AUTRY
TECHNOLOGY CENTER

STUDENT HANDBOOK

2026-2027

autrytech.edu

AUTRY TECHNOLOGY CENTER

DISTRICT NO. V-15

1201 West Willow Road
Enid, Oklahoma 73703-2598
580.242.2750

SUPERINTENDENT/CE0

Mr. Dwight R. Hughes

LEADERSHIP TEAM

Assistant Superintendent/Chief Instructional Development Officer ..... Janet Strate

Director of Student Services ..... Rachel Snider

Director of Full-Time Programs - Trade & Industrial ..... Ricky Wilkinson

Director of Full-Time Programs - Business & Health ..... Andrea Long

Chief Financial Officer ..... Sally Yates

Assistant Superintendent/Chief Workforce Development Officer ..... Jeff Huffman

Director of Workforce Development ..... Kyle Hockmeyer

Assistant Superintendent/Chief Operations Officer ..... Brian Gaddy

Director of Information Technology ..... Devon Toland

Director of Marketing ..... Shelby Cottrill

ATTENDANCE OFFICE

580.242.2750 x 243

Autry Technology Center does not discriminate on the basis of race, color, sex, pregnancy, gender, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. Questions or concerns should be directed to the Director of Student Services or the Human Resources Manager.

Autry Technology Center no discrimina en base a raza, color, género, estado de embarazo, nacionalidad de origen, religión, discapacidad, estado de veterano, orientación sexual, edad o información genética. Las preguntas o inquietudes deben dirigirse al Director de Servicios Estudiantiles o al Gerente de Recursos Humanos.

WELCOME TO AUTRY TECHNOLOGY CENTER

Autry Technology Center serves the diverse needs of a student population that consists of secondary students and adult students. This policy and procedure statement combines those policies that are applicable to all students, regardless of classification as an adult or secondary student, but also incorporates policies that may be applicable to only one of the two student populations that career and technology education strives to serve. This publication does not incorporate all the district's policies, procedures, or practices related to students. Rather, its objective is to bring attention to some of the core policies that impact students.

Questions concerning the policies and procedures included in this publication and adopted by the district's Board of Education (BOE) or the district's practices should be referred to the Director of Student Services.

Students benefit from career and technology education by honoring and abiding by standards that are designed to extend to all students a reasonable opportunity to take advantage of the courses offered. Accordingly, students are expected to attend class, to engage in meaningful participation consistent with a desire to learn and apply knowledge in selected technical areas, to refrain from conduct that impedes either the individual student's educational experience or that of peers, and to develop the personal discipline and work ethic that is sought by employers.

Students are encouraged to take advantage of the opportunities offered to achieve skills and positive work habits that will be life-long.

Mr. Dwight Hughes
Superintendent/CEO
Autry Technology Center

2026-2027 SCHOOL SCHEDULE (NON-ADVANCED MEDICAL)	
August 12	Classes Begin
December 18	1st Semester Ends
January 5	2nd Semester Begins
May 18	Classes End

2026-2027 SCHOOL HOLIDAYS	
September 7	Labor Day
October 15-16, 19	Fall Break
November 23-27	Thanksgiving Break
December 21-January 4	Winter Break
January 18	Professional Day
February 15	Professional Day
March 15-19	Spring Break
March 26	Good Friday
*April 16 & 30	Inclement Weather Days
May 31	Memorial Day

*If no school days are canceled due to inclement weather, full time students will not be in session on April 16 and 30, 2027. If school is canceled due to inclement weather, these will be used as make-up days.

AUTRY TECHNOLOGY CENTER

MISSION

Autry Tech prepares a workforce for today and tomorrow.

GUIDING PRINCIPLES

A-Team Standards

We are one team with a common purpose to be better tomorrow than we are today.

Together we….

- Create a culture of **respect** and **trust** that seeks solutions collaboratively and proactively.
- Make a **positive impact** for our students, our community, our clients, and each other every day.
- Feel **empowered** and acts to help others.
- **Inspire** growth and understanding by talking to each other, not about each other.
- **Value** new ideas, feedback, and corrective actions with an open mind.

The handbook is available to students, prospective students, parents, employees, and community members on Autry Tech's website at autrytech.edu.

PURPOSE OF HANDBOOK

This publication is issued by Autry Technology Center as authorized by its Board of Education.

All students are urged to read this handbook and become familiar with Autry Technology Center. The handbook has been designed to acquaint readers with the policies, services, and procedures of Autry Tech. School policies are the roadmaps that guide administrators, instructors, employees, and students. They are the rules and regulations that govern the school district. Throughout this handbook, any reference to the Superintendent also includes his/her designee. Please keep this handbook as a reference to questions that may arise while attending Autry Tech. Each student is held responsible for these policies throughout the year. Questions related to any material not understood should be presented to the Superintendent or Superintendent's designee for interpretation and clarification.

While enrolled at Autry Tech, students are encouraged to utilize the services of the many support areas that are available. These support areas include the Financial Aid Office, the Career Center, Workforce Development customer service, and the counseling staff. Instructors can provide more information about each of these areas.

INTRODUCTION

Autry Technology Center's partner schools include the following (students must reside in Garfield Co. to be considered in-district):

Chisholm	Enid	Oklahoma Bible Academy
Cimarron	Garber	Pioneer-Pleasant Vale
Covington-Douglas	Hillsdale Christian School	Pond Creek-Hunter
Drummond	Kremlin-Hillsdale	Waukomis

Autry Technology Center is under the administration and supervision of the Autry Technology Center Board of Education, District V-15, Garfield County, Enid, Oklahoma. Autry Tech is accredited and operated in accordance with the regulations of the Oklahoma Board of Career and Technology Education, 1500 West 7th Avenue, Stillwater, OK, 74074, 405.743.5444, okcareertech.org and the Oklahoma State Department of Education, 2500 N. Lincoln Blvd., Oklahoma City, OK, 73105, 405.521.3301, ok.gov/sde/. The Oklahoma Board of Career and Technology Education is granted the rights and authority by the United States Department of Education to approve educational institutions for federal financial aid and ensure the quality of postsecondary education institutions of instruction. With the accreditation from these agencies, patrons are assured that Autry Tech programs meet established measures of quality. In addition to state and national accreditations, business and industry authorities also accredit individual programs.

Autry Technology Center offers career specific training, workforce training, consulting services, and short-term training to maintain a quality workforce and provide for career enhancement. Each of our programs and services maintains high standards for the benefit of those being served and the businesses who employee them. Programs focus on skill development necessary for students to enter the world of work in a high-skill, high-wage, or high-demand occupation. For further information about our individual program completion rates and other important information, please visit our website at autrytech.edu.

NONDISCRIMINATION/EQUAL OPPORTUNITY STATEMENT

Autry Technology Center adheres to the equal opportunity provisions of Federal Civil Rights Laws and Regulations that are applicable to this institution. Therefore, the district does not discriminate on the basis of race, color, sex, pregnancy, gender, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. This includes, but is not limited to, recruitment and admissions, educational programs and activities, and financial aid and educational services. Questions and/or concerns regarding rights under these laws should be referred to Amy McBroom Human Resources Manager or Rachel Snider Director of Student Services, 1201 W. Willow Road, Enid, Oklahoma 73703, phone 580-242-2750, email: amcbroom@autrytech.edu or rsnider@autrytech.edu, who have been designated the Compliance Officers of Equal Opportunity. For additional information concerning the rights of individuals under Federal Civil Rights Laws, contact the U.S. Department of Education, Office for Civil Rights, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, phone 816-268-0550, TTY 877-521-2172, email ocr.KansasCity@ed.gov. Prior to filing a complaint, the student, the employee, or person is encouraged to visit with the respondent, and each should make a reasonable effort to resolve the problem or complaint (see Complaint/ Grievance Procedure).

TITLE IX COORDINATORS -

AUTRY TECHNOLOGY CENTER COORDINATORS

Attention: Director of Student Services (students in Full-Time Programs), titltix@autrytech.edu
Human Resources Manager (Autry Tech employees)
Assistant Superintendent/Chief Workforce Development Officer (Clients and students in Workforce Development Programs)
580.242.2750
1201 W. Willow Road
Enid, OK 73703

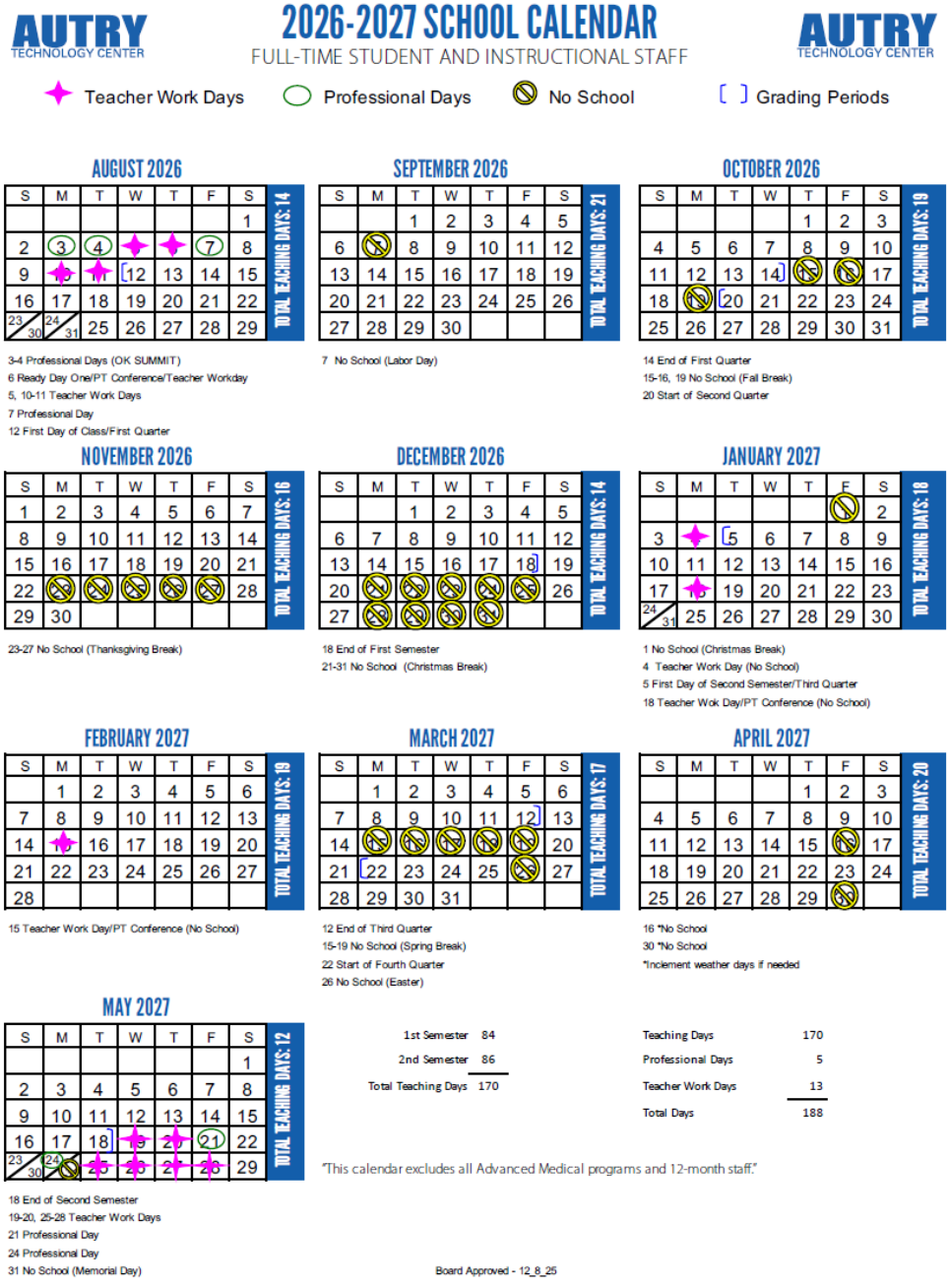
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SCHOOL CALENDAR

Secondary students' home high school calendars may differ slightly from the calendar of Autry Technology Center; however, *students are required to attend Autry Tech each day that classes are open for students.*



PROCEDURES FOR STUDENT ENROLLMENT

Autry Technology Center is open to high school juniors and seniors and adult/post-secondary students. The order of new enrollment is as follows:

1. In-district high school students
2. In-district adults
3. Reciprocity adults
4. Out-of-district high school and adults

High school and adult/post-secondary students must have established a legal residence in Garfield County to be considered in-district. This definition excludes individuals who are temporarily living with a friend or relative. Proof of residence may be required in the form of a deed to a home/ease or utility bill in student/parent/legal guardian's name. Home-schooled students must provide an affidavit and sufficient evidence they are participating in home-schooled education.

To be considered for enrollment, high school and home-schooled students must be classified as juniors or seniors at the time classes begin.

Secondary and adult students are admitted to programs based on a rubric system. Students will receive a score and percentage based on several or all of the following areas: HS attendance, HS/College GPA, Testing (Pre-ACT or ACT Math and Reading, OR Accuplacer Math and Reading, OR SAT), and two interview questions. Students will be enrolled in a program or placed on a waiting list according to their score and availability. In addition, other factors may be considered that affect the student's ability to fully participate, complete a program, or to obtain professional credentials at the program's conclusion.

High school students on an Individualized Education Plan (IEP)/Section 504/Title II Plan who wish to attend Autry Tech and have met the entrance requirements must have an Autry Tech counselor as a member of their IEP team. No student on an IEP should begin class without a current IEP copy on file at Autry Tech. The IEP must state that Autry Tech enrollment is appropriate for the student and must identify any necessary modifications needed for the student's success.

Special services and/or facilities self-disclosed by the adult students are addressed after acceptance into an Autry Tech program. Students identify needed services and/or facilities on their enrollment and/or emergency medical forms. This is followed with the development of an Accommodation/504 Plan based on documentation provided by the student. A plan to ensure program success is developed by the student and career counselor.

Autry Tech's facilities are ADA (Americans with Disabilities Act) compliant.

Adults who apply for enrollment will be scheduled for an assessment if current standardized testing information is not available. Accepted tests may include: Accuplacer, Pre-ACT, ACT, Pre-SAT, or SAT. All adult applicants will also be scheduled for an interview with a career counselor to discuss test results, attendance, interests, and previous work history to help in determining suitability for program placement.

The potential health care student's enrollment process follows the same procedures for enrollment but has additional requirements that are set forth in the application packets. These requirements are established by the program accrediting agencies, clinical sites, and Autry Tech. Qualified applicants must pass a background check and drug screening.

ADMISSION OF STUDENTS WITH ADVANCED STANDING

Students who apply for advanced standing must meet all admission requirements and provide documented proof of participation in an accredited program. Documentation includes courses taken, grades received, possible clinical experience, and attendance. To receive advanced standing, no more than three years can have elapsed between the course and enrollment at Autry Tech. Length of time for advanced standing is dictated by program guidelines. Students may be asked to take a challenge exam. No reduction in tuition will be granted.

POST MILITARY ADVANCED STANDING

The Autry Tech Board of Education recognizes that service members acquire knowledge and skills during military duty or service. Therefore, the technology center will compare and apply academic credit for education, training, and experience received through military duty or service in the United States Armed Forces that is applicable to the selected program of study for an honorably discharged military service member who becomes a student within three years after separation from military

service.

The registrar or other employee designated by the Superintendent is authorized to meet with the applicant and compare the applicant's education, training, and experience with the requirements of the applicant's proposed program of study. The applicant is responsible for supplying the requisite information and records essential to any award of credit. The technology center shall utilize the *Guide to the Evaluation of Educational Experiences in the Armed Services* (published by the American Council on Education) to make this analysis and determine appropriate credit to be awarded. The process of awarding credit for military experience shall be conducted in a manner like the review process for transfer of education credits earned at another institution. The decision of the technology center regarding an award of credit is a final decision that is not subject to appeal.

ADMISSION OF TRANSFER STUDENTS

Students may be accepted as transfer students from other accredited programs provided their grades are within acceptable limits, they submit a letter from their previous school stating they left in good standing, meet all the required enrollment criteria as established by Autry Technology Center, and space is available at the time the student wishes to transfer. Space in a program cannot be guaranteed since it is controlled by attrition and enrollment capacity for each program and/or clinical site.

REQUIREMENTS FOR CONTINUING ENROLLMENT AND STUDENT ELIGIBILITY

At Autry Technology Center, a student is considered in good standing if he/she maintains satisfactory progress toward the completion of his/her course of study for continued enrollment and student eligibility. A student must:

1. Maintain 90 percent attendance and a minimum of a "C" average.
2. Maintain appropriate behavior as defined in the student handbook.
3. Progress through the course work at a pace that will enable the student to complete the program in the designated length of time.

If a secondary student does not meet all these criteria at the closing of a semester, he/she will be returned to his/her high school. If an adult student does not meet all these criteria, he/she will be dropped from his/her program of study.

These four criteria are also the guidelines used to determine student eligibility for field trips (that last longer than regular classroom hours), Career and Technology Student Organization (CTSO) activities and competitions, and participation in Supervised Work Experience (SWE).

COMPLETION CERTIFICATE

Upon satisfactory completion of a program of study, a student will be given a Completion Certificate. If the student exits the program prior to program completion, the student may request a copy of their transcript or Plan of Study, indicating the level of proficiency reached by the student at the point of exit.

Completion statistics are available in program areas, Student Services, and on the Internet at nces.ed.gov/collegenavigator. Autry Tech's positive placement for 2023-2024 school year was 94.27 percent.

STUDENT WITHDRAWAL

A student desiring to withdraw from Autry Tech must notify the program instructor, Student Services, and complete the withdrawal form which is available in Student Services. Autry Tech will coordinate the withdrawals of high school students with partnering schools. Students are responsible for clearing up any financial obligation and for returning any Autry Tech property prior to withdrawal completion. Students withdrawing after the first two weeks of a semester will receive a WD on their transcripts.

READMISSION OF STUDENTS

A dismissed student is eligible to request for readmittance upon proper application. A student must wait until the next enrollment period before readmission will be considered. Administration may consider the student's prior disciplinary and incident record in determining whether to grant a student's request for readmission. With approval of the program instructor and the Director of Student Services, the student may re-enter at the promotion level successfully completed if space is available in the program and/or clinical site. An adult student who re-enters may be charged tuition for the repeated course hours. If a student is dropped for clinical failure or misconduct, the program coordinator, medical facility staff, and the Director of Student Services will individually appraise his/her readmission. Readmission after two dismissals will not be granted.

AUTRY TECHNOLOGY CENTER OPEN RECORDS

Autry Technology Center, a tax supported institution, recognizes that the public has a right to be fully informed concerning its operations. The Board strongly believes that informed citizens are vital to the successful functioning of the democratic government process which this technology center desires to exemplify to its students.

To achieve these goals, the Board of Education hereby states that all records of the technology center, except those records designated as confidential in this policy statement, or, otherwise, as required by federal or state law, shall be open to any person for inspection, copying and/or mechanical reproduction during regular business hours. All persons requesting the right to inspect non-confidential records of the technology center shall be accorded prompt access to those records.

