At Tri County Technology Center, our vision is “Inspiring success through life changing learning experiences”. We, as a staff, will do everything possible to help you succeed. To help you along the way, here are the policies and procedures that you will need to know.
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Commencement: May 13, 2014 (tentative)
Last Day, Secondary Classes: May 21, 2014 (Wednesday)

STUDENT/TEACHER HOLIDAYS

Independence Day: July 4, 2013
Labor Day: September 2, 2013
Fall Break: October 17-18, 2013
Thanksgiving: November 27-29, 2013
Winter Break: December 23, 2013 through January 1, 2014 (Students return January 6, 2014)
President’s Day: February 17, 2014
Spring Break: March 17-21, 2014
Good Friday: April 18, 2014
Memorial Day: May 26, 2014

PROFESSIONAL DAYS

August Conference: August 1-2, 2013
Teacher Professional Days: August 5-7, 2013
TCTC Employee Professional Day: October 16, 2013
Teacher Professional Days: January 2-3, 2014
Teacher Professional Day (Mid High Recruitment): January 17, 2014
TCTC Employee Professional Day: January 20, 2014 (M.L.K. Holiday)
Teacher Professional Day: April 28, 2014
Teacher Professional Days: May 22-23 & 27-30, 2014

SEMESTERS

First Semester: August 8, 2013 – December 20, 2013
90 Teaching Days

Second Semester: January 6, 2014 – May 21, 2014
90 Teaching Days

TCTC ACADEMIC YEAR

- Home high school calendars may differ from the calendar at Tri County Technology Center.
- Students are required to attend TCTC each day it is open for students.
**INCLEMENT WEATHER**
Students who attend or reside in a home school district that is closed due to bad weather will be excused from classes and be allowed to make up all class work. If your school is closed for any other reason than inclement weather, you will still be expected to attend Tri County Tech. If we are open, our buses will still run.

In case it becomes necessary to close school, you will receive a text message and the following radio and TV stations will be notified:

- **Television:**
  - KJRH Channel 2 – Tulsa
  - KOTV Channel 6 – Tulsa
  - KTUL Channel 8 – Tulsa
  - FOX Channel 23 – Tulsa

- **Radio:**
  - KWON, KYFM, KRIG, KPGM – Bartlesville
  - KGGF – Coffeyville

It is possible that day classes might be open and evening classes canceled, or vice versa. Be sure to listen carefully. Also be aware that Tri County Technology Center might be open when your home high schools are closed, or vice versa. So listen for the announcement on both schools!

**POLICY FOR EVALUATION OF PREVIOUS TRAINING**
When a potential student begins the enrollment process, they will be given the Evaluation of Previous Education and Training form. The potential student will fill out the form and provide Tri County Technology Center with a transcript of any previous training. The Enrollment Specialist will meet with the instructor of the program that the potential student will be enrolled in and determine if the previous training matches the program courses. The form must be returned to the Financial Aid officer. The Financial Aid officer will certify that the credit is “Pending”. If it is found that the courses are similar, the potential student will be given the opportunity to take a competency test or a Pre-test in the course if necessary. Upon satisfactory completion of the competency or Pre-test, the student will receive credit for the course.

**CLASS TIMES**
Class times are from 8:30 a.m. to 11:00 a.m. and 1:00 p.m. to 3:30 p.m.

**PROGRAM CHANGES**
Students have thirty (30) hours in which to change programs. Transfer to another program is contingent on the following.

- Availability of space in another program.
- Approval of the administration, teacher of the program to which the student desires to change, local high school, administrator or counselor, and parents of students under 18.

**REFUND POLICY**
The portion of the program cost for tuition will be calculated each semester as follows: Day 1 – Day 5: 10% of tuition consumed, Day 6 – Day 10: 20% of tuition consumed, Day 11 – end of semester: 100% of tuition consumed. Day 1 is defined as the first day the student was scheduled to attend class, not the first day of actual attendance. All remaining elements of program cost (books, supplies, testing fees, etc.) will be charged based on actual consumption. Students have five business days from their withdrawal/drop date in which to request a refund for unused materials. Students who do not officially withdraw and are “dropped”, will be charged a $25 “processing fee” in addition to all other costs. The student (or sponsoring agency) may receive a “Final” bill as a result of this calculation, which will reflect all outstanding charges.

Refunds for students who receive PELL Grants will be calculated according to the U.S. Department of Education’s Return of Title IV Funds regulation. This regulation requires a calculation based on the actual percentage of the enrollment period (or payment period as described above) completed. This required calculation does not consider separate charges for tuition, books, supplies, etc. It considers only “Institutional Costs”, and in many cases, this may require a return of monies received by both the institution and the student. Therefore, Tri County Technology Center will charge the student for any amount the school must return to PELL.
Attendance

ATTENDANCE DOCUMENTATION GUIDELINES

- Students have 8 days (20 hours for part time students and 40 hours for full time students) from July 1 to December 31 and 8 days from January 1 to June 30 to use for illness and unavoidable personal business leave.
- All absences MUST be documented on the “Student Request for Leave” forms and turned in to the attendance clerk.
- By turning in the forms, students will be able to appeal their “loss of credit”.
- If the guidelines aren’t followed, after the eighth (8th) absence students will receive an “F” for the course; adults will be dropped from the program and will sit out the remainder of the semester and all of the following semester before being allowed to apply to return. High school students will return to their home high school at the end of the semester and receive a “Loss of credit” for all active courses.

The following absences will not be charged against the minimum attendance requirement for high school students:

- Approved school activities
- Jury duty and court appearance (by subpoena only)
- Military duty (including the National Guard)
- Prolonged illness or injury (Prolonged illness or injury is defined as health related problems that would cause a continuous absence, such as a car accident, surgery, or doctor’s orders).
- Bereavement (family members)
- Extraordinary circumstances (absences that occur that are beyond the control of the student and are not a result of the student’s own actions)

Tri County Tech does not allow extended leaves of absences for Adult students. If an extended leave is necessary, students must withdraw from the program and reapply for the next available class.

ABSENTEE GUIDELINES FOR HOMEBOUND STATUS-HIGH SCHOOL STUDENTS

Contact a counselor for information regarding the homebound status.

