

# Tri County Tech

## Student Handbook

### 2017 - 2018

At Tri County Tech, 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.

# Table of Contents

- School Calendar .....7**
- General Campus Policies and Procedures.....8**
  - Access to Student Records..... 8
  - Directory Information ..... 10
  - Attendance..... 10
    - Loss of Credit Appeals Process (Adult and High School Students)..... 10
  - Adult Students..... 11
    - Practical Nursing Student Attendance ..... 11
    - Definitions ..... 11
    - Attendance Guidelines..... 11
  - High School Students ..... 12
    - Definitions ..... 12
    - Attendance Guidelines..... 12
    - College Days ..... 12
  - Checking Out ..... 13
  - Bullying..... 13
    - Statement of Legislative Mandate and Purpose..... 13
    - Definition of Terms ..... 13
  - Cyber Bullying and Internet Safety Facts ..... 14
  - Driving Privileges..... 15
  - Inclement Weather ..... 15
  - Internet Use Policy ..... 16
  - Interrogations ..... 17
  - Locker Searches ..... 17
  - Refund Policy ..... 18
    - Procedures ..... 18
    - General Guidelines..... 18
    - International Students ..... 18
  - Searches by Trained Drug Dogs ..... 19
  - Sexual Harassment..... 19
  - Student Behavior ..... 19

Adult Students.....	19
Purpose .....	19
References in Policy .....	20
Discipline Procedures.....	20
Notification of Policy.....	22
Administrative Actions.....	22
Adult Student Behavior Code.....	22
Secondary Student Behavior.....	24
Disciplinary Options .....	24
Suspension Appeals Committee .....	25
Discipline Appeals Procedures .....	25
Student Dress Code.....	26
Student of the Month .....	27
Student Searches .....	27
Telecommunications Code of Conduct.....	28
Visitor Policy.....	29
<b>Health and Safety Information .....</b>	<b>29</b>
Administering Medicines to Students.....	29
Terms .....	29
Policy.....	29
Alcohol or Illegal Chemical Substance Testing.....	31
Bartlesville Student Crime Stoppers .....	31
Contagious or Communicable Disease or Condition .....	31
Crimes / Disciplinary Actions / Judicial Referrals.....	31
Drug/Alcohol Free Workplace.....	32
Emergency Medical Care .....	32
Fire and Tornado Instructions/Warnings.....	33
Possession of Dangerous Weapons in School is Prohibited .....	33
Gun-Free Schools Student Suspension .....	34
Any student who is determined to have:.....	34
Information Concerning Asbestos Control .....	34
Safecall .....	35
Shop Safety Procedures .....	35
Eye Protection Devices.....	35

Hazardous Materials .....	35
Tobacco Use .....	35
<b>Academics and Grading .....</b>	<b>35</b>
Class Times .....	35
Work-Based Education.....	36
General Guidelines.....	36
Procedures .....	36
Appraisal .....	37
Field Trips and School Activities.....	37
Grading System .....	37
Student Responsibility .....	37
Letter Grades, Grading Scales and Percentages .....	37
Incomplete Grades.....	37
Recording Grades.....	38
Course Grades.....	38
Arrangements to Complete Work Missed .....	38
Graduation Requirements .....	38
Make-up Work .....	38
Consideration of Previous Training for VA Students.....	38
Program Changes .....	39
<b>Extracurricular Activities, Clubs and Organizations .....</b>	<b>39</b>
Career Tech Student Organizations (CTSO) .....	39
Technology Center-Sponsored Student Organizations.....	39
Notice Regarding Student Organizations and Parental Right to Withhold Permission to Participate .....	40
<b>Grievance Policy .....</b>	<b>40</b>
Definitions.....	40
Complaint.....	40
Grievant.....	41
Coordinator(s).....	41
Respondent .....	41
Day .....	41
Filing, Investigation, Hearing and Review Procedures.....	41
General Provisions .....	43
Duty of Employees to Report Alleged Discrimination.....	43

Extension of Time.....	43
Access to Regulations.....	43
Confidentiality of Records.....	43
Representation.....	43
Corrective Action .....	43
Retaliation .....	44
Basis of Decision.....	44
Section 504 Due Process Procedures.....	44
<b>Notification of Rights Under FERPA .....</b>	<b>45</b>
<b>Notification of Rights Under the Protection of Pupil Rights Amendment.....</b>	<b>46</b>
<b>Public Statement .....</b>	<b>47</b>



# School Calendar

2017 – 2018

First Day, Secondary Classes	August 9, 2017
Commencement	May 22, 2018
Last Day, Secondary Classes	May 23, 2018

## Student Holidays:

Independence Day	July 3-4, 2017
Labor Day	September 4, 2017
Fall Break	October 19-20, 2017
Thanksgiving	November 20-24, 2017
Winter Break	December 21, 2017 through January 2, 2018 (Full-time classes resume January 3, 2018)
Mid High Recruitment Day	January 12, 2018
M.L.K. Holiday	January 15, 2018
President's Day	February 19, 2018
Spring Break	March 19-23, 2018
Good Friday	March 30, 2018

## Professional Days:

Teacher Professional Days	August 1-4, 7-8, 2017
Teacher Professional Day (1/2 day)	Sept. 15 (NO PM Classes)
Teacher Professional Days	October 19-20, 2017
Teacher Professional Day (1/2 day)	November 10 (NO AM Classes)
TCT Work Group Professional Days	November 20-21, 2017
Teacher Professional Day (Recruitment Day)	January 12, 2018
TCTC Employee Professional Day (M.L.K. Holiday)	January 15, 2018
Teacher Professional Day (1/2 day)	January 19 (NO PM Classes)
Teacher Professional Day (1/2 day)	March 16 (No AM Classes)
Teacher Professional Day (1/2 day)	April 13 (No PM Classes)
Teacher Professional Days	May 24-25, 29-31, 2018

## Semesters:

First Semester	August 9 – December 20, 2017 (88 Teaching Days)
Second Semester	January 3 – May 23, 2018 (92 Teaching Days)

## TCT Academic Year:

- calendar at Tri County Tech.
- open for students.