CONFIDENTIAL RECORDS NOT AVAILABLE FOR INSPECTION

As permitted by the Open Records Act, the technology center hereby designates the following records as confidential and not open for public inspection:

1. Records which can be kept confidential under federal or state law.
2. Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation.
3. Personnel records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, and employment applications submitted by persons not hired.
4. Bid specifications for competitive bidding prior to publication; contents of sealed bids prior to bid opening; computer programs or software (but not the data thereon); and appraisals relating to the sale or acquisition of real estate prior to the award of a contract – if disclosure would give an unfair advantage to competitors or bidders.
5. Personal communications received from a person exercising rights secured by the Oklahoma or United States Constitution, except for the fact that a communication has been received and that it is or is not a complaint. Any response to such personal communications shall be confidential only to the extent necessary to protect the identity of the person exercising the right.
6. Individual student records, except for: (a) statistical information not identified with a particular student if such information is maintained in a composite form; and (b) directory information as defined in the Act, if, pursuant to the Family Educational Rights and Privacy Act that information (i) has been designated by the technology center as directory information and (ii) the parent(s) or the eligible student have been notified of and have not exercised their non-release rights.
7. Instructor lesson plans, tests, and other teaching materials.
8. Personal communications concerning individual students.
9. Personal notes and personally created materials, when made prior to taking action, making a recommendation, or issuing a report. Confidentiality does not extend to departmental budget requests prepared as an aid to memory or research leading to the adoption of a public policy or the implementation of a public project.
10. The home address, telephone number, or personal email address of any person employed or formerly employed by the technology center.

RECORDS CUSTODIAN

The Board of Education hereby designates the Director of Student Services or if such person is not available during regular business hours, then the Assistant Superintendent Chief Instructional Development Officer as the person authorized to release non-confidential public records for inspection, copying or mechanical reproduction.

Under Oklahoma law, the Board Clerk is the custodian of the technology center's copy of required school board election related filings. Copies of these documents can be obtained by making a request through the clerk's designee, the Superintendent's Administrative Assistant.

PHYSICAL ACCESS TO RECORDS

Public records will be available for inspection and copying at the district's Student Services office during regular business hours 8am-4pm, Monday through Friday, excluding holidays. The Superintendent/designee is responsible for the designation of the Record Custodian(s) of these records and thereby authorizes the Record Custodian(s), the Director of Student Services, to maintain and release District records for inspection and copying. The alternate custodian is the Assistant Superintendent Chief Instructional Development Officer.

The Record Custodian(s) will be available to release records throughout the district's normal business hours as stated above.

The Superintendent/designee has designated an area in the district's Student Services office as the location where records may be inspected, and copies of requested records are maintained. No person or organization may demand the right to occupy or control the space designated for this purpose to the exclusion of other members of the public or to the extent that

the operations of the district are disrupted.

A person, corporation, partnership, firm, or association shall remove no records under the control of the Autry Tech Board of Education from their designated location unless said records are ordered or subpoenaed by a court of competent jurisdiction.

FEES FOR RECORDS AND FOR SEARCH FOR RECORDS

The following fees shall be charged for records reproduction and any compensable search for records:

Paper Production:

Black & white copy (not exceeding 8.5" x 14" in size)	*$0.25 per page*
Black & White copy (11" x 14")	*$0.50 per page*
Color copy (not exceeding 8.5" x 14" in size)	*$0.50 per page*
Color copy (11" x 14" in size)	*$0.75 per page*
Mailing fee (if mail delivery is requested)	*Actual cost*
Research fee (for research, review and redacting with exceeds 15 minutes)	*$25.00 per hour*

Electronic Production:

Document conversion (TIFF or PDF) $0.25 per page

In addition to the costs noted above, when a request for public records would clearly cause excessive disruption of the technology center's essential functions or is solely for commercial purposes, the district will charge a reasonable search fee equaling the actual hourly cost to the district. This cost includes the base salary, benefits, taxes, burdens, and retirement contributions paid by the district for the employee(s) involved in the search.

The technology center does not consider publication in a newspaper or broadcast by news media as resale or use of data for trade or commercial purposes. However, the technology center shall charge the news media and others the copy fee as set forth above.

A search fee shall not be charged when the release of documents is in the public interest, including, but not limited to, release to the news media, scholars, authors, and taxpayers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants.

Costs associated with reproduction of public records shall be paid by, or on behalf of, the requestor, at the time documents requested are to be picked up. In the event of a large records request or a request that involves an outside cost to the technology center, the technology center may request a deposit, to be set by the Record Custodian, to be made at the time of the request.

REQUEST FOR RECORDS

Requests for public records shall be made to the attention of the Superintendent or the Record Custodian. The request shall identify with specificity the record or records sought. Where the request for records is unclear or confusing, the Record Custodian may request that the requestor provide a more precise explanation or description of the records requested. The technology center shall produce records requested promptly, taking into consideration the accessibility of the record, the number and type of records requested, and the press of school business.

STUDENT RECORDS POLICY

PURPOSE

This policy and the procedures included within it are intended to satisfy the requirements of the Family Educational Rights and Privacy Act (FERPA) and Oklahoma law. The Board of Education authorizes the Superintendent or designee to inform parents of minor students, adult students, and the public of the policy and to take appropriate action to implement the policy and procedures.

DEFINITIONS

For purposes of this policy, the following definitions apply:

"*Student*" - Any individual who attends or has attended a program of instruction sponsored by the Board of Education of the technology center and for whom it maintains education records.

"*Eligible student*" - A student who has reached age 18.

"*Parent*" – A parent of a student who is under the age of 18, including a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. The technology center will assume that either parent has a right of access to records regardless of custody orders unless the technology center has been provided with evidence that the right of access has been revoked. Documents such as a court order or other legally binding document relating to such matters as divorce, separation or custody that specifically revoke the right to inspect and review records must be provided to the technology center to prevent parent access to student records.

"*Education records*" - Any record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche, or other method of recording information) directly related to a student and maintained by the technology center or a party acting for the technology center, except:

1. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
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. An employment record made and maintained in the normal course of business that is not available for use for any other purpose and that relates exclusively to a student in his or her capacity as a technology center employee. (This provision does not include employment activities for which a student receives a grade or credit in a course.)
4. Records on an eligible student that are:
    a. Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in a professional capacity or assisting in a paraprofessional capacity.
    b. Made, maintained, or used only in connection with treatment of the student (treatment does not include remedial educational activities or activities that are part of the program of school instruction); and
    c. Disclosed only to individuals providing the treatment.

"*Personally identifiable information*" – The term includes, but is not limited to any information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty. The term also includes information requested by a person who the technology center reasonably believes knows the identity of the student to whom the education records relate. Personally identifiable information includes the student's name, the student's parents' or other family member's name, the student's or family's address, a personal identifier such as the student's social security number, student's number or biometric record, and other indirect identifiers such as the student's date of birth, place of birth and mother's maiden name.

"*Dates of attendance*" –

1. The period during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester or a first quarter.
2. The term does not include specific daily records of a student's attendance at an educational agency or institution.

"*Directory information*" – Information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Student identification numbers, if displayed on school ID badges, are also considered directory information *unless* the use of a password or PIN is required to authenticate the use of the ID number.

"*Authorized representative*" – An individual directly employed by a local or state educational agency, an entity designated by the local or state educational agency, or an individual employed by such entity engaging in audits, evaluations or any other compliance or enforcement activity.

"*Early childhood education program*" – Head Start or Early Head Start programs, state licensed or regulated childcare programs, and other similarly situated programs.

"*Education program*" – Elementary, secondary, postsecondary, career and technical institutes and schools or any program that is principally engaged in the provision of education.

ANNUAL NOTICE

The technology center will notify parents of minor students and eligible students annually of their rights under FERPA by means of the technology center student handbook or website. The notice will inform parents of minor students and eligible students that they have the right to:

1. Inspect and review the student's education records. The notice will also identify the procedure for exercising this right.
2. Seek amendment of the student's education records that the parent of a minor student or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. The notice will also identify the procedure for requesting amendment.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. The technology center will also include in the notice its policy for disclosing education records to schools in which the student subsequently seeks or intends to enroll, its criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.
4. File a complaint with the U.S. Department of Education concerning the technology center's alleged failure to comply with FERPA. https://www.ed.gov/

The technology center will arrange to provide translations of its annual notice to non-English speaking parents of minor students in their native language and to effectively notify parents of minor students or eligible students who are disabled. All rights and protections given to parents under FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student".

THE RIGHT TO INSPECT AND REVIEW THE STUDENT'S EDUCATION RECORDS

Parents of minor students and eligible students may inspect and review the student's education records upon request. In some circumstances, it may be mutually more convenient for the Record Custodian to provide copies of records. The parent of a minor student or eligible student may also provide consent to have a representative inspect and review the records. Access will be provided during school hours and within no more than 45 days of the request.

Access to a student's confidential records will be provided upon request before any IEP meeting or hearing relating to the identification, evaluation or educational placement of a student or the provision of a free and appropriate education to the student and in all cases within no more than 45 days of a request.

The technology center will not withhold a parent's or eligible student's right to inspect and review student records because of debts owed to the technology center.

The right to inspect education records also includes the right to an explanation and interpretation of the records by school officials.

Parents or eligible students should submit to the Director of Student Services a written request that identifies as precisely as possible the records he or she wishes to inspect. The Director of Student Services 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.

When a record contains information about students other than the eligible student, the parent of a minor student or eligible student may not inspect and review the records of the other students.

The technology center is not required to give eligible student access to treatment records (as defined by the term "education records" in the Definitions section of this policy), but the student may have those records reviewed by a physician or other appropriate professional of the student's choice.

COPIES OF RECORDS

The technology center will provide the parent of a minor student or eligible student with a copy of the student's education records under the following circumstances:

1. If mutually agreed by both the parent of a minor student or eligible student and the technology center.
2. If failure to provide copies would effectively prevent the parent of a minor student or eligible student from exercising the right to inspect and review the records. This may arise when a valid reason, such as working hours, the distance between record location sites or health, prevents a parent of a minor student or eligible student from personally inspecting and reviewing a student's education record.

3. At the request of the parent of a minor student or eligible student when the technology center has provided the records to third parties by the prior consent of the parent of a minor student or eligible student.
4. At the request of the parent of a minor student or eligible student when the technology center has forwarded the records to another school where the student seeks or intends to enroll.

The technology center will charge a fee for copies of educational records. When a fee represents an unusual hardship, the Record Custodian may waive it in part or entirely. However, the technology center reserves the right to make a charge for copies such as transcripts it forwards to potential employers or to colleges and universities for employment or admissions purposes.

The technology center's fee for copies provided under FERPA will range from no cost to .25 per page (actual copying cost less hardship factor). The technology center will not charge for the costs of search and retrieval.

TYPES AND LOCATIONS OF EDUCATION RECORDS IN THE TECHNOLOGY CENTER

TYPES	LOCATION	CUSTODIAN
Cumulative School Records (current students)	Student Services	Director of Student Services
Cumulative School Records (former students)	Student Services	Director of Student Services
Health Records	Student Services	Director of Student Services
Speech Therapy Records Psychological Records Special Test Records	Student Services	Director of Student Services
Transportation Records	Student Services	Director of Student Services
Occasional Records (Student Education Records not identified above, such as those in Superintendent's office, in the school attorney's office or in the personal possession of teachers.)	Student Services / Instructor Offices	Director of Student Services

DIRECTORY INFORMATION

The technology center designates the following information contained in a student's record as "directory information," and it will disclose that information without the prior written consent of the parent or eligible student:

1. The student's name,
2. The student's grade level (i.e., 11th, 12th grades, etc.),
3. Major field of study,
4. The student's participation in officially recognized activities,
5. The student's certificates, honors and awards received, and
6. The student's photograph.

The technology center will notify parents of minor students and eligible students annually of the designated items of directory information by means of a technology center student handbook and website. Parents of minor students and eligible students have the right to exclude directory information from public access by notifying the Student Services office in writing of any or all items they refuse to permit the technology center to designate as directory information about that student. The student's records will be marked to indicate the items the technology center will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the minor student's parent or the eligible student.

USE AND DISCLOSURE OF STUDENT EDUCATION RECORDS

Technology center officials may release information from a student's education record if the minor student's parent or the eligible student gives his or her signed and dated prior written consent for the disclosure. The written consent must:

1. Specify the records that may be disclosed,
2. State the purpose of the disclosure, and
3. Identify the party or class of parties to whom the disclosure may be made.

The technology center will only release information from or permit access to a student's education record with a minor student's parent or eligible student's prior written consent, except in the following instances permitted by FERPA:

1. The disclosure is to other technology center officials, including instructors, within the technology center whom the technology center has determined to have legitimate educational interests. A technology center official is a person employed by the technology center as an administrator, supervisor, instructor, counselor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the Board of Education; 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. A technology center official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. The technology center will use reasonable methods to ensure that officials obtain access to only those education records in which they have legitimate educational interests. The technology center will ensure that its policy for controlling access to education records is effective and remains in compliance with the legitimate educational interest requirement of the FERPA regulations.

    b. A contractor, consultant, volunteer or other party to whom the technology center has outsourced institutional services or functions may be considered a technology center official, provided that the outside party performs an institutional service or function for which the technology center would otherwise use employees; is under the technology center's direct control concerning the use and maintenance of education records; and is subject to the requirements of FERPA regulations governing the use and re-disclosure of personally identifiable information from education records.
2. The disclosure is to officials of another school, school system or institution of post-secondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is related to the student's enrollment or transfer. (Parents of minor students and eligible students have a right to obtain copies of the records disclosed under this provision).
3. The disclosure is to authorized representatives of the Comptroller General of the United States, the U.S. Secretary of Education, or State and Local Educational authorities. Military services representatives shall have access to student directory information unless the parent, legal guardian or the student age 18 or older specifically denies such access in writing. Military services representatives have the same access to secondary school students as is generally provided to post-secondary institutions or prospective employers unless denied in writing by the parent, legal guardian or student age 18 or older.
4. The disclosure is in connection with financial aid for which the student has applied or that the student has received, if necessary to determine eligibility for the aid, the amount of the aid, the conditions for the aid, or to enforce the terms and conditions of the aid.
5. The disclosure is to organizations conducting studies for or on behalf of the technology center to develop, validate or administer predictive tests, administer student aid programs, or improve instruction in compliance with Section 99.31(a)(6) of the FERPA regulations.
6. The disclosure is to accrediting institutions to carry out their accrediting functions.
7. The disclosure is to parents of a student if the parents claim the student as a dependent as defined in Section 152 of the Internal Revenue Code of 1986.
8. The disclosure is to comply with a judicial order or lawfully issued subpoena. The technology center will make a reasonable effort to notify a minor student's parents or the eligible student before making a disclosure under this provision unless:
    a. the disclosure is in compliance with a federal grand jury subpoena, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;
    b. the disclosure is in compliance with any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;
    c. the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning the investigation or prosecution of an offense listed in the Patriot Act or an act of domestic or international terrorism as defined by law;
    d. the technology center initiates legal action against a parent or student, the technology center may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the technology center to proceed with the legal action as plaintiff; or

e. the parent or eligible student initiates legal action against the technology center, the technology center may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the technology center to defend itself.

9. The disclosure is to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making this determination, the technology center may consider the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the technology center determines that there is an articulable and significant threat, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.
10. The disclosure contains only "directory information" as defined in this policy, and the parent of a minor student or eligible student has not refused to allow the technology center to designate that item as directory information for the student.
11. The disclosure is made directly to the parent of a minor student or eligible student.

Prior to the release of education records without a parent or eligible student's advance written consent, the technology center will require an authorized representative of the entity receiving the records to complete a written agreement. The agreement will state, at a minimum:

1. the identity of the authorized representative
2. the specific personally identifiable information that is to be disclosed
3. a clear description of the activity and purpose for the disclosure
4. the authorized representative will not re-disclose the personally identifiable information
5. the authorized representative will destroy the personal identifiable information within the time set forth in the agreement

The technology center will use reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the technology center discloses personally identifiable information from education records.

Upon request, the minor student's parent or eligible student may obtain a copy of any records disclosed under this provision.

RECORD OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

The technology center will maintain an accurate record of each request for access to and each disclosure of personally identifiable information from the education records of each student. The technology center will maintain this record with the student's education records for as long as the records are maintained.

For each request or disclosure, the record will include:

1. The name of the party who requested or received personally identifiable information from the education records; and
2. The party's legitimate interests in requesting or obtaining the information.

The technology center will record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception in FERPA:

1. The articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and
2. The parties to whom the technology center disclosed the information.

As permitted by FERPA, the technology center may disclose personally identifiable information from an education record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the minor student's parent or eligible student. The technology center will inform a party to whom such disclosure is made of this nondisclosure requirement.

In the alternative, the technology center may disclose personally identifiable information with the understanding that the party receiving the information may make further disclosure of the information on the technology center's behalf if:

1. The disclosures meet the requirements of the Use and Disclosure of Student Education Records section of this policy (§99.31);
2. The technology center makes a record of the disclosure that includes the names of the additional parties to whom the receiving party may disclose the information on the technology center's behalf and the legitimate interests each additional party has in requesting or obtaining the information (§99.32(b)); and

3. The technology center maintains a record of the names of state and local educational authorities and federal officials and agencies that may make further disclosures of personally identifiable information from the student's education records without prior written consent and maintains this record with the student's education records if the records are maintained (§99.32(b)(2).

PROCEDURES TO SEEK CORRECT EDUCATION RECORDS

Parents of minor students and eligible students have a right to seek to change any part of the student's record they believe is inaccurate, misleading or in violation of student rights. The technology center will not use this procedure to consider a request to change the grade a teacher assigns for a course.

For purposes of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is alleged to be inaccurate, misleading or in violation of student rights. The term "correct" will be used to describe a record that is alleged to be accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a minor student or the eligible student who is asking the technology center to correct a record.

To establish an orderly process to review and correct an education record for a requester, the technology center may decide 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 Record 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.

As a result of this review and discussion, the Record Custodian may decide whether the record should be corrected, he or she will affect 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.

If the Record 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 takes 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.

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:

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.

1. 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 for 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.

COMPLAINTS

If a parent of a minor student, an eligible student or a citizen of the technology center believes that the technology center is violating FERPA, that person has a right to file a complaint with the Department of Education. The contact information is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW

Washington, D.C. 20202-5091
Telephone: 202.260.3887

AVAILABILITY OF POLICY
Copies of this policy will be available for the parent of a minor student and eligible student in the Director of Student Services office.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that affords parents of minor students 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 of the day the technology center receives a request for access.

   Parents of minor students or eligible students must submit a written request to the Director of Student Services or appropriate technology center official that identifies the record(s) they wish to inspect. This administrator will make arrangements for access to the education records and will notify the parent of a minor student 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 of a minor student or eligible student believes inaccurate, misleading, or otherwise in violation of the student's privacy rights.

   Parents of minor students or eligible students may ask the technology center to amend a record they believe is inaccurate, misleading, or otherwise in violation of the student's privacy rights. They must submit a written request to the Director of Student Services or appropriate technology center official, 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 technology center must notify the minor student's 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 minor student's 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. An official is a person employed by the technology center as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the Board of Education; 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 official in performing his or her tasks.