COLLEGE DAYS - Maximum of two (2) days per year per High School student. See your instructor or visit the Success Center for requirements and process (bright yellow sheet).

Students who have been absent for more than 8 days from July 1 though December 31, or January 1 through June 30 shall not receive credit (loss of credit) for the courses in which they were enrolled at the time they exceeded 8 days. To keep in good standing, they must appeal their “Loss of Credit”.

“LOSS OF CREDIT” APPEALS PROCESS

- If all absences have been documented on “Student Request for Leave”, the student may appeal the “loss of credit” to the Director of Instruction.
- The student will present his/her appeal by discussing:
  - Goals
  - Documentation of absences
  - Plan for make-up of time
  - Previous participation in special activities
  - Current grades
  - Plan for successful attendance
- In order to win his/her appeal, the student must score 70% on an evaluation rubric.
- Make-up time must take place in the classroom with the instructor present.
- Documentation of time made up must be provided to the attendance office in the Educational Planning Center and must include the following:
  - Time student came in
  - Time student left
Actual assignments worked on
Instructor’s signature

• Adult students will be allowed to make up a maximum of 3 days per semester.
• Credit will be given on an “hour for hour” basis.
• Time must be made up within 10 (ten) days of approval or prior to the end of the current grading period, whichever comes first.
• The determination of whether the appeal is granted or denied shall be the responsibility of the Director of Instruction.
• If the appeal has been denied, the student will have the right to appeal to the superintendent using the same guidelines as stated above.
• The superintendent’s decision is final and is not appealable.

PRACTICAL NURSING STUDENTS – PLEASE SEE YOUR CLASS HANDBOOK FOR ATTENDANCE POLICY.

TARDIES
• Employers expect employees to be at work on time and ready to work. We want to help you develop that work ethic, so that you will be a more valuable employee.
• If you are late to class, regardless of the reason, you will be counted tardy or absent.
• If you miss less than 1 hour of the instructional time, you will receive a 1 hour tardy.
• If you miss more than 1 hour, you will receive an absence.
• However, just because you are going to be counted as absent, you should still go to class, because you have the opportunity to earn partial credit for the day.

MAKE-UP WORK
• When you are absent, you have (2) two instructional days to make-up any tests or assignments you missed. If the work is not made up, it will turn to a zero (0).
• It is your responsibility to get the assignments from the instructor.

CHECKING OUT
If for any reason you need to leave before class is over, please follow these steps.
1. Inform your instructor that you are leaving.
2. Check out with the attendance office in the Success Center.
3. High school students will not be able to leave until a parent or guardian is contacted.

FIELD TRIPS AND SCHOOL ACTIVITIES
• Field trips are encouraged in each program when they can supplement the instructional process.
• Students must be eligible from home high school and be progressing satisfactorily in their TCTC program and E2020 areas.
• Students will travel in school vehicles unless otherwise approved by an administrator.

PROGRAM INFORMATION

GRADING SYSTEM
A: 90 – 100  I: Incomplete
B: 80 – 89  W: Withdrawal
C: 70 – 79
F: 0 – 69

• Students are expected to make progress toward satisfactory completion of a course in order to be eligible to continue enrollment.
• If at any time a student’s grade in any course falls below a "C", they are given an Academic Warning Letter, which explains to them their grade is currently below Satisfactory Standards, and
that they must raise the grade before the end of the course or they will receive an "F" and not be allowed to continue in the program. The academic warning letter will be signed by both the student and the teacher and will be sent to the parents of a high school student. Adults will receive a copy of the signed letter.

- Students who make an “F” in any completed course may not be permitted to continue in the same program.
- High School students will return to their home school at the semester. Adult students will be dropped from the program at the time that a course is completed with the grade of an “F”. All students that fail a course must sit out one full semester before they are allowed to reapply for readmission to TCTC.

**GRADUATION REQUIREMENTS**

Students are considered “Candidates for Graduation” when he/she completes the following:

- Completes each course on career plan with a grade of “C” or better.
- Completes career plan by June 1, 2014.
- Completes required training time in the program. (Ex: 480 hrs., 960 hrs., etc.)
- No early completions permitted – students will not be allowed to complete prior to meeting program requirements.
- Students who lose credit for attendance will receive “Loss of Credit” in all active courses for the semester. Completed and inactive courses will not be affected.
- Diplomas or certificates will be provided for each student who meets the graduation requirements.
- Diplomas or certificates and a current TCTC official transcript will be mailed to the address on file in student records unless other arrangements are made.

**AWARDS**

At Tri County Technology Center, our mission is “To Provide Superior Training”. We, as a staff, will do everything possible to help you succeed. Throughout your training, there will be many award opportunities available for those who go above and beyond.

**PERFECT ATTENDANCE**

- Employers want employees that are at work every day and dependable. Any student who completes one full year of his/her program with no absences or tardies will be recognized with a Perfect Attendance certificate.

**SUPERINTENDENT’S HONOR ROLL**

- The Superintendent’s Honor Roll award is given to any student who completes one semester or more with A’s in all of their courses.

**STUDENT OF THE MONTH**

- The Student of the Month award is given in cooperation with Tri County Technology Center and the Bartlesville Downtown Kiwanis Club to honor an adult student and a high school student each month from August through May.
- Students are nominated by a Tri County Technology Center employee and interviewed by a committee. Selection is based on overall grade point, attendance, participation in a career tech student organization, personal goals, accomplishments, work attitude and community service.
- Those students who are selected as Student of the Month are honored at a Bartlesville Downtown Kiwanis meeting luncheon.

**STUDENT OF THE YEAR**

- At the end of the school year, an adult student and a high school student, previously awarded Student of the Month, are selected as Student of the Year.
- The announcement of the Student of the Year for the adult and high school student is made at the Tri County Technology Center Graduation ceremonies. The Tri County Technology Center superintendent or designee presents the winner with an engraved plaque and scholarship.
• The winners’ names are also added to the Student of the Year plaque located in the main building of the school.

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)
• The purpose of the Tri County Technology Center NTHS is to promote leadership and reward student achievement.
• To be eligible for the NTHS, students are nominated by their instructor, and selected based on the following criteria: Academics, Attendance, Behavior, CTSO Participation, and Community Service. The requirements are:
  o Enrollment in two consecutive semesters in a full-time program.
  o Grade average of 92%.
  o 6 or fewer absences total in two consecutive semesters
  o Documentation of community service outside of the regular school day.
  o Complete a NTHS portfolio.

