

Tri County Technology Center Student Handbook 2014-2015

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.

Policies updated at the August 14, 2014 Board of Education meeting are underlined.

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SCHOOL CALENDAR 2014-2015

First Day, Secondary Classes	August 8, 2014
Commencement	May 19, 2015 (tentative)
Last Day, Secondary Classes	May 22, 2015

STUDENT/TEACHER HOLIDAYS

Independence Day	July 4, 2014
Labor Day	September 1, 2014
Fall Break	October 16-17, 2014
Thanksgiving	November 26–28, 2014
Winter Break	December 22, 2014 through January 2, 2015 (Full-time classes resume January 5, 2015)
President’s Day	February 16, 2015
Spring Break	March 16–20, 2015
Good Friday	April 3, 2015
Memorial Day	May 25, 2015

PROFESSIONAL DAYS

Teacher Professional Days	August 1, 4-7, 2014
TCTC Work Group Professional Day	October 15, 2014
Teacher Professional Day (Mid High Recruitment)	January 16, 2015
TCTC Employee Professional Day	January 19, 2015 (M.L.K. Holiday)
Student Leadership Day	To be determined
Teacher Professional Days	May 26-29, 2015

SEMESTERS

First Semester	August 8, 2014 – December 19, 2014 89 Teaching Days
Second Semester	January 5, 2015 – May 22, 2015 91 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:

- A 100% refund will be given for the current course(s) and any subsequent courses within the program of study, if a student formally withdraws on or before the third class meeting date.
- No refund will be given after the third class meeting date for the current course(s) or any previously completed courses within the program of study.
- For courses meeting five (5) or fewer days, NO refund will be given after the first class meeting date.

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”.
- 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 Edgenuity courses.
- 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 re-admission 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, 2015.
- 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.

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.

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:
 - Enrollment in two consecutive semesters in a full-time program.
 - Grade average of 92%.
 - 6 or fewer absences total in two consecutive semesters
 - Documentation of community service outside of the regular school day.
 - 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 $\frac{3}{4}$ 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. Adult students, if sponsored by an agency, will need to verify eligibility with the Bursar.

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.

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. Tri County will sponsor all first place state winners to attend national competitions. 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 Edgenuity 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 advanced 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.

CAMPUS SERVICES

BOOKSTORE

- The bookstore is open from 8:00a.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.
- 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.

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 and smoking and the use of tobacco products in any form is prohibited by all persons. This includes school buildings, grounds and school-owned vehicles. The use of tobacco products including cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, digital/personal vaporizers and electronic nicotine delivery systems is prohibited.

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 Success Center.

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

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:
 - Remove hats/caps when in the administration building.
 - Shorts/skirts length must reach fingertips of longest finger. (Cheerleading uniforms are permitted.)
 - No midriff showing
 - Shirt straps must be three fingers wide and have straps on both shoulders.
 - No halter tops/tube tops.
 - No alcohol or drug advertisements; no suggestive references.
 - No see-through outfits.
 - No visible undergarments.

TELECOMMUNICATION 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.bccrimestoppers.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). Public Law #1150 Section 1210.194)
- The TCTC AIDS policy is handled confidentially.

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.

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.

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.
- Possession by any student or employee of a dangerous weapon 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.
- A dangerous weapon includes, **BUT IS NOT LIMITED TO**, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife, regardless of the length or sharpness of the blade, any pen knife, "credit card" knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, garrottes, choking devices, mace, pepper spray, and any item whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person's consent. **THE FOREGOING LIST OF "DANGEROUS WEAPONS" IS DESCRIPTIVE AND BY WAY OF EXAMPLE ONLY AND IS NOT TO BE CONSIDERED AN EXCLUSIVE OR LIMITING LIST OF DANGEROUS WEAPONS. IT WILL NOT BE A DEFENSE TO ANY DISCIPLINARY ACTION UNDER THIS POLICY THAT THE STUDENT POSSESSING THE DANGEROUS WEAPON DID NOT KNOW THAT IT IS A DANGEROUS WEAPON, BUT SUCH CLAIM OF A LACK OF KNOWLEDGE MAY BE CONSIDERED IN MITIGATION OF ANY DISCIPLINARY PENALTY.**
- 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. The student's home high school will be informed of the action.