   An official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

   Upon request, the technology center will disclose education records without consent to officials of another technology center in which a student seeks or intends to enroll.

   Technology centers 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.

   Technology centers must notify parents of minor students and eligible students annually of their rights under FERPA by means of a special letter, bulletin, student handbook and/or other means left to the discretion of each technology center.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the technology center to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

DIRECTORY INFORMATION NOTICE

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the technology center, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your or your minor child's education records. However, the technology center may disclose appropriately designated "directory information" without written consent, unless you have advised the technology center to the contrary in accordance with technology center procedures. The primary purpose of directory information is to allow the technology center to include this type of information from education records in certain school publications. Examples include:

- Recognition lists,
- Graduation programs, and
- Press releases.

Two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA), as reauthorized by Every Student Succeeds Act (ESSA) of 2015, to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their minor child's information disclosed without their prior written consent. Directory information will not be released to outside organizations for commercial or non-commercial purposes.

If you do not want the technology center to disclose directory information from your or your minor child's education records without your prior written consent, you must notify the Superintendent or designee in writing. The technology center has designated the following information as "directory information," and it will disclose that information without prior written consent:

1. The student's name,
2. The student's grade level (i.e., 11th grade, 12th grade, etc.),
3. Major field of study,
4. The students' participation in officially recognized activities,
5. The students' honors and awards received, and
6. The student's photograph.

No parent or eligible student can opt out of the requirement that a student wear his or her ID badge which shows the student's school ID number.

DISTRICT WIDE PARENTAL INVOLVEMENT (SECONDARY STUDENTS'-PARENTS' BILL OF RIGHTS)

The Board supports parents' efforts to be involved in the technology center's education programs. This policy outlines the technology center's efforts to educate parents and support parent involvement in response to the 2014 Parents' Bill of Rights.

Parents have the right to be involved in their minor child's education, including directing that education. Parents are encouraged to exercise their rights in conjunction with technology center guidance so as not to inadvertently impede their minor child's compliance with federal and state mandated requirements – including requirements related to graduation or program completion. Parents also have the right to review school records related to their minor child.

Parents generally have the right to consent prior to an audio or video recording being made of their minor child. This right does not preempt the technology center's right to make recordings (without specific parental approval) related to:

1. Safety, general order, and discipline
2. Academic or extracurricular activities
3. Classroom instruction
4. Security/surveillance of the buildings or grounds
5. Photo ID cards

Parents have the right to receive prompt notice if their minor child is believed to be the victim of a crime perpetrated by someone other than the parent, unless law enforcement or DHS officials have determined that parental notification would impede the related investigation. These notice provisions do not apply to matters which involve routine misconduct typically

addressed through student discipline procedures. School personnel will not attempt to encourage or coerce a child to withhold information from parents.

1. The technology center will promote parent participation with the goal of improving parent and teacher cooperation in areas such as homework, attendance, and discipline. This will be accomplished through activities such as:
   a. Parent teacher conferences
   b. Back to school/Meet the teacher nights
   c. School sponsored webpages with class information available to parents
   d. School newsletters
   e. Online access to grades and attendance
2. The technology center will inform parents about their child's course of study by disseminating this information:
   a. During annual enrollment
   b. In student handbooks
   c. On the district's webpage
   d. Online assignments/lesson plans
   e. Parents may preview learning materials affecting their minor child's course of study, including supplemental materials, by making a request through the Director of Student Services.
3. Parents who object to a learning material or activity may withdraw their minor child from the class or program in which the material is used. To withdraw a student, the parent must submit a written request, signed, and dated by a parent, to the Director of Student Services. Parents who choose to withdraw their minor child from a class are responsible for making alternate arrangements for the child to earn credit for the work missed.
4. If a teacher is going to provide instruction or presentations regarding race or sexuality in a course, the teacher will send written notice home to parents five working days in advance of the presentation. Parents who object to their minor child's participation in such instruction may send a written request to the Director of Student Services to have the student excused from the presentation. Any such student will be permitted to study in the office during the presentation.
5. Parents may learn about the nature and purpose of student organizations and activities which are part of the technology center's curriculum by reviewing the student handbook and the technology center's website. The school's student organizations and activities are also published in student handbooks, the policy manual, and are available on the district's website.
6. Parents have numerous rights and decision-making responsibilities concerning their minor/high school children. To assist parents in meeting these responsibilities and to fulfil their obligations under the 2014 Parent Bill of Rights, the district has compiled the following information for parents:

   a. The technology center does not provide sex education but relies on partner schools to meet this requirement. Parents may opt their students out of the relevant program by following the procedures established by the partner district.
   b. Parents who are not residents of the technology center district may enroll their minor children in accordance with Board policy. A copy of that policy is available in the Student Service office and online at www.autrytech.edu.
   c. The district utilizes a number of resources to educate students. Parents who object to an assignment based on sex, morality or religion may opt their minor child out of the assignment by following the procedures established in item 3 above.
   d. A minor student is required to have (1) a current, up-to-date immunization record or (2) a completed and signed up-to-date approved exemption form. Either the up-to-date immunization record or a completed and signed state-approved exemption form must be on file with the district or partner school prior to the student's admission to the district. The exemption form shall specify that the student has received or is in the process of receiving immunizations currently required by Oklahoma State Department of Health regulations, unless the exemption has been granted from the immunizations on medical, religious, or personal grounds or as otherwise required by law.

      The immunization requirements shall be posted at the district's website and in any notice of publication provided to parents/guardians regarding immunizations. The state-approved exemption form is available at the Oklahoma State Department of Health website, https://oklahoma.gov/health.html.
   e. Students are required to meet certain obligations in order to be promoted to a subsequent grade at their partner school, particularly with regard to learning to read. Parents can learn about those requirement – including efforts the sending district takes in order to help students become successful readers – by reviewing the partner district's policies on Reading Sufficiency Act testing, and student promotion. Copies of those polices are available from the partner district.

f. Students are required to meet certain obligations to graduate from high school and/or complete their technology center course of study. Parents can learn about these requirements each year during course enrollment or by talking with a technology center career counselor. This information is also available on the Oklahoma State Department of Education's website (ok.gov/sde/).
g. The technology center does not provide AIDS education but instead relies on the partner school to complete this task. Parents may opt their minor student out of this education by following the procedures established by their child's partner school.
h. Parents have the right to review student test results related to their minor student. Parents may review the results of classroom exams by contacting their child's teacher. Parents may review the results of state-wide testing at the child's partner school by following the procedures established by their child's partner school.
i. Qualifying students have the right to participate in their partner school's gifted and talented program in accordance with the partner school's policy regarding the program. A copy of the policy is available through the partner district.
j. Parents have the right to review teachers' manuals, videos, or other supplementary instructional material if the materials are being used in connection with a research or experimentation program or project. In order to review these materials, the parent should contact the Director of Student Services.
k. Parents have the right to receive a school report card related to their child's partner school. Information regarding these report cards will be provided through the partner district. The technology center will send grades tot eh partner school district.
l. Students are required to attend school regularly, and the technology center will notify parents of any student absence unless the parent has already contacted the technology center to report the absence. The technology center will send a written notice to parents if their minor student appears to be in danger of exceeding the maximum allowable number of absences and will notify the sending school and the parent if a child may be considered truant. Parents may contact the Director of Student Services for additional information regarding student absences.
m. Parents have the right to review the technology center's instructional materials and textbooks. Arrangements for this review can be made through the Director of Student Services.
n. Students may be excused from school for religious purposes provided the parent contacts the Director of Student Services to request such an absence.
o. Parents have the right to review all technology center policies, including parental involvement policies. Copies of these policies are available through the Superintendent's office.
p. Parents have the right to participate in parent-teacher organizations through their child's partner school. Information regarding these groups will be made available through the partner school.
q. Parents may opt out of selected data collection related to state longitudinal student data system reporting. Parents may not opt out of necessary and essential record collecting. Parents may file an opt-out request through the Superintendent's office.
r. The technology center will not procure, solicit or perform, arrange for the performance of, perform surgical procedures or perform a physical examination upon a minor student or prescribe any prescription drugs to a minor student without first obtaining a written consent for the proposed assessment or treatment. The written consent will be effective for the school year for which it was granted and must be renewed each subsequent school year. If the assessment or treatment for which the written consent is provided is performed through telemedicine at a school site, and if the written consent is provided by the Parent and is currently effective, the health professional shall not be required to verify that the parent is at the school site.
s. The technology center will not procure, solicit to perform, arrange of the performance of or perform an assessment for mental health therapy on a minor student without first obtaining consent of a parent or legal guardian of the minor. The written consent will be effective for the school year for which it was granted and must be renewed each subsequent year. If the assessment or treatment for which the written consent is provided is performed through telemedicine at a school site, and if the written consent is provided by the Parent and is currently effective, the health professional shall not be required to verify that the parent is at the school site. However, a student shall not be seen without consent.
t. A student shall not be vaccinated at school or on school grounds or receive a vaccine as part of the mobile vaccination effort without prior written authorization, including the signature of the parent or legal guardian of the student for the vaccine or group of vaccines to be administered during a single visit.

Parents requesting information outlined in this policy should submit written requests for information through the Director of Student Services or Superintendent, as noted in the respective section. Appropriate school personnel will either make the information available or provide a written explanation of why the information is being withheld within ten (10) days of the request. Any parent whose request is denied or who does not receive a response within fifteen (15) days may submit a written request for the information to the Board of Education. The Board will include an item on its

next public meeting agenda (or the following meeting if time does not permit inclusion of the item on the agenda) to allow the Board to formally consider the parents' request.

TUITION & PAYMENT POLICY

High school students pay no tuition for full-time career programs. In-district adult/reciprocity students pay the in-district tuition rate which is calculated at $4.00 per hour. Others pay the out-of-district rate, which is calculated at $8.00 per hour. Additional program costs may include textbooks, supplies, exam fees, background checks, etc. Autry Tech will make available on its website the Net Price Calculator. The purpose of the Net Price Calculator is to assist current and prospective students and their families in estimating the individual cost for attending Autry Tech. Confirmed financial aid applicants may qualify for tuition and textbook deferrals (not to exceed financial aid disbursement). There will be a $30 charge for returned checks.

Tuition payments or funding source*** confirmations must be received in Student Services on or before the deadlines below. Enrollment cancellation may occur due to lack of financial commitment.

- Advanced Medical **July** start: June 15
- Fall semester **August** start: July 31
- Spring Semester **January** start: December 1

***Funding sources may include, but are not limited to Pell Grant, Autry Scholarship, Autry Educational Foundation Grant, Autry Military Tuition Assistance, Oklahoma's Promise, Bureau of Indian Affairs (BIA), Workforce Innovation & Opportunity Act (WIOA), Veteran Readiness & Employment (VR&E), Institutional award letters, outside scholarships and awards, etc.

TUITION 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 full-time 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 Programs or from Workforce Development courses, and international students.

GENERAL GUIDELINES

1. 100% tuition and supply fees are refundable to the student if the technology center cancels the program.
2. Once the student has completed the withdrawal process and it has been determined that the student is due a refund, a check will be processed and available within five to seven working days.
3. Books, tools, and materials purchased from Autry Tech may be eligible for refund if the books and supplies are unopened, unmarked, and undamaged, provided the materials are returned at the same time as the request for withdrawal.
4. Non-attendance of classes does not constitute official withdrawal. The student must complete an official withdrawal form to be eligible for a refund.
5. A refund request will not be approved unless all financial obligations to the technology center have been met.
6. When a student is eligible for a refund, the amount of the refund may be credited toward enrollment in another Autry Technology Center course.

FULL-TIME PROGRAMS

100% of the tuition will be refunded if the student withdraws on or before the second day of class each semester. Beginning on the third day of class of each semester there is no refund. Non-attendance of class does not constitute an official withdrawal to be eligible for a refund. The withdrawing student must sign a "Request for Refund" in Student Services. The Director of Student Services will be responsible for calculating refunds that are not Title IV.

TEXTBOOK INFORMATION

Autry Technology Center discloses information for textbooks and supplemental materials for Autry Tech's gainful employment programs. However, this information is approximate due to the fact the research and update of this information is completed several months prior to the textbooks and materials being purchased. Autry Technology Center makes the best effort possible to disclose information pertaining to the textbooks used in Autry Tech programs. When Autry Technology Center determines the disclosure of information is not practical or is unobtainable, the information is "To Be Determined".

FINANCIAL AID

Financial Aid is available to students who qualify for Federal Pell Grants and Oklahoma Tuition Aid Grants in addition to scholarships and tuition waivers. For complete information on aid offered at Autry Tech, please contact the financial aid office, the Financial Assistance Options section in this Student Handbook or online at autrytech.edu. Any student needing financial assistance to attend Autry Technology Center is encouraged to call 580.242.2750, between the hours of 7:30am- 4:00pm, Monday through Friday.

Autry Tech does not participate in the Federal Direct Student Loan Program or the Federal Family Education Loan Program and does not participate in or provide information regarding any private education loan programs nor have any preferred lender lists.

FINANCIAL ASSISTANCE OPTIONS

FEDERAL PELL GRANT (TITLE IV FEDERAL STUDENT AID)

The Federal Pell Grant Program is an entitlement program in which a student's eligibility is determined by a standard formula computed by the U.S. Department of Education. Federal Pell grant awards are based on family size, income and assets of the student and family and on the actual number of clock hours attended by the student. A Federal Pell Grant is an award to help undergraduates pay for their education after high school. For the Federal Pell Grant Program, an undergraduate is one who has not earned a bachelor's degree.

FEDERAL PELL GRANT ELIGIBILITY

1. Be enrolled as a regular student in an eligible program, working toward a certificate and attending at least part-time each week.
2. Be a U.S. citizen or an eligible non-citizen with a valid social security number except students from the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.
3. Demonstrate financial need as determined by the U.S. Department of Education upon FAFSA completion.
4. Have a high school diploma or equivalent, but not a bachelor's degree.
5. Has not exceeded 600% of the Lifetime Eligibility Used of PELL.
6. Is making Satisfactory Academic Progress.
7. Provides all required verification documents.
8. Must sign the certification statement on the FAFSA stating:
   a. Applicant is not in default on a federal student loan and does not owe money on a federal student grant.
   b. Applicant will use federal student aid only for educational purposes.
   c. Applicant will not receive a Federal Pell Grant from more than one educational institution for the same period of time.

To be eligible for a Federal Pell Grant, a student must have an eligible SAI (Student Aid Index). The SAI is an eligibility index number that the financial aid office used to determine how much federal aid a student could receive. This number results from the information provided on the FAFSA form. The SAI is not a dollar amount of aid eligibility or what a student's family is expect4ed to provide. A negative SAI indicates the student has a high financial need.

Beginning with 2026-2027 award year, a student may qualify for Pell Grant under one of three sets of eligibility criteria:

- Maximum Pell Grant (Max Pell)
- Minimum Pell Grant (Min Pell)
- Calculated Pell Grant, Based on SAI

Maximum Pell Grant for the 2026-2027 Award Year is $7395, Minimum Pell is Eligibility $704. Calculated Pell is determined by subtracting the students SAI from the Maximum Pell amount and rounded to the nearest $5. If the result is greater than the award years Min Pell amount and less than the students Cost of Attendance, the student is eligible for a calculated Pell Grants of that resulting amount.

CRITERIA FOR DETERMINING STUDENT'S PELL GRANT AWARD

The exact amount of Federal Pell Grant for which a student is eligible is determined using the type of Pell the student is eligible (Max, Min or Calculated), the students enrollment status (Full or Part time) and Cost of Attendance and length of the program the student is enrolled it.

APPLICATION PROCEDURES

Students must complete a Free Application for Federal Student Aid (FAFSA) application online at studentaid.gov. Identify Autry Tech as a school choice. Autry Tech's Federal Code is 013530. All adults and graduating high school students are encouraged to apply.

Recipients must reapply each year. Assistance in completing the FAFSA is available from the Financial Aid Office.

After completion and submission of the application, applicants will receive a Student Aid Report (SAR). This report gives a summary of application information and the determination of the eligibility index. Students are required to submit a valid SAR while enrolled at Autry Tech to be eligible for federal student aid.

Students should review all the information on the SAR. If any changes are necessary, the student should submit the corrections electronically.

VERIFICATION POLICY

The Financial Aid Office requires verification of FAFSA information for those applicants who have been selected for verification by the U.S. Department of Education or who have discrepancies arise in their data on the FAFSA. Students to be verified will be notified in writing of the documents they need to submit to the Financial Aid Office. All student financial aid records are confidential. The following may be required:

1. Proof of all income reported on the FAFSA [Tax Return Copy, IRS Tax Return Transcript(s), and W-2(s) or non-filer form]
2. Completed and appropriately signed (independent or dependent) verification worksheet
3. Proof of high school completion status or equivalency.
4. Valid government issued photo I.D.
5. Proof of marital status
6. Other documentation may be required to verify discrepancies

Failure to comply with verification requirements may result in forfeiture of aid. Verification materials should be submitted to the financial aid office within 30 days of student notification.

If the school and student cannot resolve conflicts that may occur regarding verification, the case will be referred to the U. S. Department of Education, Student Validation Branch. Cases of suspected fraud will be referred to the Regional Office of the Inspector General if they cannot be resolved locally.
After meeting the basic eligibility criteria and verification requirements, the grant is determined according to the guidelines set by the U.S. Department of Education. No financial aid disbursements will be made until verification is complete.

AWARD NOTIFICATION

When all required documentation is received and the student's file is complete, the Pell Grant will be calculated by the Financial Aid Officer according to federal regulations. The student will then receive an award notice in writing containing the amount of the Pell Grant, along with the disbursement procedures. Satisfactory Academic Progress and Return of Title IV Funds policies are described in student disbursement procedures letters and located in this Student Handbook and the Consumer Information Guide. Additional copies of these policies are also available upon request to the Financial Aid Office.

METHOD AND FREQUENCY OF DISBURSEMENT

Payment is by check from Autry Technology Center. There are one or two payment periods per school year, depending on student's enrollment status.

1. Students will receive their first disbursement approximately six to eight weeks following their entry date. Autry Technology Center has one disbursement in a payment period. Pell Grant disbursements are issued coinciding with the student's tuition payment schedule within the payment period. The remaining disbursements will be made upon satisfactory completion of designated clock hours and weeks approximately six to eight weeks following the beginning date of the second payment period. Upon satisfactory completion of designated clock hours and weeks of the student's first payment period, the student will be eligible for further disbursements. The disbursement will be made for approximately six to eight weeks following the beginning of the student's second payment period. This procedure is the same for any subsequent payment periods. If a payment period crosses between two academic years, disbursements may be divided into multiple payments to assist students with expenses incurred in the second academic year.
2. Autry uses a Pell Academic Year of 900 hours/26 weeks of instruction. Other full-time programs may vary. See Financial Aid Officer for details.
3. Disbursements will be made by Autry Technology Center to students in the following manner. The eligible disbursement amount less tuition, fees, books, and supplies charged to the student's account will be disbursed, payable to the student through the Business Office.
4. Pell eligible students may purchase books and supplies through the school's business office to be paid by credit of the Pell grant upon student's written authorization. Students may rescind this authorization for charges at any time with a written and signed request. Autry Technology Center does not rent books and/or supplies to students.

