hours, Clarendon College (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key, if issued, or by admittance via Residence Life staff. In the case of periods of extended closing, Clarendon College personnel will admit only those with prior written approval to all facilities.

Residence halls are to be secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock. Residents are required to return keys prior to leaving on extended breaks. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Vera Dial Dickey Library, the Bulldog Gym and the Bairfield Activity Center. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic may have security surveys conducted. Administrators from the Vice President of Academic Affairs' Office, Physical Plant, Residence Life, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications.

Clarendon College Office of Student Affairs

If a crime or public safety related incident is currently occurring or poses an immediate threat, students, staff and faculty are to immediately call 9-1-1. The local Law Enforcement Agency (LEA) will take lead on response and investigation of the crime and/or public safety incident. All LEA officers must meet the standards and conditions required for employments for their respective jurisdictions. LEA personnel have the authority to arrest individuals.

If a crime or public safety related incident, which has occurred, needs to be reported, students, staff, faculty, and other community members are strongly encouraged to report such incidents to the College Office of Student Affairs (OSA) in a timely manner. The Clarendon College OSA is open 8a.m. to 4:30p.m. Monday – Thursday and 8a.m. to 4p.m. on Friday. The OSA is not open on Saturdays or Sundays or on designated college holidays. The non-emergency number is 806-874-4861.

The following table provides a list of the Office of Student Affairs Personnel who are authorized to take reports of a crime and/or a public safety incident.

Table 1 – Student Affairs Personnel

Title	Contact Information	Campus	Office
Director of Childress Center	940-937-2001	Childress	Suite I
Assistant to the Director of Childress	940-937-2001	Childress	Suite I
Assistant to the Assoc. Dean	806-665-8801	Pampa	Admin
Program Success Coach	806-665-8801	Pampa & Amarillo	Admin
Vice President of Academic Affairs	806-874-3571	All	Admin
Assoc. Dean of Enrollment Services	806-874-3571	Clarendon	Stu. Ser. Suite
Director of Student	806-874-3571	Clarendon	BAC
Table updated: 9/20/2019			

If not an emergency, an answering machine at the non-emergency number 806-874-4861 is in place to record your message. All messages are reviewed on the next business day. If you are a victim or a witness of a crime and do not wish to pursue action within the law enforcement system or the criminal justice system, you may still want to consider making a voluntary confidential report to a Campus Security Authority personnel listed in Table 1 above.

Because LEA reports are public records under state law LEA's cannot hold reports of crime in confidence. Statistics from confidential reports are collected for the purpose of inclusion in the annual disclosure of criminal statistics. With this information the college can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to particular danger.

Clarendon College Office of Student Affairs Authority

Clarendon College Office of Student Affairs staff are not licensed peace officers for the State of Texas and as such do not have arrest authority. Student Affairs staff are instructed to take reports and contact the local Law Enforcement Agency.

Clarendon College Office of Student Affairs staff have the authority to ask persons for identification and to determine whether individuals have lawful business at Clarendon College. Student Affairs staff at Clarendon College have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Student Affairs staff do not possess arrest power. Criminal incidents are referred to the local law enforcement agency, who have jurisdiction on the campus. All crime victims and witnesses are strongly encouraged to immediately report the crime to campus Safety and Security Office and the appropriate law enforcement agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Office of Student Affairs Response to a Reported Crime

- Whenever a crime is reported an employee of the Office of Student Affairs will be sent to conduct the initial investigation.
- The OSA employee makes a determination to contact the local Law Enforcement Agency (LEA) either prior to or immediately after arriving on scene.
- If the local LEA is involved the investigation is turned over to the LEA from the Office of Student Affairs and a copy of the LEA's report will be included, if appropriate, in the daily log. The remainder of the response will be handled by the LEA.
- If the local LEA is not involved:
 - The investigating employee attempts to determine the basic facts by questioning all persons involved in the incident

as well as witnesses.

- Basic and necessary information, including home address, telephone number, and date of birth, are obtained. Please bear in mind that the police officer, by asking detailed questions is attempting to solve the crime and apprehend the person(s) responsible.
- The investigating employee or their supervisor will contact you if any follow up information is needed.
- Regardless of the outcome, you will be contacted by a College employee from the Office of Student Affairs, who will explain the case status to you.
- In addition, all crime victims will be contacted by the Director of Student Life to assist you in learning preventive measures you can take to avoid becoming a victim again.

Safety through Environmental Design

Facilities and landscaping are maintained in a manner designed to minimize the potential for hazardous conditions. The Clarendon College Office of Student Affairs regularly monitors campuses and reports malfunctioning lights and other unsafe physical conditions to the President's Office for correction. Other members of the college community are helpful when they report equipment problems to the President's Office.

Available Education and Training Programs

The Director of Student Life takes a proactive approach to preventing crimes. The goal of safety and security awareness programs is to eliminate or minimize criminal opportunities whenever possible. While the Director of Student Life offers advice regarding campus safety, each individual has the primary responsibility for his/her own safety. Safety and awareness programs begin with the Learning Frameworks class and continue with the College website, special pamphlets, fliers, and the daily crime log. The college community is informed of crime trends, safety tips, and special programs.

Upon request, the Director of Student Life will provide informational seminars and training; speakers are available on a variety of topics including the prevention of sexual assault, dating violence, and domestic violence, stalking, theft and robbery prevention, drug and alcohol awareness, safety issues, and advice about personal defense. Public Service Announcements concerning safety are posted in flyer form as well as published on the electronic message boards around the campuses. Along with crime prevention tips.

Anyone wishing to request such prevention services, or desiring more information, should contact the Clarendon College Director of Student Life at 806-874-3571.

Available Awareness Programs

Sexual Assault:

The program offers preventive measures that you can take to avoid placing yourself in a position where an assault could take place. The program includes, key definitions, risk reductions, survivors rights, date rape drugs, bystander intervention, and reporting procedures/resources.

Domestic Violence:

The program offers faculty, employees, and students preventive measures that can be taken to help identify domestic violence and ways to plan a safe exit from the situation. The program includes a policy statement, definitions, warning signs, safety plans, and effects of domestic violence, reporting procedures, bystander intervention, and resources.

Dating Violence:

The program offers faculty, employees, and students preventive measures that can be taken to help identify dating violence and ways to plan a safe exit from the situation. The program includes a policy statement, definitions, warning signs, safety plans, and effects of dating violence, reporting procedures, bystander intervention, and resources.

Stalking:

This program offers faculty, employees, and students preventive measures that can be taken to help you from potentially becoming a victim of stalking. The program includes a policy statement, definitions, stalking behaviors, reactions of victims of stalking, safety plan, security measures (home, work, online), bystander intervention, and resources.

Drug and Alcohol:

This program offers faculty, employees, and student preventive measures of using alcohol and drugs, and how it can pose a threat to yourself and others. The program includes, a policy statement, definitions, underage drinking, providing alcohol to minors, zero tolerance law, effects of alcohol and drugs on the body, and resources.

Harassment/Bullying:

This program offers faculty, employees, and student preventive measures on dealing with harassment /bullying and keeping students from becoming a victim. The program includes, a policy statement, definitions, signs of someone being bullied, traits of a bully, and resources.

Hate Crime:

This program offers faculty, employees, and student preventive measures on dealing with hatred directed towards them or someone else. This program includes a policy statement, definitions, and resources. Hate crimes are defined as a course of

conduct directed at a specific person that would cause a reasonable person to fear: For her/his safety or the safety of others; or suffer substantial emotional distress.

Sex Offender Registration

In accordance with the "Campus Sex Crimes Prevention Act" of 2000 and the Jeanne *Clery* Act, Clarendon College provides a link in the front of the Annual Security Report so that you can access the Texas State Sex Offender Registry. The "Campus Sex Crimes Prevention Act" of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled, or employed at, institutions of higher education. Clarendon College Office of Student Affairs will maintain a current list of registered sex offenders attending or working for Clarendon College. This list is maintained at the Office of the Director of Student Life located in the Bairfield Activity Center.

UNLAWFUL USE OF THE INFORMATION FOR PURPOSES OF INTIMIDATION OF HARRASSING ANOTHER IS PROHIBITED AND WILLFUL VIOLATION SHALL BE REPORTED TO LAW ENFORCEMENT OFFICIALS.

Clarendon College is not prohibited from disclosing information provided to the institution concerning registered sex offenders. Registry information is provided for general public safety. A person is authorized to use this information only to protect him/herself or a child who may be at risk. To release this information to the public is meant to assure public protection, not to punish the offender. It is illegal to use information obtained through the website or from the College to commit a crime against an offender or to engage in discrimination or harassment against a registered sex offender. Anyone who uses this information to commit a criminal act against another person is subject to criminal prosecution and civil action.

Weapons Policy

Students are prohibited from carrying firearms on campus.

Official Law Enforcement Agency (LEA) personnel attending classes on the campuses of the College are entitled to full privileges of students of the College and may carry their weapons on the campuses. Unless those law enforcement personnel authorized to carry weapons are in uniform, weapons must be concealed.

Students may not bring on to any campus or a College related activity any weapon prohibited by law or identified below:

- Guns of any type, including toy guns, BB guns, or any air pump/powerful guns.
- Fireworks or explosives of any kind.
- Clubs.
- Straight Razors or illegal knives.
- Chains.
- Martial arts throwing stars.
- Any object, including College supplies, used in a way that threatens or inflicts bodily injury on another person.

The possession or use of articles not generally considered to be weapons may be prohibited when the College President, or designee, determines that a danger exists for any student, College employee, or college property by virtue of possession or use.

VIOLATIONS: Students found to be in violation of this policy shall be subject to appropriate disciplinary action, including suspension.

Weather Closings

Only the President or administrator in charge in his/her absence has the authority to close the College. When this action is to be taken, the President will notify the appropriate administrators. Notice of the closing will be sent out through the Bulldog Alert System, and area radio and television stations will be notified to broadcast the notice of closing. In addition, a notice will be placed on the College's weather hotline (806-874-4850), website, Facebook Page, and Twitter Feed.

Daily Crime Log

The department maintains and makes available for public inspection a daily crime log. The purpose of the daily crime log is to record criminal incidents and alleged criminal incidents reported to the Office of Student Affairs, Director of Student Life.

- The crime log is maintained in electronic format.
- Crime log entries include all crimes reported to the Office of Student Affairs, Director of Student Life for the required geographic locations, not just *Clery* Act crimes.
- The crime log discloses specific information about criminal incidents, not crime statistics.
- The log is designed to disclose crime information on a timelier basis than the annual statistical disclosures.
- A crime is entered into the log as soon as it is reported to the Director of Student Life. This includes crimes that are reported directly to the Director of Student Life, as well as crimes that are initially reported to another Campus Security Authority or to a local law enforcement agency who subsequently reports them to the Director of Student Life.
- If multiple criminal offenses are committed during a single incident, all the offenses will be recorded in the log.
- The log has a more specific location focus than statistical disclosures.

- There is an additional geographic location that applies exclusively to the crime log. In addition to reporting crimes that occurred on campus, we must also report crimes in or on non-campus buildings or property immediately adjacent to and accessible from the campus. Geographic crimes in or on non-campus buildings or property which occur during college non-business hours will be reported by local law enforcement agencies.

The crime log for the most recent 60 day period is open for public inspection, upon request, during normal business hours. Anyone may have access to the log, whether or not they are associated with Clarendon College. This includes the media. Crime logs older than 60 days are available for inspection within two business days of a written request. An entry or a change in the disposition of a complaint will be recorded within two business days when known. A business day is Monday through Friday, except for the days when the college is closed. The only exceptions are:

- If the disclosure is prohibited by law; or
- If the disclosure would jeopardize the confidentiality of the victim.
- The Director of Student Life may temporarily withhold information if there is clear and convincing evidence that the release of information would:
 - Jeopardize an ongoing investigation;
 - Jeopardize the safety of an individual;
 - Cause a suspect to flee or evade detection; or
 - Result in destruction of evidence.

Emergency Preparedness

As required by federal and state law, Clarendon College (CC) has a comprehensive emergency management plan that details immediate response and evacuation procedures. The CC Office of Student Affairs (OSA) has the responsibility of responding to and summoning the necessary resources to mitigate, investigate and document any situation that may constitute an emergency or dangerous situation. In addition, the CC OSA has the responsibility to respond to such incident to determine if the situation does in fact pose a threat to the health and safety of the college community.

The Title IX Coordinator in conjunction with the Title IX Investigator have received training in Incident Command and the National Incident Management System. When a serious incident occurs that causes an immediate threat to a campus, the first responders to the scene are usually assisted as needed from the Donley County Sherriff's Office, and they typically respond and work together to manage the incident. Depending on the size, scale, and seriousness of the incident, other local, state, or federal agencies could be involved in confirming and responding to the incident.

Timely Warning vs. Emergency Notification

Federal law has required that colleges issue "Timely Warnings" of potential dangers to the campus community involving criminal activity. While such warnings must be "timely," they need not be immediate, and can await the results of investigations into the danger. Recent events have caused colleges to develop emergency notification systems that could quickly notify all or selected members of the campus community of immediate danger including active shooters, fires or severe and dangerous weather incidents.

Timely Warnings

In the event a situation arises, either on campus or off campus, that, in the judgment of the designated College Officials constitutes an ongoing or continuing threat and/or a *Clergy* Act reportable crime, a campus wide "timely warning" will be issued. The warning will be issued through the college notification system "Bulldog Alert". Timely warnings will be issued on a case-by-case basis in light of all facts surrounding a crime, including factors such as: the nature of the crime and the danger to the college community. The intent of the warning regarding criminal incidents(s) is to enable the college community to protect themselves. A timely warning will be issued when needed and as soon as the pertinent information is available. Timely warnings will not be issued in a manner or posted in a location that requires the college community to make request for them or search for them.

Timely warnings can be issued for threats to persons or property and any *Clergy* Act crime that occurs on Clarendon College property that is: reported to College Officials or local city/county law enforcement and is considered by Clarendon College Officials to represent a serious or continuing threat to students and employees.

Anyone with information warranting a timely warning should report the circumstances to the Clarendon College Main Switchboard at 806-874-3571.

Timely Warnings and The Family Educational Rights and Privacy Act (FERPA)

FERPA does not preclude an institution's compliance with the timely warning provision of the campus security regulations. FERPA recognizes that information can, in case of emergency, be released without consent when needed to protect the health and safety of others. In the event of an emergency Clarendon College may release student information to protect the health and safety of others.

Alert Warning

In order to safeguard the campus community, to increase awareness, and to meet our timely warning commitments (subject to the availability of accurate information), campus Crime Alerts shall be distributed as soon as possible following a reported incident. The circumstances of any particular situation coupled with the Clarendon College Officials in conjunction with local Law Enforcement Officials evaluation of the situation/threat potential will dictate the need and manner for the issuance of a Crime Alert bulletin.