STUDENT OPPORTUNITIES
In the programs, there are opportunities for students to receive work-based experience. The following are opportunities your instructor can arrange.

STUDENT SHADOWING
• Student shadowing is a short-term opportunity for the student to realize a career/program objective(s) identified prior to the shadowing activity.
• Students in a career technology program at Tri County Technology Center may participate in a shadowing activity at any time during their training program.
• The business where the shadowing takes place must be an Equal Opportunity Employer.
• An agreement is drawn up before the activity and signed by the business/industry representative, program instructor, administration designee, parent/guardian (in case of high school student), and the student.

INTERNSHIP
• A student may be required to complete an internship course as part of his/her career plan.
• For an internship, the student will work in a business/industry related to the program of study for the purpose of gaining advanced work skills and experience.
• The internship course is for a designated number of clock hours.
• In order to participate, the student must be within the TCTC attendance guidelines.
• An agreement is drawn up before the activity and signed by the business/industry representative, program instructor, administration designee, parent/guardian (in case of high school student), and the student.
• The program instructor and the business/industry representative are responsible for identifying the advanced duties and tasks to be completed by the student during the internship course.
• The student is responsible for a weekly time report, signed by the student and the business/industry representative, which will be provided to the program instructor at the end of each week.

ON-THE-JOB TRAINING (OJT)
In order to assist the student with bridging the gap between school and work, students are encouraged to be placed in an On-The-Job Training (OJT) program. Eligibility for OJT is as follows:
• Completed ¾ of the program.
• Making a “C” average or better.
• No more than 4 absences and 2 tardies during the previous and current semester.
• All paperwork must be completed and turned in to the Director of Instruction before OJT can begin.

Students can receive pay while on OJT provided there is a pre-arranged detail of the initial placement agreement with the business. Adult students receiving financial aid to attend school must be aware that OJT may jeopardize some type of financial aid eligibility. Therefore, it is important that adult students discuss OJT arrangements with the Financial Aid Officer.

Application steps for On-The-Job Training:
1. Determine eligibility with your current instructor.
2. High school students gain parental permission.
3. Adults check with Financial Aid Officer.
4. Read, thoroughly understand and complete OJT training agreement form. Return all forms prior to beginning work.
5. Follow through on OJT placement and weekly follow-up requirements. (Policy #I-419-A1)

CAREER TECH STUDENT ORGANIZATIONS
In the workforce, you will have opportunities to join professional organizations. Here at Tri County Technology Center, you have the opportunity to join student organizations that can help to further you professionally when you graduate. Businesses in the Tri County area look for student organization participation on resumes of potential employees.

CAREER TECH STUDENT ORGANIZATIONS (CTSO)
• Each program at Tri County Technology Center is associated with one of the following CTSOs: BPA, DECA, F.I.R.S.T. Robotics, HOSA, SkillsUSA or TSA.
• All students are members of the local student organization.
• Tri County Technology Center encourages all students to participate in leadership and skill activities in their respective CTSO at the district/regional, state, and national level.
• Students participating beyond the local level must be dues paying members of the CTSO that sponsors the event.
• Competing at district/regional, state and national competitions are a privilege given to the students by the board of education. All students must meet eligibility requirements from TCTC and their home high school. This includes meeting attendance and discipline requirements for both schools. Students with potential loss of credit due to absences at TCTC will be ineligible to attend CTSO activities. Students must also be eligible with their online E2020 to attend a CTSO activity.
• Students wishing to participate in CTSO activities will pay the registration fee before being registered for the activity, but will be reimbursed when they attend.
• Tri County Technology Center will provide funds for transportation, registration and lodging to the extent funds are available and in compliance with state law.
• Student organizations can help offset the out-of-pocket expenses up to the federal governments allocated per diem.
• Lodging will be paid at the going rate with multiple students assigned to a room. To the extent funds are available and in compliance with state law, Tri County Technology Center will pay the cost of transportation, registration and lodging for all first place winners at state contest to compete at the national organization conference.
• Any exceptions must be approved by the superintendent or his/her designee at least two weeks in advance of the contests.
• Parents wanting to attend state or national contests must make their own arrangements for travel, lodging and food expenses.

STUDENT FUND-RAISING
• To help offset the out-of-pocket expenses, CTSOs can organize fund-raisers.
• All fund-raising activities need to be approved by administration. Kinds of activities that may be approved are fun day activities, rummage sales, product sales, or raffles. The guidelines for fund-raisers can be found in the TCTC website policies and procedures, I-422-A1.

CAMPUS SERVICES

BOOKSTORE
• The bookstore is open from 8:00 a.m. to 4:00 p.m. daily.
• The bookstore is located in The Success Center.

EMERGENCY MEDICAL CARE
• All students, or parents of high school students, must sign a consent form for emergency medical treatment. (Policy #1-430-B1)
• In the event of a serious accident, the student will be taken to Jane Phillips Medical Center by a designated representative or by ambulance.
• The school will authorize treatment only in accord with parental consent in a “medical emergency card” if one is on file, but will not otherwise act on behalf of the parent or on its own to authorize any treatment.

FINANCIAL AID
The Financial Aid Officer and information can be found in the EPC.

IMPORTANT INFORMATION

STUDENT PARKING PERMITS
• All students attending classes must park in approved student parking areas. Student vehicles parked elsewhere are subject to towing.
• All vehicles are required to display a Tri County Technology Center parking permit by attaching it to the rear-view mirror. Parking permits are available in the Success Center. Parking permits are issued at no cost to the student during the first two weeks of school. Thereafter, there will be a $5.00 charge for all replacement Parking Permits.
• Vehicles without parking permits will be towed at driver’s expense.
• Students are not allowed to go to their vehicles or to be in the parking lot during class hours, including breaks.

DRIVING PRIVILEGES
• All students may drive their personal cars to Tri County Technology Center.
• Speed limit on campus is 10 mph.
• Cars must be parked properly upon arrival and not moved until the end of the class session.
• Students will not be permitted to loiter in the parking lots or sit in their cars before or after school, during break or lunch period.
• Yellow curbs and designated areas are for visitor and staff parking only.
• If, at any time, students violate the rules and regulations concerning their use of personal vehicles, driving privileges may be revoked and the student will be required to find other means of transportation. Other discipline may also be administered.