5. Funds will be requested for students as needed for disbursement. Disbursements cannot be made until funds have been received at the bank and deposited into the Federal Pell Grant account. Students must sign for their disbursement and show a photo ID.

COST OF ATTENDANCE

A student's Pell Grant cost of attendance is calculated by factoring in the following items:

1. Tuition
2. Living allowances based on the Consumer Price Index from the U.S. Department of Labor, the Bureau of Labor Statistics. Living allowances vary due to months of training and student status of either independent or dependent. Current estimated living allowances can be obtained from the Financial Aid Office.
3. Books and supplies

SATISFACTORY ACADEMIC PROGRESS (SAP) FOR FEDERAL FINANCIAL AID

To be eligible for financial aid, students must be in good standing according to Autry Tech's Requirements for Continuing Enrollment and Student Eligibility and must make satisfactory academic progress (SAP) based on qualitative (GPA) and quantitative (completion rate/maximum timeframe) standards. Students are expected to be continually aware of their progress. Progress will be reviewed at the end of each payment period. All enrollment periods will be reviewed, including those for which financial aid was not requested.

- GRADE POINT AVERAGE (GPA)
  The minimum cumulative grade requirement for students is "C" or better per program requirement. A student's transfer GPA is not included in cumulative grade.

- COMPLETION RATE
  Students must successfully complete at least two thirds of attempted hours per payment period. Example: 300 hours of coursework/450-hour payment period.

- MAXIMUM TIMEFRAME
  The maximum timeframe for program completion is 150 % of the hours required to complete the certificate program. Example: A 1,050-hour program has 40 weeks. The maximum timeframe of 150% would be 60 weeks. Students will not be eligible for Title IV aid for the additional hours. In no instance can the student receive aid for more hours than the program is accredited. Failing grades and academic withdrawals count as hours attempted but not completed. Transfer credit applied toward a student's program counts toward overall attempted and earned hours.
- MAXIMUM TIMEFRAME FOR TRANSFER STUDENTS
  A transfer student is a student who was previously enrolled at another school or in another program/career major at Autry Tech. Any hours that transfer to a new program will count as hours attempted and earned.
  If a student transfers to a new program, and it is determined that the student had not previously attempted or completed hours from a previous program, then the student will begin the new program in Good Standing.

  It is also important to note that for a student to be eligible for a next or subsequent payment under 34 CFR 668.4, the institution must determine that the student has successfully completed both the clock hours, and the instructional curriculum hours required for that period. For students receiving federal student aid, absences cannot exceed 10% per payment period without resulting in delayed payment.

SAP will be evaluated at the point when the student's scheduled clock hours and weeks of instruction for the payment period have elapsed. The instructor will complete student progress reports, which are submitted to the Financial Aid Office, so eligibility can be determined for subsequent payment periods.

Course incompletes and withdrawals do not affect GPA. If a student repeats a course, the GPA can be affected; the highest grade may be used in calculating the GPA. However, course incompletes, withdrawals, and repetitions all affect a student's pace of completion. The total number of hours it takes a student to complete a course will be used as their attempted hours.

A student who withdraws from a program and reenters the same program after 180 days will be treated the same as a transfer student. The program hours will be reduced by the number of hours for which the student received credit. Therefore, the hours for which the student receives credit count as attempted and completed.

UNSATISFACTORY ACADEMIC PROGRESS

Any student who does not meet the preceding SAP criteria is determined to have unsatisfactory academic progress and is not eligible to receive a Pell disbursement for his or her subsequent payment period following the period of unsatisfactory academic progress unless the student has appealed and has been placed on financial aid probation.

Autry Tech provides notification to students of the results of an evaluation that impacts on the student's eligibility for their Pell Grant disbursement. The student is also advised he or she has a right to appeal.
Financial aid probation status is assigned by Autry Tech to a student who fails to make SAP at the end of a payment period, has appealed the determination by Autry Tech they are not making SAP, and has had their appeal granted.

A student on financial aid probation may receive their Pell disbursement for one payment period. Autry Tech may require a student on financial aid probation to fulfill specific terms and conditions determined in an academic plan. At the end of one payment period on financial aid probation, the student must meet SAP standards or meet the requirements of the academic plan developed by Autry Tech to qualify for further Pell disbursements.

APPEAL PROCESS

Autry Technology Center permits a student to appeal a determination by the school that he or she is not making SAP.

A student may file an appeal based upon special circumstances, *e.g*., death of a relative, an injury or illness of the student, or other special circumstances. Other circumstances may be classified as special if they are serious in nature, prevent the student from attending classes, and are deemed to be so by the Appeal Review Committee. The Committee will consist of the Financial Aid Officer, two Career Counselors, and the Director of Student Services.

A student must file a written request to the Appeal Review Committee within 10 business days of the date of the notification by the Financial Aid Office of the loss of Title IV aid due to unsatisfactory progress. The request should be returned to the Financial Aid Office.

1. The student must describe any special circumstance and submit information regarding why the circumstance interfered with the student making SAP.
2. The student should provide documentation to substantiate and support their appeal, *e.g*., funeral notice, letter from a physician, hospital forms, etc.
3. The student must also describe what has changed in the student's situation, that will allow the student to demonstrate SAP at the end of the subsequent payment period.

Once the Appeal Review Committee receives the appeal, the committee will promptly evaluate the appeal and notify the student of the committee's decision. The student will either be denied their appeal and no longer be eligible to receive Pell disbursements or their appeal will be granted, and the student will be placed on financial aid probation. All decisions of the Appeal Review Committee are final and non-appealable.

ACADEMIC PLAN REQUIREMENTS

Requirements below are to be attained for the payment period the student was placed on financial aid probation.

1. Maintain attendance within the institutions approved attendance policy.
2. Maintain cumulative grade average of at least a "C" or better or improve the cumulative grade average enough for it to be possible to complete the program with a "C" average or better.
3. Maintain a pace of progression through the content of the student's education program of at least 67% or better or improve the pace of progression enough for it to be possible to complete the program with a pace of progression of 67% to ensure that the student will complete the program within the maximum timeframe of 150%.
4. Complete and turn in all required test and projects assigned when requested.

RE-ESTABLISHING ELIGIBILITY

At the end of the payment period following the period of unsatisfactory academic progress, the student must meet SAP standards or meet the requirements of his or her academic plan for regaining Pell Grant eligibility.

RETURN OF TITLE IV FUNDS (PELL GRANT)

A "Return of Title IV Funds" calculation will be processed for all students receiving Pell grant funding who withdraw, drop, or fail to complete a payment period. The calculation is based on the actual percentage of the payment period the student completed. The withdrawal date will be the students' last date of attendance as determined by Autry Tech's electronic attendance records.

Students who do not complete more than 60 percent of the payment period may be required to return a portion of the Pell Grant funding they received to the U.S. Department of Education. Autry Tech may be required to return a portion of the Pell Grant funding received to the U.S. Department of Education. Students may be billed for the portion the school must return. A detailed "Return of Title IV Funds Worksheet" is available upon request in the Financial Aid Office. Post-withdrawal disbursements and returns will be rounded to whole numbers.
Students who are withdrawing from school must complete a withdrawal form in the Student Services Office.

OKLAHOMA TUITION AID GRANT (OTAG)

The Oklahoma Tuition Aid Grant is a Student State Incentive Grant administered by the Oklahoma State Regents for Higher Education (OSRHE). Students may apply for OTAG consideration by completing the FAFSA application at studentaid.gov.

Primary eligibility requirements:

- Pell eligible (receiving a Pell Grant for the current academic year)
- Oklahoma Resident
- Demonstrate unmet financial need

Other awarding priorities:

- Most unmet financial need based on student's enrollment status and cost of attendance
- Enrolled in high-demand employment needs
- Students nearest to completing a degree or certificate

Eligible applicants are funded on a first-come, first-served basis since Autry's allocation of OTAG funds is limited. It is important to complete the FAFSA application as soon as possible. Students must maintain the same requirements for continued eligibility and SAP as for the Pell Grant. OTAG funds are credited to a student's account, and if there is a credit balance, a check is disbursed to the student. The awards are calculated based on a student's enrollment status and unmet financial need.

OKLAHOMA PROMISE

This scholarship is administered by the Oklahoma State Regents of Higher Education (OSRHE). Students apply at their high school while enrolled in the 8th, 9th, 10th, or 11th grade. Student eligibility is determined by the OSRHE and is dependent upon enrollment in an Autry Tech program that qualifies for federal financial aid. Students will be required to file a FAFSA for all award years while attending a post-secondary education institution.

Oklahoma Promise awards are calculated based on the Oklahoma Promise guidelines. Awards are usually disbursed once in the fall and once in the spring. Criteria for continued eligibility and re-establishing eligibility along with SAP standards for this program are the same as for the Pell Grant. Students who believe they may qualify should contact the Financial Aid Office to ensure the proper procedures are taken for the student to receive their benefit.

VOCATIONAL REHABILITATION

Vocational Rehabilitation assists individuals who have barriers to employment. Services include testing, psychological evaluation, medical examination, and counseling services. Eligibility, application, and funding are determined by the Oklahoma Department of Rehabilitation Services (ODRS). Educational benefit, criteria for continued eligibility and re-establishing eligibility, and SAP standards for this benefit are administered by the Oklahoma Department of Rehabilitation. For more information and to apply, contact a local Vocational Rehabilitation Counselor at (580)233-0244.

TRIBAL AGENCY GRANTS/BUREAU OF INDIAN AFFAIRS

The Bureau of Indian Affairs awards educational grants to students who meet their eligibility requirements. Assistance could vary with each student dependent upon his/her needs. Students who are listed on a tribal roll and believe they may qualify should contact their Tribal Agency Educational Office for application information. Criteria for continued eligibility, re-establishing eligibility, method, and frequency of benefit, along with SAP standards for this program are administered by the student's Tribal Agency Educational Office. For additional information, students should contact their tribal agency.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

WIOA is a federal program providing financial aid, employment information, job search support, training, and educational programs to applicants that meet economic, employment, and geographical guidelines as determined by a WIOA counselor. Assistance, along with method and frequency of benefit could vary with each student dependent upon his/her needs. Criteria for continued eligibility and reestablishing eligibility along with SAP standards for this program are administered by WIOA office. For more information or to apply, visit the Western Oklahoma Development Board website at http://wowdb.org/ or contact the local Workforce Oklahoma office at 114 S. Independence, Enid, OK, 580.242.6131.

OTHA GRIMES/FRANCIS TUTTLE MEMORIAL SCHOLARSHIP

This scholarship is administered by the Oklahoma Foundation for Career and Technology Education (ODCTE) Foundation and offered to adult students enrolled in Autry Tech's semester-type programs. Scholarships are to be used for school-related expenses and are usually offered twice a year (fall and spring) dependent upon availability of funds. Scholarship applications and guidelines are available online at autrytech.edu on the scholarships and grants financial assistance page. Applications must be submitted to Autry Tech's Financial Aid Officer by application deadlines.

Students must be in good standing (the student is performing well enough according to the institution in terms of conduct, grades, and attendance). This scholarship is targeted at students who are experiencing financial hardship. Award amounts are determined by the Oklahoma Foundation for Career and Technology Education. Upon receipt of scholarship funds, awards will be disbursed through the Business Office in the Student Services area. Receipts may be required for school-related expenses. Students are eligible for this scholarship more than once, but an application must be completed each semester.

AUTRY SCHOLARSHIP

The Autry Tech Board of Education has created a special scholarship as an incentive for area students to continue their post-secondary education locally. This scholarship is available to high school graduates who:

1. live in the Autry Tech district,
2. lived in the Autry Tech district their senior year in high school
3. graduated from high school within the last three school years
4. 21 years of age or younger at time of application
5. have completed the FAFSA application or the Autry Tech FAFSA Non-Participation form, and
6. meet enrollment guidelines.

This scholarship covers 100% tuition for up to three years. Students may attend during any or all three years immediately following high school graduation. For example, a qualifying student may begin two years following high school graduation and still receive one year of the Autry scholarship. The scholarship will only pay for tuition costs incurred during the three years immediately following high school graduation – any additional years will be paid by the student. The cost of books and other supplies are the responsibility of the students during their time at Autry Tech.

Scholarship eligibility is reviewed upon enrollment and will be reviewed each semester. An academic grade of C or better must be maintained in each course, good discipline reports are required, and attendance must be 90 percent or better for the scholarship to remain in effect. If any of these criteria are not met, the student will be responsible for the remaining tuition payments if continued enrollment is allowed. The student may lose all remaining scholarship funds if withdrawn due to grades or attendance.

AUTRY TECHNOLOGY CENTER EDUCATIONAL FOUNDATION, INC.

The foundation grant provides financial assistance to potential and current students to allow them to begin or to continue their education at Autry Technology Center. Applications are available in Student Services, Workforce Development, and on Autry Tech's website at autrytech.edu.

APPLICATION GUIDELINES:

The Foundation is designed to assist students who have exhausted other outlets for assistance.

1. Funding is for tuition, supplies, uniforms, or other expenses that may be required for a student to successfully participate in a class at Autry Tech.
2. Scholarship amount is determined based on the applicant's need. Generally, the applicant will be required to pay a portion of the expense.
3. Applicants must be in good standing with Autry Tech to receive assistance from the Foundation.
4. Applicants must live in the Autry Tech district.

APPLICATION PROCEDURES:

1. Obtain an application (as indicated above)
2. Return the following to Student Services:
   - Completed application
   - Copies of prior two years of income tax returns
   - Three letters of personal recommendation
   - Resume' (optional)

Review of applications and grant approvals are made by the Autry Technology Center's Educational Foundation Grant Committee.

The method and frequency of the grant disbursement is decided by Autry Technology Center's Educational Foundation Grant Committee. If applicable, criteria for continued eligibility and re-establishing eligibility along with SAP standards for this grant are decided by Autry Technology Center's Educational Foundation Grant Committee.

OKLAHOMA TUITION FEE WAIVERS

Tuition fee waivers are available for active members of the Oklahoma Army and Air National Guard. This award was intended to help with tuition expenses for students enrolled in a federally approved/accredited program. The scholarship is funded by Autry Technology Center. Eligibility is determined upon continued active status in the guard, along with good standing in the unit and satisfactory performance in all required training. Students are eligible for this scholarship more than once, but application must be completed each fall and spring by the student and his/her guard unit representative. Applications are available in the Financial Aid Office. Criteria for continued eligibility and re-establishing eligibility along with Satisfactory Academic Progress (SAP) standards for this program are the same as for the Federal Pell Grant. Students who believe they may qualify should contact the Financial Aid Office to ensure the proper procedures are taken for the student to receive their benefit.

In addition, tuition fee waivers are available for children of peace officers, firefighters, military personnel, and Oklahoma EMT's who died in the line of duty, and children of members of the Oklahoma Law Enforcement Retirement System who were catastrophically injured or killed in the line of duty. Waivers apply to residents and nonresident tuition for all classes offered at Autry Technology Center within 10 years of high school graduation.

DEFINITIONS:

"Firefighter" means a volunteer firefighter or a permanent salaried professional member of any fire department within the State of Oklahoma; and

"Emergency medical technician" means a person volunteering or employed as an emergency medical technician and who is licensed as an emergency medical technician pursuant.

CITY OF ENID VANCE SCHOLARSHIP

This scholarship is available to eligible active-duty military personnel, their spouses and dependents, and Department of Defense civilians employed or associated with Vance Air Force Base. Applications are available at Autry Tech's Financial Aid office and Vance's Education Service office. Completed applications must be verified and signed by Vance's Education Service Officer (ESO). Contact Vance's Education Service Officer at 580.213.7895 for more information.

VETERAN EDUCATION BENEFITS – GI BILL®

The best and most efficient way for a veteran to apply is to visit https://www.va.gov/education/how-to-apply/.
Autry Technology Center will not impose any penalty, including the assessment of late fees; the denial of access to classes, libraries, or other institutional facilities; or require any covered individual to borrow additional funds due to delayed tuition and fees payment from the VA for Chapters 31, 33, and 35.
Covered individuals may attend or participate in the course(s) of education during the period beginning on the date the covered individual provides to the facility a valid VA authorization, such as a VAF 28-1905 form for VR&E beneficiaries or Certificate of Eligibility (COE), and ending on the earlier of the following dates: 1) the date on which tuition/fees tuition and fees payment from the VA is made to the facility; 2) 90 days after the date the facility submits a valid tuition and fees invoice to the VA following receipt of the VA authorization.

Not every program is approved for Veteran Education Benefits. Interested students should speak with the Financial Aid Officer to ensure the program they are interested in is approved for benefits.

All students must meet Autry's Requirements for Continuing Enrollment and Student Eligibility Policy to remain eligible for VA Benefits. If an adult student does not meet all these criteria at the closing of a semester, he/she will be dropped from his/her program of study.
For more information, contact Kalin Henneke, Financial Aid Officer. Email: khenneke@autrytech.edu Phone: 580.242.2750 ext.109.

AUTRY MILITARY TUITION ASSISTANCE

Autry Technology Center's Military Tuition Assistance offers up to $1500 lifetime assistance for tuition to be applied toward one of the Autry Tech full-time programs or one of the Workforce Development courses. It cannot be applied toward books or supplies. The tuition assistance is available to military personnel, their spouses, and their children. This scholarship cannot be applied to a program or course(s) that are approved for VA benefits.

To be eligible to receive the tuition assistance, applicants must submit a completed Military Tuition Assistance application and present Form DD-214 documenting an honorable discharge or current military identification. Applications are available at autrytech.edu or in person at Autry Technology Center.

This benefit will be extended to military personnel and family living in the Autry Technology Center district. Autry Tech will award up to $10,000 per fiscal year in Military Tuition Assistance on a first come, first served basis.

STUDENT GRADES

Autry Technology Center employs the following system for determining grades:

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = Below 60
NG = No grade (no credit)

The advanced medical programs require students to maintain a minimum of 77 percent in each academic and/or clinical learning course to remain in the program and progress to the next course or graduate. If an advanced medical program student falls below 77 percent at the completion of any course, the student may not progress to the next course, and he/she will be dismissed from the program. These guidelines were established to maintain compliance with each program's accrediting agencies.

STUDENT PROGRESS REPORTS

Beginning the 3rd full week of each semester Student Progress Reports will be issued to any full-time student not making satisfactory academic progress towards the completion of his/her course of study. (See "Requirements for Continuing Enrollment and Student Eligibility".) A student who has unsatisfactory academic progress will have until the end of the current semester to achieve satisfactory academic progress. If not corrected, the student may be removed from the program. In programs where requirements by an outside agency exist, criteria for failure of the programs are defined in the applicable student guidelines. Student Progress Reports may be issued for satisfactory or excellent academic progress. Student Progress Reports may be issued at other times if deemed necessary by the instructor.