However, in general, whenever there has been a report of a violent crime or a major property crime on any campus and the Clarendon College Officials are of the opinion that the safety of the campus community is at risk, a Crime alert will be issued.

Emergency Notification

The *Clery Act* requires all Title IV institutions, to have and disclose emergency response and evacuation procedures in response to significant emergency or dangerous situations involving an immediate threat to the health and safety of students and employees occurring on campus. Emergency response plans are tested, evaluated, and publicized at least annually. Clarendon College is a multi-campus institution and all emergency response procedures apply to each campus. Clarendon College does not maintain emergency response plans or procedures for non-campus buildings or property. Information about updated changes to the emergency response policies and procedures will be added as they occur.

The Clarendon College Office of Student Affairs has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency. In all cases involving a significant emergency Clarendon College Office of Student Affairs will contact the local law enforcement agency (LEA). In addition, local LEAs have the responsibility to confirm the situation does in fact, pose a threat to the college community and to provide that information to the College President or designee. The local LEA is the focal point of management and communications until the emergency situation is resolved and a non-emergency status is determined.

The local LEA will determine what information will be contained in the notification after taking into account the safety of the campus community, and determine the appropriate segment of the campus community to receive a notification. Clarendon College will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees. The only reason Clarendon College would not immediately issue a notification for a confirmed emergency or dangerous situation is if doing so would compromise the efforts to: assist the victim, contain the emergency, respond to the emergency or otherwise mitigate the emergency.

The following criteria are evaluated to determine if activation of the Bulldog Alert system is warranted and which components will be utilized:

- The type of emergency event
- Impact or potential impact on life and safety (death, serious or minor injury)

As a situation is confirmed the LEA and persons authorized to activate the Alert system will collaborate and determine what information is to be disseminated. Clarendon College has various systems in place for communicating information quickly. Some or all of these systems may be activated in the event of a threat. Bulldog Alert, e-mail, Clarendon College website, text messages, and social media are the primary means of notification. These systems provide information regarding an emergency to all affected locations on our campuses. Members of the larger community can receive information from radio, television or going to the Clarendon College website. All students and employees are automatically entered into the Bulldog Alert system; however, participants may always opt out at their discretion or change information at <http://www.r2beready.com>, or the Bulldog Alert link on the Clarendon College website

Persons who are authorized to activate the Alert System

Robert Riza

President
806-874-4800

Texas Buckhaults

Vice President of Academic Affairs
806-874-4807

Kelli Tolar

Director of Student Life
806-874-4861

Testing Emergency Notification

The Clarendon College emergency response procedures are tested, at minimum, on an annual basis. Other tests are conducted as needed or scheduled. The test will include drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities. Any test conducted may or may not be announced in advance. Clarendon College will publicize its emergency response and procedures in conjunction with the annual test. This publication will be outlined on the Clarendon college website. Each test will be monitored by designated college officials. All test will be documented and contain a description of the exercise, date the test was held, time started and ended and whether the test was announced or unannounced. As with all *Clery* - related documentation, Clarendon College maintains the emergency test documentation for seven years.

Building Evacuations

The decision to evacuate during an emergency in which there is an immediate threat to the Clarendon College (CC) Community will be made by the designated campus administrator or the local law enforcement agency based on the circumstances. Evacuation of college buildings and/or campuses not immediately impacted by an emergency incident will be determined by the College President, or designee. If a building evacuation occurs, every office suite, functional area, and classroom should have a specific predetermined area where CC employees and students meet to check in with the supervisor/instructor once they have evacuated. A CC supervisor/instructor should be notified of suspected missing persons so a search can be made.

If Evacuation is Necessary

- Walk to the nearest exit and advise others to do the same.
- Evacuate to a distance of at least 200 yards from the affected area.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- Do not return to an evacuated building unless told to do so by a college official.
- In case of fire, do not use elevators!!!

Evacuation of Persons with Disabilities

Individuals with disabilities will face a variety of challenges in evacuating, depending on the nature of the emergency.

- People with a mobility disability may need assistance leaving a building without a working elevator.
- Individuals who are blind or who have limited vision may no longer be able to independently use traditional orientation and navigation methods.
- An individual who is deaf may be trapped somewhere unable to communicate with anyone because the only communications relies on sound.

Clarendon College faculty, staff and students will ensure that all persons with disabilities or special needs are evacuated to designated shelter areas or assembly points first, along with other students and visitors.

Clarendon College procedure requires all persons in a facility to evacuate anytime an emergency dictates that the building needs to be evacuated. Persons with disabilities may not be able to evacuate unassisted; therefore they should inform another person that assistance may be necessary during an evacuation. Remember individuals with disabilities are unique:

- Listen to the individual.
- He/she is the expert regarding their disability.
- Always ask the individual before attempting to move them.
- Ask if there are any special considerations or items that need to come with him/her during the evacuation.

There are persons with "hidden" disabilities that may need assistance, including, but not limited to health or psychiatric disabilities. Some individuals may utilize assistance animals. When possible keep them together. Persons with disabilities that limit mobility may be defined as anyone who uses a cane, crutches, or wheelchairs or who has a slower mobility due to illness or injury. Also, persons of limited vision and hearing may need assistance to evacuate. If you are unable to assist a person with disabilities in evacuating a building, notify the Director of Student Life and provide a specific location and description of the person needing assistance.

Evacuation Points

If you are in a building that is being evacuated, first you need to remain calm, move quickly (not run), and follow directions if given by local law enforcement, Fire, EMS, faculty, or designated college employee. Go to the nearest parking lot and conduct a head count to make sure everyone is accounted for. Evacuation plans are posted in each instructional and work area.

Evacuation Drills

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At Clarendon College drills are used as a way to educate and train occupants on issues specific to their building. During the drill occupants "PRACTICE" drill procedures and familiarize themselves with location and the sound of the fire alarm.

Evacuation drills are monitored by designated college officials. Reports are prepared to identify deficient equipment so that repairs can be made immediately. Recommendation for improvements are also submitted for consideration. As part of the comprehensive emergency operations plan for the college, announced and unannounced drills, exercises, and follow-through activities are conducted annually. Minimally, tabletop exercises are conducted for various campuses. All exercises are documented and appropriate after action reports are completed. After action, reports are completed detailing lessons learned, and follow-up items are identified.

Shelter in Place

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter in-place" means to make shelter of the building that you are in and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

If an incident occurs and the building you are in is not damaged:

- Stay Inside- seeking an interior room until you are told it is safe to come out.

If your building is damaged:

- Follow evacuation procedures for your building.
- Take your personal belongings.
- Seek shelter at the nearest college building quickly.
- If police or fire department personnel are on scene, follow their directions.

A shelter-in-place notification may come from several sources, including Clarendon College Officials, Local Law Enforcement, Fire Department, emergency notification system "Bulldog Alert", or other authorities utilizing the College's emergency communications tools. No matter where you are, the basic shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless otherwise instructed by emergency personnel:

- If you are inside, stay where you are. Collect any emergency supplies and a telephone to be used in emergency. If you are out doors, proceed into the closest building quickly or follow instructions from emergency personnel on scene.
- Locate a room to shelter. (interior room away from windows)
- Shut and lock all windows and close exterior doors.
- Turn off air conditioners and heaters.
- Close vents to ventilation systems as you are able.
- Turn on a radio or TV if one is available and listen for instructions.
- Make yourself comfortable.

Imminent Threat

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area. There is no pattern or method to their selection of victims.

These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. Because active shooter situations are often over within 10 to 15 minutes, individuals must be prepared both mentally and physically to deal with an active shooter situation. Preparing for an Active Shooter Situation

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit.

Responding to an Active Shooter Situation

Quickly determine the most reasonable way to protect your own life. Remember that students are likely to follow the lead of Faculty or other college officials during an active shooter situation.

Your options, in order of preference are:

- Escape;
- Hide out; or
- Take action.

Escape

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- To save time, leave your belongings behind
- Help others escape, if possible
- Prevent others from entering an area where the shooter may be
- If you think you can safely make it out of the building by running, do so. If you decide to run, do not run in a straight line. Attempt to keep objects such as desks, cabinets, fixtures, etc., between you and the hostile person.
- Once outside, do not run in a straight line. Use trees, vehicles and other objects to block you from the intruders view. When away from the immediate area of danger, summon help any way you can and warn others.
- Follow the instructions of any law enforcement officer
- Do not attempt to move wounded people
- Call 911 when you are safe.

Hide Out

If escape is not possible, find a place to hide where the active shooter is less likely to find you.

- Faculty should, if possible, immediately lock students and themselves inside the class room.
- Barricade the doors with desks, tables, chairs, and facilitate escape out the windows if possible.
- If communications is available call 911, and then silence your cell phone.
- If you cannot escape out the windows, lock the windows and pull the blinds or curtains closed.
- Stay away from the windows.
- Turn off all lights, video and audio equipment.
- Keep everyone together.
- Have volunteers hide and prepare to ambush the shooter.
- Hide behind large objects.
- Remain quite.
- If you are caught in an open area in a building, you may be forced to fight back. This is dangerous, but depending on your situation, this could be your only option.
- If the person(s) are causing death or serious physical injury to others and you are unable to hide, you may choose to play dead if other victims are around you.
- If you are caught by the intruder and are not going to fight back, obey all commands and don't look the intruder in the eyes.

Take Action

As a last resort, and only when your life is in imminent danger, attempt to disrupt and /or incapacitate the active shooter by;

- Acting as aggressively as possible against him/her
- Yelling
- Throwing items
- Take the suspect down any way possible

When Law Enforcement Arrives

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were fired.

- Officers usually arrive in groups of (2) or (4)
- Officers may wear regular patrol uniforms or external bulletproof vest, Kevlar helmets, and other tactical equipment.
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety
- Until the situation is neutralized police officers will proceed to the threat and not stop to aid injured
- Remain calm, and follow officers instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officer such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which the officers are entering the premises

Information to Provide to Law Enforcement

- Location of the shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so.

Potential Violence by an Employee

Employees typically do not just "snap", but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors by an employee may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies)

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism; vague physical complaints
- Depression/withdrawal
- Resistance and overreaction to change in policy and procedures
- Repeated violations of college policy
- Increased severe mood swings
- Noticeably unstable, emotional responses
- Explosive outburst of anger or rage without provocation
- Suicidal; comments about "putting things in order"
- Behavior which is suspect of paranoia, ("everybody is against me")
- Increasingly talks of problems at home
- Escalation of domestic problems into the workplace; talk of severe financial problems
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes

Hostage Situation/Abduction

A hostage situation is defined as the unlawful abduction or restraint of one or more individuals with the intent to restrict their freedom.

Attempt to thwart the abduction

If you can escape the initial hostage/abduction attempt, your ordeal will end right there however, the first few minutes of a hostage/abduction situation are the most dangerous, and they become more dangerous if you resist. While in many cases, the potential for immediate escape outweighs the danger of resistance, there are times where escape is not realistic and therefore not worth the risk.

Guidelines

- Regain your Composure

Your adrenaline will be pumping, your heart will be pounding, and you will be terrified. CALM DOWN. The sooner you can regain your composure the better off you will be immediately and in the long run.

- Be Observant

Right from the start, you should try to observe and remember as much as possible without bringing attention to yourself. Try to position yourself away from doors and windows that may be entered by rescue teams or through which shots might be fired. Try to identify escape routes.

- Keep a Survival Attitude

BE POSITIVE. Remember that help will be coming.

- Put Your Captor(s) at Ease

BE CALM. Cooperate (within reason) with the hostage takers. Don't make threats or become violent, and don't attempt to escape unless the time is right.

- Keep Your Dignity

It is generally psychologically harder for a person to harm a captive if the captive remains "human" in the captor's eyes. Do not grovel, beg, or become hysterical. Try even not to cry. Do not challenge the hostage taker, but show him/her that you are worthy of respect.

- Avoid insulting or talking about potentially sensitive subjects

You may think your hostage taker is a pathetic, disgusting individual. While captives in the movies get away with saying such things, you should keep these thoughts to yourself. In addition, as in most conversations with people you don't know, politics is a good topic to stay away from, especially if you are being held by terrorist or hostage- takers that are politically motivated.

- Be a good Listener

Care about what your hostage taker has to say. Don't patronize him, but be empathic, and he'll feel more comfortable around you and more benevolent toward you. Being a good listener can also help you gain information that would be useful for an escape or help police apprehend the hostage-taker.

- Medications /Restrooms

Tell the hostage taker if medications, first aid, or restroom privileges are needed, when you speak look directly at the hostage taker.

- Stay out of the way if rescue attempt is made

The rescue attempt is the most dangerous time in a hostage situation. The hostage takers may become desperate and attempt to use you as a shield, or simply decide to harm the hostages. During the rescue happens stay low, fall to the floor face down and protect the back of your head with your hands or if possible hide behind a desk or table. Do not make any sudden moves when rescuers enter your location. You may be mistaken as part of the hostage takers.

- Follow the rescuers Instructions carefully

Your rescuers will be on edge. Obey whatever commands they give until the situation has stabilized.

Missing Student

If a member of the Clarendon College community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify the Director of Student Life (806)-874-3571. The Director of Student Life will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Clarendon College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the College will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the Student Portal web site. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

Director of Student Life

After investigating a missing person report, should the Director of Student Life determine that the student has been missing for 24 hours, the Director of Student Life will notify the Local law enforcement agency and the student's emergency contact no later than

24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the College will notify the student's parent or legal guardian immediately after the Director of Student Life has determined that the student has been missing for 24 hours.