VISITORS POLICY
• Visitors to a program are limited to potential students.
• All visitors must be pre-approved by instructor and register with Enrollment Services as potential students before coming on campus. Enrollment Services will inform the Success Center of date and time of visit.
• All campus visitors should obtain a visitors pass in the Success Center office.
• Students are not to bring guests to class with them.

**TOBACCO USE**
• Tri County Technology Center is a Tobacco Free campus. The use of tobacco products of any kind is prohibited. This includes Electronic Cigarettes.

**COLLEGE COOPERATIVE AGREEMENTS**
• Tri County Technology Center has developed several articulation agreements with area colleges.
• These agreements allow Tri County Technology Center students to receive college credit for specific courses taken at Tri County Technology Center.
• College credit is awarded only by higher education institutions.
• Specific information is available from each college representative.
• Contacts may be initiated through the Tri County Technology Center Counselor at 918-333-3350.

**OKCIS**
Explore quality, up-to-date career information from your home computer or anywhere else you have access to the internet!
Internet OKCIS can give you information about work, occupations, education and training, financial aid and much more – and it’s written for Oklahoma students and adults. The website is: [www.OKCIS.intocareers.org](http://www.OKCIS.intocareers.org)
Username: tricountytech    Password: okcis52

**STUDENT DRESS CODE**
• It is the consensus of the administrative and instructional staff at Tri County Technology Center that, in addition to teaching a sellable skill, the school should help students realize that society generally demands certain personal characteristics of those who hope to succeed within it.
• Prospective employers prefer that students develop and demonstrate these characteristics during the training period in order that they may adjust more quickly to the job responsibilities following initial employment.
• It is a requirement that all students enrolled in the regular full-time programs be neatly groomed at all times. They must be appropriately dressed in relation to the trade for which they are preparing as defined by the instructor in each department and approved by the administration of the school.
• Items or situations defined by individual program instructors to be disruptive to class will be dealt with accordingly. Also, when deemed necessary by the instructor that the length of hair or wearing of jewelry may be hazardous and/or inappropriate, necessary personal safety precautions will be taken.
• Students participating in school activities which require travel, in town or out-of-town, are expected to present an appearance, both as a group and individually, which will enhance the reputation of the Tri County Technology Center. The sponsor of the activity should advise all students of the proper clothing to be worn for all trips. Students who do not adhere to the dress regulations are not permitted to represent the school system.
• Students who are members of an organization which has a prescribed uniform are to wear the complete uniform whenever it is specified for a trip. Coats and ties, or similar parts of uniforms, may be removed during travel. When no uniform is prescribed for travel, students are to wear clothes which would be completely acceptable for classroom wear during the regular school day. (Policy #I-418)
• The following are the dress codes for the TCTC campus and students should arrive on campus in compliance with the dress code:
  o Remove hats/caps when in the administration building.
  o Shorts/skirts length must reach fingertips of longest finger. (Cheerleading uniforms are permitted.)
Telecommunications Code of Conduct

- Out of respect for the instructional process and your fellow students, please turn all cellular telephones and pagers off while in the classroom.
- Using or having on or in an operational mode any paging device, mobile telephone, cellular telephone, laser pointer or pen or any other type of telecommunications or imaging device during instructional time, except as expressly permitted in connection with a class assignment is prohibited.
- While students are permitted to possess such devices during the school day, they are prohibited from using them in any manner that interferes with or is disruptive of the educational process or invades the privacy of students, employees, volunteers or visitors.
- If they violate this prohibition, then they are subject to discipline under this “Code of Conduct” and/or any other provision in the Student Behavior Code that may be applicable to the circumstances involved.

CAMPUS SAFETY

TCTC puts the safety of the students and staff as its top priority. All students should report any criminal acts or activities of a suspicious nature to their instructor and/or administrator.

BARTLESVILLE STUDENT CRIME STOPPERS

- Remain anonymous, earn a reward and make your school a safe place.
- Text your information to CRIMES (274637)
- Put “BPSTIP” and your school at the beginning of your message.
- You can also call 918-336-CLUE or report online at: www.bc crimestoppers.com

SAFECALL

- SAFECALL is a toll-free confidential hotline for students, parents, teachers, neighbors and anyone concerned about the safety of their local school.
- Call if and when you know of any activity threatening your school.
- 1-877-SAFECALL ext. OK1 (1-877-723-3225 ext. 651)

DRUG/ALCOHOL FREE WORKPLACE

- The policy of the TCTC board of education is that any teacher must report to administration, if they have reasonable cause to suspect that a student may be under the influence of or has in his/her possession:
  - non-intoxicating beverages (low point beer)
  - alcoholic beverages
  - controlled dangerous substance
  - any prescription drug in a name other than that of the student

CONTAGIOUS OR COMMUNICABLE DISEASE OR CONDITION

- If you have a contagious or communicable disease or condition, DO NOT COME TO SCHOOL!
- For complete contagious or communicable disease or condition policy refer to policy #I-433-A1.
- Head lice is considered a communicable condition. If you have head lice, you cannot return to school without a letter from a health professional stating that you are free from lice and its eggs (nits). (Policy # I-433-B1 and Public Law #1150 Section 1210.194)
• The TCTC AIDS policy is handled confidentially. (Refer to Policy # I-433-A1-3)

ADMINISTERING MEDICINES TO STUDENTS
• A school nurse, an administrator, or a designated school employee may administer prescription and nonprescription medications to students.
• High school students may not retain possession of or self-administer any medicine.
• Policy # I-430-A1.

FIRE AND TORNADO INSTRUCTIONS/WARNINGS
• FIRE: a continuous ring of the regular school buzzer followed by an announcement on the public address system. Everyone must exit the building immediately and follow the fire exit route posted in each classroom/workspace and assemble with your instructor/ supervisor in the designated area outside the fire lane. DO NOT re-enter the building until notified to return. Instructors/Supervisors must take roll and account for all persons in their charge.
• TORNADO: the alarm for a tornado alert is continuous short rings of the regular school buzzer. Everyone must seek shelter in the designated shelter area as posted in each classroom/workspace. Instructors/Supervisors must take roll and account for all persons in their charge. Remain at the shelter area until notified to return to your assigned duties.