Home high school calendars may differ from the

**Students are required to attend TCT each day it is**

# General Campus Policies and Procedures

## 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.
  - Parents or eligible students should submit to the administration a written request that identifies as precisely as possible the records he or she wishes to inspect. Since a student's records may be maintained in several locations, the administration should offer to collect copies of records or the records themselves from site locations, so they may be inspected at one site. However, if parents of a minor student and eligible students wish to inspect records where they are maintained, the administration will make every effort to accommodate their wishes. The administration will make the needed arrangements as promptly as possible and notify the parent of a minor student or eligible student of the time and place where the records may be inspected (Section 9).
- It is the intent of TCT 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, (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/she believes to be inaccurate, misleading or in violation of student privacy rights and the procedure for requesting amendment of records. To establish an orderly process to review and correct an education record for a requester, the technology center may make a decision to comply with the request for a change at several levels in the procedure.
  - First level decision - When a parent of a minor student or eligible student finds an item in the student's education record that he or she believes is incorrect, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester. If the custodian cannot change the record to the requester's satisfaction or the record does not appear to be obviously incorrect, the custodian will provide the requester a copy of the questioned record at no cost; ask the requester to initiate a written request for the change; and follow the procedure for a second level decision.
  - Second level decision - The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the technology center to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item: is inaccurate and why; is misleading and why; or violates student rights and why. The requester must sign and date the request. Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (such as the person who made the record or those who may have a professional concern about the technology center's response to the request), make a decision to comply or decline to comply with the request and complete the appropriate steps to notify the requester or move the request to the next level for a decision. If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that he or she has made the change. Each such notice will include an invitation for the requester to inspect and review the



student's education record to make certain the record is in order and the correction is satisfactory.

Section 9 – Page 11 If the custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of his or her findings in the matter. He or she will transmit this summary and a copy of the written request to the superintendent.

- Third level decision - The superintendent or designee will review the material provided by the record custodian and, if necessary, discuss the matter with other officials (such as the technology center attorney or the board of education (in executive session)). He or she will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it will take longer, the superintendent or designee will notify the requester in writing of the reasons for the delay and a date when the decision will be made. If the superintendent or designee decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as he or she would if the change had been made at the second level. If the superintendent or designee decides the record is correct, he or she will prepare a letter to the requester which will include: 1. The technology center's decision that the record is correct and the basis for the decision; 2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the technology center will grant such a hearing; 3. Instructions for the requester to contact the superintendent or designee to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing. (The technology center will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes.); and 4. Advise that the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.
- Fourth level decision - After the requester has submitted (orally or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent or designee will, within a week, notify the requester when and where the technology center will hold the hearing and who it has designated as the hearing officer. At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect, as shown in the requester's written request for a change in the record (second level). Within one week after the hearing, the hearing officer will submit to the superintendent or designee a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged. Section 9 – Page 12 The superintendent or designee will prepare the technology center's decision within two weeks of the hearing. That decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the technology center's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent or designee may overrule the hearing officer if he or she believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the technology center's decision, the superintendent or designee will take one of the following actions: 1. If the decision is that the technology center will change the record, the superintendent or designee will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision. 2. If the decision is that the technology center will not change the record, the superintendent or designee will prepare a written notice to the requester, which will include: A. The technology center's decision that the record is correct and will not be changed; B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the technology

center's decision; and C. A notice that the requester may place in the student's education record an explanatory statement that states the reasons he or she disagrees with the technology center's decision and/or the reasons he or she believes the record is incorrect. Final administrative step in the procedure - When the technology center receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's education record as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record, and whenever the questioned part of the record is disclosed, the explanatory statement will also be disclosed (Section 9).

- A person has the right to file a complaint with the U.S. Department of Education if Tri County Tech 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/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 Tech 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 telephone listing
The student's address	The student's class designation (i.e.: 11 <sup>th</sup> grade, etc.)
The student's date of birth	The student's awards or honors
The student's achievement	The student's photograph
The student's extracurricular participation	The school or school district the student attended
The names of student's parents	prior to enrolling at TCT

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.

## Attendance

### Loss of Credit Appeals Process (Adult and High School Students)

Students who have exceeded the maximum number of allowable absences during a semester will be notified by the Director of Instruction that he/she must complete the appeals process to avoid the possibility of losing credit. If the student fails to file an appeal with the Director of Instruction or designee, or does not complete the assigned makeup time, he/she shall not receive credit for the courses in which he/she was enrolled at the time the maximum number of absences were exceeded. In addition to losing credit, adult students will be immediately dropped from the program and will not be permitted to enroll in any program at Tri County Tech for the following semester. To keep in good standing, he/she must appeal the "Loss of Credit" using the following process:

- The student is expected to complete the necessary paperwork that may be obtained through the Front office prior to the appeal hearing being conducted.
- After the appropriate paperwork has been completed and submitted, the student will present his/her appeal to the Director of Instruction or his/her designee by discussing the following:
  - Documentation of absences (doctor's notes, court orders, etc.)
  - Current grades (requires instructor's initials)
  - Plan for make-up of time (with instructor's signature)
  - Education and Employment Goals
  - 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 Director of Instruction and must include the following: *(a time sheet will be provided at the time the appeal is granted)*
  - 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 ten (10) days of approval (unless other arrangements are made at the time of the appeal) 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 or designee.
- If the appeal has been denied, the student will have the right to appeal to the Assistant Superintendent using the same guidelines as stated above.
- The Assistant Superintendent's decision is final and is not appealable.

## Adult Students

### Practical Nursing Student Attendance

Please see your class handbook for attendance policy.

### Definitions

Absence – an adult student is considered absent if he/she misses more than 30 minutes of the class period.

Tardy – an adult student is considered tardy if he/she misses 30 minutes or less of the class period. **Excessive tardies may result in disciplinary measures, as well as additional absences being accrued.**

Attendance is submitted for each class period, therefore it is possible for students who attend a full day to receive multiple tardies in a single day.

Class Period – a class period is considered to be the morning or afternoon session.

### Attendance Guidelines

Adult students who are enrolled half-time (either AM or PM classes), are allowed to miss 20 hours, while those enrolled full-time (AM and PM classes) are allowed 40 hours per semester to use **for illness and unavoidable personal business leave.**

- Practical Nursing students are allowed 5 absences (35 hours) per semester – please refer to the PN Handbook for more detailed information.
- Students are expected to communicate any absences or tardies to the Front office and supply appropriate documentation if available (i.e.: doctor’s note, court order, etc.).
- If a student exceeds the number of allowable absences, he/she must follow the appropriate procedures for filing an appeal. (*Refer to section titled “Loss of Credit Appeals Process”*)

***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.***

## High School Students

### Definitions

Absence – a student in a regular full-time program is considered absent if he/she misses more than 30 minutes of the class period. A student enrolled in the Pre-Engineering or Medicine & Biosciences program will be considered absent if he/she misses more than 15 minutes of a class period.