Student Conduct and Responsibilities

Clarendon College (CC) expects a high standard of conduct from its students. Students are expected to comply with the law, respect proper constitutional authority, and obey College policies, rules and regulations. Unacceptable conduct is defined as an action or behavior that is contrary to the best interest of a fellow student or students, the faculty or staff, the College, or the teaching/learning process. Students failing to perform according to established standards may be subject to disciplinary action. Policies, standards, rules and regulations apply to students attending College activities whether the activity takes place on or off campus. Each student shall be responsible for becoming knowledgeable of the contents and provisions of College policies, rules, and regulations concerning student conduct. In some cases, individual programs may have approved policies for student conduct which also apply to student conduct in those programs.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law, the following types of behavior are prohibited:

- Scholastic dishonesty, punishable as prescribed by Board policies, shall include, but not be limited to cheating on a test, plagiarism and collusion.
- "Cheating on a test" shall include:
 - Copying from another student's test paper
 - Using test materials not authorized by the person administering the test
 - Collaborating with or seeking aid from another student during a test without the permission from the test administrator.
 - Knowingly using, buying, selling, stealing or soliciting in whole or in part, the contents of a pending test.
 - The unauthorized transporting or removal, in whole or in part, of the contents of a pending test.
 - Substituting for another student, or permitting another student to substitute for one's self, to take a test.
 - Bribing another person to obtain a pending test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.
- Violations of the penal Statutes of Texas, or of the United States, occurring on College property or in connection with College-sponsored activities may also constitute violations of the College's rules and regulations when such violations affect the educational process and goals of the College.
- Obstruction or disruption of any authorized College operation or activity. Disorderly conduct shall include any verbal or physical abuse, intimidation, or the subjection of another person to inappropriate, abusive, threatening, or demeaning actions.
- Use of alcoholic or intoxicating beverages and use of drugs not prescribed by a physician.
- The illegal use, possession, transmissions, and/or sale of drugs or narcotics, as those terms are defined by the Texas Controlled Substances Act.
- Gambling in any form.
- Hazing with or without the consent of a student; a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline. Initiations by organizations may include no feature that is dangerous, harmful, or degrading to the student; a violation of this prohibition renders the organization subject to appropriate disciplinary action.
- Failure to comply with a directive from a College administrator, faculty member, or staff member.
- Falsification of admission forms or alteration of student records.
- Unauthorized solicitation.
- Using tobacco or tobacco products inside any College building. No smoking within 20 feet of any building entrance.
- Possession of firearms or any type of weapon unless special authorization has been approved by the administration.
- Holding rallies, demonstrations, or any other form of public gathering without prior approval of the Vice President of Academic Affairs, or conducting an activity that causes College officials to interrupt their scheduled duties to intervene, supervise, or observe activities in the interest of maintaining order.
- Exhibiting behavior that gives reasonable cause to question, in the opinion of the College, whether the student is able to satisfactorily function in institutional programs or institutional activities in which the student is engaged.
- Interference with teaching, research, administration, or the College's subsidiary responsibilities through "disorderly conduct or disruptive behavior."
- Failure to pay a debt to the College or writing an "insufficient funds" check to the College.
- Disorderly conduct which shall include any verbal or physical abuse, intimidation or the subjection of another person to inappropriate, abusive, threatening or demeaning actions on property owned or controlled by the College or at College-sponsored functions. Students who behave in a disorderly fashion may be required to leave the premises, withdraw from a club or organization, or withdraw from the College.
- Dressing in a manner which does not observe health and safety regulations and appropriateness to a learning environment. Students shall be informed of special dress requirements for any particular course or program. Students failing to comply with such requirements may be subject to disciplinary action. In cases where a student's dress or hygiene interferes with learning, the appropriate College official shall conduct initial counseling with the student.

- Damaging or destroying College property.
- Sexual assault or harassment which includes any unwanted sexual advances or contact. Violation of such may result in disciplinary action as well as prosecution under state, federal, or local laws.
- Unauthorized access, reconfiguration, modification, copying or misuse of College or other students' computer files, including inappropriate use of e-mail, data or software. Violation may lead to disciplinary action.

Student Conduct/Disciplinary Procedures

STUDENT RIGHTS & RESPONSIBILITIES

The role of Clarendon College is to encourage individuals of all ages to develop their skills and talents based on their abilities and interests, so that collectively they may contribute to the growth and development of this democracy. College policies, procedures, and regulations are formulated to promote an appropriate teaching and learning environment where each student has the freedom to learn and where the constitutional rights of others are protected.

The concept of rights and freedom, no matter how basic or widely accepted, carries with it corresponding responsibilities. Students, as well as other members of the college community, enjoy the same constitutional and civil rights guaranteed all citizens; at the same time, they are subject to the laws of the nation, the State of Texas, and the local community. All members of the college community have a strong responsibility to protect and maintain an academic climate in which the freedom to learn can be enjoyed by all. To this end, certain basic regulations and policies have been developed to govern the behavior of students as members of the college community.

Violations of student conduct regulations will be handled through the Office of the Vice President of Academic Affairs. Violations of federal, state, and/or local laws make a student subject to civil or criminal action in addition to disciplinary action by the College. Each student is responsible for knowing the policies and regulations of the College.

Freedom of Expression

The rights of free speech and peaceable assembly are fundamental to the democratic process. The College supports the rights of students of the college community to express their views and opinions on actions or ideas, to associate freely with others, and to assemble peacefully.

Whether expressing themselves as individuals or in organized groups, members of the college community are expected to conduct themselves responsibly, according to law, and to respect the basic educational goals of the College. Accordingly, the College insists that free expression not violate the rights of others. Disruption of the educational process and functions of the College, or violation of law, would constitute such a violation.

Students wishing to assemble must complete an official request with the Director of Student Life. The institution reserves the right to determine the time and location of such assemblies in order to ensure that the educational process is not disrupted. The use of amplified equipment is prohibited in student assembly and speech. The institution will not tolerate hate speech, defined as "...the lewd and obscene, the profane, the libelous, and the insulting or 'fighting' words – those which by their very utterance inflict injury or tend to incite and immediate breach of the peace." (Chaplinsky vs State of New Hampshire, 315 U.S. 568, 1942)

Freedom of Access

Within the limits of its resources, Clarendon College shall be open to all applicants who are qualified according to current admission requirements. Clarendon College does not discriminate on the basis of race, creed, color, national origin, mental or physical disabilities, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services, programs, and activities.

Freedom of Association

Students are free to associate to promote their common interests. They have the right to seek, through official procedures, and establish organizations of their choosing so long as such are not in conflict with the educational purposes of the College. Students have the right to affiliate with officially recognized campus organizations of their choice, within the requirements of those organizations relative to membership.

Academic Rights of Students

The College has the responsibility of providing a program of quality education in keeping with its financial resources; students have protection through campus-designed procedures against prejudiced or capricious academic evaluation. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students are responsible for completing their academic program, being familiar with all requirements of the College Catalog, and for maintaining their grade point average for degree requirements.

Student Records

Student records are maintained in confidence and in compliance with the Texas State Library and Archives Commission retention schedule. Student records are used to promote the instruction, career development, guidance, and educational progress of the student. In accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended, the student has access to specific information contained in his or her official records as specified by that act. Student records may be released to other persons, agencies, or institutions with a demonstrated interest in the student only if a written release has been signed by the student. College staff shall have access to student records when there is a demonstrated educational interest in the student.

Student Participation in Institutional Decision-Making

The primary route of Clarendon College students in decision-making is through participation in the Student Government Association (SGA). Students also may be invited to serve on one of the various institutional committees. Student opinion of food services, student housing, student activities, etc., are gathered from a number of surveys. All student input, whether it be through organized clubs, committees, or questionnaires, is given serious consideration as suggestions for change in and improvement of the College.

Student Responsibilities

The Board of Regents of Clarendon College expects employees, students, visitors, and guests of the College to accept the following responsibilities:

1. Compliance with and support of duly constituted civil authority,
2. Respect for the rights of others and cooperation to ensure that such rights are maintained, whether or not one agrees with the views of those exercising such rights.
3. Cooperation to ensure that the will of the majority is implemented after due consideration, but not to include the suppression of the minority,
4. To exercise disagreement in a responsible manner and within a framework compatible with the orderly resolution of differences.
5. Knowledge of and active support of college regulations.
6. A person who is required to register under the Code of Criminal Procedures 62.152 must register not later than the seventh day after the date on which the person begins to attend school to the Director of Student Life as well as any other local law enforcement agencies as required by Chapter 62, Code of Criminal Procedure.

Student Disciplinary Procedures

Any student violating the student conduct policy shall be subject to disciplinary action, including suspension, in accordance with College policy. The principles of due process apply in all student conduct disciplinary cases at Clarendon College. These procedures have been instituted to protect the rights of the students and the rights of the College.

Alleged Violations

A student may be summoned to appear in connection with an alleged violation of any disciplinary or traffic-related regulation.

Student Discipline

A student may be placed on disciplinary probation without a hearing for failure to comply without good cause to a letter or summons. The College may also elect to proceed with a formal hearing. Alleged student violations of College policies, rules, or regulations may be reported by students, College personnel, or any other person who witnesses or has knowledge of such alleged violations. Where possible, the accused student will be informed of the alleged violation and its disciplinary consequences by the College official responsible for maintenance of the appropriate policy, rule, or regulation.

Supervision of student conduct is the responsibility of the Director of Student Life or designee. The Director of Student Life shall investigate and gather information concerning a reported incident of student misconduct. After investigating the incident and considering the evidence (its accuracy, credibility, and sufficiency), The Director of Student Life or designee may administer any of the penalties listed below in dealing with student misconduct.

1. Warning or reprimand.
2. Imposing of specified fines and/or restrictions.
3. Campus work assignments or community service.
4. Disciplinary probation (with or without other restrictions)
5. Suspension.
6. Expulsion.

Any student charged with an offense for which he/she could be suspended or expelled, shall be entitled to a hearing before the Student Appeals and Grievance Committee.

Any order suspending or expelling a student shall be final, unless, within three (3) working days following the entry thereof, the student lodges a written appeal with the Vice President of Academic Affairs or designee.

Student Appeals

The grievance procedure at Clarendon College shall serve two purposes: to determine whether an injury alleged by the grievant was the result of an error in the institution's policies and procedures or in their administration, and if an error is established, to determine an equitable redress for the grievant.

Grievable Issues

The grievable issues shall include selection and admission policies for students, a discriminatory action, racial or sexual harassment, along with policies for attendance, grading, discipline, extracurricular activities, and athletes. The purpose of the grievance procedure of Clarendon College is to insure to all persons involved fair and equitable treatment and to develop a clear documentation trail for each case arising out of institutional conflict.

Mechanism

When the grievant is a student of Clarendon College, this grievance procedure shall consist of the following sequence of events:

Informal Meeting

All grievances voiced by students of Clarendon College must first be aired in an informal meeting between the student and the college representative directly involved (i.e., teacher, coach, administrator). At this face-to-face meeting, a bonafide attempt must be made to resolve the issue(s) in question. It shall be the responsibility of the student grievant to:

1. explain fully the nature of the grievance,
2. when and under what conditions the alleged injustice occurred, and
3. what redress is expected.

The College representative (teacher, coach, administrator, etc.) involved in the dispute shall have the responsibility to:

1. hear the grievance,
2. make an honest attempt to resolve the issue, or
3. if resolution is not possible at that level, to refer the problem to the Vice President of Academic Affairs or designee.

It shall also be the responsibility of the College representative to document the meeting in writing to include the date, location, person(s) involved, issues discussed, and results achieved.

Student Due Process

When attempts at informal resolution of a student complaint have failed, a student may appeal a college policy or its administration in the following manner:

1. a written appeal, grievance, or complaint must be filed with the Vice President of Academic Affairs or designee not later than three (3) days after the occurrence of the event;
2. the written complaint must include at least:
 - a. date of the incident (injury alleged by the grievant),
 - b. nature of the grievance or the complaint,
 - c. person(s) involved, and
 - d. type of redress sought;
3. The Vice President shall notify the chairperson of the Student Appeals and Grievance Committee of the complaint immediately upon receipt;
4. The chairperson of the Student Appeals and Grievance Committee shall set the date, time and place of a hearing to be held not later than seven (7) school days after receipt of the written complaint, and shall so inform the student grievant and all committee members.

Before formal charges are presented in cases where students may be suspended or expelled, students are informed of the following rights:

1. May be accompanied by the advisor of his/her choice. It is the policy of the College that legal counsel not become involved in such matters unless the case is handled in a court of law.
2. To be informed of the nature of the allegation, charges, or reports brought against him/her.
3. No person should be required to testify against himself/herself.
4. To present testimony or witnesses with respect to the complaint.
5. To be notified of decisions reached regarding his/her case.
6. To appeal the decision to the Student Appeals and Grievance Committee.

Additional information desired concerning the process or the procedures may be obtained by contacting the Vice President of Academic Affairs or designee.

Appeal to the President

All cases may be appealed by the student or referred by the Committee to the President. An appeal submitted by the student must be submitted to the College President within three (3) working days after the Student Appeals and Grievance Committee has rendered its decision.

Appeal to the Board

The final appeal may be made to the Board of Regents.

Disciplinary Record

Clarendon College will maintain an official disciplinary record for any Clarendon College student who has been assessed a disciplinary penalty. This record will reflect the nature and disposition of the charge, the penalty assessed, and other pertinent

information. The disciplinary record shall be separate from the student's academic record and shall be treated as confidential. The contents shall be available to College officials who have a need to know, but shall not be revealed except upon request of the student or in accordance with applicable state or federal laws.

Interrogations and Searches

College officials have a limited right to search students or their property when such search would be in the interest of the overall health welfare of other students, or when necessary to preserve the good order and discipline of the College. Even if no search warrant is obtained, any prohibited item within "plain view" is subject to seizure.

Areas such as lockers and desks which are owned and controlled by the College may be searched by College officials when they have reasonable cause to believe that stolen items or items prohibited by law or by Board policy are contained in the area to be searched. Indiscriminate searches in the nature of "fishing expeditions" shall be prohibited.

Stolen items and items which are forbidden by Board policy or law may be impounded and may be used as evidence in internal College disciplinary proceedings against the student.

The above policies shall not apply in the event that law enforcement authorities are involved in a search. College searches conducted with assistance from law enforcement authorities are governed by the Fourth Amendment standards that are applicable in the criminal law context.

Health and Safety / Drug Dog Searches

Clarendon College reserves the right to conduct a search on-campus student rooms in residential living halls, college parking lots, college classrooms, and other college property with a certified canine search team.

Disclosures to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses

Clarendon College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime of offense. If the alleged victim is deceased as a result of the crime or offense, Clarendon College will release the results of the disciplinary hearing to the victim's next of kin, if so requested.

General Complaints

Purpose

The purpose of this policy is to secure at the first possible level prompt and equitable resolution of student complaints, including those alleging discrimination on the basis of race, religion, color, sex, national origin, age, or disability.

Representation

The student may be represented at any level of the complaint.

Discrimination Complaints

Any student who believes that he or she has been discriminated against on the basis of race, religion, color, national origin, sex, age, or disability by the institution or its personnel may informally discuss the complaint with the Director of Student Life with the objective of reaching a reasonable solution. The Director of Student Life shall advise the student of his or her options in the situation and notify the Vice President of Academic Affairs.