EYE PROTECTION DEVICES
• All students and teachers are required by State Statute 70-14-107 to wear “industrial quality eye protective devices” while working in a shop and laboratory area.
• At the beginning of each school year, all full-time students requiring safety glasses are given safety glasses.
• It is the responsibility of the students to wear the glasses while in the shops and laboratories.
• Policy # I-431-B1

POSSESSION OF DANGEROUS WEAPONS IN SCHOOL PROHIBITED
• The Board of Education adopts the policy prohibiting the possession of dangerous weapons and replicas or facsimiles of dangerous weapons.
• Dangerous weapons are a threat to the safety of the students and staff and disrupt the educational process and the normal operations of TCTC.
• Possession by any student or employee of a dangerous weapon, as that term is defined in policy #I-414-B1, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited.
• Possession includes but is not limited to, any person having a dangerous weapon:
  1. on his/her person
  2. in his/her locker
  3. in his/her vehicle
  4. held by another person for his/her benefit
  5. at any place on school property, a school bus or vehicle, or at a school activity with such person’s knowledge of the weapon’s location.
• Any one in possession of a dangerous weapon will be immediately suspended from school, pending an investigation of the charge, and criminal charges may be filed.

CRIMES / DISCIPLINARY ACTIONS / JUDICIAL REFERRALS
• Beginning September 1, 1992, statistics regarding the following crimes shall be provided to all students and employees, and made available to any applicant for employment or enrollment upon request subsequent to this date.
• Information on listed crimes shall be updated annually by the superintendent or designee.
• Updated reports shall be available by September 1 of each year to include reports of crimes for the most recent calendar year and during the two preceding calendar years for which data is available.

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<th>Crime</th>
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TCTC adopts the Oklahoma State Law Title 63 - Drugs

**ALCOHOL OR ILLEGAL CHEMICAL SUBSTANCE TESTING**

- Any student whose behavior while on school property, at a school sponsored event, in school vehicles or going to or from a school sponsored event creates a reasonable individualized suspicion that the student is under the influence of alcohol or an illegal chemical substance may be required to take an alcohol and/or drug use test.(Over the counter legal substances used for recreational purposes will be treated the same as alcohol or illegal drugs.)
- Policy # I-414-C2, C3, C4

**HAZARDOUS MATERIALS**

- Material Safety Data Sheets (MSDS) are maintained in each shop area for those materials with which the student is likely to come into contact.
- Students should become familiar with their location and content, and refer to them prior to handling any material or chemicals in the shop.
- Some chemicals used in some career technology programs have been declared hazardous to the development of unborn children.
- Pregnant students must have written advice and approval of a doctor before working with chemicals in the program.

**INFORMATION CONCERNING ASBESTOS CONTROL**

- TCTC has completed the inspection of our buildings for the presence of asbestos containing building materials (ACBM).
- Two (2) buildings on the TCTC campus have some asbestos present.
- Although it is not a hazard to our students or employees in its present condition, we are still required by Federal law to inform you of its presence.
- The two buildings with ACBM are the administration building and the maintenance building, where there is some asbestos insulation on pipe joints and valves and in vinyl tile mastic.
- The EPA and U.S. Health Department require us to tell you that they have developed evidence that asbestos fibers may contribute to certain lung diseases when the fiber concentration reaches abnormally high levels.
- TCTC has developed a plan to manage the areas with ACBM with approved operations and maintenance procedures which will prevent any hazard from developing.
- A copy of the management plan is in the Plant Manager’s office.

**SHOP SAFETY PROCEDURES**

- A safety test will be given to each student and placed in the student’s folder.
- Each student must pass the safety test with 100% accuracy.

**Consumer Information**
Access to Student Records – Notice to parents and eligible students. The following are your rights under the Family Educational Rights and Privacy Act (“FERPA”):

• A student’s parents and eligible students have the right to inspect and review the student’s educational records.

• It is the intent of TCTC to limit the disclosure of information contained in a student’s education records except: (1) by the prior written consent of the student’s parent or the eligible student (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA and the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest, for purposes of disclosure.

• A student’s parent or an eligible student has the right to seek to correct parts of the student’s education record that he or she believes to be inaccurate, misleading or in violation of student privacy rights and the procedure for requesting amendment of records.

• A person has the right to file a complaint with the U.S. Department of Education, if Tri County Technology Center is in violation of FERPA.

• A student’s parent or eligible student should follow the proper procedure to obtain copies of this policy and the locations where copies may be obtained.

The District will arrange to proved translations of this notice to non-English speaking parents in their native language and to effectively notify parents or eligible students who are disabled.

All rights and protections given parents under the FERPA and this policy transfer to the student when he or she reaches the age of 18 or enrols in a post-secondary school. The student then becomes an “eligible student”. (I-427-A1)

Directory Information
Tri County Technology Center proposes to designate the following personally identifiable information contained in a student’s record as “directory information,” and it will disclose that information without prior written consent, if deemed appropriate.

• The student’s name
• The student’s address
• The student’s date of birth
• The student’s achievement participation
• The student’s weight and height, if a member of an athletic team he or she enrolled at TCTC
• The names of student’s parents
• The student’s telephone listing
• The student’s class designation (i.e., first grade, tenth grade, etc.)
• The student’s extracurricular awards or honors participation
• The student’s photograph
• The school or school district the student attended before

After the parents or eligible students have been given the above information, they will have two weeks to advise the district in writing (letter to the superintendent’s office) of any or all of the items they refuse to permit the district to designate as directory information about that student.

At the end of the two-week period, each student’s records will be appropriately marked by the records custodian to indicate the items the District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student’s parent or the eligible student.

Internet Use Policy
A student who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the school district before they are given an access account.

Acceptable Uses
• Educational Purposes Only. The school district is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.
Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

- Uses that violate the law or encourage others to violate the law. Don’t transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district’s student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
- Uses that cause harm to others or damage to their property. For example, don’t engage in defamation (harming another's reputation by lies); employ another’s password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, “Trojan horse,” “time bomb,” or other harmful form of programming or vandalism; participate in “hacking” activities or any form of unauthorized access to other computers, networks, or information systems.
- Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don’t disclose or share your password with others; don’t impersonate another user.
- Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
- Netiquette. All users must abide by rules of network etiquette, which include the following:
  A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
  B. Avoid language and uses which may be offensive to other users. Don’t use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
  C. Don’t assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
  D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient’s system and is in a format which the recipient can open.

