



NEW PROFESSIONS TECHNICAL INSTITUTE

Policies and Procedures

TITLE IX

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 et Esq. is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary, secondary, and technical schools, school districts, colleges, and universities receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

Title IX protects any person from sex-based discrimination, regardless of their real or perceived sex, gender identity, and/or gender expression. Female, male, and gender non-conforming students, faculty, and staff are protected from any sex-based discrimination, harassment, or violence. Sexual Harassment may be verbal, non-verbal, or physical in nature and prohibited by Title IX.

New Professions Technical Institute (NPTI) is proactive and committed to ensuring all students, faculty, and staff at our institution attend/work in an environment that is free of sex discrimination by responding promptly and effectively. Information on Title IX is provided to all incoming new students at orientation, along with contact information for **NPTI’s** Title IX Coordinator. For additional information, please contact the Title IX Coordinator, Mr. Arthur Reyes, Director of Education located on the first floor.

To file a complaint with the **NPTI**, please complete and bring the Complaint form in person to Mr. Arthur Reyes, Director of Education, located on the first floor or call 305-461-2223 to plan to meet with Mr. Reyes at another location. If you are unable for any reason to complete this form and would like to make a verbal complaint, please call 305-461-2223 ext. 133 and leave a message or email arthur@npti.edu. Please feel free to contact our office if you have any questions regarding the process for filing or investigating complaints of discrimination (including sexual harassment). For the form and procedure on how to file a complaint on sexual discrimination, please email arthur@npti.edu

New Profession Technical Institute's Non-Disclosure Statement is in compliance with Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, does not discriminate on the basis of race, color, religion, age, sex, sexual orientation, gender identity, national or ethnic origin, disability, or veteran status in employment processes, admission or financial aid programs, or educational programs or activities.

Arthur H. Reyes (305-461-2223, ext. 133) is the individual designated by **NPTI** to coordinate its efforts to comply with Title IX, Section 504 and other equal opportunity and affirmative action regulations and laws.

New Professions Technical Institute (NPTI) does not discriminate on the basis of sex in its education programs or activities and is committed to ensuring an educational environment free of sexual harassment, including sexual violence, and to full compliance with Title IX of the Education Amendments Act of 1972 and other federal and state laws governing such conduct. The following individual has been designated as the Title IX Coordinator by the Executive Director to handle inquiries regarding **New Professions Technical Institute** Title IX policies, including receiving and responding to information about any incident of sex discrimination:

Name: Arthur H. Reyes,
Title: Director of Education / Title IX Coordinator
Phone: 305-461-2223 ext. 133 and/or 786-256-0166
Email: arthur@npti.edu

Information regarding sexual discrimination, including sexual harassment or sexual violence, may also be reported by anyone to U.S. Office for Civil Rights by email at ocr@ed.gov or the addresses provided at the following website:

<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

“Sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that may constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an evaluation of a student’s academic performance, or a term or condition of participation in student activities or in other events or activities allowed by **New Professions Technical Institute**.
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions or other decisions about participation in student activities or other events or activities allowed by **New Professions Technical Institute**; or
- Such conduct otherwise has the purpose or effect of threatening an individual’s academic performance; or creating an intimidating, hostile, or offensive educational environment.

Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, unwelcome touching, and the promise of reward for sexual favors.

Students, faculty, or staff who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the Institute's obligation to investigate the incident and take appropriate steps if sexual harassment has occurred.

Sexual violence includes, among other conduct, domestic violence, dating violence, sexual assault, and stalking. These acts will not be tolerated at the Institute as such acts are inappropriate and create an environment contrary to the goals and mission of **New Professions Technical Institute**. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies. It is the responsibility of all persons within **New Professions Technical Institute** community to work to ensure an educational environment free from sex discrimination. Violations of this policy may be grounds for disciplinary action under **NPTI** policies and procedures.

STUDENT CONDUCT

All students are expected to comply with the legal and ethical standards of **New Professions Technical Institute**. They must behave in a manner consistent with the best interests of the Institute and the other students. Academic dishonesty and/or misconduct will result in disciplinary action. Specific instances of misconduct include, but are not limited to, use and/or possession and/or distribution of illegal drugs or alcoholic beverages, cheating, plagiarism, knowingly furnishing false information to the Institute, forging or altering Institute's documents and/or academic credentials, intentional destruction or damaging of the Institute's property and theft of property from the Institute or other students. The Institute reserves the right to dismiss any student at any time for misconduct as described above. In this event, the refund policy will be applied as to the day the dismissal became effective. Other instances that also will result in disciplinary action include, but are not limited to, unsatisfactory work, lack of punctuality, excessive absences, foul language, and lack of respect for the instructor and other Institute's personnel. The Institute also reserves the right to impose probation or suspension on a student for unsatisfactory conduct as described above.

No smoking, food or beverages are permitted in the classrooms or any other part of the Institute, but those places designated for that purpose. All students and staff of **NPTI** are expected to report incidents of sexual discrimination (including sexual harassment or sexual violence) to the Title IX Coordinator.