PERMANENT RECORDS

Student Services will maintain the permanent student records and issue official transcripts. Secondary student grades will be sent by Student Services to each secondary student's high school. Semester grades become part of his/her permanent high school record. Advanced medical program instructors will enter semester grades into the permanent records for each student.

TRANSCRIPT/CERTIFICATE REQUESTS

Students desiring a copy of a transcript or certificate may make the request in writing with a Student Services representative or on the Autry Tech website. A Release of Information/Transcript Request form is available in Student Services and online. Transcripts or certificates will be mailed or ready for pick-up within three working days of request.

ATTENDANCE POLICY

AUTRY TECH CLASS HOURS

	AM	PM
Most Classes	8:05-11:05 am	12:30-3:30 pm
Radiography Theory Surgical Tech Theory	8:00 – 11:00 Clinical Hours Vary 8:05 – 11:05 Clinical Hours Vary	12:15-3:15 pm Clinical Hours Vary 12:30-3:30 pm Clinical Hours Vary
Practical Nursing Theory Minimum 24 hrs. per week	8:00 am-7:00 pm, Monday-Thursday 8:00 am-4:00 pm, Friday Clinical Hours Vary	
Respiratory Care Theory		1:00-4:00 pm Monday, Wednesday, Friday Clinical Hours Vary

Air Conditioning Evening Class		5:30 -9:15 pm, Monday, Tuesday, Wednesday, and 1 Friday per month.
For daytime programs, students are allowed a 10-minute break during the second hour of each three-hour block.		

Due to Autry Tech's commitment to prepare students to accomplish the goals of personal discipline, good work ethic, and competencies of curriculum and shop, many policies and procedures reflect those found in the workplace rather than those found in a school system. Attendance is one such policy. Therefore, anytime Autry Technology Center is in session, students are expected to be in attendance. Instruction cannot take place when students are not present.

All students must be in attendance 90 percent of the time to receive a grade for a course/program at Autry Tech. An NG (No Grade) will be given to a student who is counted absent with more than 8 absences & 1 tardy in any one semester for career programs in session August through May. An NG (No Grade) will be given to a student who is counted absent with more than 9 absences and 1 tardy in any one semester for evening Air Conditioning. For the adult students who attend two different Autry Tech programs during the morning and afternoon sessions, their attendance is recorded separately in the morning and afternoon. Adult students who are considered full-time enrollment (both AM/PM sessions for the same program) will have attendance checked morning and afternoon. If absent in the morning but not in the afternoon or vice versa, the absence will be noted and then marked as tardy to account for half a day. Any student receiving an NG for a course/semester (theory or clinical) will not be allowed to continue his/her enrollment the following semester or progress to the next level or course of study.

An absence is defined as missing more than 30 minutes of class time. A tardy is defined as arriving past the designated times of 8:05/12:30. Any tardy that extends beyond 8:35/1:00 is counted as an absence. Two tardies are counted as one absence. A student's tardy becomes an absence if the student is more than thirty minutes late. The advanced medical classes have no tardies, however, students lose one hour of theory/clinical learning if they are late. Leaving early is counted the same as arriving late. Any early leave that is before 10:35/10:50 or 2:45/3:00 is counted as an absence. Two leave-early tardies are counted as one absence. Anytime a student is tardy, he/she must have an admission slip from Student Services before entering class. Students with excessive tardies/leave-earlies may not be allowed to continue enrollment the following semester. All students must sign out with Student Services before leaving Autry Tech's campus.

There are extenuating circumstances that are not counted toward the 90 percent policies for continued enrollment. Students may have one day that will not count toward the 90 percent when there is a death of an immediate family member. In addition, students may have two or three days when there is a death of an immediate family member living out of state. For the purposes of this attendance policy, an immediate family member shall be defined as parent, grandparent, spouse, child, brother, sister, grandchild, aunt/uncle, mother-in-law, and father-in-law. Other extenuating circumstances that are not counted toward the 90 percent policy are as follows: illnesses that require hospitalization, a child's/spouse's/parent's illness requiring hospitalization, medical conditions addressed through IDEA and/or Section 504, surgery, vehicle accidents requiring emergency medical care, being subpoenaed as a witness, testing (ACT), interviewing/training for a job that is related to a student's program of study, and jury or military duty.

The absences that are counted toward the 90 percent include, but are not limited to, absences for illness (non-contagious), a child's/spouse's/parent's illness, doctor/dentist appointments, going to court, agency meetings or appointments, or truancy. The student is responsible for obtaining and turning in the make-up work. Students have one day for each day's absence to make-up his/her work. If this is not done, a zero will be recorded.

Any student, high school or adult, will be immediately dismissed if attendance exceeds 90 percent. High school students will return to their partner school and adult students will be withdrawn through Student Services. In accordance with policy, students with excessive absences will not be allowed to return the semester following their dismissal.

CONTAGIOUS HEALTH CONDITIONS

The technology center is committed to providing a safe and healthy environment for all students and employees. School administrators will enforce this policy for the benefit of all members of the school community but will attempt to avoid embarrassment to an affected individual as applicable given the totality of the circumstances. Students and employees with unique health circumstances may request an exception to this policy by providing a statement from a physician certifying

that there is no danger of the condition spreading to others in the school environment. The district will comply with physician instructions when implementing the requirements of this policy.

Any student or employee who is determined to be afflicted with a contagious health condition such as head lice, bed bugs, strep throat, the flu, pink eye, or Covid-19 shall be prohibited from attending school until a health officer (licensed physician, licensed physician's assistant, health department official, school nurse, etc.) has determined that the individual is free of the condition or that there is no danger of the condition spreading to others in the school environment. Proof of a contagious illness is required for attendance to not count toward their 90 percent.

Students and employees who have had a fever, diarrhea or vomiting are encouraged to be symptom free for 24 hours, without the use of symptoms reducing medication, prior to returning to school.

The Director of Student Services will monitor the attendance policy. Any questions concerning attendance should be brought to the attention of the Director of Student Services.

MAKE-UP ASSIGNMENTS

Students are expected to make up for the work missed while they are absent. It is the student's responsibility to contact the instructor and make arrangements to complete the work missed immediately upon returning from the absence. No penalty will be assessed if the work is made up within the same number of days as the number of days missed. Some situations may require more time due to the career major. In these cases, the instructor will set the completion date for the make-up work to be completed. If a student knows in advance that he/she will be absent, the work may be completed and turned in prior to the absence with the permission of the instructor.

LEAVE OF ABSENCE

The leave of absence (LOA) process should originate with an Autry Tech Career Counselor. To qualify as a leave of absence, the leave shall be no more than 10 days. The dates of leave must be consecutive and not intermittent. The process in its entirety and application can be found in Student Services.

The duration of the leave will be granted based on the student's circumstances. While reasonable effort will be made to permit the student to continue in the curriculum during said leave, some circumstances may prevent or make it impractical for the student to continue in the program and said student will need to restart coursework. The final decision in these circumstances is reserved by Autry Technology Center.

STUDENT BEHAVIOR AND DISCIPLINE POLICY

It is the policy of the district that students be informed of the standard of behavior expected from students participating directly or indirectly in educational programs and opportunities provided by Autry Technology Center. In addition, students should understand the disciplinary consequences that may occur when student behavior or conduct falls outside of permissible boundaries.

Adult and secondary students are subject to discipline for actions that are specified in the district's procedures. The district's procedures shall establish the process which must be utilized to ensure that students are aware of violations of the district's disciplinary code and the manner in which the student shall appeal the imposition of discipline involving suspension or, in the case of adult students, dismissal.

Secondary students who receive short or long-term suspension, dependent upon the reason for the suspension, may be entitled to an education plan depending on the length of suspension. Upon the completion of suspension, a secondary student may return to school, in the manner and under the conditions provided by school law. Adult students may be removed from school for a limited or extended period or dismissed from school without a right to return to courses.

Student privileges, including participation in extracurricular activities, may be limited, or extinguished based on the student's misconduct. Secondary students suspended from school have established due process procedures available to challenge the suspension. In contrast, students who are not suspended – but assigned some reduced discipline – are not entitled to utilize the appeal process applicable to student suspensions. The appeal process applicable to adult and secondary students is set out in the procedures established for each category.

SECONDARY STUDENT BEHAVIOR

DISCIPLINE CODE

The following behaviors at school, while in school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

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, 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, 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. Conduct that threatens or jeopardizes the safety of others
7. Cutting class, sleeping, or refusing to work in class
8. Disruption of the educational process or operation of the school
9. Extortion
10. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
11. False reports or false calls
12. Fighting
13. Forgery, fraud, or embezzlement
14. Gambling
15. Gang related activity or actions
16. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication and physical acts
17. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
18. Inappropriate attire, including violation of dress code
19. Inappropriate behavior or gestures
20. Indecent exposure
21. Intimidation or harassment because of race, color, sex, pregnancy, gender, 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)
22. Obscene language
23. Physical or verbal abuse
24. Plagiarism, cheating, or academic dishonesty
25. Possession or distribution of a caustic substance (unrelated to course work)
26. Possessing, distributing, or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
27. Possession or use, without prior authorization, of a wireless telecommunication device
28. Possession, threat or use of a dangerous weapon,[1] including firearms, and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
29. 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 or high point 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.
30. Possession, claimed possession, use or distribution of illegal and/or drug related paraphernalia.
31. Possession or claimed possession of prescription medicine while at school and school related functions without prior administrative approval.
32. Profanity
33. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions.
34. Sexual or other harassment of individuals include, but not limited to, students, school employees, volunteers.
35. Theft

Students who are members of JROTC and are participating in an authorized school program may, with prior approval from the Director of Student Services, bring an inoperable weapon to school for the sole and exclusive purpose of participating in the program. Students may only possess the inoperable weapon in a manner consistent with the authorization to participate in the program.

36. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications.
37. Truancy
38. 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, 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.
39. 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.
40. Using racial, religious, ethnic, sexual, gender or disability-related epithets
41. Use of the school's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law.
42. Vandalism
43. Violation of Board of Education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying, or defacing school property.
44. Willful damage to school property
45. Willful disobedience of a directive of any school official

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

SCHOOL SAFETY AND BULLYING PREVENTION ACT (OKLA. STAT. TIT. 70, § 24-100.2)

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

SAMPLE DISCIPLINARY OPTIONS

- *Instructor or Administrator Intervention*
  May include but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by student, changing student's seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances.
- *Detention or In-School Intervention*
  Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/administrator at the specified time with class work to be studied. Detention may be assigned 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 assignments to a site, designated by the technology center, for a prescribed course of education as determined by school representatives. Any such placement will be made in accordance with applicable special education procedural safeguards.
- *Alternative Out-of-School Placement*
  Alternative out-of-school placement is an optional correctional measure specifically authorized in cases when a student has made electronic communications intended to terrify, intimidate, harass, or threaten injury or harm to faculty or students. Any such placement will be made in accordance with applicable special education procedural safeguards.
- *School Service*

School service may be required of students when an administrator believes that it would allow the student to understand the logical consequences of his/her conduct. Examples include, but are not limited to, cleaning after vandalism or littering, helping a teacher after disrupting a class, etc. School service will not be utilized to augment the district's workforce, in ways which are likely to endanger a student, or in a manner which is designed to unduly embarrass a student.

- *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 Director of Student Services 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.

BEHAVIOR OR CONDUCT THAT MAY RESULT IN SUSPENSION:

This policy applies only to out-of-school suspensions and, unless otherwise noted, all references to "suspension" in this policy mean out-of-school suspension. References to "parent" in this policy means a student's parent(s) or legal guardian(s).

Secondary students may be suspended for:

1. violation of a school regulation (which includes but is not limited to any policy, rule, regulation, directive, etc.);
2. possession of an intoxicating beverage, low or high point beer, as defined by OKLA. STAT. tit. 37, § 163.2, 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;
3. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public-school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in suspension as provided in the technology center's policy related to firearms;

Students who are suspended under categories 1 or 2 will be provided with an education plan as outlined below. No education plan will be required for students who are suspended under category 3.

VIOLENT ACTS TOWARD SCHOOL PERSONNEL

Any student in grades 6 through 12 found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for the school shall be suspended for the remainder of the current semester and the next consecutive semester. For good cause and considering the totality of the circumstances, the district's Superintendent or designee may modify the term of the suspension. Final action as to any such suspension, including its term, remains with the Board of Education or designated hearing officer, pursuant to a timely appeal.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher'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 Oklahoma criminal law distinguishing between violent and nonviolent offenses.

TECHNOLOGY CENTER'S OBLIGATIONS PRIOR TO SUSPENSION

Before the technology center recommends suspension, other disciplinary options will be considered, including but not limited to placement in an alternative school setting, reassignment to another classroom, and detention. The technology center will provide additional procedural safeguards as required by law for students identified as having disabilities under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act/Title II of the Americans with Disabilities Act.

PRE-SUSPENSION CONFERENCE

When a student engages in behavior or conduct that may result in suspension, the Director of Student Services shall conduct an informal conference with the student.

At the conference, the Director of Student Services shall read the regulation that the student is charged with having violated and shall discuss the student's conduct. The student shall be asked whether he/she understands the regulation and be given a full opportunity to explain and discuss his/her conduct.

If the Director of Student Services concludes that suspension is appropriate, the student should be advised that he/she is being suspended and the length of the suspension. The Director of Student Services shall immediately notify the parent(s) by phone and in writing that the student is being suspended and that other disciplinary options were considered and rejected. The written notice will state which alternative disciplinary options were considered and why they were rejected.

A student may be suspended without a pre-suspension conference only in situations when the Director of Student Services reasonably believes that the student's continued presence in the building will constitute an immediate danger to the health or safety of students, school employees, school property, or would be a substantial disruption of the educational process. In such cases, a conference with the student and parent will be scheduled as soon as possible after the student has been removed from the building.

CONFERENCES WITH PARENTS

The Director of Student Services will seek to hold a conference with the parents of a minor student as soon as possible after the suspension has been imposed. The parent should be advised of his/her right to a conference with the Director of Student Services at the time he/she is verbally notified that a suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.

At the conference, the Director of Student Services will read the regulation the student is charged with having violated and will briefly outline the student's conduct. The Director of Student Services will also explain the reason for rejecting other disciplinary options. The parent should be asked by the Director of Student Services if he/she understands the regulations and the charges against the student.

At the conclusion of the conference the Director of Student Services shall state whether he/she will terminate or modify the suspension. In all cases the parents will be advised of the right to have the suspension reviewed by the Superintendent, Board of Education, a hearing officer appointed by the Board, or the suspension committee as provided by this policy. If the parent agrees with the Director of Student Services' decision, he/she will be requested to sign a waiver of review.

INDIVIDUALIZED PLANS

Suspensions in excess of five (5) days shall include an Individualized Plan ("Plan") that shall describe either a home-based schoolwork assignment setting or other appropriate work assignment setting. The Plan shall be prepared by the Director of Student Services with the assistance of other school employees.

The Plan shall provide for the core units in which the student is enrolled. A copy of the Plan shall be provided to the student and parent. The parent shall be responsible for providing a supervised, structured environment monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

RECORDS

The Director of Student Services will keep written records of each suspension conference. The records will contain the date of the conference, names of participants, time and duration of the conference, and the basis for rejecting alternative disciplinary options. The Director of Student Services shall also maintain records related to the Plan and the student and/or parent's compliance with the Plan.

SUSPENSION TERMS

All suspensions will have a definite start and end date. The term of a suspension may be reduced if a student performs a specified remedial act if those conditions are agreed to at the time of the suspension. Suspension lengths will be as consistent as possible between students considering the nature of the conduct and the previous disciplinary history of the student.

Long-term suspensions are those suspensions of more than ten (10) school days. Suspensions will not extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, drug, or drug paraphernalia, in which case a suspension shall be for a period of not less than one (1) calendar year. Suspensions involving firearms are governed by the school district's Gun-Free Schools Student Suspension policy.

Short-term suspensions are those suspensions of ten (10) or fewer school days.

LONG-TERM SUSPENSION APPEALS

A parent/student may appeal the suspension to the Superintendent and Board of Education, or a hearing officer appointed by the Board. The Director of Student Services shall inform the parent/student of the right to appeal the suspension and the method for appealing. At the parent/student's option the appeal may be directly to the Board or the Board's appointed hearing officer.

A written appeal must be received by the Superintendent within five (5) calendar days after the parent/student receives the Director of Student Services' decision. If the Superintendent does not receive a written appeal within five (5) calendar days of the Director of Student Services' decision, the Director of Student Services' suspension decision is final.

Appeals to the Superintendent or Designee ("Superintendent")

If the Superintendent receives a timely written appeal request, the Superintendent will hold a conference with the parent or guardian as soon as possible. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.

At the conference, the Superintendent will read the regulation the student is charged with having violated and will briefly outline the student's conduct. The parent will be asked if he/she understands the regulation and the charges against the student. The student/parent will be given an opportunity to provide his/her version of events.

At the conclusion of the conference the Superintendent will state whether he/she shall terminate or modify the suspension. In all cases the parent shall be advised of the right to have the suspension reviewed by the Board of Education or a Board-appointed hearing officer. If the parent agrees with the Superintendent's decision, he/she shall be requested to sign a waiver of review by the Board.

Appeals to the Board of Education or Designated Hearing Officer

An appeal must be presented by letter to the Superintendent within five (5) calendar days after the parent/student receives the Superintendent's decision. If the Superintendent does not receive a written appeal within five (5) calendar days of the Superintendent's decision, the Superintendent's suspension decision is final.

If the Board receives a timely written appeal request, the Board or an appointed hearing officer will hear the appeal as soon as possible. This decision is final and cannot be appealed.

The parent/student will be notified in writing of the date, time and place of the hearing and will have the right to choose an "open" or "closed" hearing. Reasonable efforts will be made to accommodate the work schedule of parents.

Attendance at School Pending Appeal Hearing

Pending an appeal of the student suspension, the student will have the right to attend school under such "in-house" restrictions as the Director of Student Services deems proper, except that at the discretion of the Director of Student Services, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the Director of Student Services the student's continued presence in the building will constitute an immediate danger to the health or safety of students, school employees, school property, or would be a substantial disruption of the educational process.

SHORT-TERM SUSPENSION APPEALS

A parent or student may appeal the suspension decision to the Superintendent. The Director of Student Services shall inform the parent/student of the right to appeal the suspension and the method for appealing.

An appeal must be presented by letter to the Director of Student Services within five (5) calendar days after the parent/student receives the Director of Student Services' decision. If the Director of Student Services does not receive a written appeal within five (5) calendar days of the decision, the Director of Student Services' suspension decision is final.

Upon receipt of the request, the Director of Student Services shall confirm that the student's suspension falls within the category of suspensions to which an appeal to the committee is authorized. If the Director of Student Services determines that the suspension is a long-term suspension, or the original short-term suspension is extended beyond ten (10) school days prior to the hearing, the procedures applicable to long-term suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education.