Sexual Harassment
State and federal law specifically prohibit sexual harassment of employees and students in connection with their employment by or enrollment in the Tri County Technology Center. There is a no tolerance rule regarding sexual harassment.

- In the case of a student of Tri County Technology Center, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student.
- Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to either the superintendent, assistant superintendent, Director of Instruction, campus compliance officer or any Board member of Tri County Technology Center. If the report of an incident needs to be made after normal school hours, the above listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full, complete and immediate reporting of such prohibited activities any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee or board member, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other
information necessary to a full report and investigation of the matter. A full copy of this policy is available by requesting Policy I-429-A1.

Interrogations
Tri County Technology Center has a policy of cooperation concerning relations with police, legal and other governmental authorities. Such cooperation is necessary in the interests of the larger welfare of all citizens. To carry out this responsibility, school officials should observe the following procedures:

- The police, legal and other governmental authorities will inform the Director of Instruction or his/her designee before interrogating a student enrolled in Tri County Technology Center on School District property. The term “police, legal and other governmental authorities” does not include agents, officers or employees of the School District, including Bartlesville police officers while they are serving as security or resource officers for the School District.
- As to child abuse investigations, at the request of appropriately identified investigators of DHS or the district attorney’s office, the Director of Instruction or his/her designee will permit the investigators access to a student about whom DHS has received a child abuse or neglect report. The Director of Instruction or designee will arrange the interview in a manner that minimizes embarrassment to the student. School personnel will not contact the parent, guardian or other person responsible for the student’s health or welfare prior to the interview. The principal or a designated counselor or teacher may be present, but will not participate in the investigator’s interview with the student.
- As to all other interrogations of Tri County Technology Center students by police, legal or governmental authorities on School District property, the Director of Instruction or his/her designee will make a reasonable effort to notify a minor student’s parent or guardian prior to the interrogation. Any objection to the interrogation by the minor student’s parent or guardian will be handled between the parent or guardian and the police, legal or other governmental authorities. If an interrogation is to take place on School District property, the Director of Instruction or designee will make a reasonable effort to arrange the setting in a manner that minimizes embarrassment to the child. One or more school employees will be present during the interrogation, but will not participate in the interrogation of the student. The sole responsibility to ensure compliance with applicable procedural and substantive rights afforded the child by federal, state or local law rests with the police, legal or other governmental authorities conducting the interrogation.
- The police, legal or other governmental authorities will notify the Director of Instruction or designee before removing a student from school property. The Director of Instruction or designee will notify a minor student’s parent or legal guardian of the removal as soon as possible.

Student Searches
- A student may be searched if a school official has reason to suspect the student has in his or her possession dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low point beer, unauthorized wireless telecommunication devices or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
- A search is permitted when the student is on school premises, in transit while under the authority of the school, or while attending any function sponsored or authorized by the school.
- The superintendent, the administrator(s) responsible for supervision of the student's training, teachers, or security personnel may search a student. A search of the student's person must be conducted by a person of the same sex as the student and must be witnessed by a person of the same sex whenever possible. Officials of either sex may conduct personal property searches.
- In no event shall a strip search of a student be conducted. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search. Should such a search be necessary, the police must be contacted to obtain a search warrant and conduct the search.
- The decision to search a particular student must be reasonable in light of all the circumstances, including the prevalence and seriousness of the suspected law or rule violation, the school official’s prior experience in detecting the problem or recognizing suspicious behavior, the need to make a search without delay and further investigation, the nature and source of the information or other indications that the student has violated a rule, and the student's age, history and past behavior record.
- The scope of the search must be reasonably related to the kind of item for which the search is being conducted.
• Items found during the search which the student is prohibited from possessing may be removed from the student and, where appropriate, turned over to law enforcement authorities.
• Items removed from the student and not turned over to law enforcement authorities will be returned to Parent or the student at the end of the year.
• Any student who refuses to peaceably submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusals.
• Students who drive a vehicle onto school property do so as a privilege afforded them by Tri County Technology Center and not as a right. Accordingly, any student who drives a vehicle of any kind to school and parks such vehicle on school property is deemed to authorize a search of such vehicle by the Director of Instruction or his/her designee at any time and for any reason deemed appropriate by the Director of Instruction or the Superintendent. Any student who refuses to peaceably submit his or her vehicle to a search when requested to do so may be suspended for such refusal and may thereafter be denied the right to drive his or her vehicle onto school property.

Locker Searches
Students shall have no reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property. School officials shall have access to (allowing for opening and examining) school lockers, desks, and other school property in order to properly supervise the welfare of pupils. The search may be conducted at any time, and no reason shall be necessary for such search.

Searches by Trained Detection Dogs
• As an additional deterrent, Tri County Technology Center will employ the services of a trained Detection Dog. Search dogs and handlers will conduct searches for illegal substances or items on school property and grounds during periodic unannounced visits either during school hours or non-school hours at the discretion of the Superintendent.
• Lockers, vehicles, school desks, work areas, and any area of concealment are subject to search. If a search dog indicates the possible presence of material which the dog is trained to detect, or any material or item which is forbidden by school policy, on the person of a student or employee, a further search of that person’s outer garments, purse, containers, or other items of concealment will be conducted by law enforcement officers or designated school personnel. Strip searches or “body” searches are prohibited.
• Searches which disclose the presence of any material which the dog is trained to detect, or any material or item which is forbidden by school policy, may lead to further investigation by school officials or law enforcement officials or law enforcement officers, and/or disciplinary action by the school. Such disciplinary action may include suspension or expulsion of students or, in regard to employees, termination of employment. No disciplinary action will be taken without the appropriate due process rights being followed. Parental or legal guardian notification will be made in all cases where prohibited substances, materials, or items are discovered and minor students are involved.