If the aggrieved student believes the complaint has not been resolved at the informal discussion, he or she may submit a written complaint stating his or her name, the nature and date of the alleged violation, names of persons responsible (where known), names of any witnesses, and requested action within 30 working days of the date of the informal discussion, to the Vice President of Academic Affairs. The Director of Student Life shall ensure that the aggrieved student's rights to appropriate due process procedures are honored. If a hearing is held, the Vice President of Academic Affairs and the Director of Student Life shall conduct the hearing. The Vice President of Academic Affairs and the Director of Student Life will consult with the College legal counsel and render a decision in writing on the complaint within ten working days. If this decision is not to the student's satisfaction, he or she may appeal the decision to the Vice President of Academic Affairs within ten working days of the receipt of the written decision according to procedures at Level Two below.

FORMAL STUDENT COMPLAINTS

Student complaints shall be initially discussed with the Director of Student Life. If after consultation and discussion with the Director of Student Life the issue has not been resolved the student may discuss the issue with the Vice President of Academic Affairs followed by the President of the College. A student has the right to appeal to the Clarendon College Board of Regents after exhausting all administrative levels and appeals processes, including the College President or designee.

Student Complaints to The Texas Higher Education Coordinating Board (THECB)

After exhausting Clarendon College's grievance/complaint process, current, former, and prospective students may initiate a complaint with The Texas Higher Education Coordinating Board by sending the required forms either by electronic mail to

StudentComplaints@thehb.state.tx.us or by mail to:

Texas Higher Education Coordinating Board
College Readiness and Success Division
P.O. Box 12788
Austin, TX 78711-2788

Facsimile transmissions of the forms are not accepted.

The following forms are **required** to start the complaint process with the THECB.

[Student Complaint and Release Forms](http://www.thehb.state.tx.us/files//dmfile/CRSStudentComplaintandReleaseForms2014.pdf) found at the URL below:
<http://www.thehb.state.tx.us/files//dmfile/CRSStudentComplaintandReleaseForms2014.pdf>

[Authorization to Disclose Medical Record Information](http://www.thehb.state.tx.us/download.cfm?downloadfile=05376A21-D94E-091A-DB07BD6EE400EC55&typename=dmFile&fieldname=filename) (required if a disability is alleged) found at the URL below:

<http://www.thehb.state.tx.us/download.cfm?downloadfile=05376A21-D94E-091A-DB07BD6EE400EC55&typename=dmFile&fieldname=filename>

Limitations for Student Complaints at The Texas Higher Education Coordinating Board

The Agency does not handle, investigate, or attempt to resolve complaints concerning actions that occurred more than two years prior to filing a student complaint form with the Agency, unless the cause of the delay in filing the student complaint form with the Agency was the complainant's exhaustion of the institution's grievance procedures.

Former students shall file a student complaint form with the Agency no later than one year after the student's last date of attendance at the institution, or within 6 months of discovering the grounds for complaint, unless the cause of the delay in filing the student complaint form with the Agency was the complainant's exhaustion of the institution's grievance procedures.

Sanctions

Verbal Reprimand

A verbal notice that the behavior was inappropriate.

Written Reprimand

A written statement that the behavior was inappropriate, which will remain on the student's college disciplinary record for a specified period of time or until the student meets certain conditions.

Disciplinary Probation

A written statement that the behavior was inappropriate and, should be subsequent violations occur, the college will take more serious conduct action up to and including suspension or expulsion. This can include exclusion from college affiliated entities, including student organization activities, for a period of time or until the student meets certain conditions. Disciplinary probation will remain on the students' disciplinary record for a specified period of time or until the student meets specified conditions.

Educational Sanctions

A specified number of hours of community service, completion of a reflection or research paper, attending a class, program or lecture, attending counseling, or other actions.

Restitution

Repayment for damages or misappropriation of property. This may include monetary compensation or other related service(s), such as cleaning or restoration.

Trespass Warning

Denial of access to all or portion of campus, except for limited periods and specific activities with the permission of the appropriate college official, as designated by the College Vice President of Academic Affairs or other appropriate administrative official vested with such authority. Should the student enter campus without written permission, the appropriate College official or the local law enforcement officer may take action.

Suspension

Exclusion from the college and all campuses governed by the Board of Regents of Clarendon College for a specific period of time or until the student meets certain conditions, following which the student may be permitted to re-enroll or apply for readmission to Clarendon College, as applicable.

Expulsion

Exclusion from Clarendon College and all campuses governed by the Board of Regents for an indefinite period of time, a record of which remains on file permanently.

Restriction or Denial of College Services:

Restricted from use or denial of specified college services, including participation in college activities.

Conduct on College Premises

Clarendon College property, facilities, and personnel are primarily dedicated to use and access by College faculty, staff, and enrolled students. They are also available to citizens of the community who have legitimate business at the college. "Legitimate business" is meant to be activities reasonably related to enrollment, employment, or contractual relation with the College or seeking thereof; and persons on College property at the invitation of the College. The College may limit community access to property, facilities, and personnel if that access is believed to be disruptive to the normal and orderly functioning of the college's operations or is deemed inappropriate to the College's purposes. In addition, but not in lieu of definitions in this policy manual of "disruption" and "disruptive behavior," the term "disruptive" means any activity, calculated or otherwise, which has the effect of disturbing students, faculty, or staff in the performance of their studies, activities, or jobs. The College reserves the right to establish reasonable conditions regarding access of any person to the College's property, facilities, and personnel. Any individual or group activity considered by the college to be disruptive to the orderly functioning of the College may result in access limitations being prescribed by the College President or designee. Any person who has no legitimate business interest at the college and/or is disruptive to the normal and orderly functioning of the College's operations as defined above is an undesirable person and may be ejected from College property upon his or her refusal to leave peaceably on request. Identification may be required of any person on the College property at any time, and inquiry may be made of said person as to his or her reason for being on College property. In addition to the criminal penalties as allowed by law, any student who refuses to identify himself or herself fully in accordance with GFA may be subject to discipline, including suspension.

Reporting Crimes to Campus Security Authorities

Although every institution wants its campus community to report criminal incidents to law enforcement, we know that this doesn't always happen. A student who is a victim of a crime may be more inclined to report it to someone other than the police. For this reason, the *Clery* act requires all institutions to collect crime reports from a variety of individuals and organizations that *Clery* considers to be "Campus Security Authorities."

Under *Clery*, a crime is "reported" when it is brought to the attention of a Campus Security Authority or the Office of Student Affairs by a victim, witness, or other third party or even the offender. If a Campus Security Authority receives the crime information and believes it was provided in good faith he or she must document it as a crime report. 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.

Who are CSA's?

"Campus Security Authorities" is a *Clery* specific term that encompasses two groups of individuals or organizations associated with Clarendon College.

- All Employees (except faculty, clerical, custodial or maintenance staff) of Clarendon College unless exempted as a pastoral counselor.
- An official of Clarendon College who has significantly responsibility for student and campus activities, including but not limited to, student housing, student discipline, and campus judicial proceedings (Volunteer).

What is the role of a CSA?

CSA's are to report all crimes reported to them, on a timely basis, to the Director of Student Life. CSA's should only report those crimes that have not been previously reported. If unsure, it is better to report than to not report. The intent of including non-law enforcement personnel in the CSA role is to acknowledge that some members of the college community and students in particular, may be hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

CSA Crime & Incident Reports

When a crime is reported to a CSA, she/he should first ask the person if they would like to report it to the local law enforcement agency (LEA). If so, contact the Local LEAs with appropriate jurisdiction at:

Amarillo Center:	Amarillo Police Department (806) 378-3000
Childress Center:	Childress Police Department (940) 937-2546
Clarendon Campus:	Donley County Sheriff's Office 806-874-3533
Pampa Center:	Pampa Police Department (806) 669-5700

If the CSA has firsthand knowledge/confirmation that the reporting party filed a police report with the local LEA, they are not obligated to complete and submit a CSA report form. However, if the reporting party says they will file a police report with the Director of Student Life and leaves (no CSA firsthand knowledge/confirmation that a report was filed), then the CSA must still complete and submit a Campus Security Authority Crime report form.

If the reported crime is made in good faith, meaning that there is reasonable basis for believing that the information is not rumor or hearsay, then the crime is *Clery* reportable. CSA's, when interacting with the crime reporting party, need to gather incident information that would provide sufficient detail to properly classify the incident. This means CSA's need to document reporting party responses or lack thereof. Reporting party identifying information should only be included in the Report Form if the reporting party is willing to provide same.

What is done with CSA Report Forms?

The Director of Student Life reviews CSA Report Forms and makes a determination if an incident warrants a timely warning / emergency notification of the college community and whether it is a reportable crime in the Annual Security Report. The Director of Student Life will consolidate crime data from multiple sources including the CSA Report forms.

What CSA's do not do

Campus Security Authorities do not investigate nor are they responsible for determining authoritatively whether a crime took place — that is the function of the local law enforcement agency (LEA). A Campus Security Authority should not try to apprehend the alleged perpetrator of a crime. CSA's do not have the authority to arrest individuals. That too, is the responsibility of the local law enforcement officer (LEO).. It is also not a CSA's responsibility to try to convince a victim to contact law enforcement if the victim chooses not to do so.

Exemption for Pastoral and Professional Counselors

There are two types of individuals who, although they have significant responsibility for student and campus activities, are not Campus Security Authorities under *Clery*.

- Pastoral Counselor: A person who is associated with a religious order or denomination, is recognized by a that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.
- Professional Counselor: A person whose official responsibilities include providing mental health counseling to members of the college community and who is functioning within the scope of his /her license or certification. This definition includes counselors who may have been contracted to the college.

Crimes CSAs Report at a Minimum

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Non forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- All hate crimes
- All liquor, drug or weapons law violations resulting in an arrest.
- Domestic violence
- Stalking
- Dating Violence

TITLE IX

Title IX protects all students attending class at Clarendon College from sex discrimination, including sexual violence. Any student can experience sexual violence from elementary to professional school students; straight, gay, lesbian, bisexual and transgender students; part-time and full time students; students with and without disabilities; and students of different races and national origins.

Clarendon College's response to sexual violence complaints is the same irrespective of the sex or sexes of the parties involved. Title IX protects all students from sexual violence, regardless of the sex of the alleged perpetrator or complainant, including when they are members of the same sex. Clarendon College will investigate and resolve allegations of sexual violence involving parties of the same sex using the same procedures and standards that it uses in all complaints involving sexual violence.

Title IX's sex discrimination prohibition extends to claims of discrimination based on gender identity or failure to stereotypical notions of masculinity or femininity and the Office of Civil Rights accepts such complaints for investigation. Clarendon College will investigate and resolve allegations of sexual violence regarding LGBT students using the same procedures and standards that it uses in all complaints involving sexual violence.

The Clarendon College Office of Student Affairs will ensure that information or training we provide is done in a manner that is accessible to students and employees with disabilities.

What is the difference between a Title IX investigation and a criminal investigation?

A criminal investigation is intended to determine whether an individual violated criminal law; if at the conclusion of the investigation, the individual is tried and found guilty, the individual may be imprisoned. By contrast, a Title IX investigation will never result in incarceration of an individual and, therefore, the same procedural protections and legal standards are not required. Further, while a criminal investigation is initiated at the discretion of law enforcement authorities, a Title IX investigation is not discretionary; Clarendon College has a duty under Title IX to resolve complaints properly and equitably and to provide a safe and nondiscriminatory environment for all students, free from sexual harassment and sexual violence. Clarendon College will notify complainants of the right to file a criminal complaint and will not dissuade a complainant from doing so either during or after the college's internal Title IX investigation.

Title IX Coordinator

The college has designated the following person to coordinate its efforts to comply with Title VII of the Civil Rights Act of 1964, as amended and Title IX of the Education Amendments of 1972, as amended.

Vice President of Academic Affairs, Texas D. "Tex" Buckhaults
Academic / Instructional Building – 806-874-3571

Title IX Coordinator's Duties

- A Title IX coordinator's core responsibilities include overseeing the college's response to Title IX reports and complaints.
- Identifying and addressing any patterns or systemic problems revealed by such reports and complaints.
- The Title IX coordinator is generally in the best position to evaluate a student's request for confidentiality in the context of the college's responsibility to provide a safe and nondiscriminatory environment for all students.
- The Title IX coordinator reviews the disciplinary procedures to ensure that the procedures comply with the prompt and equitable requirements of Title IX.
- Investigating facts relevant to a complaint.
- Determining appropriate sanctions against the perpetrator and remedies for the complaint.
- Determining appropriate interim measures for a complainant upon learning of a report or complaint of sexual violence; and ensuring that appropriate policies and procedures are in place for working with law enforcement including rape crisis center.

Clarendon College may designate more than one Title IX coordinator. However, the Vice President of Academic Affairs is designated as having the ultimate oversight responsibility.

FERPA Rights

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Clarendon College receives a request for access. A student should submit to the Registrar, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent the school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Clarendon College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel); or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Clarendon College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Clarendon College.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to **Student Assistance Program for Alcohol and Drug Abuse** Students wanting confidential assistance from the College in dealing with a perceived alcohol or chemical substance abuse problems may self-refer for that assistance by making an appointment with the Associate Vice President of Enrollment Services at 806-874-3571 Ext 171.

Sexual Assault

Sexual Assault is violation of the law and will not be tolerated

Contrary to popular belief, sex-based crimes are among the most frequently committed offenses (we know this from the National Crime Victimization Surveys over time). However, because victims are often unable or unwilling to report such a crime (or even old enough to realize that a crime was committed against them), it remains one of the most UNDER-reported person to person crimes. Sexual Assault is a violation of the law and will not be tolerated. Campus Security Authorities are committed to ensuring a safe environment on all campuses that is free from acts of intimidation or the fear of falling victim to sexual assault.

There are no definite rules to avoid becoming a victim of acquaintance/date rape. However, if expectations and feelings about sex are clearly communicated, rape is less likely to happen. Here are some suggestions that will help clarify relationships.

- Be careful not to let alcohol or other drugs decrease your ability to take care of yourself and make sensible decisions.
- Trust your gut feelings. If a place or the way your date acts makes you nervous or uneasy, get out.
- Check out a first date or a blind date with friends. Meet in and go to public places. Carry money for a phone call or taxi or take your own car.
- Don't leave a social event with someone you've just met or don't know well.
- Do not accept beverages from someone you don't know and trust. Always watch your drink and never leave it unattended.
- Be assertive. Express your expectations and feelings clearly. Stand up for your rights without violating those of others.
- Communicate clearly. Realize that it takes effort for two people to understand each other. Rape can happen when two people have different expectations and desires. For example, the man may think the woman is playing hard to get when she really means no.
- Take responsibility. Say "YES" if you mean "YES" and "NO" if you mean "NO" and know the difference.
- Before you end up in a situation in which you are vulnerable, think about your alternatives.