HEARING THE APPEAL

1. The Superintendent shall appoint a review committee consisting of not less than three certified administrators and/or teachers and shall designate a chairperson for the committee. No administrator or teacher is eligible to

serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.
2. The Superintendent shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parents whenever possible. The parent/student will be notified in writing of the date, time, and place of the hearing. The Director of Student Services shall attend the hearing. 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.
3. The committee will conduct a full investigation of the students' suspension in an informal manner. The Director of Student Services will briefly outline the students' conduct, read the regulation that the students' conduct violated, and present any evidence and witnesses that support the suspension decision. The parent/student will be asked by the committee if they understand the regulation and charges against the student. The parent/student will then briefly explain the student's conduct and present any evidence and witnesses that support the student's position.
4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the suspension. The committee's decision shall be confirmed in writing, and a copy will be mailed to the parents, the Director of Student Services, and the Superintendent.
5. The decision of the committee shall be final and non-appealable.

STUDENT PRIVILEGES WHILE UNDER SUSPENSION

Participation in school extracurricular activities is a privilege and not a right. Accordingly, students who are suspended are immediately ineligible to participate in extracurricular activities, notwithstanding the filing of an appeal. "Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, and all other school sponsored activities and organizations.

Reference: OKLA. STAT. tit. 70 § 24-101.3

SUSPENSION IMPOSED BY-PARTNER SCHOOL DISTRICT

When a partner school district suspends a student who, at the time of the suspension, is enrolled in the technology center – the Superintendent or his/her designee shall promptly review the available information and determine whether the suspension shall also result in a suspension from the technology center. In the event the student shall be suspended from the technology center, for a reason involving suspension by the partner school, the technology center shall follow its procedures for suspension. When the technology center suspends a secondary student, it will likewise notify the partner school district of the suspension. Treatment accorded the technology center's suspension shall be the decision of the sending school district.

DISCIPLINARY REMOVAL OF SECONDARY STUDENTS WITH DISABILITIES

DEFINITIONS

For purposes of this policy, the following definitions apply:

"Child with a disability" includes students who have been identified as having a disability or for whom an initial evaluation has been sought under the Individuals with Disabilities Act, Section 504 of the Rehabilitation Act, or Title II of the Americans with Disabilities Act.

"*Controlled substance*" means a drug or other substance identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

"*Illegal drug*" means a controlled substance but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.

"School day" means any day, including a partial day that students attend the technology center for instructional purposes, whether on or off campus.

"Serious bodily injury" means bodily injury that involves –
1. a substantial risk of death;
2. extreme physical pain;
3. protracted and obvious disfigurement; or
4. protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

"***Weapon***" means a dangerous weapon as defined by 18 U.S.C. § 930(g)(2), specifically, a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocketknife with a blade of less than 2½ inches in length.

CASE-BY-CASE DETERMINATION

Technology center personnel must consider any unique circumstances on a case-by-case basis when determining whether a change of placement is appropriate for a student with a disability who violates the code of student conduct.

SHORT-TERM DISCIPLINARY REMOVAL

District personnel may remove a student with a disability who violates the code of student conduct from the student's current placement to an appropriate interim alternative educational setting, another setting or suspension, for not more than ten (10) consecutive school days and for additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those additional removals do not constitute a change of placement.

A change of placement occurs if:

1. the removal is for more than ten (10) consecutive school days; or
2. the student has been subjected to a series of removals that are ten (10) days or less during the same school year that constitute a pattern.

School personnel determine whether a pattern exists by considering the following factors:

- the series of removals total more than ten (10) school days in a school year;
- the student's behavior is substantially similar to the student's behavior in previous incidents that resulted in the series of removals; and
- such additional factors as the length of each removal, the total amount of time the student has been removed and the proximity of the removals to one another.

However, to promote uniformity in the decision-making process, the Board of Education has determined that it is in the district's best interest that it does not require school personnel to weigh these factors to determine the existence of a pattern in each instance. Instead, when the student's short-term removals exceed ten (10) school days over the course of the school year, the district will follow the process identified in this policy for implementing a long-term removal.

In school alternative placements for more than ten (10) consecutive school days or that may constitute a pattern of exclusion may be a change of placement if the student does not receive education services required under the student's IEP or Section 504/Title II Plan.

EDUCATIONAL SERVICES DURING A SHORT-TERM DISCIPLINARY REMOVAL

The technology center will provide a student with a disability the same level of services it provides students without disabilities during removals for ten (10) school days or less during the school year.

After a student with a disability has been removed from his or her current placement for ten (10) school days in the same school year, if a subsequent removal is imposed for not more than ten (10) consecutive school days and is not a change of placement, technology center personnel, in consultation with the student's special education teacher and the partner school district, will determine the extent to which services are needed, so as to enable the student to continue to appropriately progress in the general curriculum, although in another setting, and to appropriately advance toward meeting the goals set out in the student's IEP or Section 504/Title II Plan.

NOTIFICATION

On the date on which the decision is made to make a disciplinary removal that constitutes a change of placement of a student with a disability because of a violation of the district's code of student conduct, technology center personnel will notify the partner school district as well as the minor student's parents of the decision and ensure that the sending school provides the parents of students who are eligible for special education and related services under the IDEA with a copy of the *Parents Rights in Special Education: Notice of Procedural Safeguards* form. Personnel will provide the parents of students who are eligible for special education and related services only under Section 504/Title II with a copy of the district's *Section 504 Information and Procedural Safeguards* form.

SPECIAL CIRCUMSTANCES

Technology center personnel may also remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability, if the student:

1. carries or possesses a weapon at school, on school premises, or to or at a school function;
2. knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance at school, on school premises or at a school function; or
3. has inflicted serious bodily injury upon another person while at school, on school premises or at a school function.

MAKING A MANIFESTATION DETERMINATION

The technology center will notify the partner school of any incidents involving the need to make a manifestation determination. These determinations will be made with full notice to and cooperation with the partner school. Except for removals that will be for not more than ten (10) consecutive school days and will not constitute a change of placement, within ten (10) school days of any decision to change the placement of a student with a disability because of a violation of the technology center's code of student conduct, the student's sending school's IEP or Section 504/Title II team will meet to review all relevant information in the student's file, including the student's IEP or Section 504/Title II Plan, any teacher/instructor observations, psychological evaluation date related to the student's current behavior, and any relevant information provided by the sending school and parents to determine:

1. if the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability; or
2. if the conduct in question was the direct result of an inappropriate placement or the technology center's failure to implement the IEP or Section 504/Title II Plan.

The conduct will be determined to be a manifestation of the student's disability if the student's IEP or Section 504/Title II team determines that a condition in either (a) or (b) of this paragraph was met.

If the student's IEP or Section 504/Title II team determines that the conduct in question was the direct result of the technology center's failure to implement the IEP or Section 504/Title II Plan, immediate steps will be taken to remedy those deficiencies.

DETERMINATION THAT BEHAVIOR IS A MANIFESTATION OF THE STUDENT'S DISABILITY

If the IEP team determines that the conduct was a manifestation of the student's disability, the team will either:

1. conduct a functional behavior assessment, unless the technology center had conducted a functional behavior assessment before the behavior that resulted in the change of placement occurred and further functional behavior assessment is deemed unnecessary, and implement a behavior intervention plan for the student; or
2. if a behavior intervention plan already has been developed, review the behavior intervention plan, and modify it, as necessary, to address the behavior.

If the Section 504/Title II team determines that the conduct was a manifestation of the child's disability, the team will determine what, if any, modifications to the student's educational placement are necessary, including conducting a functional behavior assessment and developing or revising a behavior intervention plan (if appropriate).

Except as provided in this policy, the IEP or 504 team will return the student to the placement from which the student was removed, unless the parent, partner school and the technology center agree to a change of placement as part of the modification of the behavior intervention plan.

DETERMINATION THAT BEHAVIOR IS NOT A MANIFESTATION OF THE STUDENT'S DISABILITY

If the behavior that gave rise to the violation of the technology center's code of student conduct is determined not to be a manifestation of the student's disability, then school personnel may apply the relevant disciplinary procedures to students with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

A parent or guardian who disagrees with the manifestation determination may file a complaint requesting an impartial due process hearing.

EDUCATIONAL SERVICES DURING A LONG-TERM DISCIPLINARY REMOVAL

During a long-term disciplinary removal, a student eligible for special education and related services under the IDEA will:

1. continue to receive educational services to enable the student to continue to appropriately progress in the partner school's general education curriculum, although in another setting, and to appropriately advance toward achieving the goals set out in the student's IEP; and

2. receive, as appropriate through the partner school, a functional behavior assessment and behavior intervention services and modifications that are designed to address the behavior violation so that it does not recur.

The students' IEP team will determine appropriate services and the location in which services will be provided. These services may be provided in an interim alternative educational setting determined by the IEP team.

During a long-term disciplinary removal, a student eligible for special education and related services only under Section 504/Title II will receive educational services to the same extent that a student without disabilities would receive educational services during a disciplinary removal for the same offense. In some instances, a long-term disciplinary removal may effectively remove the student from the technology center and may limit or eliminate the student's return to the technology center.

APPEAL TO HEARING OFFICER UNDER THE IDEA

The parent of a student eligible for special education and related services under the IDEA who disagrees with any decision regarding placement or the manifestation determination under this policy, or the technology center, if school personnel believe that maintaining the current placement of the student is substantially likely to result in injury to the student or others, may appeal the decision by filing a due process hearing complaint seeking an expedited hearing.

In making the determination, the technology center acknowledges that the hearing officer may:

1. return the student with a disability to the placement from which the student was removed if the hearing officer determines that the removal was a violation of the applicable provisions of the IDEA or that the student's behavior was a manifestation of the student's disability; or
2. order a change of placement of the student to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of the student is substantially likely to result in injury to the student or to others.

These procedures may be repeated if the partner school or technology center believes that returning the student to the original placement is substantially likely to result in injury to the student or to others.

When an appeal has been requested by either the parent, partner school or the technology center, the student will remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period set for the placement, whichever occurs first, unless the parent, partner school and the technology center agree otherwise.

The partner school or technology center may also seek a court order to remove a student with a disability from the technology center or change the student's current educational placement if technology center personnel believe that maintaining the current placement of the student is substantially likely to result in injury to the student or to others.

PROVIDING RECORDS TO DISCIPLINARY DECISION MAKER

If the technology center initiates disciplinary procedures that it concludes would constitute a change of placement for a student with a disability, school personnel will ensure that the student's special education and disciplinary records are provided for consideration to the partner school personnel making the final determination regarding the disciplinary action.

ADULT STUDENT BEHAVIOR

PURPOSE

The technology center serves adult and secondary students. A discipline code is provided for secondary students to inform students of the standards of conduct required of students, and of the consequences that attach to misconduct. School laws that prescribe procedures applicable to secondary students are, in some instances, not applicable to adult students. Accordingly, the technology center has established a separate policy applicable to adult students that explains the standards of conduct and civility expected of adult students and 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 ensure that all students have an opportunity to benefit from the educational opportunities available. Conduct which violate 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 permanent removal.

REFERENCES IN POLICY

Reference to "administrator" means Director of Student Services or the technology center staff member to whom the administration has delegated the responsibility for student discipline.

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

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

PROCEDURES

1. IMMEDIATE REMOVAL OF A STUDENT
   Whenever an alleged violation of the *Adult Student Behavior Code* is reported to an administrator, he or she will ascertain whether the immediate removal of the student is required. This determination will be based on whether the student's continued presence on campus would create, in the administrator's judgment, a dangerous and/or disruptive situation regarding 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. 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 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 against 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 a 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 appropriate administrator shall first present his/her evidence and be subject to cross-examination by the Superintendent. This will be followed by the students' evidence. The decision of the Superintendent shall be final. Such decision shall be communicated orally after the hearing or in writing to all parties, within three business days following the decision. An oral decision, when rendered immediately following the hearing, shall be followed by issuance of the Superintendent's written decision, which shall be placed in the mail within three (3) business days of announcing the decision.
5. MODIFICATION OF CORRECTIVE ACTION
   The imposition of corrective action is subject to modification upon the recommendation of the administrator at any time prior to the hearing before the Superintendent. The discipline imposed by the administrator is based on one or more of the following guidelines:
   a. Seriousness of the offense.

b. Student's disciplinary record during the school year or in prior years.
c. Any final action by civil authorities. (However, action by authorities, in criminal or civil matters, is not a condition precedent to disciplinary action by the school.)
d. Cooperation and assistance of students during the disciplinary proceedings.
e. Other circumstances as the administrator may deem relevant.

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

NOTIFICATION OF POLICY

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

ADMINISTRATIVE ACTIONS

Administrative actions provided in this policy may be taken by the administrator designated by this policy or the Superintendent. An administrator, Superintendent, or other administrator in charge, may appoint a designee to act in his/her place. Apart from 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, 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, 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. Conduct that threatens or jeopardizes the safety of others
7. Cutting class, sleeping, or refusing to work in class
8. Disruption of the educational process or operation of the school
9. Extortion
10. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
11. False reports or false calls
12. Fighting
13. Forgery, fraud, or embezzlement
14. Gambling
15. Gang related activity or actions
16. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication and physical acts
17. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
18. Inappropriate attire, including violation of dress code
19. Inappropriate behavior or gestures
20. Indecent exposure
21. Intimidation or harassment because of race, color, sex, pregnancy, gender, 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)
22. Obscene language
23. Physical or verbal abuse
24. Plagiarism, cheating, or academic dishonesty
25. Possession or distribution of a caustic substance (unrelated to course work)

26. Possessing, distributing, or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
27. Possession or use, without prior authorization, of a wireless telecommunication device
28. Possession, threat or use of a dangerous weapon,[2] including firearms, and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
29. 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 or high point 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.
30. Possession, claimed possession, use or distribution of illegal and/or drug related paraphernalia.
31. Possession or claimed possession of prescription medicine while at school and school related functions without prior administrative approval.
32. Profanity
33. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions.
34. Sexual or other harassment of individuals include, but not limited to, students, school employees, volunteers.
35. Theft
36. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications.
37. Truancy
38. 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, 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.
39. 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.
40. Using racial, religious, ethnic, sexual, gender or disability-related epithets
41. Use of the school's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law.
42. Vandalism
43. Violation of Board of Education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying, or defacing school property.
44. Willful damage to school property
45. Willful disobedience of a directive of any school official

Students involved in illegal activities are subject to being reported to law enforcement authorities.

Students who intentionally destroy or damage school property are financially liable for repair or replacement of the property.

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

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action,

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Students who are members of JROTC and are participating in an authorized school program may, with prior approval from the Director of Student Services, bring an inoperable weapon to school for the sole and exclusive purpose of participating in the program. Students may only possess the inoperable weapon in a manner consistent with the authorization to participate in the program.

which may include removal from school. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

DISMISSAL OF STUDENTS BECAUSE OF FAILURE TO MEET OR COMPLY WITH ESSENTIAL COURSE REQUIREMENTS

The technology center's course offerings include those that incorporate requirements essential to successful completion of the course. An example is the clinical hours that are part of and necessary to complete many health care courses. When a student cannot complete essential course requirements, the student may be dismissed from a program for a variety of reasons, including but not limited to conduct, behavior, or other inability to meet mandatory parts of the program. Students dismissed for reasons falling within this part of the policy will have the same rights regarding removal as adult students who violate the technology center's disciplinary code.

STUDENTS ATTENDING THE TECHNOLOGY CENTER BY VIRTUE OF A SPECIAL PROGRAM

In some instances, adult students are participating in programs offered by the technology center as a result of their eligibility established by terms of a federal or state program. In these instances, the programs establish eligibility requirements as well as minimum standards which students must meet to remain a part of the program and recipient of program benefits. Student participation and dismissal of the student may be governed by the program criteria. Students have no property interest in these programs and, as a result, those who violate expectations related to attendance, participation, and otherwise fail to meet the obligations which accompany participation, may be removed from the program with notice to the student and the appropriate administrator. Whether to allow the student to return to the program and, if so, under what conditions, will be a joint decision of the designated school representatives and the designees for the federal or state program. The student's dismissal or removal shall include written notice to the appropriate administrator of the student's dismissal and the reasons for dismissal.

STUDENT POSSESSION OF DANGEROUS WEAPONS

To provide a safe environment for the students and staff of the technology center, the Board of Education adopts this policy prohibiting the possession and/or use of dangerous weapons, replicas or facsimiles of dangerous weapons and items or instrumentalities which are used to threaten harm or are used to harm any person.

Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the technology center. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the technology center.

For the foregoing reasons and except as specifically provided below, possession, by any student, of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on technology center property, at a technology center-sponsored activity, or on a technology center bus or vehicle, is prohibited. Further, use of any item or instrumentality by a student to threaten harm to any person or which is used to harm any person, while on technology center property, at a technology center sponsored activity, or on a technology center bus or vehicle, is prohibited.

For purposes of this policy, "possession of a dangerous weapon" includes, BUT IS NOT LIMITED TO, any person having a dangerous weapon: (1) on his or her person; (2) in his or her locker; (3) held by another person for his or her benefit; or (4) a technology center bus or vehicle, or at a technology center activity.

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, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife, regardless of the length or sharpness of the blade, any pen knife, "credit card" knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, 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 THE STUDENT POSSESSING THE DANGEROUS WEAPON DID NOT KNOW THAT IT IS A DANGEROUS WEAPON, BUT SUCH CLAIM OF A LACK OF KNOWLEDGE MAY BE CONSIDERED IN MITIGATION OF ANY DISCIPLINARY PENALTY.

Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy or who uses any item or instrumentality to threaten harm to any person or is used to harm any person may be placed under emergency suspension from technology center, pending an investigation of the incident by the appropriate

technology center or legal authorities. Students who violate this policy may be suspended from the technology center, barred from technology center property and all technology center activities for any period of time up to the maximum period authorized by law. Additionally, appropriate technology center staff members may seek to file criminal charges against the student.

If a teacher or other technology center employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any students or staff in jeopardy and shall immediately notify the Superintendent or the Superintendent's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the Superintendent or the Superintendent's designee of the situation.

If the Superintendent or his/her designee learns that a student is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the Superintendent or designee shall observe the following procedure:

1. Immediately investigate the matter and contact the police or campus security, if appropriate.
2. If not already confiscated by an employee of the technology center and if it can be accomplished without risk of injury, the Superintendent or designee should take possession of the dangerous weapon or replica or facsimile.
3. Notify the Superintendent or designee.
4. Notify the student's parents.
5. Cooperate fully with the police.
6. Transfer confiscated weapons to the police department, if feasible.

A student who has been suspended from a K-12 school or another technology center because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into the technology center.

An exception to this policy may be granted for students participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, prior written approval by the Superintendent is required. Students who participate in JROTC may also be granted an exception to bring an inoperable weapon onto campus for the limited purpose of participating in a school program. The Director of Student Services must approve of this exception in advance, the weapon must always remain inoperable while on campus, and the weapon must not be used in a manner which is inconsistent with the permission granted.

A student's inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on technology center property, a technology center bus or vehicle, or at a technology center activity is no defense or excuse to compliance to this policy but may be considered in determining the length or severity of any punishment for violation of this policy.

Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of disabled students must be observed in accordance with applicable law and technology center Board policies.