SUSPENSION OF STUDENTS
It is the policy of the Tri County Technology Center Board of Education that the Superintendent or his/her designated administrator may suspend a student out of school for:
• Acts of immorality
• Violations of policy or regulations
• Possession or use of alcohol, which means ethyl alcohol or ethanol and any alcoholic beverage and includes “low-point beer” as defined by 37 O.S. § 163.2
• Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
• Possession or use of a dangerous weapon or a controlled dangerous substance as defined in the Uniform Controlled Dangerous Substances Act, 63 O.S. §§ 2-101 – 2-610 (Possession of a firearm shall result in out-of-school suspension of not less than one year)
• Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
• Adjudication as a delinquent for a violent or non-violent offense
1. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free School Act, which provides suspensions for up to one calendar year or longer.

2. Except under circumstances that require the immediate removal of a student or students, the parent(s), where applicable, shall be informed before a student is released from school.

3. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular classroom setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.

4. High School students suspended out-of-school who are on an individualized education plan (IEP) pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student’s IEP.

5. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher’s classroom without the approval of that teacher.

Before a student is suspended out-of-school, the administrator shall consider and apply, if appropriate, placement options that are not to be considered suspension, such as reassignment to another classroom or in-school detention. If in-school placement options are considered inappropriate, the administrator must provide written justification which will become part of the student’s permanent record. Students suspended from school shall be ineligible to participate in extracurricular activities.

Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

If a high school student taking academic core classes offered by Tri County Technology Center is suspended for more than five (5) days and is found guilty of acts as described above, the administration shall provide the student with an educational plan.

Tri County Technology Center is an extension of the students’ home schools. Therefore, the administration will notify the student’s home school of any out-of-school suspension. The partner school may reciprocate the suspension at their discretion. Conversely, when the Tri County administration is notified that a student has been suspended from their home school, Tri County Technology Center will investigate the suspension. If it is determined that a reciprocal suspension is in the best interest of Tri County Technology Center, the designated administrator may choose to suspend the student in accordance with this policy.

No school board, administrator, or teacher may be held civilly liable for any action taken in good faith which is authorized by law under the provisions of this policy.

The Superintendent is directed to establish regulations, subject to board approval, which support this policy. Such regulations shall include provisions for appeal of suspension.

**PROCEDURES FOR SUSPENSION OF STUDENTS (REGULATIONS)**

**Procedural Steps**

Before a student is suspended from school, the administrator shall consider and apply, if appropriate, in-school placement options that are not to be considered suspensions. Such placements can include reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student’s permanent record.

1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the administrator as a suitable alternative to suspension, both the student and the parent(s), where applicable, shall be notified of the probation and the reasons thereof.
2. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the Administrator and the student will be placed in a supervised, structured environment. The placement will not be considered suspension and may include reassignment to an alternative school setting, another classroom, or in-school detention. Both the student and the parent(s), where applicable, shall be notified of the placement, the reasons thereof, and the right to appeal the placement to the suspension appeals committee.

   A. A student may be suspended out of school for the remainder of the current semester and the entirety of the succeeding semester. If out of school suspension is prescribed, the administrator shall state in writing why in-school placement was not appropriate. Both the student and the parent(s), where applicable, shall be notified of the suspension, the grounds thereof, and the right to appeal the suspension to the Board of Education.

   B. If a high school student taking core academic classes offered by Tri County Technology Center is suspended out of school for five (5) days or less Tri County Technology Center may provide an educational plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an educational plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled at Tri County Technology Center. The plan shall set out the procedures for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student’s parent(s), where applicable, and the parent(s), shall be responsible for the provision of a supervised, structured environment in which the parent(s) shall place the student and bear responsibility for monitoring the student’s educational progress until the student is readmitted to school.

**Suspension Appeals Committee**

The suspension appeals committee is hereby established which will consist of 3 administrators or teachers or a combination thereof. The members of the committee shall be appointed by the Superintendent and may include the Superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

**Appellate Procedures**

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student’s parent(s), where applicable, may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:

   A. The student, or the student’s parent(s), where applicable, shall notify the Superintendent in writing within ten (10) days following the suspension, or the notice of the intent to suspend, of their intention to appeal the suspension.

   B. Upon receiving notice of a student’s intent to appeal, the Superintendent shall advise the suspension committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the Superintendent. The Superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

   C. During the hearing of the appeal before the suspension appeals committee, the student or the student’s parent(s), where applicable, shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.

   D. The suspension appeals committee shall uphold, modify, which may include increasing the term of the suspension, or overrule the suspension. The student and the student’s parent(s), where applicable, shall be notified within five (5) days of the decision.

   E. Decisions of the suspension appeals committee may not be appealed to the Board of Education. The decision of the suspension appeals committee shall be final.
2. Any student, who has been suspended for greater than ten (10) days under the steps listed above, or the student’s parent(s), where applicable, may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:

A. The student, or the student’s parent(s), where applicable, shall notify the Superintendent in writing within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

B. Upon receiving the notice of a student’s intent to appeal, the Superintendent shall advise the Board of Education. The Board of Education shall hear the appeal within ten (10) days from the date the notice of intent is filed with the Superintendent. The Superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

C. During the hearing of the appeal before the Board of Education, the student or the student’s parent(s), where applicable, shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.

D. The Board of Education shall uphold, modify, which may include increasing the term of the suspension, or overrule the suspension. The student and the student’s parent(s), where applicable, shall be notified within five (5) days of the decision. The decision of the Board of Education shall be final.

NOTE: 70 O.S. §24-101.3 (E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of suspension have been met or the time of suspension has expired.

STUDENT RECORDS POLICY

Introduction

This policy is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA), and the Protection of Pupil Rights Amendment (PPRA). Procedures regarding this policy will be published yearly in the Tri County Technology Center Student Handbook.

The Board of Education instructs the Superintendent or his/her designee to inform parents, students and the public of the policy and to exercise his/her administrative resources to implement the policy.

If a parent of a student, an eligible student or a citizen of Tri County Technology Center District believes that the District is violating the FERPA and/or PPRA, that person has a right to file a complaint with the Department of Education. The address is:

Family Policy Compliance Office
US Department of Education
400 Maryland Ave, SW
Washington, DC 20202-5920
Phone: (202) 260-3887

Definitions

For the purpose of this policy, Tri County Technology Center has used the following definitions of terms:

Student – Any person who attends or has attended a program of instruction sponsored by the Board of Education of Tri County Technology Center and for whom it maintains education records.