GUN-FREE SCHOOLS STUDENT SUSPENSION

Any student who is determined to have:

- brought a weapon to a school under the jurisdiction of the district; or
- possessed a weapon within two thousand (2,000) feet of public school property; or
- possessed a weapon at a school event

shall be suspended out of school for a period of not less than one calendar year.

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.

Crime	2008	2009	2010	2011	2012
○ Murder/manslaughter	0	0	0	0	0
○ Forcible Sex Offense	0	0	0	0	0
○ Reported Robberies	0	0	0	0	4
○ Aggravated Assault	0	0	0	0	0
○ Burglary	0	0	0	0	0
○ Motor Vehicle Theft	0	0	0	0	0
○ Non-Forcible Sex Offense	0	0	0	0	0
○ Arson	0	0	0	0	0
○ Negligent Manslaughter	0	0	0	0	0
• Disciplinary Actions / Judicial Referrals					
○ Liquor Law Violations	0	0	0	0	0
○ Drug Law Violations	4	3	4	2	0
○ Illegal Weapons Possessions	0	0	0	1	0

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.)

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 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 the age of 18 or enrolls 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 names of student's parents |
| • The student's address | • The student's telephone listing |
| • The student's date of birth | • The student's class designation
(i.e., first grade, tenth grade, etc.) |
| • The student's achievement | • awards or honors |
| • The student's extracurricular participation | • The student's photograph |
| • The student's weight and height, if a member of an athletic team | • The school or school district the student attended before he or she enrolled at TCTC |

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 Inter-net; 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.

CYBER BULLYING AND INTERNET SAFETY FACTS

People can be bullied in lots of ways, including through cyber bullying. Cyber bullying is when someone sends or posts things (words, pictures, recordings) that are mean, embarrassing or make people feel scared, embarrassed or uncomfortable. Even if they don't do this at school sometimes cyber bullying makes things at school hard. No student is allowed to disrupt school through cyber bullying.

Cyber bullies work in lots of ways, but here's some of their most common:

- Send or post mean messages
- Make up websites or accounts with stories, cartoons, pictures or "jokes" that are mean to others
- Take embarrassing pictures or recordings (without asking first)
- Send or post stuff to embarrass others
- Hack into other people's accounts or read their stuff
- Hack into other people's accounts and send or post their private stuff
- Pretend to be somebody else to get someone to give them private info
- Send threats

If you're a cyber bully knock it off! Ask your counselor how you can make things right.

If someone is cyber bullying you, there's something you can do about it:

- Don't respond to and don't ignore a cyber bully. Instead, tell an adult you trust. If cyber bullying follows you to school, tell your teacher, counselor or campus director.
- Even if what the bully does is embarrassing, don't delete it. Instead, get a copy so you can prove what happened.
- Have an adult help you contact a company representative (cell phone company, Yahoo, Facebook, Twitter, etc.) about blocking or removing the bad stuff.

You can't always stop people from being mean, but there are ways to help yourself:

- Don't give out your personal info in electronic or digital communications
- Don't tell anyone but your parents what your login name, password or PIN number is
- Don't post or send embarrassing pics or recordings (even your own sites)-bullies love to copy your stuff

Suggestions for Parents:

- Help your child understand how permanent electronic or digital communications are
- Talk to your child about understanding, preventing and responding to cyber bullying
- Contact your student's school for help if you suspect your child is being cyber bullied- or if you suspect your child is engaging in cyber bullying

STUDENT BULLYING

Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the *School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq. ("Act")*. The technology center intends to comply with the mandates of the Act and expects students

to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the technology center's policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

Definition of Terms

A. Statutory definition of terms:

"Bully" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

"Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

"Electronic communication" means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

Note: Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

"At school" means on technology center grounds, in technology center vehicles, at technology center sponsored activities, or at technology center sanctioned events.

B. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the discipline history and physical characteristics of the alleged bully.

C. Types of Bullying

"Physical Bullying" includes harm or threatened harm to another's body or property, including but not limited to threats, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

"Emotional Bullying" includes the intentional infliction of harm to another's self-esteem, including but not limited to insulting or profane remarks or gestures, or harassing and frightening statements.

"Social Bullying" includes harm to another's group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage the target's current relationships, or deprive the target of self-confidence or the respect of peers.

"Sexual Bullying" includes harm of a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target's body; engaging in off-campus dating violence that adversely affects the target's education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target's sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by the technology center.

SEXUAL HARRASSMENT

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.

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 DRUG 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.

ADULT STUDENT BEHAVIOR

Purpose

The technology center serves adult and secondary students. A discipline code is provided for secondary students to inform students of the standards of conduct required of students, and of the consequences that attach to misconduct. School laws that prescribe procedures applicable to secondary students are, in some instances, not applicable to adult students. Accordingly, the technology center has established a separate policy applicable to adult students that explains the standards of conduct and civility expected of adult students and also explains the actions that may be taken when adult conduct violates those standards. Adults are held to standards of conduct that are no less than those which attach to secondary students attending the technology center. Educational opportunities available to adult students may be cut-short or terminated in instances where an adult student's conduct violates the approved standards or when a student, for other reasons, cannot fulfill program requirements essential to successful course completion.

In instances involving a student's dismissal or removal from a course or program, the technology center will utilize procedures that are fair and reasonable. The complete cooperation of students is encouraged to assure that all students have an opportunity to benefit from the educational opportunities available. Conduct which violates policies, rules and practices or which interferes with or disrupts learning must and will be addressed by school administration. This policy explains the technology center's standards of conduct and describes the procedure that will be used when it is necessary to remove a student from a course or program. Removal may involve a short or long period or may involve a permanent removal.

References in Policy

Reference to "administrator" means an assistant superintendent or the technology center staff member to whom the administration has delegated the responsibility for student discipline.

Reference to the "superintendent" refers to the superintendent of schools or the superintendent's designee.

Removal or dismissal refers to taking a student out of a course or program for a short period, a longer period, or permanently.

Procedures

1. Immediate Removal of a Student

Whenever an alleged violation of the *Adult Student Behavior Code* is reported to an administrator, he or she will ascertain whether the immediate removal of the student is required. This determination will be based on whether the student's continued presence on campus would create, in the administrator's judgment, a dangerous and/or disruptive situation with regard to the continued operation and management of the school system. If dismissal is found necessary, the administrator shall document the justification in a report and immediately forward it to the superintendent, and contact the student.

2. Evidentiary Hearing

Upon notice of an alleged violation, the administrator will review the evidence relevant to the violation. If dismissal of the student is necessary before a hearing can be conducted, the hearing must be held as soon as possible, but not later than 72 hours of the dismissal. In case of waiver or non-attendance of the hearing by the student, summary disposition of the matter will be indicated in letter form and forwarded to the student with a copy to the superintendent.

If the student is unable to attend the original time and day specified by the administrator for the evidentiary hearing, the matter may be continued only once and in such case, will be reset to be conducted within the next 72 hours, excluding weekends and holidays. Any further request for continuance will result in immediate disposition of the matter with notification in writing sent to the student.

3. Decision

Once the evidentiary hearing has been held, the administrator will summarize the findings in a written report, which will include the decision as to the student's innocence or guilt and recommended discipline, if applicable. This decision will be announced orally at the conclusion of the hearing with a written report to follow, or within three business days of the conclusion of the hearing, by issuance of the written report. The imposition of discipline will commence following announcement of the decision or issuance of the written report, whichever occurs first.