Sexual Assault Reporting Procedures

Persons who have been sexually assaulted or who have been the victim of any type of sex offense should immediately report the incident. The following is strongly suggested:

- Get to a safe place.
- Call 911. Immediately!
- If you are not sure about prosecution, but you might want to prosecute later, you are encouraged to file a police report and you have the right to change your mind and not pursue a criminal complaint.
- If you are not sure what to do, you can call:
 - Tralee Crisis Center which service the Clarendon, Pampa and Childress campuses on the 24hour hotline at 806-669-1788. The advocate will provide you with options and you will not need to give your name.
 - Amarillo Rape Crisis Center for the Amarillo Campus at 806-359-6699. The advocate will provide you with options and you will not need to give your name.
- Do not bathe, shower, douche, change your clothes or disturb anything at the crime scene. Extremely valuable physical evidence can be obtained from you, your clothing, and objects at the crime scene.
- If you do not wish to make a report to the police, you are still encouraged to seek professional medical advice. It is important not to forget the possibility of sexually transmitted diseases and/or pregnancy.
- If you are a female victim and feel more comfortable talking with a female officer you will be accommodated.

Anonymously Reporting Sexual Misconduct

As a concerned individual, you have the right to file a report online anonymously or to include your name and contact information. This method of reporting is not for emergencies or crimes in progress. Always dial 911 to report incidents occurring in real time. If you are a Responsible College Employee, who received a report, or witnessed an incident, you cannot submit a report anonymously. Submission of the online report does not initiate the College's complaint process as outline in the

Sexual Assault Policy. The Title IX Coordinator will review the information and follow-up as appropriate. Depending on the information shared, the College may be limited in response. Providing detailed information will make it easier to conduct a thorough fact-finding investigation. If you choose to remain anonymous, any names identified in the report may be contacted, and information may be shared with appropriate College authorities, in order to investigate the report. <http://www.clarendoncollege.edu/SexualAssaultPolicy>

Immediate Concerns after Sexual Assault

A victim's immediate concerns after a sexual assault should be their health and safety. The VERY first thing to do is get medical attention. In the past, the only place to go was to your local hospital. Now, more and more cities have sexual assault centers that can provide advanced treatment to victims in a more private and much less hectic setting. Call your local rape crisis center - they can help arrange for transportation and get the ball rolling to get specially trained nurse examiners on the way to assist you. You can always decide later whether or not to file a police report, but you absolutely MUST get medical care as soon as possible because:

- you may need immediate medical attention due to injuries you can't feel
- tests for pregnancy, venereal disease, and AIDS should be done
- medical evidence is extremely helpful IF you decide to prosecute and this is your ONLY time to collect it

A medical history will be necessary in order medical personnel to identify any medical conditions that could affect your treatment. This will include allergies, prescription and non-prescription medications, major illnesses; and for women, any use of birth control, a gynecological history, menstrual status and date of last period.

You may choose to request a sexual assault forensic evidence exam, which is a thorough exam including the collection of forensic evidence. If you think that you might want to pursue legal action either immediately or in the future, such as prosecution, it is in your best interest to request a rape exam so that physical evidence can be collected in a timely fashion. If you do not want the rape exam, you can request that only a medical exam be performed.

A Survivors Rights

A sexual assault survivor has a legal right to:

- Make the decision whether to file a police report or information report.
- Be provided with written notice of crime victims' rights and information and referrals, including a referral to a sexual assault program, at initial contact with law enforcement.
- Sensitive and skilled treatment in Texas emergency rooms.
- Refuse to take a lie detector test.
- Use a pseudonym and have her or his name, address and phone number kept out of court files relating to the case.
- Reimbursement, through Crime Victim's Compensation Program, for financial losses resulting from the criminal conduct, including medical costs, moving costs and lost wages.
- Have her or his attacker tested for HIV and receive notice of the test results after indictment.
- Have her or his safety considered when bail is set.
- Be notified of all legal proceedings, including parole proceedings, after making a written report.
- A private waiting area, separate from other witnesses, before testifying in court.
- Write a victim impact statement and have the statement considered during punishment and parole proceedings.
- Have to option for academic and on-campus living situations changed when those options are reasonably available.
- Upon meeting certain eligibility requirements, maintain a confidential address through the Texas Address Confidentiality Program.

Sexual Assault — Physical Evidence

The timely preservation of physical evidence is essential to the successful prosecution of most sex offenses. Considering the time sensitive nature regarding the preservation and collection of such evidence, it is essential that the Campus Security

Authorities be contacted as soon as possible. Due to the sophisticated investigative resources required to properly investigate certain sex crimes local law enforcement agencies are tasked in conducting these investigations.

Since a good part of the evidence for prosecution of a sexual assault is medical evidence obtained from the victim, it is vital that the victim gets medical treatment as soon as possible and does not bathe, shower, douche, or change clothes until given permission by medical personnel. If possible, it is also very helpful if the victim refrains from using the bathroom, gargling or drinking.

Upon arrival at the medical facility, the assigned registered nurse will accompany the victim to a private room for the initial interview, and a sexual assault counselor will be notified. The registered nurse will then ask the victim about the rape and women will be asked about their current gynecological status. The nurse will also document the victim's medical history as well as any sexual history, allergies, current medications, menstrual cycle, use of contraceptives, and any current or past illnesses. The nurse will then determine if the victim has made or desires to make a police report (exactly when the police report is made can vary). If the victim desires to make a police report, the nurse can contact police.

The medical part of the exam is done by a registered nurse who has received specialized training in how to spot, identify and collect forensic evidence. (This is called SANE-SART training: Sexual Assault Nurse Examiner - Sexual Assault Response Team). Their background is entirely medical, however, their participation is important as they act as a sort of crime scene technician by collecting evidence from the victim, marking and certifying the evidence.

To collect medical evidence for the police, medical personnel use a "Sexual Assault Kit" (often referred to as a "rape kit"). Evidence is collected and a pelvic exam is done. The steps involved in evidence collection are:

- The nurse explains the hospital's HIV testing procedure and why HIV testing is beneficial. The victim then decides whether or not to permit HIV testing. In many states, there is no charge to the victim for these services.
- Routine blood collection is done (to check for pregnancy or sexually transmitted diseases)
- The nurse documents any evidence of torn clothing or external injuries and takes photographs.
- The victim's clothing is collected and new clothes are provided.
- Any physical evidence from the rape scene (such as grass or leaves) is also collected.

Hairs are collected: the nurse collects any loose hairs or debris in the pelvic area (looking for pubic hairs of the assailant). In some cases, some of the victim's pubic hairs are needed and 15-20 of the victim's head hairs (to differentiate the victim's hairs from the assailant's).

- Fingernail scrapings are collected for detection of blood or tissue.
- The nurse then examines the victim for evidence of semen and, if detected, it is collected.
- Several slides are made and swabs taken from the vaginal, anal, and oral areas to check for semen, sexually transmitted diseases, and infections.
- The hospital provides the victim with any preventive medicine necessary (for tetanus, sexually transmitted diseases, pregnancy, etc.).
- Medical personnel perform the pelvic exam. The victim may request to have the examination done by a female. Unfortunately, this request cannot always be granted because a female physician may not be available at the time, but generally speaking every effort is made to do whatever can be done to make the victim more comfortable during this traumatic time.

The sexual assault kit is then locked in a box at the hospital until given to the police for further laboratory analysis. The nurse will discuss with the victim what follow-up tests and blood work need to be done. The sexual assault counselor provides the victim with hotline numbers and follow-up appointments. The victim should also receive an application for the victim's assistance program (which pays certain compensation and medical benefits to victims of crime. See Crime Victims Compensation Act). Victims usually receive a follow-up phone call within 72 hours after the exam from an Emergency

department nurse.

Sexual Assault — Obsessive Compulsive Behaviors

- Many survivors report feelings of not being clean, even after repeated showering or bathing. Sometimes victims report compulsive behaviors where they feel like they have "the willies" or are "grossed out" to the point where they feel they must bathe immediately and for extended periods of time.
- Obsessive behaviors include things like checking locks not just before bed, but over and over...and over and over. Some victims go so far as to destroy any clothing in similar style or color to what they were wearing while assaulted. In almost all cases, these behaviors are a victim's attempt to be in control in the present of what they feel they weren't in control over in the past.
- The idea behind this thinking is: "I can be more vigilant" or "I can change what attracted the attacker so it won't happen again". The downside of this thinking is that while its intent is to re-gain control, internally, this can be devastating because the victim internalizes the blame for the attack, instead of putting the blame on the attacker where it belongs. The thinking can turn to: "If I have the ability to prevent it in the future, then maybe I could have prevented what happened in the past."
- Thus victims can feel safer and more successful in dealing with the incident by using obsessive behaviors, but in reality, this results in continued deepening of the emotional wounds and thus it keeps the cycle going. Often professional counseling and intervention are essential to digging out of this destructive cycle.
- Both the internal dialog and the behaviors themselves can be even more devastating to a victim than the actual attack. Sometimes these behaviors last for years, causing long term damage to relationships, self-image and the ability to hold down a job, all very important elements in a victim's support network and life of normalcy.

Sexual Harassment

Sexual Harassment is a violation of the law and will not be tolerated!

Student Complaint Procedure

A student who believes he or she has been or is being subjected to any form of sexual harassment shall bring the matter to the attention of the Vice President of Academic Affairs or the Vice President's designee in accordance with the procedures in the College's complaints policy. However, no procedure or step in that policy shall have the effect of requiring the student alleging harassment to present the matter to a person who is the subject of the complaint. Nor shall a sexual harassment complaint be dismissed because it is not filed within the time lines set out.

Sexual harassment includes such behavior as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed toward an employee, student, or job applicant, particularly when one or more of the following circumstances are present.

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.

Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.

Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

In determining whether alleged behavior constitutes sexual harassment, Clarendon College will examine the record as a whole and all aspects of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred.

If the allegation of sexual harassment involves an administrator, faculty member or classified employee of the College, provisions of the "Discrimination" policy stated above will be followed. If the allegation involves a student or students, it will be handled in keeping with the "Student Conduct/Disciplinary Procedures" as stated in this publication. If a student has questions concerning these policies or procedures, he/she should contact the Vice President of Academic Affairs at 806-874-3571.

Bystander Intervention

We each have the responsibility to treat each other with respect. The most important thing you can do is refrain from engaging in any harassing behavior and not tolerate such behavior from others. If you stay aware of your responsibility and assert your rights to a respectful work or learning environment, you will have taken an important step forward eliminating harassment.

- Step in and separate the two people.
- Use a distraction to redirect the focus somewhere else.
- Divert attention of person away from the other.
- Evaluate the situation and people involved to determine whether to intervene yourself or alert other people to help.
- Avoid using violence.
- Keep yourself safe.
- Call the Campus Security Authorities.
- If needed, recruit several people to help separate both sides.
- Ask a victim if she/he is okay. Provide options and a listening ear.
- Call local crisis center for support and options.

Bystander Intervention — Helping Victims of Sexual Assault

After a rape, survivors may be openly upset, even hysterical, or they may be numb and seemingly calm. You can help victims by meeting immediate needs:

- Obtaining medical assistance
- Feeling safe. Rape is a traumatic violation of a person. Especially in the beginning, it is often difficult for victims to be alone.
- Being believed. With date rape especially, victims need to be believed that what occurred was, in fact, a rape.
- Knowing it was not their fault. Most rape victims feel guilty and feel that the attack was somehow their fault.
- Taking control of their life. When a person is raped, they may feel completely out of control of what is happening to them. A significant step on the road to recovery is to regain a sense of control in little, as well as big things.

You can help by:

- Listening, not judging. It is not your place to play prosecutor and make a victim prove their story. Accept their version of the facts and be supportive.
- Offering shelter. If it is at all possible, stay with them at their place or let them at least spend one night at your place. This is not the time for them to be alone.
- Being available. Victims may need to talk at strange hours, or could use your help to run errands or screen calls.
- Giving comfort.
- Letting them know that they are not to blame.
- Being patient and understanding.

- Encouraging action. For example, suggest they call a hotline, go to a hospital or health center, and/or call the police. Respect their decision if they decide not to file charges.
- Not being overly protective. Encourage them to make their own decisions. A victim needs to feel in control of their life and this will not be possible if you do everything for them.
- Accept their choice of solution to the rape - even if you disagree with what they are doing. It is more important that a victim make decisions and have them respected than it is for you to impose what you think is the "right" decision.
- Put aside your feelings, and deal with them somewhere else. Although it is supportive for a rape survivor to know that others are equally upset with what happened, it does them no good if on top of their own feelings, they also have to deal with your feelings of rage and anger.

Stages of Healing Process

Sexual assault can be anything from unwanted sexual contact all the way to brutal rape. No matter what happened, or how long ago, sexual victimization can have lifelong effects on the victim. For some victims, the physical injuries can be devastating; for others the emotional injuries can be equally destructive - and can last for many years. Regardless, the incident has changed their lives, which will never be the same. How victims cope with the events will depend on the willingness to move through the process - a process which can be painful and difficult. While elderly victims struggle with physical recovery, they seem to be much better with the emotional recovery; while many younger victims typically recover quickly physically, but face a lifetime of uphill emotional struggle.

- **Shock**

This stage can last anywhere from hours to weeks or months. Typical reactions might include saying "I can't feel anything" or "I can't think clearly." Disorientation and high levels of anxiety are common.

- **Denial**

The two biggest things under this category are: that the event even happened and that even if it did, it didn't "bother" the victim. The stages of shock and denial can take severe mental and emotional tolls on victims. The psychological destruction, types of traumatic reactions and the long-term effects and syndromes impacting victims are many. The severity or length of the incident or incidents doesn't seem to have any impact on how deeply a victim is harmed - the victim of a date rape with minor physical injuries doesn't suffer less than a victim who is raped repeatedly and receives more severe physical injuries.

- **Blaming**

Most blaming is typically directed at the self. Victims may focus on thoughts such as: "If only I didn't...", or "I should have...", or "I shouldn't have..." Making matters worse, this self-blame is easily exacerbated by supporters like friends, family or investigators with comments such as "what were you thinking - wearing that short skirt to that seedy place" or other such comments which only serve to place the blame for the attack on the victim, instead of on the attacker who chose to take actions against the victim.

- **Pain**

Pain usually covers two issues: avoiding and feeling. Attempts to avoid feeling physical and emotional pains resulting from an attack might include depression, acting out or self-medicating with alcohol or other "numbing" medications or drugs. When the pain gets through, sadness, fearfulness and confusion come to the forefront.

- **Anger**

At some point, for most people, pain demands a reaction. For victims of sexual assault, this reaction is usually anger. The anger might be directed at the self - seen when the victim is intensely focused on their own behaviors (self-injury and substance abuse are common), or might be focused on others - either the attacker in particular, or directed at anyone/anything that can become the focus of the feelings, even innocent bystanders like spouses, family members or friends.