Tardy – a student in a regular full-time program is considered tardy if he/she misses 30 minutes or less of the class period (15 minutes or less for Pre-Engineering or Medicine & Biosciences students). **Excessive tardies may result in disciplinary measures, as well as additional absences being accrued.**

Class Period – for a regular full-time program, a class period is considered to be the morning or afternoon session. Pre-Engineering and Medicine & Biosciences are structured in such a way that each course/subject within the program is considered a class period.

### Attendance Guidelines

Students enrolled in full-time programs are allowed 8 absences (20 hours for half-day students, 40 hours for full-day students) per semester to use **for illness and unavoidable personal business leave.**

- Students are expected to communicate any absences or tardies to the Front office and supply appropriate documentation if available (i.e.: doctor’s note, court order, etc.).
- If a student exceeds the number of allowable absences, he/she must follow the appropriate procedures for filing an appeal. (*Refer to section titled “Loss of Credit Appeals Process”*)
- Homebound Status – High School Students only
  - Contact a counselor in the front office regarding homebound status.

The following absences will not be charged against the minimum attendance requirement for **high school students:** (Documentation required for each occurrence)

- Approved school activities that are confirmed by the student’s home campus.
- Maximum of 2 College Days per year. (*Refer to section titled “College Days”*)
- All other absences will be assessed at the time of the appeal hearing, if one is needed.

### College Days

Maximum of two (2) days allowed per year per High School student. Student must provide official documentation from the college or university to be considered as an approved college day for attendance purposes. See your instructor or visit the Front Office to discuss the requirements and the appropriate process to follow.

## Checking Out

If for any reason you need to leave before class is over, please follow these steps:

1. Communicate with your instructor regarding the need to leave early.
2. High school students will need to ask parents to contact the front office to provide permission for leaving early, at which point the front office will contact the instructor to provide permission for the student to leave early.
3. Adults are encouraged to communicate with the attendance office prior to leaving campus.

## 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. (*Section 10 of Board Policy*)

### 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.

### **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 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 follow you to school, tell your instructor or counselor.
- 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 on 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.

## **Driving Privileges**

All students may drive their personal cars to Tri County Tech.

Speed limit on campus is 15 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.

**East side parking lot is primary parking area for students. Parking spots along the curb by the building are reserved for event customers and clients. Students enrolled in courses in the Manufacturing Building must park in the East Parking lot – the small parking lot by the Manufacturing building is reserved for faculty and customers. The Northwest parking lot by the fitness center is reserved for faculty, customers, and 2<sup>nd</sup> year PN and Dental Hygiene students.**

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.

## **Inclement Weather**

Students who attend or reside in a partner 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. (*Section 3 of Board Policy*)

In case it becomes necessary to close school, you will receive a text message, it will be posted on Tri County Tech's Facebook page, 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 cancelled, or vice versa. Be sure to listen carefully. **Also, be aware that Tri County Tech might be open when your home high school is closed, or vice versa – be sure to listen for the announcement on both schools.**

## **Internet Use Policy**

A student who submits to the school, as directed, a properly signed policy and follows the policy to which he/she 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**

Students agree to access material in furtherance of educational goals or for personal leisure and recreational use which does not otherwise violate this policy. No student may make an electronic or digital communication which disrupts the education environment - even if that communication is made outside of school or on personal equipment. Types of electronic or digital communications which can disrupt the education environment include, but are not limited to: ▪ Sexting ▪ Harassing, intimidating, threatening or bullying posts, tweets, blogs, images, texts, etc. ▪ Distributing pictures, recordings or information which is harmful or embarrassing Students who engage in electronic or digital communications which disrupt the education environment are subject to disciplinary action, including suspension from school. Depending on the nature of the electronic or digital communication, students may also be subject to civil and criminal penalties.

## **Internet Etiquette**

All users are required to comply with generally accepted standards for electronic or digital communications, including:

- Appropriate language. Users must refrain from the use of abusive, discriminatory, vulgar, lewd or profane language in their electronic or digital communications.
- Content. Users must refrain from the use of hostile, threatening, discriminatory, intimidating, or bullying content in their electronic or digital communications.
- Safety. Minor students must not include personal contact information (name, address, phone number, address, banking numbers, etc.) in their electronic or digital communications. Minor students must never agree to meet with someone they met online and must report any electronic or digital communication which makes them uncomfortable to their instructor. Adult students are also encouraged to follow these safety precautions.
- Privacy. Users understand that the technology center has access to and can read all electronic or digital communications created and received with technology center resources. Users agree that they will not use technology center resources to create or receive any electronic or digital communications which they want to be private.
- System resources. Users agree to use the technology center's electronic resources carefully so as not to damage them or impede others' use of the technology center's resources. Users will not:
  - Install any hardware, software, program or app without approval from the IT department
  - Download large files during peak use hours
  - Disable security features
  - Create or run a program known or intended to be malicious
  - Stream music or video for personal entertainment



- Intellectual Property Copyrights. Users will respect other's works by giving proper credit and not plagiarizing, even if using websites designed for educational and classroom purposes (see [www.copyright.gov/fls/fl102.html](http://www.copyright.gov/fls/fl102.html)). Users agree to ask the media center director for assistance in citing sources as needed.

## **Interrogations**

Should it become necessary for a member of a law enforcement agency or a social service agency to talk with a student and/or school personnel during the school day, the following procedures shall be observed to protect the rights of all parties involved.

In the event of an emergency which necessitates that law enforcement be contacted, law enforcement personnel may use whatever legal means are necessary to ensure the safety of all district students, patrons and employees.

In non-emergency situations, such as when law enforcement personnel wish to question a student or employee, law enforcement personnel must coordinate their business through the administrative offices. The administration is authorized to summon the student or employee to a private area so that law enforcement personnel may conduct a private interview. If the interview involves a minor student, an administrator will attempt to contact the student's parent or guardian prior to the interview. However, the inability to reach the student's parent or guardian will not prevent the interview from being conducted. A school employee may remain present during the interview of a minor student to ensure compliance with the child's rights but may not participate in the interview. Students will not be removed from campus unless the student is being arrested or being placed in protective custody.

Child welfare workers wishing to interview minor students about suspected abuse or neglect must also coordinate their business through the administration. The administration is authorized to summon the student to a private area so that the child welfare personnel may conduct a private interview. The administrator will ask the child welfare worker whether a parent/guardian may be contacted and/or whether a school official may be present for the interview, and school officials must comply with those instructions. Child welfare workers wishing to remove any student from school property must have a properly signed court order or be accompanied by local law enforcement for the removal of the child.