ADULT STUDENTS AND HANDGUNS ON SCHOOL CAMPUS

HB 1652 amended OKLA. STAT. tit. 21 § 1277 by designating the limited areas in which concealed handguns can be located on a technology center campus. Adult students may not carry a gun into any technology center school facility (including offices, common areas, or structures of whatever type or kind). Likewise, it is unlawful for any adult student to carry a handgun onto the campus of a K-12 school whether or not the adult student is engaged in an activity related to the technology center in which the student is enrolled. Students found in possession or control of a handgun in violation of school policies and applicable state, or federal laws will suffer the most severe disciplinary consequences available, including removal from school, and referral of unlawful handgun possession or storage to authorities for criminal prosecution. The only area adult students, who have a valid handgun license issued pursuant to the provisions of the Oklahoma Self-Defense Act, may have a handgun on a technology center campus is in their vehicle in parking lot of the school campus, provided the handgun is stored as required by law.
Reference: OKLA. STAT. tit. 21 § 1272

GUN-FREE SCHOOLS SECONDARY STUDENT SUSPENSION POLICY

Any secondary student who is determined to have:

1. brought a weapon to a school under the jurisdiction of the district; or
2. possessed a weapon within two thousand (2,000) feet of public-school property; or
3. 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 school for participation in a school

program, provided the student obtained prior permission from the Director of Student Services, the weapon remains inoperable while at school 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:

1. The term "***weapon***" means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.

2. The term "***chief administrative officer***" means the Superintendent or designee or the Board of Education.

3. 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 by 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.

Reference: OKLA. STAT. tit. 70 § 24-101.3

INTERFERENCE WITH THE PEACEFUL CONDUCT OF ACTIVITIES

The Superintendent or anyone designated by the Superintendent or the Board of Education to maintain order in/at technology center sites shall have the authority and power to direct any person to leave property or any school activity when students are present, who is not a student, officer, or employee thereof, and who:

1. Interferes with the peaceful conduct of activities on school property;
2. Interferes with the peaceful conduct of school activities off school property when students are present;

For purposes of this policy, the term "interferes with the peaceful conduct" includes, but is not limited to, actions that directly interfere with classes, study, student or faculty safety, parking areas or extracurricular activities or any lawful activity; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the technology center; or direct interference with administration, maintenance or security of property belonging to the technology center.

Any person to whom this policy applies, who fails to leave the premises as directed or returns within six (6) months thereafter, without first obtaining written permission from the Superintendent or anyone designated by the Superintendent or the Board of Education, may be guilty of a misdemeanor.

APPEAL PROCESS:

After receiving a directive under this policy to leave the premises, the person issued the directive may request reconsideration by requesting review of the initial decision by letter to the Superintendent. If no written request is received within five (5) calendar days of the person's receipt of written notification of the directive to leave the premises, the directive will be final and non-appealable. If the Superintendent issued the initial directive to leave the premises, the Superintendent will appoint another administrator to review his/her decision. The decision of the Superintendent or his/her designee will be final and non-appealable.

The Superintendent or person who issues the directive to leave the premises will give the person to whom the directive is issued a copy of this policy within a reasonable amount of time after issuing the directive. During any appeal process, the person given the directive to leave the premises must remain off technology center property and away from school

activities, whether on technology center property or not, unless the Superintendent, in writing, instructs that the directive is to be stayed pending the appeal process.

OFFENSES NEAR SCHOOLS

It is unlawful for any person to engage in any of the following acts in or near schools, school groups, or streets and alleys adjacent to schools:

1. Loitering by any person not having lawful business in connection with school or its employees
2. Any conduct that would disturb the orderly conduct of the school
3. Annoying or molesting any student or employee of the school
4. Lewd or wanton conduct in, near, or around schools, school grounds, or streets and alleys adjacent to schools
5. Moving or parking any vehicle in the vicinity of a school for the purpose of annoying or molesting any student or employee of the school
6. Any other act or conduct calculated to, or likely to, annoy or molest any student or employee of such school

(Ordinance 1238, Section 1, 4-15-1958)

VANDALISM

Autry Technology Center Board of Education will prosecute to the full extent of the law any individual who willfully destroys, mutilates, or disfigures public school property of any kind. State law makes the parent(s) of secondary students responsible for the willful destruction of property by their children.

STUDENT SEARCH AND SEIZURE

Canine inspections of school property or automobiles parked on school premises will be periodically conducted, and no reason shall be necessary for such inspections.

Oklahoma law authorizes the superintendent, a principal, a counselor, a teacher, or school security personnel employed by Autry Technology Center to detain and search any student and any property in the student's possession while on technology center premises, at technology center activities, or in transit under authority of the technology center, for any item in the possession of the student which is illegal or prohibited by technology center policy, or for property believed to have been stolen from another student, an employee, or the technology center.

The search shall be conducted by a superintendent, principal, counselor, teacher, or security personnel of the same gender as the student who is being searched as per Oklahoma law. The search shall be conducted according to the following guidelines:

REASONABLENESS

1. The decision to search must be based upon a reasonable suspicion that:
   a. A violation of the law or school policy or rules has occurred or is occurring;
   b. The student to be searched has committed the violation; and
   c. Particular evidence of the violation will be discovered in the search.
2. In deciding whether a suspicion is reasonable, all the circumstances surrounding the case should be considered, including:
   a. The student's age, history, and record in school;
   b. The prevalence and seriousness of the suspected violation;
   c. The school officials' prior experience in detecting the problem or recognizing suspicious behavior;
   d. The need to make a search without delay and further investigation;
   e. The specificity and source of the information used as justification for the search; and
   f. The particular instructor or official's experience with the student.

SCOPE

1. The scope or extent of the search shall be reasonably related to the kind of objects being searched for, and not excessively intrusive considering the student's age and sex and the nature of the suspected violation.
2. A search commenced to discover a particular kind of item may be expanded or continued for additional items if circumstances warrant.
3. Under no circumstances will a student be required to remove any clothing other than cold weather outerwear during a search.

DISCOVERED ITEMS

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

2. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.
3. The Superintendent may designate school personnel to transport any dangerous weapons, controlled dangerous substances, alcoholic beverages, or missing or stolen property that might be in a student's possession from a school site to a centralized location within the technology center or to local law enforcement offices for lawful disposal. While in transport, the designated school personnel shall carry their school identification and a letter form the superintendent confirming their authority to transport the items for disposal. All items transported for disposal shall be transported in a locked container.

REFUSAL TO SUBMIT TO SEARCH

A student who refuses to peaceably submit to a search based on reasonable suspicion or who refuses to turn over items discovered because of a search may be suspended for such refusals.

If a student flees pending a search or destroys any property in the student's possession prior to or after the search, this will be considered a serious violation of the Student Behavior Code.

REPORTS

The person conducting the search shall prepare a report to be maintained by the Superintendent and Director of Student Services, including the date, time, place, names of witnesses, purpose, basis, and result of the search.

Reference: OKLA. STAT. tit. 70, § 24-102

SEARCH AND SEIZURE OF TECHNOLOGY CENTER PROPERTY ASSIGNED TO STUDENT

To maintain discipline and to ensure the proper functioning of the educational process, school administrators must always have access to all technology center property, including lockers, cabinets, desks, etc. assigned to students. 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 may 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.

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.

STUDENT BULLYING

STATEMENT OF LEGISLATIVE MANDATE AND PURPOSE

This policy is a result of the legislative mandate and public policy embodied in the School Safety and Bullying Prevention Act, 70 OKLA. STAT. 24-100.2 et seq. ("Act"). The technology center intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the technology center's policy on student behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

DEFINITION OF TERMS

A. Statutory definition of terms:

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

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

"Electronic communication" means the communication of any written, verbal, pictorial information, or video content by means of an electronic device, including, but 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.

UNDERSTANDING AND PREVENTING BULLYING

A full copy of this policy will be posted on the technology center's website and included in all handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the technology center's annual written notice of the availability of the anti-bullying policy.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the technology center's commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the technology center's other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The technology center's Bullying Coordinator and individuals designated as campus investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the technology center's strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Parents and guardians of minors may participate in a parent education component.

STUDENT REPORTING

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or Director of Student Services. The employee will give the student an official report form and, if needed, will help the student complete the form.

Students may make an anonymous report of bullying, and such reports will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously, and disciplinary action cannot be taken against a bully solely based on an anonymous report.

STAFF REPORTING

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the Director of Student Services. Any staff member who witnesses, hears about, or suspects bullying is required to submit a report.

BULLYING INVESTIGATORS

Each campus will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the technology center's website, and in the bullying prevention education provided annually to students and staff. The technology center's anti-bullying program is coordinated at the district level by its Bullying Coordinator, the Director of Student Services.

INVESTIGATING BULLYING REPORTS

For any alleged incidents of bullying reported to technology center officials, the designated official will investigate the alleged incident(s) and determine (a) whether bullying occurred, (b) the severity of the incident(s), and (c) the potential for future violence.

In investigating, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). The technology center officials may also work with outside professionals, such as local law enforcement, as deemed appropriate. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the Superintendent.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached, and any additional action taken, if applicable. Further, the investigator will notify the district's Bullying Coordinator that an investigation has occurred and the results of the investigation. In the event the investigation reveals that bullying occurred, the technology center's Bullying Coordinator will refer the student who committed the act of bullying to a delinquency prevention and diversion program through the Office of Juvenile Affairs.

Upon completion of an investigation, the Director of Student Services may recommend that available community mental health care or substance abuse care options be provided to a student, if appropriate. The Director of Student Services may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a technology center official believes the resource might be of assistance to the student/family. The technology center is not responsible for paying for these services. No technology center employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All technology center employees will act in good faith.

The technology center may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA STAT. tit. 12 1376, OKLA STAT. tit. 59 § 1376 of the Oklahoma Statues, or any other state or federal laws regarding the disclosure of confidential information. The technology center may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow technology center officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

RETALIATION PROHIBITED

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment in connection with filing a complaint or assisting with an investigation under this policy. Retaliatory or intimidating conduct against any individual who has made a bullying complaint or any individual who has testified, assisted, or participated, in any manner, in an investigation is specifically prohibited and as detailed in this policy shall be treated as another incidence of bullying.

PARENTAL NOTIFICATION FOR HIGH SCHOOL STUDENTS

The assigned investigator will notify the parents (minor students only) of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the Investigator will contact the parents (minor students only) of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

PARENTAL RESPONSIBILITIES

All parents/guardians of minor students will be informed in writing of the technology center's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents of minor students. Parents of minor students will be informed of the program and the means for students to report bullying toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the administration immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a target of bullying and report those symptoms; and
- Cooperate fully with technology center personnel in identifying and resolving incidents.

MONITORING AND COMPLIANCE

To assist the State Department of Education with compliance efforts pursuant to the *School Safety and Bullying Prevention Act*, 70 OKLA STAT. § 24-100.2 et seq., the technology center will identify a Bullying Coordinator who will serve as the contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and the technology center will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator.
A copy of this policy will be submitted to the State Department of Education by the end of each calendar year as part of the technology center's Annual Performance Report.

Reference: OKLA STAT. tit. 70 § 24-100.2

DRUGS AND ALCOHOL

1. Illegal and Illicit Drugs and Alcohol
   a. Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful, resulting in poor academic performance, poor social interactions, and jeopardy to future job prospects.
   b. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, non-intoxicating alcoholic beverages (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while on school vehicles, or at any school-sponsored event.
   c. "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student.
   d. "Mood-altering substances" include, but are not limited to, paint, glue, aerosol sprays, salts, incense, and other substances which may be used as an intoxicating substance.
   e. Violation of this policy will result in imposition of disciplinary measures, pursuant to the technology center's policy on student behavior.
   f. Student violation of this rule, which also constitutes illegal conduct, will be reported to law enforcement authorities.
2. Necessary Medications
   a. Students may not retain possession of and self-administer any medication at school for any reason except as permitted by the school's policy on the administration of medicine to students.
   b. Minor students who have a legitimate health need for over the counter or prescription medication at school shall deliver such medications to the Director of Student Services with parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.
   c. Violations of this rule will be reported to a minor student's parents and may result in discipline which can include suspension. Adult students may face removal for violations of this policy.
3. Distribution of Information
   Information for students and the parents of minor students about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the Director of Student Services

REPORTING STUDENT SUBSTANCE ABUSE

The Board recognizes the complexity of problems which may be associated with student substance abuse. The concern is always for the well-being and best interests of students. Therefore, the following procedure will be utilized by instructors in reporting students who appear to be under the influence, as defined by law, of alcoholic beverages or controlled dangerous substances.

When it appears to an instructor that a student may be under the influence of alcoholic beverages or controlled dangerous substances (drugs), the instructor will report the matter to the Director of Student Services, who will make a written report to the Superintendent. Whenever possible, the instructor should attempt to obtain a corroborative observation from another instructor or administrator.

The Director of Student Services' report will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the instructor concluded that the student appeared to be under the influence of alcoholic or controlled dangerous substances.

The Director of Student Services or another appropriate administrator will immediately notify the Superintendent or designee as well as the student's parent or legal guardian if the student is a minor. The notification to the student's parent or legal guardian may be verbal but will be promptly confirmed in writing. The Director of Student Services will also contact law enforcement if the situation warrants action.

TESTING STUDENTS WITH REGARD TO THE USE OF ALCOHOL & ILLEGAL CHEMICAL SUBSTANCES

The Autry Technology Center Board of Education, with the intent that all students have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale, or distribution when the student is on technology center property, at a school sponsored event, in technology center vehicles, or going to or from a technology center sponsored event hereby adopts the following policy.

STATEMENT OF PURPOSE AND INTENT

The safety of students and employees of the technology center is of paramount concern to the Board.

Students who are under the influence of alcohol or an illegal chemical substance when the student is on technology center property, at a technology center sponsored event, in school vehicles, or going to or from a school sponsored event pose serious safety risks to students, employees and the public.

The use of alcohol and illegal chemical substances by students has a direct and adverse effect on the safety, personal health, attendance, productivity, and quality of education of all students.

The Board recognizes that all students have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma. This policy will not infringe on those rights.

Due to the devastating impact that the use by students of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse effect on a student's ability to perform as a student, the Board will not tolerate students who use, possess, distribute, purchase, sell or are under the influence (as defined in the policy) of alcohol or illegal chemical substances while on school property, at a technology center sponsored event, in technology center vehicles, or going to or from a sponsored event.

This policy will apply to all students of the technology center.

Violations of this policy will subject the student to disciplinary action, including out of school suspension from classes for secondary students and removal from school with no possibility for readmission for adult students.

DEFINITIONS

"Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By way of example only, the drugs which may be tested for include but are not limited to amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.

"Alcohol" means ethyl alcohol or ethanol and includes liquor and beer.

"Under the influence" means any student of the technology center who has any alcohol or illegal chemical substance or the metabolites thereof present in the student's body in any amount which is "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol, or drug use confirm test.

"Positive" when referring to an alcohol or drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health for drug or alcohol testing of students or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.

"Technology center" means any property owned, leased, or rented by the technology center, including but not limited to buildings, parking lots and motor vehicles.

"Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath, or hair.

"Reasonable suspicion" means a belief that a student is using or has used alcohol or drugs in violation of this policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things:

1. Observable phenomena, such as:
    a. the physical symptoms or manifestations of being under the influence of alcohol or a drug while on technology center property, at a school sponsored event, in school vehicles, or going to or from a technology center sponsored event; or
    b. the direct observation of alcohol or drug use while on technology center property, at a sponsored event, in school vehicles, or going to or from a technology center sponsored event.
2. A report of drug or alcohol use while on technology center property, at a sponsored event, in school vehicles, or going to or from a technology center sponsored event, provided by reliable and credible sources.
3. Evidence that a student has tampered with an alcohol or drug test; or
4. Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on technology center property, at a technology center sponsored event, in technology center vehicles, or going to or from a technology center sponsored event.

PROCEDURES FOR ALCOHOL OR ILLEGAL CHEMICAL SUBSTANCE TESTING

1. Any alcohol or drug use test administered under the terms of this policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. The professional laboratory shall be required to have detailed written specifications to ensure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing, with all samples to be taken under the supervision of appropriate laboratory employees at a technology center site or site designated by the laboratory. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted to safeguard the personal and privacy rights of students to the maximum degree practical and shall be conducted under reasonable sanitary conditions. The test sample shall be obtained in a manner which minimizes its intrusiveness.

    In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent confirming analysis of the first sample; the test monitor shall not observe any student while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that a student is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor should be of the same gender as the student giving the sample.

    If a student is determined to have tampered with any specimen or otherwise engaged in any conduct which disrupts the testing process of any student, then the student will be deemed to have violated this policy and will be subject to disciplinary action, including suspension from classes.

The test monitor shall give each student a form on which the student may, but shall not be required to, list any medications he has taken or any other legitimate reasons for having been in recent contact with alcohol or illegal chemical substances.

2. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use a technique involving a scientifically accepted method of confirmation with equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by Board rules. A student will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.

3. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules.
4. Upon written request, the student, or parent in the instance of high school students, will be furnished with a copy of all test results (at no charge) performed under this policy. All test records and results will be confidential and kept in files separate from the student's cumulative records. All tests required of a student by the technology center under this policy shall be at technology center expense.
5. Any student who is subject to disciplinary action because of being under the influence of alcohol or an illegal chemical substance while on technology center property, at a technology center sponsored event, in technology center vehicles or going to or from a technology center sponsored event will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the student asserts that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the student, then the student will be given an opportunity to present evidence that the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The technology center will rely on the opinion of the technology center's laboratory which performed tests in determining whether the positive test result was produced by other than use of alcohol or an illegal chemical substance.
6. The laboratory reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the technology center will not report on or disclose to the technology center any physical or mental condition affecting a student which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use of samples to test any other substances will not be permitted.

STUDENT ALCOHOL AND DRUG USE TESTS - WHEN REQUIRED

1. Any student whose behavior while on technology center property, at a technology center sponsored event, in school vehicles, or going to or from a 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 undergo an alcohol and/or drug test.
2. Any student who refuses to take an alcohol or drug use test when so required under the provisions of this policy will be deemed to have violated this policy and will be subject to disciplinary action, including out-of-school suspension from classes, or in the case of adult students, removal from school without the possibility of readmission, to the same extent as if the student tested positive for the presence of alcohol or illegal chemical substances.

STUDENT USE, SALE, POSSESSION, DISTRIBUTION, PURCHASE OR BEING UNDER THE INFLUENCE OF ALCOHOL OR ILLEGAL CHEMICAL SUBSTANCE

Any student who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance while on technology center property, at a technology center sponsored event, in technology center vehicles, or going to or from a technology center sponsored event or as a result of alcohol or drug use tests conducted under this policy will be subject to disciplinary action, including suspension from classes to the same extent as if the student tested positive for the presence of alcohol and illegal chemical substances.

PERSONS AUTHORIZED TO ORDER ALCOHOL OR DRUG TESTING

The following persons have the authority to require alcohol or drug use testing of students under this policy:

1. The Superintendent;
2. Any employee designated for such purposes by the Superintendent or the Board of Education.

OUT OF SCHOOL SUSPENSION DUE PROCESS PROCEDURES

Any student who is subject to an out of school suspension, or in the case of adult students, removal from the technology center, for the violation of this policy shall be afforded appropriate due process procedures allowed by the technology center's policy on student behavior.