Should the punishment be one of short or long-term removal or dismissal, the administrator will notify the superintendent of the action.

4. Appeal

If all or any portion of the administrator's decision is not agreed to, the student has the right to appeal the decision to the superintendent. An appeal is commenced by letter to the superintendent delivered within 72 hours of the decision rendered by the administrator. The administrator, upon receipt of notice of the appeal, will forward the report of the hearing to the superintendent for decision. The superintendent shall have the authority to sustain, overrule, or modify the division administrator's decision.

If the student desires an appeal to the superintendent, he or she shall be permitted to remain in school unless the circumstances delineated under the "Dismissal" section, above, are met. At the hearing, the division administrator shall first present his/her evidence and be subject to cross-examination by the superintendent. This will be followed by the student's evidence. The decision of the superintendent shall be final. Such decision shall be communicated orally after the hearing or in writing to all parties, within three business days following the decision. An oral decision, when rendered immediately following the hearing, shall be followed by issuance of the superintendent's written decision, which shall be placed in the mail within three (3) business days of announcing the decision.

5. Modification of Corrective Action

The imposition of corrective action is subject to modification upon the recommendation of the administrator at any time prior to the hearing before the superintendent. The discipline imposed by the administrator is based on one or more of the following guidelines:

A. Seriousness of the offense.

B. Student's disciplinary record during the course of the school year or in prior years.

C. Any final action by civil authorities. (However, action by authorities, in criminal or civil matters, is not a condition precedent to disciplinary action by the school.)

D. Cooperation and assistance of student during the disciplinary proceedings.

E. Other circumstances as the administrator may deem relevant.

6. Readmission

A dismissed student is eligible to be readmitted upon proper application for readmission. However, the administration may consider the student's prior disciplinary and incident record in determining whether to grant a student's request for readmission.

Notification of Policy

Copies of any procedural regulations and the *Adult Student Behavior Code* shall be distributed to all adult students annually, and students are responsible for compliance with the school's behavior and conduct standards. Questions as to the interpretation of any part of the policy should be presented to the appropriate administrator.

Administrative Actions

Administrative actions provided in this policy may be taken by the administrator designated by this policy or the superintendent. An administrator, whether a division administrator, superintendent, or other administrator in charge, may appoint a designee to act in his/her place. With the exception of the superintendent, designees must be approved by the superintendent.

Adult Student Behavior Code

The following behaviors at the technology center, while in technology center vehicles or going to or from or attending technology center events will result in disciplinary action, including the possibility of dismissal:

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
6. Cheating
7. Conduct that threatens or jeopardizes the safety of others
8. Cutting class or sleeping, eating or refusing to work in class
9. Disruption of the educational process or operation of the school
10. Extortion
11. Failure to attend assigned detention, alternative school or other disciplinary assignment, without approval
12. Failure to comply with state immunization requirements
13. False reports or false calls
14. Fighting
15. Forgery, fraud or embezzlement
16. Gambling
17. Gang related activity or actions
18. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication and physical acts
19. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
20. Immorality
21. Inappropriate attire, including violation of dress code
22. Inappropriate behavior or gestures
23. Indecent exposure
24. Intimidation or harassment because race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
25. Obscene language
26. Physical or verbal abuse
27. Plagiarism
28. Possession or use of a caustic substance (unrelated to course work)
29. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)

30. Possession or use, without prior authorization, of a wireless telecommunication device
31. Possession, threat or use of a dangerous weapon, including firearms, and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
32. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
33. Possession or distribution of a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act
34. Possession of illegal and/or drug related paraphernalia
35. Profanity
36. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
37. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
38. Theft
39. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or , electronic communications
40. Truancy
41. Use, possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, personal vaporizers, and electronic nicotine delivery systems, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product
42. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
43. Using racial, religious, ethnic, sexual, gender or disability-related epithets
44. Use of the school's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law
45. Vandalism
46. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
47. Vulgarity
48. Willful damage to school property
49. Willful disobedience of a directive of any school official

Students suspended for a violent offense directed toward an instructor shall not be allowed to return to the instructor's classroom without the instructor's prior approval. Whether an offense is considered a violent offense, requiring an instructor's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable criminal law distinguishing between violent and nonviolent offenses.