## **Locker Searches**

In order to maintain discipline and to ensure the proper functioning of the educational process, school administrators must have access at all times to all technology center property, including lockers, cabinets, desks, etc. assigned to students. The administration will maintain a confidential file of all lockers (if any) and their combinations and will retain master keys to all lockers, cabinets, etc., as applicable. Thus, although students have privacy rights in their locker/cabinet contents and other technology center property assigned to them as against other students, they do not have privacy rights in their locker/cabinet contents and other technology center property assigned to them as against technology center administrators. No technology center property will be used to store objects or materials that violate school regulations or state and local ordinances. The technology center maintains the right to ensure that lockers, cabinets, desks and other technology center property assigned to students are properly cleaned, and that they do not contain items which should not be kept on technology center property. Lockers, cabinets, desks, and other technology center property assigned to students will be opened periodically for cleaning purposes and to locate class materials. In addition, administrators may open and examine student lockers, cabinets, desks and all technology center property assigned to students for general and specific inspections at any time.

"Sniffer" dogs may properly be used to discover prohibited items concealed in technology center property assigned to students.

Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others will be seized by technology center authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.

Items which are used to disrupt or interfere with the educational process will be temporarily removed from student possession.

## **Refund Policy**

It is the policy of the technology center board of education that students who have paid tuition for adult programs be given full or partial refunds under conditions stated in established guidelines. This policy applies when a student officially withdraws from a fulltime or short-term adult program or short-term multi-client classes prior to the specified time within the instructional period for which he/she has been charged and includes full or partial refund of tuition, fees and other charges.

The term “withdrawal” shall mean written notification by a student of his/her intention to discontinue class attendance.

## **Procedures**

The purpose of these procedures is to establish a set of guidelines for the refund of tuition to students who wish to withdraw from full-time, flex, fast track, and community education courses, and for international students.

## **General Guidelines**

1. 100% tuition and supply fees are refundable to the student if the technology center cancels the program.
2. A \$10.00 processing fee will be assessed to all refund requests on short-term courses, except international students (see section below), after the first class has met. Under extenuating circumstances, the administration may waive the fee.
3. A student eligible for a refund should expect a minimum of three weeks (15 working days) from the date of refund request approval to receipt of a refund check.
4. No refund is given for book purchases.
5. Nonattendance of classes does not constitute official withdrawal. The student must complete an official withdrawal form in order to be eligible for a refund.
6. A refund request will not be approved unless all financial obligations to the technology center have been met.
7. When a student is eligible for a refund, the amount of the refund may be credited toward enrollment in another technology center course. Section 10 – Page 80
8. A 100% refund will be given for the current course(s), and any subsequent courses within the program of study, if a student withdraws before the third class meeting date.
9. 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.
10. For courses meeting five (5) or fewer days, NO refund will be given after the first class meeting.

## **International Students**

1. Deadline for requesting a refund for a course or enrollment period is the end of the first day of the class session.
2. A \$500.00 processing fee will be assessed to all refund requests, except in instances where the program is cancelled by the technology center.

## **Searches by Trained Drug Dogs**

As an additional deterrent, Tri County Tech 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.

## **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 Tech. There is a no tolerance rule regarding sexual harassment.

In the case of a student of Tri County Tech, "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, Chief Instructional Officer, Director of Instruction, campus compliance officer or any Board member of Tri County Tech. 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 upon request.

## **Student Behavior**

### **Adult Students**

#### **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.

### Discipline 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:

- Seriousness of the offense.
- Student's disciplinary record during the course of the school year or in prior years.
- 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.)
- Cooperation and assistance of student during the disciplinary proceedings.
- 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, pregnancy, gender, gender expression or identity, 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, pregnancy, gender, gender expression or identity, 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 technology center
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 technology center 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, pregnancy, gender, gender expression or identity, 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, claimed 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, claimed possession, or distribution of a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act
34. Possession or claimed 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 the technology center and technology center related functions
37. Sexual or other harassment of individuals including, but not limited to, students, technology center 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, claimed 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 technology center employee, or the technology center
43. Using racial, religious, ethnic, sexual, gender or disability-related epithets
44. Use of the technology center's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by technology center officials, or in violation of law
45. Vandalism

46. Violation of board of education policies, rules or regulations or violation of technology center rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to the technology center, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing technology center property
47. Vulgarity
48. Willful damage to technology center property
49. Willful disobedience of a directive of any technology center 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 technology center day or off technology center property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the technology center, will also result in disciplinary action, which may include removal from the technology center. This includes but is not limited to electronic communication, whether or not such communication originated at the technology center or with technology center equipment, if the communication is specifically directed at students or technology center personnel and concerns harassment, intimidation or bullying at the technology center.

## **Secondary Student Behavior**

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

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

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.

## **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 or to the director of instruction 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.

- **Alternative Out-of-School Placement**

Any such placement will be made in accordance with applicable special education procedural safeguards.

- **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 administrator 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.

## **Discipline Appeals Procedures**

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:

1. The student, or the student's parent(s), where applicable, shall notify the administration in writing within five (5) days following the suspension, or the notice of the intent to suspend, of their intention to appeal the suspension. If the administrator does not receive a written appeal within five (5) calendar days of the decision, the suspension decision is final.
2. Upon receiving notice of a student's intent to appeal, the administrator 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 administration. The committee chair will communicate with the parent to schedule a time to convene during regular school hours. The administrator, at his/her discretion, may permit the suspended student to attend school under such "in-house" restrictions deemed proper pending the outcome of the appeal.

3. 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. Either party choosing to have legal counsel at the hearing shall give the other party twenty-four (24) hours advance notice. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
4. 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.
5. 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.

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:

1. The student, or the student's parent(s), where applicable, shall notify the Superintendent in writing within five (5) calendar days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension. If the Superintendent does not receive a written appeal within five (5) calendar days of the administrator's decision, the suspension decision is final.
2. Upon receiving the notice of a student's intent to appeal, the Superintendent shall advise the Board of Education. The Board of Education or appointed hearing officer shall hear the appeal as soon as possible. The Superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
3. 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 choose an "open" or "closed" hearing and will have an opportunity to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
4. The Board of Education shall uphold, modify, which may include increasing the term of the suspension, or overrule the suspension. 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 Dress Code**

It is the consensus of the administrative and instructional staff at Tri County Tech 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 represent an appearance, both as a group and individually, which will enhance the reputation of Tri County Tech. 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 TCT 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

## **Student of the Month**

The Student of the Month award is given in cooperation with Tri County Tech 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 Tech 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 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 the 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 Tech 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.