Eligible Student – A student or former student who has reached age 18 or is attending a postsecondary school or an emancipated minor under State law.

Parent – Either natural parent of a student, unless his or her rights under the FERPA have been removed by a court order, a guardian or an individual acting as a parent or guardian in the absence of the student’s parent or guardian.

Education records – Any record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche or other medium) maintained by Tri County Technology Center, an employee of the
District or an agent of the District, which is directly related to a student and maintained by Tri County Technology Center or by a party acting for Tri County Technology Center, except:

1. A personal record kept by a school staff member that meets the following tests:
   - It was made as a personal memory aid;
   - It is in the personal possession of the individual who made it; and
   - Information contained in it has never been revealed or made available to any other person except the maker’s temporary substitute.

2. Records of a law enforcement unit of Tri County Technology Center District, but only if education records maintained by Tri County Technology Center are not disclosed to the unit, and the law enforcement records are:
   - Maintained separately from education records;
   - Maintained solely for law enforcement purposes; and
   - Disclosed only to law enforcement officials of the same jurisdiction.

3. An employment record that is used only in relation to a student’s employment by Tri County Technology Center. (Employment for this purpose does not include activities for which a student receives a grade or credit in a course.)

4. Records on an Eligible Student, that are:
   - Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;
   - Made, maintained or used only in connection with treatment of the student (treatment does not include remedial educational activities or activities that are part of the program of school instruction) and disclosed only to individuals providing the treatment.

5. Alumni records that relate to the student after he or she no longer attends classes provided by Tri County Technology Center, and the records do not relate to the person as a student.

Personally identifiable information – Any data or information that make the subject of a record known. This includes the student’s name, the student’s parents’ or other family member’s name, the student’s or family’s address, the student’s social security number, a student number, a list of personal characteristics or any other information that would make the student’s identity easily traceable.

Annual Notification

Tri County Technology Center, at the beginning of each year or upon enrollment, will publish in the Student Handbook a notice to parents and Eligible Students of their rights under FERPA and PPRA.

The notice will include the following:

**REGARDING FERPA:**
- The procedure for a student’s parents or Eligible Students to inspect and review the student’s education records.
- The procedure for a student’s parents or Eligible Students to request an amendment of education records.
- A specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the institution discloses personally identifiable information to school officials without consent.
- The right of any person to file a complaint with the U.S. Department of Education, if Tri County Technology Center violated the FERPA.
- The procedure that a student’s parent or an Eligible Student should follow to obtain copies of this policy and the locations where copies may be obtained.

The District will arrange to provide translations of this notice to non-English speaking parents in their native language and to effectively notify parents or Eligible Students who are disabled.

All rights and protections given parents under the FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a postsecondary school. The student then becomes an “Eligible Student.”

**REGARDING PPRA:**
PPRA affords parents or Eligible Students certain rights regarding conducting surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:
• Consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or part by a program of the US Department of Education:
  1. Political affiliations or beliefs of the student or student’s parents;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parent; or
  8. Income, other than as required by law to determine program eligibility.
• Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure or use of personal information obtained from students for marketing, or to sell or otherwise distribute the information to others.
• Inspect, upon request and before administration or use:
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to an Eligible Student.

The requirement concerning collection and disclosure of information for marketing purposes does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:
  1. college or military recruitment
  2. book clubs, magazines or programs providing low cost literary products
  3. curriculum and instructional materials used by schools
  4. tests and assessments used to determine cognitive, aptitude or achievement information for students
  5. sale of products to raise funds for school related activities
  6. student recognition programs

This law does not preempt applicable provisions of State law that require parental notification.
This law does not apply to any physical examination or screening that is permitted or required by State law, including physical examinations or screenings permitted without parental notification.

Notification Of Rights Under FERPA
The Family Educational Rights and Privacy Act (FERPA) affords parents or Eligible Students certain rights with respect to the student’s education records. They are:
  1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.
  2) The right to request the amendment of the student’s education records that the parent or Eligible Student believes are inaccurate, misleading or in violation of student rights under FERPA.
  3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person
serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in a school service program or serving on an official committee, such as a disciplinary or grievance committee, or assisting 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 responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

**NOTIFICATION OF RIGHTS UNDER PPRA**

Protection of Pupil Rights Amendment

PPRA affords parents or Eligible Students certain rights regarding the conducting of surveys, collection and use of information for marketing purposes and certain physical exams. These rights are listed on pages A3 and A4 of this policy.

**GRIEVANCE POLICY**

If a student has a grievance, they should first discuss the grievance informally with the person who is the source of the grievance. The student may request a TCTC counselor to be present to mediate the situation. If the issue is not resolved, the student may request in writing for a review with the Director of Instruction who will make an effort to resolve the grievance during the review. Parents or guardians of high school students may be included in the efforts to resolve the grievance. If the grievance is not resolved at this level, the student may submit a written complaint to the Assistant Superintendent of Instruction who will investigate the complaint. The Assistant Superintendent of Instruction will provide a written response to the student and the person who is the source of the grievance within 10 business days of the meeting or receipt of the written complaint. Should the student desire to appeal the decision of the Assistant Superintendent of Instruction, the student may submit a signed and dated written statement of appeal within 10 business days to the Superintendent/CEO. The Superintendent/CEO will review the appeal and will respond to all parties concerning the disposition of the appeal within 10 days of the meeting or receipt of the written appeal. The decision of the Superintendent/CEO is final.

**PUBLIC STATEMENT**

The Board of Education of Tri County Technology Center School District #1, its administration and/or their agents reserve the right to change information without notice when circumstances warrant such action. Tri County Technology Center is an Equal Opportunity institution in accordance with civil rights legislation and does not discriminate on the basis of sex, race, age, religion, color, national origin, disability, veteran or marital status in the operation of its educational programs, activities, recruitment and admission practices. Concerns regarding this policy should be addressed to Tiffany Bruce, Compliance Officer, Tri County Technology Center, 6101 SE Nowata Road, Bartlesville, Oklahoma, 74006, (918) 331-3241, tbruce@tctc.org. This publication is issued by Tri County Technology Center as authorized by its Board of Education.