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include removal from school. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

SECONDARY STUDENT BEHAVIOR

Discipline Code

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension: See the Adult Student Behavior Code.

In addition, conduct occurring outside of the normal school day or off technology center property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with technology center equipment, if the communication is specifically directed at students or technology center personnel and concerns harassment, intimidation or bullying at school.

School Safety and Bullying Prevention Act (OKLA. STAT. tit. 70, § 24-100.2)

The Oklahoma Legislature established the *School Safety and Bullying Prevention Act* with the express intent of prohibiting bullying in all schools. In addition to the prohibition listed in the student discipline code, above, the board has adopted a separate policy prohibiting bullying and outlining the technology center's plan to address it.

Sample Disciplinary Options

▪ *Instructor or Administrator Intervention*

May include, but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by student, changing student's seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances.

▪ *Detention or In-School Intervention*

Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/campus director at the specified time with class work to be studied. Detention may be assigned on a week-day or on a Saturday, as deemed appropriate.

▪ *Alternative In-School Placement*

Alternative in-school placement is an optional correctional measure that may be used by the administration when deemed appropriate. It involves assignment to a site, designated by the technology center, for a prescribed course of education as determined by school representatives.

▪ *Out of School Student Suspension*

Students may be suspended out of school pursuant to the technology center's policy regarding student suspension.

Student Privileges While Under Suspension

Participation in the extracurricular activities of the technology center is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the campus director to impose disciplinary or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the technology center during the term of the discipline unless, in the sole judgment of the director, such participation is appropriate given the nature of the offense.

"Extracurricular activities" include, but are not limited to, all technology center sponsored teams, clubs, organizations, ceremonies, student government, etc.

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.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.S. 1232g; 34 CFR Part 99) is a Federal law that afford parents and "eligible students" over 18 years of age 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 from the day the district receives a request for access.
Parents or eligible students must submit a written request to the school administration that identifies the record(s) they wish to inspect. This school administrator will make arrangements for access to the education records and will notify the parent or eligible student of the time and place where these records may be inspected.
2. The right to request correction of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights. They must submit a written request to the administration, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of the student's privacy rights.

If the technology center decides not to make changes in the record as requested, the administration must notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for correction. Additional information about hearing procedures will be provided to the parent or eligible student at the time of this notification.

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 (34 CFR 99.31)
Technology center officials with legitimate educational interests are permitted disclosure without consent. A technology center official is a person employed by the district as an administrator, supervisor, instructor or support staff member, including health or medical staff including law enforcement unit personnel; a person serving on the board; a person or company with whom the technology center has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another technology center official in performing his or her tasks. A technology center official has a legitimate education interest if the official needs to review and education record in order to fulfill his or her professional responsibility.
Upon request, the technology center will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.
The technology center may disclose, without consent, "directory" information; however, the technology center must inform parents and eligible students about directory information, allowing them a reasonable amount of time to request that the technology center not disclose directory information about that student.
School districts must notify parents and eligible students annually of their rights under FERPA by means of a special letter, inclusion in a Parent/Teacher Association (PTA) bulletin, student handbook and/or other means left to the discretion of the technology center.

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. The name and address of the office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Notification of Rights Under the Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of 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 (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations;
2. Mental and 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 so parents; or
8. Income, other than as required by law to determine 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 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.

The School District will develop and adopt policies, in consultations with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. The School District will directly notify parents and eligible students, such as through U.S Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parent/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

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.