## **Telecommunications Code of Conduct**

Out of respect for the instructional process and your fellow students, please turn all cellular phones and pagers off while in the classroom

Using or having on or in an operational mode any paging device, cell phone, laser pointer/pen, or any other type of telecommunication 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.

## **Visitor 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.

All campus visitors should obtain a visitor’s pass in the Front Office.

Students are not to bring guests to class with them.

## **Health and Safety Information**

### **Administering Medicines to Students**

A school nurse, an administrator, or a designated school employee may administer prescription and non-prescription medications to minor students. Please visit the Front Office to request medication assistance.

Except as provided in the technology center’s diabetes care and management policy, high school students may not retain possession of or self-administer any medicine.

The parent must deliver the minor student’s medicine to the school administrator in its original container with the parent’s written authorization for administration of the medicine. The parent's authorization must identify the minor student, the medicine and include or refer to the label for instructions on administration of the medicine. The administrator or a designated employee will administer the medicine to the minor student pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. The parent must complete a new authorization form annually and for each change of medication. The technology center will maintain the authorization form as a part of the minor student’s health record. Authorization forms will be available in the administrative offices. A parent who chooses to do so may come to the school and personally dispense medication to the minor student.

### **Diabetes Care and Management Plan**

#### **Terms**

“Diabetes medical management plan” means the document a student’s personal health care team develops that identifies the health services the student may need at school.

“Personal health care team” means the team responsible for managing a student’s diabetes and includes the administration, the volunteer diabetes care assistant, if any, the parent or guardian of a minor student, and to the extent practicable, the physician responsible for the student’s diabetes treatment.

“Volunteer diabetes care assistant” means a technology center employee who has volunteered to be a diabetes care assistant and successfully completed the training required by this policy and state law.

#### **Policy**

Any technology center employee aware of a student who has diabetes-related needs while at school or while participating in school activities will promptly advise the administration. The parent of any minor student who will have diabetes-related needs at school or in school activities should promptly advise the administration.

A personal health care team will develop a written Diabetes Medical Management Plan (“Plan”) for each student who may seek care for diabetes while at school or while participating in a school activity. The Plan will identify the health services the student may need at school. Each member of the student’s personal health care team, including the parent of a minor student, will sign the Plan. The personal health care team will review the Plan at least annually. The administration will make a reasonable effort to find one or more technology center employees willing to serve as a volunteer diabetes care assistant (“Assistant”) to assist the student with diabetes care as provided in the student’s Plan. The administration will make a reasonable effort to ensure that an Assistant is available at the school to assist the student when needed. The technology center will not restrict the assignment of a student with diabetes based on the presence of an Assistant.

Technology center personnel will request that the parent or guardian of a minor student provide written authorization for the administration or Assistant to have access to the student’s physician at all times. The technology center will maintain the Plan and related documentation as student health records. Section 10 – Page 75 Before undertaking responsibilities as an Assistant, a volunteer must first complete training provided by the State Department of Health in accordance with the Act. The training will include instruction in the following:

- Recognizing the symptoms of hypoglycemia and hyperglycemia;
- Understanding the proper action to take if the student’s blood glucose is outside the range indicated in the Plan;
- Understanding the details of the Plan;
- Performing finger sticks to check blood glucose levels, check urine ketone levels and record the results of those checks;
- Properly administering insulin and glucagon and recording the results of the administration;
- Recognizing complications that require the assistant to seek emergency assistance; and
- Understanding the recommended schedules and food intake for the student’s meals and snacks, the effect of physical activity on blood glucose and the proper action to be taken if the student’s schedule is disrupted.

To continue as an Assistant, the volunteer must annually demonstrate competency in the above training. The administration will maintain a copy of the training guidelines and the records associated with the training. With permission from the student or the parent(s) of a minor student, the technology center will provide each technology center employee responsible for supervising or transporting a student with diabetes a form with the following information:

- Student’s name;
- Telephone number of a contact person in case of an emergency involving the student; and
- Potential emergencies that may occur due to the diabetes and appropriate responses to such emergencies.

Any technology center employee provided the above information will be informed of applicable health privacy policies.

In accordance with his or her individual Plan and this policy, a student may attend to the management of his or her diabetes, which may include:

- Performing blood glucose level checks;
- Administering insulin through the student’s insulin delivery system;
- Treating hypoglycemia and hyperglycemia;
- Unless changed in accordance with this policy, possessing on his or her person at any time, any supplies or specialized equipment necessary to monitor and care for his or her diabetes; and

- Otherwise attending to the management of his or her diabetes in the classroom, any area of the school or grounds, or at any school related activity.

The technology center will provide a private area where the student can attend to his or her diabetes-related needs.

Students who manage their diabetes and personally possess the necessary specialized Section 10 – Page 76 equipment and supplies under this policy are prohibited from sharing or playing with their equipment or supplies. If a student engages in these activities, a meeting of the personal health care team will be scheduled to address the situation. The technology center is not responsible for safeguarding the specialized equipment or supplies of a student who personally possesses those items.

Students with diabetes are encouraged to wear Medic Alert bracelets or necklaces.

No technology center employee will be subject to any penalty or disciplinary action for refusing to serve as an Assistant. No technology center employee will be subject to any disciplinary proceeding resulting from any action taken in compliance with this policy. Any employee acting in accordance with this policy and law will be immune from civil liability unless the employee's actions rise to the level of reckless or intentional conduct.

### **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.)

### **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](http://www.bccrimestoppers.com)

### **Contagious or Communicable Disease or Condition**

If you have a contagious or communicable disease or condition confirmed by a physician, DO NOT COME TO SCHOOL! A note from a physician must be provided before returning to school.

For complete contagious or communicable disease or condition policy refer to TCT Board of Education policy Section 4 – Page 4.

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)

### **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	2012	2013	2014	2015	2016
- 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
<b>Disciplinary Actions / Judicial Referrals</b>					
- Liquor Law Violations	0	0	0	0	0
- Drug Law Violations	1	0	0	0	1
- Illegal Weapons Possessions	0	0	0	0	0

***TCT adopts the Oklahoma State Law Title 63 – Drugs***

**Drug/Alcohol Free Workplace**

The policy of the TCT 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

**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 accordance 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.

## **Fire and Tornado Instructions/Warnings**

**FIRE:** A continuous ring of 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 person 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.

## **Possession of Dangerous Weapons in School is Prohibited**

The Board of Education has adopted the policy prohibiting the possession of dangerous weapons and replicas or facsimiles of dangerous weapons.