- **Integration/Acceptance**

The time, effort, and method of reaching this stage differ with each individual. There's no "schedule" for when a person "should be over it." The unfortunate fact is that many victims don't reach this stage - and certainly those who don't seek assistance have even smaller chances for leading healthy, fruitful lives after sexual assault. For those who get here, this stage includes the ability to put the event behind them (which is NOT the same as forgetting it!) and start identifying

and doing new behaviors. This might be going back to school or work, going out with friends again, doing volunteer work, getting involved in outreach activities, or getting to a place where they are ready to resume, renew, or initiate an intimate relationship.

Thus the stages and roles are:

Role:

- **Victim - Separate from the trauma**
- **Survivor - Being with the trauma**
- **Hero/Heroine - Moved on from the trauma**

Stages:

- **Shock**
- **Denial**
- **Blaming Pain**
- **Anger**
- **Integrating**
- **Accepting**

Date Rape Drugs and Alcohol

Alcohol

- While under the influence of alcohol, men feel that they are more sexual.
- Alcohol causes greater misperceptions by reducing the ability to process complex stimuli, resulting in BAD DECISION MAKING. And consuming alcohol can be used as excuse for behavior ("I was drunk").
- Alcohol decreases the ability to resist an attack.
- In more than 75 percent of college rapes, alcohol was involved in some way.

Rohypnol and GHB

Rohypnol and GHB are called the date rape drugs because when they are slipped into someone's drink, a sexual assault can then take place without the victim being able to remember what happened.

Rohypnol

Referred to as "roofies," "roopies," "circles," and the "forget pills," rohypnol works like a tranquilizer. It causes muscle weakness, fatigue, and slurred speech, loss of motor coordination and judgment, and amnesia that last up to 24 hours. It looks like an aspirin-small, white, round.

GHB (GAMMA-HYDROXYBUTERATE)

GHB (also known as "Liquid X," "salt water" or "scoop") causes quick sedation. Its effects are drowsiness, nausea, vomiting, headaches, dizziness, coma, and death. It's most common form is clear liquid although it can also be a white, grainy powder.

Dater's Bill of Rights

- **I have the right to refuse a date without feeling guilty.**
- **I can ask for a date without feeling rejected or inadequate if the answer is no.**
- **I do not have to act macho.**
- **I may choose not to act seductively.**
- **If I don't want physical closeness, I have the right to say "no."**
- **I have the right to start a relationship slowly, to say, "I want to know you better before I become involved."**
- **I have the right to be myself without changing to suit others.**

- I have the right to change a relationship when my feelings change. I can say, "We used to be close, but I want something else now."
- If I am told a relationship is changing, I have the right not to blame or change myself to keep going.
- I have the right to an equal relationship with my partner.
- I have the right not to dominate or be dominated.
- I have the right to act one way with one person and a different way with someone else.
- I have the right to change my goals whenever I want to.

Behavioral Myths that Contribute to Date Rape

- At a certain point a man cannot stop.
- When a woman says "NO" it means "CONVINCE ME."
- When a woman teases a man it is acceptable to force a woman to have sex.
- Unless a woman resists it is not rape.
- It is not rape when a woman is drunk or passed out.
- The way a woman dresses is a sign she wants to be raped.
- If a woman has had sex with the person on another occasion, it cannot be rape.
- If a woman did not take precautions it can't be rape.
- If a woman agrees then changes her mind it's not rape.
- If a guy or girl is too drunk to know what he or she is doing, it's not rape.
- All rapists know that their actions are defined as rape.
- Rape does not affect men.

Sexual Assault Risk Reductions

Safety in your home and residence hall:

- All exterior doors should be made of solid wood core.
- Use good quality deadbolt locks on all exterior doors, including the door from the garage to the house, and from a basement to the house if the basement has a window, coal chute, or other outside access.
- Have the locks on all exterior doors re-keyed when you move into a new house or apartment or when roommates or other persons with access to your home are no longer welcome.
- Keep your garage door shut when not in use. Remember that your garage remote is also a key of sorts. Remember to re-code your remote and opener to prevent unauthorized access. Do this NOW - if you keep your remote on the default setting, anyone can open your garage door by simply buying a replacement opener! Change the code again if you have persons who are no longer welcome in your home. Your local police department, sheriff's office, crime prevention organization, or hardware store can help with this. Perpetrators looking for easy targets have been known to buy a bunch of remotes set on the default setting and just drive around pushing the buttons until they find doors that open for them - don't let yours be one!
- Install a peephole viewer with a minimum 180 degree viewing angle to the front door and get in the habit of checking it BEFORE you open the door...EVERY TIME get in the habit.
- Install key locks to secure sliding glass doors. Since these doors can be shaken off their tracks if there is enough "play" in them, it's also a good idea to put a dowel in the door so that it can't be rocked. Dowels can be obtained from your local hardware store and cut to your measurements for less than \$5.
- Good lighting is a deterrent to crime. Install adequate exterior lighting at all entrances. Lights that come on with motion sensors are even better.
- Don't open your door to strangers. Never let anyone into your house to use the phone, even for an emergency. Offer to make the call for them, but don't let them inside. You are always better safe than sorry here so don't hesitate to call the police for assistance.
- Request identification from all repairmen and maintenance persons. You can even request identification from people claiming to be police officers. The police will NOT think you are crazy if you dial 911 to find out if the cop at your door is really a cop (this author used to be the one ANSWERING those 911 calls!) Impersonating an officer is

a common ruse used by perpetrators to gain entry into a victim's home. If you don't see a marked police vehicle through the peephole, or if the visitor says they are a private investigator or plain clothes detective, call to find out.

- Don't advertise that you are home alone or that your home might be unoccupied. Keep a light on in more than one room to make it appear that you may not be alone. Lamp timers are great for creating the impression of multiple people being home, as well as for use when you're away from home. Remember, most rapists and burglars are opportunists and if you can increase their belief that confrontation is possible, easier targets may be sought.
- Keeping extra keys hidden outside your home can be dangerous. Perpetrators know all the best spots like "hide-a-rock", under the doormat, under a potted plant, etc. If you're got to keep one out (for example, as a backup for your kids who get home before you), then don't put the extra key anywhere near the door. Put it somewhere that is NOT convenient and thus not likely to be found (for example, in a zip lock bag, buried at the edge of a flower garden, or stuck behind the air conditioning unit with a magnetic key holder). Give extra keys to a trusted neighbor and always notify them if you have someone that will need the key in advance.
- Pay attention to your landscaping! Other than lighting, this is one of the best elements that you can alter to deter crimes at home. Is your home easily visible from the street? Is your address/house number easy to see if police or EMS are trying to find you? Do plants or shrubs obscure your windows and provide places to hide or cover for someone wanting to pry open a window?
- Contact your local police department or sheriff's office. Most departments will happily give you a free home security survey.
- Many of these suggestions are part of an overall concept called "Crime Prevention through Environmental Design"; the goal of which is to increase elements of one's surroundings that enhance safety, while decreasing elements that invite or foster criminal activity. Check the right menu column for resources specific to the concept of CTPED.

SAFETY WHILE DRIVING AND IN YOUR CAR

- Park in well-lit areas.
- Always lock your car, whether you are inside or the car is parked.
- Have your keys in your hand when heading to your car and stay alert of your surroundings while approaching your car.
- If working late, try to go to your car in the company of a friend or security guard. If this is not possible, try to move your vehicle close to the office before sunset.
- Get in the habit of looking inside your car and the back seat before you get into the vehicle.
- If you have car trouble, raise your hood and put on your emergency flashers. Wait for help inside the car with the doors locked. If possible, try to pull into a well-lit area or under a street light.
- If you're thinking about stopping to help someone else on the side of the road, remember that you should go to the nearest phone and call the police to assist them.
They get faster service from the towing companies than you ever will.
- Don't pull over for flashing headlights. If it is an emergency vehicle there will be red and/or blue flashing lights, usually on top of the car. If the lights are at the front of the car, it may be a "low profile" law enforcement vehicle. If you're, even during a legitimate traffic stop, always pull into a well-lit area that is visible from the road.

SAFETY ON THE STREET & OUT IN PUBLIC

- Always be alert and aware.
- If you are being harassed by someone, always head towards lights or people.
- If you think you are being followed, DO NOT GO HOME. Head for a well-lit area, a crowded area, or an open business with people around, like a convenience store.
- Don't hitchhike.
- If something doesn't feel right, TRUST YOUR FEELINGS. Don't feel pressured to "go along". It's ok to wait for the next elevator, or take another cab, or whatever if someone's presence makes you uneasy.
- If you use laundry mats, plan to go with a neighbor or friend.
- Take SPECIAL precautions when traveling, remember, rapists are opportunists, and tourists generally have a more relaxed posture concerning their safety.

SAFETY WITH FRIENDS & IN RELATIONSHIPS

- First, understand that the majority of sex-related crimes are committed by someone the victim knows!
- Second, be aware that the victim's home is the most common location (other than the offender's home) for sexual assault to occur. Homes, yours or theirs, should NOT be the first place where you meet someone alone early in the relationship, and especially for a first in-person meeting.
- When out at clubs or bars, always keep your drink in your hand. If you must leave your drink, order a fresh one when you get back. Leaving a drink unattended opens the door for date-rape drugs to find their way into your system.
- It is particularly important to be with people that you know and can trust if you are under the influence of drugs or alcohol.
- Be honest with your friends and acquaintances. When you mean "NO", be sure that not only your voice, but your body language or non-verbal actions or postures are saying "NO".
- Honor your RIGHT to control your own life and your experiences, including the right to decline any level of sexual activity, at any time, with anyone. Don't allow yourself to be pressured into sexual activity that you don't want or don't feel good about.

Stalking

Stalking is a violation of the law and will not be tolerated!

Any faculty, staff, student, or visitors who feel they are being stalked should immediately report the activity to the Title IX Coordinator. The Title IX Coordinator in conjunction with the Title IX Investigator will document, investigate and provide whatever possible safety accommodations and resources on campus. In addition, this department will provide information regarding advocacy or legal services to include a discussion of due process.

Stalking Definition

A pattern of behavior directed at a specific person that would cause a reasonable person to feel fear.

Anti-Stalking Law

Texas Anti-Stalking Law (Penal Code 42.072) this law forbids the following actions by the stalker or other(s) who act on his/her behalf.

- On more than one occasion, following, placing a person under surveillance, making threats that cause the victim to fear immediate or future injury, death, or damage to his/her property.
- Threats and/or actions can be conveyed either directly to the victim or through family or household members.

Types of Stalking

- Romantic or Rejected Stalker is the most common of them all. This charming character generally becomes obsessed with someone they have been romantically involved with who has decided to end the relationship. They will try to reconcile with this person who has rejected them and when it is clear that it will not work they tend to want revenge, as they may now feel humiliated. They will try intimidation and even violence especially if there has been a history of it in the relationship. If the stalkers ex-partner begins a relationship with someone new they can get very nasty and lash out in the direction of the new suitor also. These narcissistic stalkers have next to no social skills and very few friends.
- Love or Intimate Stalker believes their victim is their long lost soul mate. In their delusional thinking they are convinced their victim feels the same way. This is called erotomania and is a rare personality disorder. The problem with this stalker is they think they are entitled to their victim's affections because they put so much effort into their own labors of love. They will send cards, letters and gifts and also call their victim constantly. If the person they are in love with rejects them they will see this as encouragement and dismiss it for what it really is. But eventually when they realize their victim has no interest in them they can become threatening and violent. Because this stalker is adamant that his or her feelings of love are for real and reciprocated they will keep stalking their victim until they are stopped. This type of stalker has no regard for the law and will see any court orders against them as something to be ignored. They are cunning, devious and see winning their victims heart as a challenge. This stalker lives in their own delusional mind and refuses to listen to anybody who tries to make them face reality.

- Incompetent Stalker is less likely to hurt their victims and probably has a history of serial stalking. Their desire is to have a romantic relationship with their victim and is completely blind to the feelings of the person they are pursuing. This stalker has a huge ego and is convinced that everybody is attracted to them. They are not as persistent as the other stalkers mentioned and can give up the chase if they are threatened with legal action.
 - Resentful Stalker has a real bee in their bonnet and suffers from paranoia. If any person slights them they seek revenge and often on a large scale. God help you if you cross this kind of stalker because they may not touch you personally but will terrorize your life by making verbal threats, cause damage to your property and steal or harm your pet. They will also bring legal actions against you if they possibly can. Hopefully it will be them facing charges in court instead of you.
 - Predator Stalker is not a pleasant person and thankfully the least common of all stalkers. They usually get more attention because when they make a move on a victim it can become front-page news. These characters are sexual predators with a desire for gratification and complete control of their victims. This type of stalker is sexually deviant and will make obscene phone calls to their victim while they fantasize about what they will do to them once they are contained. They have low intelligence and are driven by their anti-social needs.
- Cyber Stalker has been added to the list of stalker types since the advent of the Internet. This has become the new playground for stalkers who can wander in and out of chat rooms and forums searching for victims. These stalkers use spyware to access their victim's computer where they can find all the personal information they need to make their victims world a living hell. A Cyber stalker can be any one of the stalker personalities previously mentioned and they can cause just as much havoc.

Knowing what type of stalker you have can be extremely helpful in understanding how they think and are likely to act. A stalker tries to get into the minds of their victims so they can intimidate them at their weakest point. Once they are obsessed with you they will pull out every trick in the book to break your will. Being able to analyze which stalker personality they appear to be can give you the advantage you may need to quickly end their reign of terror.

Characteristics of a Stalker

- Jealous
- Manipulative
- Narcissistic
- Deceptive
- Obsessive and compulsive
- Falls instantly in love
- Socially awkward or uncomfortable
- Needs to be in control
- Depends on others for sense of self
- Unable to cope with rejection
- Sense of entitlement (you owe me)
- Unable to take No for an answer
- Does not take responsibility for own feelings or actions

Stalking Behaviors

- Non-consensual communications, including in-person communications, telephone calls, voice messages, text messages, E-mail messages, social networking site postage, instant messages, posting of pictures or information on Websites, written letters, gifts or other communications that are undesired and/or place another in fear.
- Following, pursuing, waiting or showing up uninvited at a workplace, place of residence, campus parking lots, classrooms, hallways, or other campus locations frequented by the victim.
- Surveillance and other types of observation, whether by physical proximity or electronic means.
- Trespassing
- Vandalism
- Non-consensual touching
- Direct physical and/or verbal threats against victim or victims loved one.
- Gathering of information about a victim from family, friends, co-workers and/or classmates, faculty and staff.
- Manipulative and controlling behaviors such as threats to harm one or threats to harm someone close to the victim.
- Defamation or slander against a victim.