Possession by any student of a dangerous weapon or 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, nunchucks, 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, garrotes, 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 THAT 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:

- On his/her person
- In his/her locker
- In his/her vehicle
- Held by another person for his/her benefit
- At any place on school property, a school bus or vehicle, or at a school activity.

Anyone in possession of a dangerous weapon will be immediately suspended from school pending an investigation of the charge – 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. This policy does not apply to students who are members of the JROTC and who possess or bring an inoperable weapon to the technology center for participation in a technology center program, provided the student obtained prior permission from an administrator, the weapon remains inoperable while at the technology center and the weapon is used consistent with the permission granted.

Any out-of-school suspension imposed under this policy may be modified for any student on a case-by-case basis by the chief administrative officer of the technology center.

For the purposes of this policy, the following definitions shall control:

- The term "weapon" means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.
- The term "chief administrative officer" means the superintendent or the board of education.
- The term "determined to have brought a weapon to a school under the jurisdiction of the district" means any student being in possession or control of a weapon on property owned, leased or rented by the technology center, including, but not limited to, school buildings, parking lots and motor vehicles and any student who is in possession or control of a weapon at any technology center sponsored function regardless of whether such function is conducted on technology center property.

Enforcement of this policy shall be consistent with state and federal laws dealing with discipline of students with disabilities.

Students who violate this policy will be referred to the appropriate criminal justice or juvenile delinquency system. Any firearm seized from a student by any technology center employee shall immediately be delivered to a law enforcement authority for disposition pursuant to applicable law.

Any out-of-school suspension initiated pursuant to this policy shall be subject to the procedural safeguards set forth in the technology center's policy for the out-of-school suspension of students.

Consistent with Oklahoma law, for an out-of-school suspension under this policy, no education plan shall be implemented during the term of the suspension. This policy does not apply to student suspensions for non-weapon violations.

## **Information Concerning Asbestos Control**

TCT has completed the inspection of our buildings for the presence of asbestos containing building materials (ACBM). Two (2) buildings on the TCT 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 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. TCT 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.

## **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 (1-877-723-3224 ext. 651)**

## **Shop Safety Procedures**

A safety test will be given to each student and placed in the student's folder. The safety test must be passed with 100% accuracy before the student is allowed to participate in shop activities.

### **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.

### **Hazardous Materials**

Safety Data Sheets (SDS) 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.

## **Tobacco Use**

Tri County Tech 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.

## **Academics and Grading**

### **Class Times**

Class times for regular Full-Time programs are from 8:30 a.m. to 11:00 a.m. and 12:00 p.m. to 2:30 p.m.

Pre-Engineering, as well as Medicine and Biosciences, afternoon classes will meet from 1:15 to 2:00 and/or 2:15 – 3:00, depending on student's course enrollment.

## Work-Based Education

It is the policy of the technology center to provide structured and meaningful Work-Based Experience (WBE) for students. The board recognizes the value of providing students with WBE in addition to the traditional training received in the classroom, laboratory and/or shop setting. Students will participate in on-campus or on-site occupationally-related activities, conjoined with business/industry personnel, when students demonstrate the appropriate level of readiness.

### General Guidelines

The following options are approved for WBE in all programs:

1. Clinical. In most cases, a group of students assigned to worksites with the instructor being available on-site.
2. Cooperative Education. A paid part-time work experience in which the student is released from school for part of the day.
3. Enterprise. A small business operated within the program that replicates a business in the larger community.
4. Expert in Residence. An industry expert regularly visits the school to work with students and instructors, and hosts them at worksite (also by on-line visits).
5. Internship. An on-the-job training experience that is highly selective and intensive. May require a commitment to additional training beyond high school or subsequent employment at the worksite, which may include mentoring or on-line experience, and service learning.
6. Integrated Project. A special project integrating studies/experiences from two (2) or more program areas of the technology center, exploring career directions and connections.
7. Job Shadowing. A student "shadows" an employee at a worksite to learn about a particular skill, occupation or industry.

Each student should be given the opportunity to participate in one or more WBEs, with the specific assignments chosen by the instructor and mutually agreed upon by sponsoring company and student. In programs that include a WBE as a curriculum unit with a required length, one or more of the seven WBE options may be used (or combined) to satisfy the requirement. WBE activities may be paid or unpaid. The WBE must be directly related to the program competencies for which the student has been trained. The student, instructor and sponsoring company will mutually agree upon the hours of participation of on-site WBE activities. The student must be at least 16 years of age and provide transportation if performing as the only technology center participant in an on-site WBE activity at a sponsor company. Students driving personal vehicles must have a valid driver's license and liability insurance. Drivers transporting students are required to have written permission of ALL parent/guardians of minor age passengers. Minor age drivers must have parent/guardian authorization to transport students. WBE activities may be assigned at any point during the program, with the essential criteria being as follows: (1) the WBE must be appropriate for the student's level of development and competence; and (b) schedules and training plan will be mutually agreeable between student, sponsoring company, and the technology center. A student performing as the only technology center participant in an on-site option extending beyond two (2) weeks must have maintained a 90% program attendance. A student performing as the only technology center participant in an on-site option extending beyond two (2) weeks must maintain a minimum grade of "C" prior to participation. A Memorandum of Understanding must be on file signed by student and parent/guardian of minor age student. A WBE Agreement must be on file signed by a representative of the sponsor company.

### Procedures

The instructor and program advisory committee will determine the WBE option(s) that are appropriate with the approval of campus administration. The instructor will verify that WBE Agreements, student/parent/guardian

Memorandum of Understanding, and all information forms are on file. The instructor will verify that the sponsor company has been toured by technology center personnel and determined appropriate. The administration will be notified of the name of student(s) participating in a WBE option, the location, date and time.

### **Appraisal**

An appraisal will be completed by the student(s) participating in the WBE at the end of the activity or every two (2) weeks for extended options. An appraisal will be completed by a representative of the sponsor company at the end of the activity or every two (2) weeks for extended options. An appraisal will be completed by the instructor at the end of the activity or every two (2) weeks for extended options. The appraisals may be hand-delivered, emailed, faxed or conveyed electronically to the instructor. It is the responsibility of the student to assure the sequence of the above steps is completed. The ratings will be recorded in the instructor's grade book under the appropriate objective and identified as a WBE. The grade will be recorded on the scope and sequence grade sheet under the appropriate course code and identified as a WBE.

### **Field Trips and School Activities**

Field trips are encouraged in each program when they can supplement the instructional process.

Students must meet eligibility requirements from his/her home campus and be progressing satisfactorily in their TCT program and Edgenuity courses.

Students will travel in school vehicles unless otherwise approved by an administrator.

Students must be progressing satisfactorily in their TCT program.

Students will travel in school vehicles unless otherwise approved by an administrator.

### **Grading System**

#### **Student Responsibility**

In order to receive a grade, it is the student's responsibility to complete course requirements, return all school-owned books, books and equipment or pay for the same, and pay all tuition, fees and any other indebtedness. Student indebtedness may result in a "hold" being placed on report cards, transcripts and/or other student records until the debt is paid in full.

#### **Letter Grades, Grading Scales and Percentages**

The following criteria will be used for the assignment of letter grades, grading scales and percentage grades for students participating in full-time courses:

A: 90-100	I: Incomplete
B: 80-89	W: Withdrawal
C: 70-79	P/F: Pass / Fail
F: 0-69	

Special grading scales may be used to meet state and national certification, apprenticeship program and other special requirements.

#### **Incomplete Grades**

When a grade of I is issued, the student has ten (10) school days from the end of the grading period to correct the I grade or the I shall recorded as an F.

## **Recording Grades**

Grades earned are recorded by the instructor in an official grade book or electronic grading system. A printed copy will be archived on the campus at the end of the school year.

## **Course Grades**

Grading patterns are calculated and established by the instructor(s) and may include, but are not limited to: practice of technical skills grades; written work grades; test grades; project grades; WBE grades. Each instructor's grading pattern will be on file in the administrative offices in the course syllabi. Instructors will give the students a copy of the grading pattern at the beginning of each course. Though not specifically graded, there is no intent in this policy to minimize the value of instructional emphasis on students' attitude, attendance or development of a positive work ethic.

## **Arrangements to Complete Work Missed**

It is the responsibility of the student to contact the instructor and make arrangements to complete work missed. No penalty will be assessed if work is made up in the required time frame. The normal time frame is considered to be one (1) day for each day missed. In situations which require more time due to the nature of the program, the instructor is to set the date when make-up work is due.

## **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 30, 2017.
- 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 TCT official transcript will be mailed to the address on file in the student records unless other arrangements are made.

## **Make-up Work**

It is the student's responsibility to communicate with the instructor regarding the opportunity for makeup work immediately upon return from an absence. If the work is not made up, it will turn to a zero (0).

To receive full credit on any makeup assignments, students must complete and submit their work in a timely manner – which should not exceed the total number of days that the student was absent.

## **Consideration of Previous Training for VA Students**

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 Tech 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.

## **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.

## **Extracurricular Activities, Clubs and Organizations**

### **Career Tech Student Organizations (CTSO)**

The board is committed to the proposition that student participation in student activities and organizations can advance educational goals and otherwise benefit students and that technology center policies should further students' opportunities for participation. The board also is mindful that the primary purpose of the technology center is to educate its students and that the board must maintain control and oversight of students' activities and experiences while attending school.

Therefore, the board has determined that only school-sponsored student organizations, as that term is defined in this policy, will be permitted to utilize school facilities for meetings or other functions. The board intends by this policy to create a "closed forum" in regard to the utilization of technology center facilities by student organizations and groups, in that the use of technology center facilities by student organizations and groups will be restricted to those student organizations and groups that are sponsored by the technology center as provided in this policy.

### **Technology Center-Sponsored Student Organizations**

The technology center may sponsor student organizations that the board determines are in furtherance of and consistent with the technology center's educational objectives and directly related to its curriculum. Each program at Tri County Tech is associated with one of the following CTSOs: BPA, DECA, F.I.R.S.T. Robotics, HOSA, SkillsUSA or TSA.

An organization shall be considered to be directly related to the technology center's curriculum: (1) if the subject matter of the group is actually taught or will soon be taught; (2) if the subject matter of the group concerns the body of courses as a whole; (3) if participation in the group is required for a particular course; (4) if participation in the group results in academic credit; or (5) if it is part of or an adjunct to student government, relating directly to the curriculum, to the extent that it addresses concerns, solicits opinions and formulates proposals pertaining to the body of courses offered by the technology center.

Technology center-sponsored student organizations shall have a faculty sponsor, whose teaching field, education, background or other expertise is reasonably related to the purpose and goals of the group, and who shall receive extra-duty compensation.

Application for technology center sponsorship shall be made by the proposed faculty sponsor and at least five (5) students who intend to participate in the organization. Each proposed student organization will submit its membership

requirements, organizational structure and provisions of a constitution or other document setting out its organizational purpose and structure, subject to approval by the superintendent.

After the proposed organization and its constitution have received preliminary approval from the superintendent, the board shall review and approve or disapprove the organization for sponsorship based on the standards set out in this policy and, if requested, on an opinion rendered by the technology center's legal counsel that the proposed organization meets the standards of this policy.

Only technology center-sponsored student organizations shall be permitted to meet in or otherwise use technology center facilities.

### **Notice Regarding Student Organizations and Parental Right to Withhold Permission to Participate**

The technology center shall provide annual notice to parents and guardians about technology center-sponsored student organizations in the student handbook and on the technology center's website. The notice shall include at least a list of the names of the clubs or organizations; their individual missions or purposes; and the names of the faculty advisors.

If technology center-sponsored student organizations are created or formed after the annual notice is distributed, the technology center shall send supplemental notice through the technology center's website or by any other means it deems appropriate. Like the annual notice, the supplemental notice shall specify at least the name of the organization, its mission or purpose and the name of its faculty advisor.

Parents and guardians may notify the technology center that they are withholding permission for their student to join or participate in one or more extracurricular technology center-sponsored student organizations. However, parents and guardians may not withhold permission for student participation in clubs and organizations that are necessary for a required course of instruction.

Parents and guardians are solely responsible for preventing their student from participating in a club or organization for which they have withheld their permission. Parents and guardians are also solely responsible for retrieving their student from attendance at a club or organization for which permission has been withheld.

Nothing in this policy prevents a club or organization from meeting when a student who is not authorized to participate is present.

The technology center may, but is not required to, provide annual (or supplemental) notice to parents and guardians about independent student-organized groups, as they are not groups directed or controlled by the technology center. If notice of such groups is provided, the notice shall indicate that the group is an independent student-organized group.

Each program at Tri County Tech is associated with one of the following CTSOs: BPA, DECA, F.I.R.S.T. Robotics, HOSA, SkillsUSA or TSA.

## **Grievance Policy**

### **Definitions**

#### **Complaint**



A written or verbal complaint alleging any action, policy, procedure or practice that discriminates on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information (including harassment and retaliation).