Stalking Risk Reductions

- Brief a Campus Security Authority (CSA) on your situation. The CSA will document and contact the proper authorities who will investigate and provide whatever possible safety accommodations and resources on campus.
- Enter emergency numbers in your cell phone.
- Travel with classmates when on campus.

Documentation

- Documentation of stalking should be saved and given to the Title IX Coordinator.
- Documentation of actions of the perpetrator may be useful in future complaints or proceedings, for evidentiary or credibility purposes.
- Documentation may take the form of photos of destroyed property/vandalism, photos of any injuries inflicted on the victim by the perpetrator, answering machine messages saved on tape, letters or notes written by the perpetrators, etc.
- A victim should keep a written log of any crimes or suspicious activities committed by the perpetrator. Discretion should be used when making entries and it should be kept in a secured place, as the log may be used in court proceedings.

Hate Crimes

Hate Crimes are a violation of the law and will not be tolerated!

Reporting hate violence is a crucial component in the development of a more tolerant society and a hate free campus environment. If you have been the target of a hate crime or hate bias motivated incident, you are encouraged to report the occurrence to the Title IX Coordinator.

An offense motivated by hatred toward the actual or perceived race, color, religion, nationality, origin or ancestry of a person or group may be defined as a hate crime. An offense can be, but limited to the following, and does not include bias incidents (incidents not involving violence or threat of violence): stalking, harassment, graffiti, vandalism, assault and arson. Anyone committing such acts can be referred to the Vice President of Academic Affairs for disciplinary action, as well as facing criminal prosecution under Texas law.

- **Race:** A performed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) generally transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks, whites, or
- **Gender Identity:** A performed negative opinion or attitude toward a group of persons because those persons are male or female, or
- **Religion:** A performed 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, or
- **Sexual Orientation:** A performed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of the opposite sex, e.g., gays, lesbians, heterosexuals, or
- **Ethnicity:** A performed negative opinion or attitude toward a group of persons of the same race who share common or similar traits, languages, customs, and traditions, e.g., Arabs, Hispanics. Or
- **National Origin:** A performed negative opinion or attitude toward a group of people whose members identity with each other, through a common heritage, often consisting of a common language, common culture and/or ideology that stresses common ancestry.
- **Disability:** A performed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury advanced age, or illness.

Bullying

Any student who believes he/she is a victim of bullying or harassment should as immediately as possible after the incident takes place report the incident to college officials.

Clarendon College is committed to protecting its students, employees, and the college community as a whole from Bullying for any reason. All students and employees are entitled to a safe, equitable, and harassment free college experience. Bullying will not be tolerated.

Definition

"Bullying" means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's college performance or participation, is carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve, but not limited to:

- Unwanted teasing
- Threatening
- Intimidating
- Stalking
- Cyber Stalking
- Cyber Bullying
- Physical Violence
- Theft
- Sexual, Religious, or Racial Harassment
- Public Humiliation

Domestic Violence

Domestic Violence is a violation of the law and will not be tolerated!

Domestic Violence is more than just a "family problem"; it is a crime. Clarendon College recognizes that domestic violence is a major problem throughout the United States. In Texas, it is a crime for any person to threaten, beat, sexually assault or otherwise harm another person, even if they are married. Battering is not exclusively a crime against women, but they are the majority affected.

Incidence of domestic violence cannot be tolerated. If you are or think you are a victim of domestic violence, now is the time to start thinking about protecting yourself. The fact that you are seeking information is a good sign. It means you are seriously considering your situation. Calling the Clarendon College Office of Student Affairs, local law enforcement, Campus Security Authorities (CSAs), telling a fellow student or friend, contacting a shelter, or a help line is the first step. Please don't wait until it is too late. Clarendon College Office of Student Affairs is here to help you. Let us help you.

The Clarendon College Office of Student Affairs understands that off campus problems may follow you onto campus. We are committed to providing you with a safe environment that is free from domestic violence and will thoroughly investigate incidents and provide you with assistance.

Domestic Violence Definitions

The Campus SaVE Act is part of the Violence Against Women Reauthorization Act (VAWA) passed in 2013 and defines Domestic Violence as follows:

- Felony or misdemeanor crimes of violence committed by a current or former spouse 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction or by any other person against an adult or youth victim who is protected from the person's acts under the domestic or family violence laws of the jurisdiction.

The Department of Justice defines Domestic Violence as follows:

- Abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Texas Family Code Sec. 71.004. FAMILY VIOLENCE. "Family violence" reads as follows:

- an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself
- abuse, as that term is defined by Sections 261.001(1)(C), (E), and (G), by a member of a family or household toward a child of the family or household; or
- dating violence, as that term is defined by Section 71.0021.

The Myth

Many people believe in the myth that men are the only people capable of being abusive and women are the only people who suffer abuse. Characteristics of the classic abuser and victim may include the following:

Abuser

- An abuser can be anybody, from any walk of life
- Does not change
- Work related problems, fines or prior jail convictions for domestic violence

Victim

- Suffers serious physical injury
- Depression, low self-esteem, anxiety, helplessness and a sense of worthlessness
- Work related problems, loss of job, picking up and/or letting go of certain habits
- Decline in academic interest, grades, and/or poor attendance

Abuser Traits

- Has witnessed, or may have suffered abuse as a child, causing abuse to be a learned behavior
- Desires to be in control
- Low self-esteem
- Committing violence against their victim gives them a sense of importance
- Alcohol and/or drug problems
- Mental or emotional problems
- A "bully" mentality
- Short temper
- Aggressive behavior
- Damages property of the victim
- Overbearing personality
- Manipulation

Abusers make excuses, such as "blaming" their abusive behavior on other people or situations. Examples of "blaming" statements are as follows:

- "I had a rough day at work and it's your fault."
- "The boss gave me a demotion because of you."

Cycle of Violence

The first step of the cycle is the actual act of abuse, where the abuser metes out some form of violence.

The second step is the remorse period, where the abuser is sorry the incident occurred and apologizes for everything that occurred.

The third step is the dating period, where the couple is once again happy and everything is wonderful. In actuality, the abusers tension level is building.

The fourth step is a repeat of the first step of the abuse. The cycle continues to repeat itself growing in ferocity each time.

Understanding the Cycle of Violence

Domestic violence relationships exhibit certain characteristics that differ from healthy, intimate relationships. Understanding the difference may be the key to recognizing the need to seek assistance.

Violent relationships usually do not begin with violence. Like normal, healthy couples, you begin with romance.

Romance

During this time, the batterer attempts to bond or connect with their partner. Domestic violence relationships never return to romance once the cycle begins. Domestic violence partners then proceed into the next phase of the Cycle of Violence, called the Tension Building Phase, which is marked by Power and Control Tension Building Phase.

The batterer begins to assert his or her power over the victim in an attempt to control the victim's actions. Batterers will set rules for the victim that are impossible to follow. They will tell the victim that there will be consequences if they break the rules. Sadly, the consequences usually result in violence against the victim. Rules often may include no contact with family members, money spending rules and/or needing to obtain permission for everything the victim does. Batterers use demeaning, degrading and derogatory phrases toward the victim in an attempt to "objectify" the victim. This is done because it is easier to commit violence against an "object" rather than someone you are supposed to love.

The victim may internalize the appropriate anger at the abuser's unfairness and experience physical effects such as depression, tension, anxiety and headaches. As the tension in the relationship increases, minor episodes of violence increase, such as pinching, slapping, or shoving. The rules are nearly impossible to follow, but victims try to follow them in an attempt to forestall the inevitable assaults. The violations of the rules leads the couple into the next phase, Acute Battering Phase,

Acute Battering Incident

During this phase, the batterer exhibits uncontrolled violence outbursts. Batterers decide to teach the victim a lesson and will usually injure the victim. The injuries may start out as minor such as a slap, a pinch, or hair pulling. As the cycle continues the violence becomes increasingly brutal and escalates into a great bodily injury or death. If death does not occur, the victims usually react with shock, denial or disbelief and the cycle continues into the third phase. The Acute Battering Phase ends in an explosion of violence. The victim may or may not fight back. Following the battering, the victim is in a state of physical and psychological shock. The batterer may discount the episode and underestimate the victim's injuries.

Remorseful Phase

During the last phase of the cycle of violence, the batterer usually begins an intense effort to win forgiveness and ensure that the relationship will not break up. Batterers ask forgiveness, say it will not happen again and behave in a very loving and kind manner. While batterer's apologize, they still blame the victim for the violence starting, "if you had only stayed home like I asked you, I wouldn't have had to hit you..." or "I'll never do it again..." Often batterers use gifts to convince the victim to forgive. The victim wants to believe that the abuse will stop is supported by the batterer's loving behavior.

Why Battered Victims Stay

The most frequently asked question concerning a battering situation is why does the victim stay? While there exists a variety of reasons, it is also very possible the victim may be locked into a cycle of violence. Below are some of the most common reasons why victims stay with the batterers.

- The victim loves the batterer
- The victim fears the batterer
- The victim may be economically dependent on the batterer and, not having a marketable job skill, the victim has no realistic alternative to batterer's financial support
- Learned helplessness. The victim has been taught and believes to be powerless, and therefore views the situation from that perspective
- Often the victims stays for the sake of the children or the batterer may make threats of violence against the children if the victim tries to leave
- Sometimes the batterer is otherwise well respected or mild mannered, so the victim's concerns are not taken seriously
- The victim may rationalize the beatings, believing that the victim must have "deserved" the "punishment" or that the batterer was just "too drunk" to know what the batterer was doing
- The victim may have no idea that services are available and may feel trapped
- The victim may be convinced that this beating will be the last

Situational Factors

- Economic dependence
- Fear of greater physical danger to self and children if they attempt to leave
- Fear of emotional damage to the children
- Lack of alternative housing
- Lack of jobs skills
- Social isolation resulting in lack of support from family or friends and lack of information regarding alternatives
- Fear of involvement in court processes
- Cultural and religious constraints
- Fear of retaliation

Emotional Factors

- Fear of loneliness
- Insecurity over potential independence and lack of emotional support
- Guilt about failure of marriage
- Fear that partner is not able to survive alone
- Belief that partner will change
- Ambivalence and fear over making formidable life changes

The Stockholm or "Hostage" Syndrome

Many women feel locked into a "hostage" syndrome and thus continue to remain in an abusive relationship. The victim of domestic violence:

- And the abuser are bi-directionally bonded
- Is intensely grateful for small kindnesses shown by the abuser
- Denies the abuser's violence against them, or rationalizes that violence
- Denies their own anger at the abuser
- Is hyper-vigilant to the abuser's needs and seeks to keep the abuser happy. To do this, the survivor tries to "get inside the abuser's head"
- Sees the world from the abuser's perspective, they may not have their own perspective
- Sees outside authorities trying to win their release (for example, police, parents) as "bad guys" and the abuser as the "good guy." They see the abuser as the protector
- Finds it difficult to leave the abuser even after their release
- Fears the abuser will come back to get them even after the abuser is dead or in prison
- Shows symptoms of Post-Traumatic Stress Disorder (PTSD)
- Has a recurrent emotional reaction to a terrifying, uncontrollable, or life-threatening event
- Develops symptoms such as nightmares, overwhelming feelings of fear and anxiety, difficulty concentration, and increased stress in relationships after a person's sense of safety and security are violated

Clarendon College Office of Student Affairs Response/Reporting

The Clarendon College Office of Student Affairs will immediately respond to any reported domestic violence incident on campus or college owned property, by contacting the appropriate local law enforcement agency.

Listed below is the procedural outline for reporting incidents of domestic violence. This includes incidents in progress and incidents that have previously occurred.

If you are a victim, as soon as you can

- Get to a safe place
- On campus, call 806-371-5163 or 806-371-5911
- Off campus, call 911
- If injured, call 911

In Progress — Response

- The Law Enforcement Officer (LEO) will stop the incident and take the appropriate action
- Their first priority will be to ensure your safety
- Their second priority will be to render medical aid, if needed
- Their third priority will be to "listen" to you

- If it is easier for you to speak with an officer of the same sex, we will accommodate you, if practical at the time of the incident
- LEOs will ensure each participant is given a domestic violence information packet
- A thorough preliminary investigation will be conducted and an incident report will be completed
- The incident will be reviewed and a follow up investigation will be conducted by the LEA criminal investigator
- The criminal investigator will keep you informed of the status of your case during the investigative process
- The Vice President of Academic Affairs/ Title IX Coordinator will be notified of the incident as soon as possible
- The Director of Student Life will meet with you and go over additional safety options such as, safety escorts, protective orders, restraining orders, referral agencies, and any instructions directed by Clarendon College
- In addition, you have the right to report a domestic violence incident to the school, have the incident investigated separately by the school, and have your complaint resolved promptly and equitably

Reporting Incidents

- Our first priority will be to "listen" to you
- If you are uncomfortable speaking with a LEO, you have the option to speak with a CSA of your choice. We will assist you in making contact with a CSA
- If it is easier for you to speak with an officer, CSA, or advocate of the same sex, we will accommodate you
- Reporting LEO will ensure the victim is given a domestic violence information packet
- The incident will be reviewed and a follow up investigation will be conducted by the department's criminal investigator
- The criminal investigator will keep you informed of the status of your case during the investigative process
- The Office of the Vice President of Academic Affairs and the Title IX Coordinator will be notified of the incident as soon as possible
- The Campus Safety and Education Officer will meet with you and go over additional safety options such as, safety escorts, protective orders, restraining orders, referral agencies, and any instructions directed by Clarendon College
- In addition, you have the right to report a domestic violence incident to the school, have the incident investigated separately by the school, and have your complaint resolved promptly and equitably

Domestic Violence Risk Reductions

- Watch for personality changes, such as more aggressive, violent, moody or accusing behavior
- Develop a plan of action and instruct your children about the plan, be prepared and include;
- Have a plan to leave
- Have a plan to be safer in your own home
- Know how to obtain a Protective Order
- Ensure your safety on the job and in public, tell someone
- Plan for financial needs
- Have emergency phone numbers
- Locate a safe house such as, the home of a trusted friend, trusted neighbor, or family member
- Begin counseling sessions
- Bring a copy of any protective orders for Clarendon Office of Student Affairs to have on file to expedite violations

Campus Procedures for Addressing Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, Sexual Harassment and Other Acts of Sex and Gender Discrimination

For offenses including sexual misconduct or other gender based violence, which typically include the crimes of domestic violence, dating violence, sexual harassment, sexual misconduct and stalking, sanctions range from warnings through expulsion. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) usually result in suspension, expulsion or termination of employment.