### **Grievant**

Any person enrolled in or employed by the technology center or a parent, guardian, or member of the public who submits a complaint alleging discrimination based race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information (including harassment or retaliation). For purposes of this policy, a parent or guardian’s complaint or grievance shall be handled in the same manner as a student’s complaint would be.

### **Coordinator(s)**

The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title VI, IX, Section 504/Title II and the Age Act is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons, but each coordinator will receive relevant training in order to perform his/her duties. The technology center has designated the following individual to serve as Coordinator for any/all forms of discrimination:

Tri County Technology Center  
Attention: Tiffany Bruce,  
Chief Marketing Officer and Director of Human Resources  
6101 Southeast Nowata Road  
Bartlesville, OK 74006

### **Respondent**

The person alleged to be responsible for the alleged discrimination contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

### **Day**

Day means a working day when the technology center’s main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

### **Filing, Investigation, Hearing and Review Procedures**

The Grievant submits a written or verbal complaint to the Coordinator, as applicable, stating the basis, nature and date of the alleged discrimination, harassment, or retaliation, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the superintendent for assignment. Complaint forms are available from the offices of the technology center Coordinators.

The Coordinator conducts a complete and impartial investigation within 10 days of receiving the complaint, to the extent reasonably possible, which shall include but not be limited to, interviewing the Grievant and any witnesses,

review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to (a) confirm or deny facts; (b) indicate acceptance or rejection of the Grievant's requested action; and (c) outline alternatives.

The Coordinator will not delay the investigation of the discrimination complaint, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations, and the Coordinator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by the technology center's grievance policy. As to complaints of discrimination by students, parents or guardians and school employees, the Coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the complaint and only when the disclosure is required or permitted by law. If a Grievant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the technology center's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with the investigation.

Within 5 days after completing the investigation, the applicable Coordinator will issue a written decision to the Grievant and Respondent. The report will include (a) a summary of facts, (b) an analysis of the appropriate legal standards applied to the facts, and (c) findings regarding whether the alleged discrimination occurred. If a finding is made that discrimination occurred, the Coordinator's report shall also contain (a) recommended interim and permanent steps, including examples of the range of possible disciplinary sanctions and remedies available to address the discriminatory effects on the grievant and other, necessary to eliminate the discrimination, prevent its reoccurrence, and remedy its effects, as well as (b) the resources, including medical and counseling resources, that are available to students and witnesses. The decision will be based on a preponderance of evidence standard (i.e., it is more likely than not that the alleged discrimination occurred).

If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within five (5) days and request an appeal to the superintendent. The written appeal shall contain a specific statement explaining the basis for the appeal.

Within five (5) days after receiving the appeal request, the applicable Coordinator will refer the matter to the superintendent for a hearing. At the hearing and as far as practicable, efforts should be made to prevent the Grievant and Respondent from personally questioning and cross-examining each other. Additionally, the Grievant and Respondent will be afforded similar rights (i.e., timely access to information that will be used at the hearing, opportunity to present his or her side of the story, presentation of character witnesses, review of party statements). If the superintendent is the person alleged to have committed the discriminatory act(s), then a different decision maker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent and the superintendent. The hearing will be conducted within ten (10) days after the Coordinator refers the matter to the superintendent for hearing.

The superintendent will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.

Within five (5) days after completing the investigation, the superintendent will issue a written decision to the Grievant and Respondent.

If the Grievant or Respondent is not happy with the decision, he or she must notify the superintendent, in writing, within 5 days, and request an appeal to the board of education. The written appeal shall contain a specific statement explaining the basis of the appeal.

The superintendent will notify the board of education, in writing, within five (5) days after receiving the appeal. The clerk will place the appeal on a board agenda within thirty (30) days from the date of notification to the board of education.

The board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the board meeting, the board may ask for oral or written evidence from the parties and any other individual it deems relevant. The clerk will make arrangements to audiotape any oral evidence presented. Within five (5) days of the meeting, the board will issue a final decision in writing to all parties involved.

## **General Provisions**

### **Duty of Employees to Report Alleged Discrimination**

Technology center employees, supervisors and administrators are required to immediately report any complaints, reports, observations, or other alleged information of alleged discrimination, including harassment and retaliation, to the designated coordinator, even if that employee is investigating the alleged discrimination as part of the technology center's student or employee disciplinary process, and provide the Complainant with information for filing a complaint form if requested, and contact information for the technology center's designated coordinator. If the technology center is using its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the technology center's standards for a prompt and equitable grievance procedure.

### **Extension of Time**

Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the board of education issues a final decision shall be no more than one hundred twenty (120) days.

### **Access to Regulations**

Upon request, the Coordinator shall provide copies of any regulations prohibiting discrimination on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

### **Confidentiality of Records**

Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the technology center. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three (3) years after complaint resolution.

### **Representation**

The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.

### **Corrective Action**

After all facts and circumstances are reviewed, the district shall take any and all disciplinary actions to prevent further harassment or discrimination. Possible disciplinary or remedial actions include, but are not limited to: education, training and counseling, transfer, and/or suspension of a student, and education, training, counseling, transfer, suspension and/or termination of an employee.

### **Retaliation**

The technology center prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the technology center's discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The technology center will take steps to prevent the alleged perpetrator or anyone else at the technology center from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the technology center will take strong responsive action.

### **Basis of Decision**

At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

### **Section 504 Due Process Procedures**

For information concerning the impartial hearing and review procedures under Section 504, the Grievant should contact the technology center Section 504/Title II Coordinator – Special Services Director:

Tri County Technology Center  
Attention: Tiffany Bruce,  
Chief Marketing Officer and Director of Human Resources  
6101 Southeast Nowata Road  
Bartlesville, OK 74006

Notice: The technology center will notify all students, parents or guardians, members of the public and employees of the name, office and telephone number of each Coordinator and this Grievance Procedure in writing via school publications and/or postings at each school site to which employees or students are assigned.

## 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 affords 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

## **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

## **Public Statement**

**The Board of Education of Tri County Tech School District #1, its administration and/or their agents reserve the right to change information without notice when circumstances warrant such action. Tri County Tech is an Equal Opportunity institution in accordance with civil rights legislation and does not discriminate based on race, color, sex, pregnancy, gender, gender expression, or identity, national origin, religion, disability, veteran status, sexual orientation, age, genetic information 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 Tech, 6101 SE Nowata Road, Bartlesville, Oklahoma, 74006, (918) 331-3241, tiffany.bruce@tricountytech.edu. This publication is issued by Tri County Tech as authorized by its Board of Education.**