Procedurally, when the College receives a report of sexual misconduct, gender-based violence, or other sex or gender discrimination the campus Title IX Coordinator is notified. If the victim wishes to access local community agencies and/or law enforcement for support, the College will assist the victim in making these contacts. The Title IX Coordinator will offer assistance to victims in the form of interim or long-term measures such as opportunities for academic accommodations, changes in housing for the victim or the responding student, visa and immigration assistance, changes in working situations and other assistance as may be appropriate and available on campus or in the community (such as no contact orders, campus escorts, transportation assistance, targeted interventions, etc). If the victim so desires, they will be connected with a counselor on- or off-campus, as well as an on-or off-campus victim's advocate. No victim is required to take advantage of these services and resources, but the College provides them in the hopes of offering help and support without condition or qualification. A summary of rights, options, supports and procedures, in the form of this document, is provided to all victims, whether they are a student, employee, guest or visitor.

When appropriate upon receipt of notice, the Title IX Coordinator will cause a prompt, fair and impartial process to be initiated, commencing with an investigation which may lead to the imposition of sanctions, based upon a preponderance of evidence (what

is more likely than not), upon a responding student or other accused individual. The Coordinator is ultimately responsible to assure in all cases that the behavior is brought to an end, the College acts to reasonably prevent its recurrence and the effects on the victim and the community are remedied. The Coordinator is also responsible to assure that training is conducted annually for all advocates, investigators, hearing officers, panelists and appeals officers that encompasses a hearing process that protects the safety of victims and promotes accountability. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation and other behaviors that can be forms of sex or gender discrimination covered by Title IX and Clery Act. Training will help those decision-makers in the process to protect the safety of victims and to promote accountability for those who commit offenses.

The investigation and records of the resolution conducted by the College are maintained confidentially. Information is shared internally between administrators who need to know, but a tight circle is kept. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation are maintained in accordance with Texas law and the federal FERPA statute. Any public release of information to comply with the open crime logs or timely warning provisions of the Clery Act will not release the names of victims or information that could easily lead to a victim's identification. Additionally, the College maintains privacy in relation to any accommodations or protective measures afforded to a victim, except to the extent necessary to provide the accommodations and/or protective measures.

In any complaint of sexual misconduct, sexual assault, stalking, dating violence, domestic violence or other sex or gender-based discrimination covered under the federal law, Title IX, the person bringing the accusation and the responding party are entitled to the same opportunities for a support person or advisor of their choice throughout the process, including any meeting, conference, hearing or other procedural action. Once complete, the parties will be informed, in writing, of the outcome, including the finding, the sanctions (if any) and the rationale therefor. Delivery of this outcome to the parties will occur without undue delay between notifications. All parties will be informed of the [College/University's] appeal processes, and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.

Alcohol and Drug Use

Clarendon College is concerned about health and safety. Abuse of alcohol and controlled substances can seriously impair health and the ability to work and study. It can pose a threat to the safety and wellbeing of others. The college promotes an environment that rejects substance abuse as an acceptable lifestyle, informs about resources for preventing or treating substance abuse, and helps people to make healthy decisions about alcohol and other drugs.

Enforcement

The possession, sale or the furnishing of alcohol on any campus of Clarendon College is governed by Texas State Law. Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the Texas Alcohol Beverage Commission. However, the enforcement of alcohol laws on-campus is the primary responsibility of the Clarendon College Office of Student Affairs. All campuses of Clarendon College are designated as "Drug/Alcohol Free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both federal and state laws. Violators are subject to college disciplinary action, criminal prosecution, fine and/or imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in public place or a place open to the public is illegal. It is also a violation of Clarendon College policy for anyone to consume or possess alcohol in any public or private area of any Clarendon College campus without prior College approval. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by Clarendon College. More information regarding alcohol and drug use can be found in the Clarendon College Drug and Alcohol Abuse Prevention Program on the Clarendon College student affairs website.

How Drug Use Affects Your Health

Adverse health effects can range from nausea and anxiety to coma and death. These are risks associated with chronic use of all psychoactive drugs, including alcohol. A pregnant woman who uses alcohol, cigarettes, or other drugs exposes her fetus to serious risks, including miscarriage, low birth weight, and brain damage. Substance abuse may involve controlled substances, illegal drugs, and alcohol—all of which pose a health risk. When drugs are used in combination with each other, their negative effects on the mind and body are often multiplied beyond the effects of the same drugs taken on their own.

Alcohol: Alcohol is the drug most frequently abused on college campuses and in our society. Even small amounts of alcohol significantly impair the judgment and coordination required to drive a car, increasing the chances of having an accident. Consumption of alcohol may be a factor in the incidence of aggressive crimes, including rape and domestic violence. Moderate to

large amounts of alcohol severely impair your ability to learn and remember information. Because alcohol is a depressant, very large amounts can cause respiratory and cardiac failure, resulting in death.

Marijuana: Marijuana impairs short-term memory and comprehension. It can cause confusion, anxiety, lung damage, and abnormalities of the hormonal and reproductive system. Hours after the feeling of getting high fade the effects of the drug on coordination and judgment remain, heightening the risk of driving or performing other complex tasks. Cannabis, a fat-soluble substance, may remain in the body for weeks, and an overdose can cause paranoia, panic attacks, or psychiatric problems.

Club Drugs: Club drugs refer to a wide variety of drugs including MDMA (Ecstasy), GHB, rohypnol, ketamine, methamphetamine, and LSD, and are often used at raves, dances, and bars. No club drug is safe due to variations in purity, potency, and concentration, and they cause serious health problems or death. They have even more serious consequences when mixed with alcohol.

Depressants: Depressants are barbiturates, Valium and other benzodiazepines, Quaaludes, and other depressants cause disorientation, slurred speech, and other behaviors associated with drunkenness. The effects of an overdose of depressants range from shallow breathing, clammy skin, dilated pupils, and weak and rapid pulse to coma and death.

Hallucinogens: Hallucinogens such as LSD, MDA, PCP (angel dust), Mescaline, and peyote can cause powerful distortions in perception and thinking. Intense and unpredictable emotional reactions can trigger panic attacks or psychotic reaction. An overdose of hallucinogens can cause heart failure, lung failure, coma, and death.

Narcotics: Narcotics like heroin, codeine, morphine, methadone, and opium cause such negative effect as anxiety, mood swings, nausea, confusion, constipation and respiratory depression. Overdose may lead to convulsions, coma, and death. The risk of being infected with HIV/AIDS or other diseases increase significantly if you inject drugs and share needles, and there is a high likelihood of developing a physical and psychological dependence on these drugs.

Stimulants: Stimulants like cocaine, amphetamines, and others- can cause agitation, loss of appetite, irregular heartbeat, chronic sleeplessness, and hallucinations. Cocaine and crack cocaine are extremely dangerous and psychologically and physically addictive. An overdose can result in seizures and death.

Tobacco: Tobacco, with its active ingredient nicotine, increases heart rate and raises blood pressure. The tar in cigarette smoke is a major cause of cancer and other respiratory problems. Carbon monoxide in cigarette smoke can promote arteriosclerosis, and long-term effects of smoking include emphysema, chronic bronchitis, heart disease, and lung cancer.

Student Assistance Program

Students wanting confidential assistance from Clarendon College in dealing with a perceived alcohol or chemical substance abuse problems may self-refer for that assistance by making an appointment with the Associate Dean of Enrollment Services 806-874-3571 or the Associate Dean of Workforce Education 806-665-8801.

- Faculty, staff, or other students may wish to counsel a student to seek assistance through a voluntary referral to the Associate Dean of Enrollment Services, if a perceived problem with alcohol or substance abuse exists.
- Students who counsel with the Associate Dean of Enrollment Services may have the opportunity to schedule a screening session with a mental health professional contracted with the College through the Student Assistance Program. The cost of the initial screening session is borne by the Student.
- No record regarding the contact with the Associate Dean of Enrollment Services, the referral to an outside agency or actions taken as an outcome of that referral will be entered as part of the student's permanent record.
- A student who is disruptive of the academic process, or ordinary functions of the college, and/or who is verbally or physically abusive to students, faculty, or staff, and who exhibits symptoms which suggest the possibility of alcohol or drug-related causes of this behavior, may receive a referral to the Associate Dean of Enrollment Services.
- The Associate Dean of Enrollment Services will meet with the student, and if in the opinion of the Associate Dean of Enrollment Services should circumstances so indicate, discuss with the student the possibilities for self —referral to seek assistance for any problem of alcohol or drug abuse which may exist. The student will choose whether to seek this assistance which shall be on the same basis as a "Voluntary referral" described above.
- Should the student choose to seek assistance, the College may consider this action as a mitigating circumstance in the deliberations regarding the student's status at the institution due to the alleged violation of the Code of Conduct. The student will complete a self-referral form during the session with the release of the recommendations of the mental health professional conducting the screening to Clarendon College if the student wishes to make such recommendations available to Clarendon College.
- Clarendon College may proceed simultaneously with disciplinary action and the Student Assistance Program Referral if the student has violated the Clarendon College Student Code of Conduct as published, which specifically prohibits the possession or use of drugs or alcohol.
- In addition to the Employee and Student Assistance Programs, there are other resources available to anyone who needs assistance in dealing with a substance abuse problem. The resources include counseling, treatment, and rehabilitation opportunities. Students or employees who have alcohol or substance abuse problem are encouraged to seek immediate assistance.

Crime Statistics

Clarendon College, Clarendon Campus – Clery Act Statistical Summary

Reported in accordance with Uniform Crime Reporting procedures and the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**. Data sources include the CC Office of Student Affairs, Donley County Sheriff's Office, Pampa Police Department, Amarillo Police Department, Childress Police Department, Gray County Sheriff's Office.

Total Crimes Reported For: Offense Type (Includes attempts)	Clarendon Campus (Residential and Total)						Non-Campus Building or Property			Public Property			Total		
	2016		2017		2018		2105	2017	2018	2016	2017	2018	2016	2017	2018
	Res	Total	Res	Total	Res	Total									
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	1	1	0	0	0	0	0	0	0	0	0	1	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Number of Arrests/Referrals for Selected Offenses

Offense Type (Includes attempts)	Clarendon Campus (Residential and Total)						Non-Campus Building or Property			Public Property			Total		
	2016		2017		2018		2016	2017	2018	2016	2017	2018	2016	2017	2018
	Res	Total	Res	Total	Res	Total									
Liquor Law Violations															
Arrest	58	58	44	44	31	31		0	0	0	0	0	58	44	31
Referral	0	0	0	0	0		0	0	0	0	0	0	0	0	0
Drug Law Violations															
Arrest	4	4	4	4	5	5	0	0	0	0	0	0	4	4	5
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

HATE CRIMES:

2016: No hate crimes reported.
 2017: No hate crimes reported.
 2018: No hate crimes reported.

UNFOUNDED CASES:

2016: No unfounded cases.
 2017: No unfounded cases.
 2018: No unfounded cases.

Stalking, Dating Violence and Domestic Violence Crimes

Clarendon College is including these statistics for incidents of domestic violence, dating violence and stalking to comply with the Violence Against Women Act (VAWA).

Offense Type	Clarendon College, Clarendon						Non-Campus			Public Property			Total		
	2016		2017		2018		2016	2017	2018	2016	2017	2018	2016	2017	2018
	Res	Total	Res	Total	Res	Total									
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	1	1	0	0	0	0	0	0	0	0	0	1	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Crime Statistics

Clarendon College, Pampa Center – Clery Act Statistical Summary

Reported in accordance with Uniform Crime Reporting procedures and the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**. Data sources include the CC Office of Student Affairs, Pampa Police, Gray County Sheriff's Office.

Total Crimes Reported For:	Pampa Center			Public Property			Total		
Offense Type (Includes attempts)	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0

Number of Arrests/Referrals for Selected Offenses

	Pampa Campus			Public Property			Total		
Offense Type	2016	2017	2018	2016	2017	2018	2016	2017	2018
Liquor Law	0	0	0	0	0	0	0	0	0
Arrest	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Arrest	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0
Arrest	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0

HATE CRIMES:

2016: No hate crimes reported.
2017: No hate crimes reported.
2018: No hate crimes reported.

UNFOUNDED CASES:

2016: No unfounded cases.
2017: No unfounded cases.
2018: No unfounded cases.

Stalking, Dating Violence and Domestic Violence Crimes

Clarendon College is including these statistics for incidents of domestic violence, dating violence and stalking to comply with the Violence Against Women Act (VAWA).

	Pampa Campus			Public Property			Total		
Offense Type	2016	2017	2018	2016	2017	2018	2016	2017	2018
Stalking	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0

Crime Statistics

Clarendon College, Childress Center – Clery Act Statistical Summary

Reported in accordance with Uniform Crime Reporting procedures and the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**. Data sources include the CC Office of Student Affairs, Childress Police Department.

Total Crimes Reported For:	Childress Center			Non-Campus Building or Property			Public Property			Total		
	2016	2017	2018	2105	2017	2018	2016	2017	2018	2016	2017	2018
Offense Type (Includes attempts)												
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0

Number of Arrests/Referrals for Selected Offenses

Offense Type	Childress Center			Non-Campus Building or Property			Public Property			Total		
	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
Liquor Law Violations												
Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations												
Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Violations												
Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0

HATE CRIMES:

2016: No hate crimes reported.
 2017: No hate crimes reported.
 2018: No hate crimes reported.

UNFOUNDED CASES:

2016: No unfounded cases.
 2017: No unfounded cases.
 2018: No unfounded cases.

Stalking, Dating Violence and Domestic Violence Crimes

Clarendon College is including these statistics for incidents of domestic violence, dating violence and stalking to comply with the Violence Against Women Act (VAWA).

Offense Type	Amarillo Center			Non-Campus			Public Property			Total		
	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0

Crime Statistics

Clarendon College, Amarillo Center – Clery Act Statistical Summary

Reported in accordance with Uniform Crime Reporting procedures and the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**. Data sources include the CC Office of Student Affairs, Amarillo Police Department.

Total Crimes Reported For:	Amarillo Center			Public Property			Total		
Offense Type (Includes attempts)	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0

Number of Arrests/Referrals for Selected Offenses

	Amarillo Center			Public Property			Total		
Offense Type	2016	2017	2018	2016	2017	2018	2016	2017	2018
Liquor Law	0	0	0	0	0	0	0	0	0
Arrest	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Arrest	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0
Arrest	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0

HATE CRIMES:

2016: No hate crimes reported.
 2017: No hate crimes reported.
 2018: No hate crimes reported.

UNFOUNDED CASES:

2016: No unfounded cases.
 2017: No unfounded cases.
 2018: No unfounded cases.

Stalking, Dating Violence and Domestic Violence Crimes

Clarendon College is including these statistics for incidents of domestic violence, dating violence and stalking to comply with the Violence Against Women Act (VAWA).

	Amarillo Center			Public Property			Total		
Offense Type	2016	2017	2018	2016	2017	2018	2016	2017	2018
Stalking	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0