SMOKING, VAPING, AND THE USE OF TOBACCO PRODUCTS

The Board is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The Board believes that education has a central role in establishing patterns of behavior related to good health and that measures are necessary to help its students to resist tobacco use. The Board is concerned about the health of its employees and recognizes the importance of adult role-modeling for students. Therefore, the Board shall discourage the use of tobacco products by its staff and students.

TOBACCO ON CAMPUS

Smoking, vaping, and the use of tobacco products in any form is prohibited on technology center property by all persons. This prohibition includes school buildings, grounds, and school-owned vehicles. Possession of tobacco products by students under the age of 21 on school property is prohibited. This policy applies to on and off school events, including CTSO activities.

MARIJUANA ON CAMPUS

Smoking, vaping, or possessing marijuana (as defined in Board of Education Policy, Medical Marijuana, Hemp & Cannabidiol (CBD)) on technology center property is strictly prohibited. Refer to the technology center's policy on Medical Marijuana, Hemp & Cannabidiol (CBD) for further information.

POSTING SIGNS PURSUANT TO THIS POLICY

At or near each entrance of every technology center building the following sign shall be conspicuously posted: Tobacco or Marijuana Smoking or Marijuana Vaping is Prohibited

DEFINITIONS

"Smoking" means the carrying by a person or having access to a lighted cigar, cigarette, pipe, or other lighted smoking article. Smoking also includes using products which mimic or simulate smoking behavior, regardless of whether such products contain tobacco.

"Tobacco product" shall mean any bidis, cigars, cheroots, stogies, smoking tobacco and chewing tobacco, however prepared. Tobacco products shall include any other articles or products made of tobacco or any substitute thereof; and

"Vapor product" shall mean noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit, or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. "Vapor products" shall include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. "Vapor products" do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetic Act.

At or near each entrance of every district building a sign shall be conspicuously posted indicating smoking and the use of any tobacco product, including e-cigarettes and similar devices, is prohibited in this building.

ENFORCEMENT

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on school premises share the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report it in accordance with the procedures listed below.

STUDENTS

Any student using, possessing, or distributing tobacco or vaping products in violation of this policy will be subject to appropriate disciplinary measures, including removal from the program for adult students or out-of-school suspension for secondary students.

STAFF

Any violation of this policy by staff will be referred to the appropriate supervisor. One written warning will be issued to the staff member with a copy placed in his or her personnel file. Further violations will be considered willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal, and non-renewal of staff.

CITIZENS

Citizens who are observed smoking or using tobacco or vaping products on district property in violation of this policy will be asked to refrain from using these products on technology center property. If the individual fails to comply with the request, his or her violation of policy may be referred to the Director of Student Services or other supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall decide on further action which may include a directive to leave the technology center property. Repeated violations may result in a recommendation to the Superintendent or Board of Education to prohibit the individual from entering technology center property for a specified period of time. If deemed necessary by the school administration or the BOE, local law enforcement officials may be called upon to assist with enforcement of this policy. Reference: 70 O.S. §§ 1210.212, 1210.213

MEDICAL MARIJUANA, HEMP, & CANNABIDIOL (CBD)

Regardless of a student, employee, parent or any individual's status as a medical marijuana license holder, marijuana is not allowed on the premises of the technology center or in any school vehicle or in any personal vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the technology center and in school vehicles; going to and from and attending technology center sponsored functions, events, and student activities, including those technology center sponsored functions, events and/or student activities which occur in a location other than the premises of the technology center; utilizing technology center equipment or transportation; and in any other instance in connection with the technology center where the technology center reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the technology center will proceed with all actions and consequences that are afforded to the technology center under any state or federal law, employment contract, technology center policy, student handbook provision, or any other authority applicable to or adopted by the technology center.

A. Definitions

The following definitions shall apply:

1. Marijuana: all parts of the plant Cannabis sativa L., whether growing or not; the seeds thereof; the resin extracted from any part of such plant; and every compound, manufacture, salt, derivative, mixture or preparation of such plant, its seeds or resin (except cannabidiol made from hemp which meets the definition of "Hemp Cannabidiol" as defined below). The term "marijuana" shall not include any federal Food and Drug Administration-approved cannabidiol medication.
2. Hemp Cannabidiol ("Hemp CBD"): a non-psychoactive cannabinoid made from hemp that has a tetrahydrocannabinol concentration of not more than three-tenths of one percent (0.3%).
3. Hemp: the plant Cannabis sativa L. and any part of that plant, including the seeds thereof and all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a delta-9 tetrahydrocannabinol concentration of not more than 0.3% on a dry weight basis.
4. THC: tetrahydrocannabinol.

The terms "marijuana" and "possession of marijuana" will be interpreted by the technology center in accordance with state and federal law. Any conflict between state and federal law as to the definition or treatment of "marijuana," "possession of marijuana," "hemp" or "cannabidiol" will be interpreted in accordance with the circumstances and proper legal authority.

B. Nondiscrimination

There will be no discrimination in the technology center because of an individual's status as a medical marijuana license holder.

C. Hemp and Hemp Cannabidiol (Hemp CBD)

1. Regulation: Hemp CBD is regulated differently than marijuana under both state and federal law. Possession and administration of Hemp CBD shall be treated differently based on the concentration of THC in the Hemp CBD. In no instance will this section be construed to apply to a substance that (1) is not made from hemp or (2) contains more than 0.3% THC.

    a. Hemp CBD Containing 0.0% THC

        (1) Employees and other Non-Student Individuals: Employees and individuals who are not students of the technology center may possess and self-administer Hemp CBD containing 0.0% THC on the premises of the technology center. However, employees or non-student individuals must be able to certify, upon request, that the Hemp CBD contains 0.0% THC at the time of possession and/or self-administration via a reliable product label. Employees and non-student individuals are not permitted to self-administer Hemp CBD in the presence of students.

        (2) Students: A parent or legal guardian of a student may administer Hemp CBD containing 0.0% THC to the student in accordance with this policy. Hemp CBD containing 0.0% THC may only be administered to a student in an area designated by the technology center's personnel. The parent, legal guardian must certify that the Hemp CBD contains 0.0% THC via a declaration given under penalty of perjury prior to administering such Hemp CBD to the student in the technology center's designated administration area. Such declaration shall be effective for the semester in which it is given. A new declaration must be provided by a parent or legal guardian each semester. After the parent or legal guardian of the student has administered the Hemp CBD containing 0.0%THC to the student, the parent or legal guardian must remove the Hemp CBD from the technology center's premises.

    b. Hemp CBD Containing 0.3% THC

        (1) Employees and other Non-Student Individuals: Employees and individuals who are not students of the technology center may possess and self-administer Hemp CBD containing up to a maximum of three-tenths of one percent (0.3%) THC on the premises of the technology center provided they meet one of the following:

            (a) The employee or individual who is not a student is a medical marijuana license holder; or

            (b) The employee or individual who is not a student has a written certification from a physician licensed in Oklahoma that the employee or individual that is not a student has been diagnosed by a licensed physician as having one of the following:

                i. Lennox-Gastaut Syndrome;
                ii. Dravet Syndrome, also known as Sever Myoclonic Epilepsy of Infancy;
                iii. Any other severe form of epilepsy that is not adequately treated by traditional medical therapies;
                iv. Spasticity due to multiple sclerosis or due to paraplegia;
                v. Intractable nausea and vomiting; or
                vi. Appetite stimulation with chronic wasting diseases.

            Employees or non-student individuals must be able to verify, upon request, (1) that they meet an exception listed above, and (2) that the Hemp CBD contains no more than 0.3% THC at the time of possession and/or self-administration, via a reliable product label or a physician's certification. Employees and non- student individuals are not permitted to self-administer Hemp CBD in the presence of students.

(2). Students: Students of the technology center may not possess and/or self- administer Hemp CBD containing THC in an amount no greater than 0.3%. However, the parent, legal guardian, or caregiver (as defined in 63 O.S. § 420A) of the student may administer Hemp CBD containing THC in an amount no greater than 0.3% on technology center premises in accordance with this policy if the student meets one of the following exceptions:

(a) The student is a medical marijuana license holder; or

(b) The parent, legal guardian, or caregiver of the student has a written certification from a physician licensed in Oklahoma that the student has been diagnosed by a licensed physician as having one of the following:

i. Lennox-Gastaut Syndrome;
ii. Dravet Syndrome, also known as Sever Myoclonic Epilepsy of Infancy;
iii. Any other severe form of epilepsy that is not adequately treated by traditional medical therapies;
iv. Spasticity due to multiple sclerosis or due to paraplegia;
v. Intractable nausea and vomiting; or
vi. Appetite stimulation with chronic wasting diseases.

The physician's written certification must also provide that the Hemp CBD being administered to the student has a THC level of not more than 0.3% and the Hemp CBD was delivered to the student, parent, or legal guardian in a liquid form.

The parent, legal guardian, or caregiver may administer Hemp CBD containing THC in an amount no greater than 0.3% to the student in an area designated by the technology center's personnel. The parent, legal guardian, or caregiver must certify that the Hemp CBD contains THC in an amount no greater than 0.3% via a declaration given under penalty of perjury prior to administering such Hemp CBD to the student in the technology center's designated administration area. Such declaration shall be effective for the semester in which it is given. A new declaration must be provided by the parent, legal guardian, or caregiver each semester. After the parent, legal guardian or caregiver of the student has administered the Hemp CBD to the student, the parent, legal guardian, or caregiver must remove the Hemp CBD from the technology center's premises.

2. Administration by School Personnel and Storage: In no instance will a technology center employee administer Hemp CBD to a student, unless they are the parent, legal guardian, or caretaker for that student. The technology center will not maintain or store a student's Hemp CBD for any length of time.

3. Violations: In the event that a student, employee, parent or any individual is found to have violated the technology center's policy regarding Hemp CBD possession and/or self-administration, the technology center will proceed with all actions and consequences that are afforded to the technology center under any state or federal law, employment contract, technology center policy, student handbook provision, or any other authority applicable to or adopted by the technology center.

D. Overlap with Other Technology Center Policies

The technology center recognizes that the legal aspects and consequences of medical marijuana, cannabidiol, and hemp are new and possibly subject to change. These legal aspects and consequences of medical marijuana, cannabidiol, and help effect many areas of the technology center's current policies regarding employees, students, parents, and individuals on technology center premises or attending technology center events. The technology center will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the technology center will consider and/or examine technology center policies in order to assess whether revisions, if any, may be needed to a technology center policy in order to comply with state and federal law.

E. Employees

Employees of the technology center are expected to comply with state and federal law at all times as a term of their continued employment with the technology center. In that regard, employees are hereby notified that any person who uses or is addicted to marijuana, regardless of whether his or her state has passed legislation authorizing marijuana use for medicinal or recreational purposes, is an unlawful user or addicted to a controlled substance and is prohibited by federal law from possessing firearms or ammunition. See 18 U.S.C. § 922(g)(3); see also Bureau of Alcohol, Tobacco, Firearms and Explosives ("ATF") open letter to all federal firearms licensees (https://www.atf.gov/file/60211/download). Employees are expected to adhere to any and all open letters, formal opinions, directives, or any other instruction provided by federal or state agencies regarding state and/or federal law.

F. Prescription Medications

This policy does not apply to any federal Food and Drug Administration-approved cannabidiol medication. Such medication may not be possessed or self-administered by students. These medications must be stored in technology center offices and may be administered by the school nurse or other designated technology center personnel in accordance with the technology center's policy on Administration of Medicine.

GRIEVANCE PROCEDURE

This Grievance Procedure is applicable to complaints of discrimination involving race, color, national origin, religion, disability, veteran status, age or genetic information. It is not applicable to sex discrimination or sexual harassment and, complaints related to these areas are addressed by Autry Tech's policy *Title IX—Sex Discrimination and Sexual Harassment*.

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 of a minor student, or member of the public who submits a complaint alleging discrimination based on 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 minor student's complaint.

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. 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. Grievances filed pursuant to the technology center's Title IX policy are subject to the Title IX complaint process.

1. Section 504/Title II Coordinator (for questions or complaints based on disability)
2. Title VI Coordinator (for questions or complaints based on race, color and national origin)
3. Title IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity)
4. Age Act Coordinator (for questions or complaints based on age)
5. Any individual who has experienced some other form of discrimination, including discrimination not listed above, may contact:

Autry Technology Center
Attention:

- Director of Student Services (Students in Full-Time Programs)
- Assistant Superintendent/Chief Workforce Development Officer (Clients and students in Workforce Development programs)
- Human Resources Manager (Autry employees)

1201 W. Willow

Enid, OK 73703
580-242-2750

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.

Pre-Filing Procedures: Prior to filing a written complaint, the student or employee is encouraged to visit with the technology center's ADA, Title VI, and VII or 504 Coordinator, as applicable, and reasonable efforts should be made at this level to resolve the problem or complaint.

Filing, Investigation, Hearing and Review Procedures
The Grievant submits a written or verbal complaint to one of the coordinators, 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's Coordinators.

The responsible Coordinator conducts a complete and impartial investigation within 10 days of receiving the complaint, to the extent reasonably possible, which should include but not be limited to interviewing the Grievant and any witnesses, reviewing 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. However, a simultaneous investigation by law enforcement may limit or in some instances make it impossible to proceed with the district's investigation. Under no circumstances will the district impede or obstruct a criminal investigation.

As to complaints of discrimination by students, parents/guardians of minors, 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 the Grievant wishes to remain anonymous, the coordinator will advise the Grievant that such confidentiality may limit the technology center's ability to fully respond to the complaint. If the Grievant asks to remain anonymous, the coordinator will still proceed with the investigation.

Within 5 days after completing the investigation, the 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 or designee. 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 or designee 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 or designee is the person alleged to have committed the discriminatory act(s), then a different decision maker will be

appointed to maintain impartiality. The applicable Coordinator will schedule the hearing with the Grievant, the Respondent and the Superintendent or designee. The hearing will be conducted within ten (10) days after the applicable Coordinator refers the matter to the Superintendent or designee for hearing.

The Superintendent or designee 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 applicable 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 or designee 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 BOE. The written appeal shall contain a specific statement explaining the basis of the appeal.

The Superintendent will notify the BOE, 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 BOE.

The Board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and by deciding. 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 Technology Center 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 applicable Coordinator shall provide copies of any regulations prohibiting discrimination based on race, color, sex, pregnancy, gender, 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 technology center shall take appropriate 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 decisionmaker 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.

Designees: The designation of a technology center official responsible for prescribed actions shall automatically include the official's designee in instances where an official is unable, unavailable or it appears that the official may have a conflict of interest that causes the official to recuse from involvement in the matter. The designee shall have the same authority as the official in matters involving this policy and the duties it imposes.

Section 504 Due Process Procedures: For information concerning the impartial hearing and review procedures under Section 504, the Grievant should contact:

AUTRY TECHNOLOGY CENTER
Attention:
- Director of Student Services (Students in Full Time Programs)
- Assistant Superintendent/Chief Workforce Development Officer (Clients and students in Workforce Development Programs.)
- Human Resource Manager (Autry Tech employees)

1201 W. Willow Road
Enid, OK 73703
580.242.2750

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.

Outside Assistance: Individuals may also file complaints alleging discrimination, harassment, or retaliation with the Office of Civil Rights. The OCR may be contacted at:

U.S. DEPARTMENT OF EDUCATION
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 130
Kansas City, MO 64106
816.268.0550
816.268-0599 (Fax)
877.521.2172 (TTY)
Email: OCR.KansasCity@ed.gov

STUDENT'S RIGHT TO ASSEMBLE & DEMONSTRATE

The Board of Education recognizes the following: Students shall have the right to assemble on school property subject to the following conditions:

1. Prior approval must be obtained from the Director of Student Services, at least twenty-four hours prior to the meeting.
2. The Director of Student Services will determine the time and place of the meeting.
3. Such meeting will be scheduled before or after school to avoid disrupting the normal operation of the school.

Students will have the right to demonstrate peacefully, subject to the following conditions:

1. Demonstrations must be conducted off school property.
2. Demonstrations must be conducted in such a manner as not to interrupt, distract, or disrupt the school's academic or activity programs.
3. Demonstrations must be conducted before or after school hours, so as not to interrupt, distract, or disrupt the normal operations of the school.

DISTRIBUTION OF PRINTED MATERIAL

No printed matter or literature may be distributed on any property of Autry Technology Center without the prior approval and consent of the Superintendent or his/her designee.

COPYRIGHT INFRINGEMENT

Autry Tech does not condone and will not allow violations of the United States copyright laws including unauthorized peer-to-peer file sharing. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Subject to certain specific exceptions, the owner of a copyright has the exclusive right to reproduce, distribute, perform, or display the copyrighted work or to authorize such reproduction, distribution, performance, or display. An exception to exclusive rights is the Doctrine of Fair Use. The fair use of copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright.

The following factors shall be considered in determining fair use for all works other than broadcast programming:
1. Purpose and nature of the use; whether the use is of a commercial nature or for non-profit educational purposes.
2. The nature of copyrighted work.
3. The amount and importance of the portion used in relation to the copyrighted works as a whole.
4. The effect of the use upon the potential market for, or the value of, copyrighted work.

Exceptions
A further exception to the copyright law includes the performance or display of work by instructors or students in the course of face-to-face teaching activities in a classroom or other place devoted to instruction.

CLASSROOM VISITATION

To provide students with a reasonable opportunity to study and learn, it is the policy of the Board of Education to restrict classroom visitation to a minimum.

It is requested that all visitors to classrooms register with Student Services and state the purpose of their visit. An administrator shall have the prerogative to approve or disapprove the visit. If the visit is approved, the visitor will be given a pass. If, in the judgment of the administrator, the visitation is not in accordance with this procedure, he/she shall ask the visitor or visitors to leave the building.

Classroom visitors will respect classroom decorum and will not interrupt the class in any way. Visitors who disrupt the classroom or the campus in any manner will be required to leave the technology center grounds. Visitors to technology center property without permission may be asked to leave the premises.

INSURANCE

While this school will make every effort to prevent accidents and injuries, the nature of some programs is such that the possibility of injury is greater than that of programs that are mostly theory. Therefore, the student is requested to have personal, accidental, and health insurance. Autry Tech assumes no financial responsibility for medical costs of an accident occurring to a student while participating in any school activity.

STUDENT SAFETY

It is the policy of the technology center Board of Education to provide healthful and safe facilities, surroundings and activities for employees, students, clients, and patrons. The Board and administration are committed to this policy and will make every reasonable effort to comply with applicable laws and recognized standards of good safety practice, and initiate safety programs as may be warranted. Temporary expediency shall not take precedence over recognized and established safety procedures in any activity.

All employees shall observe and help to enforce compliance with technology center safety procedures and established rules.

All students shall follow recognized good safety practices and established rules and shall not take short cuts that jeopardize themselves or others. Each student must pass a safety examination before beginning to use equipment which might be hazardous.

STUDENT ID

All students attending daytime classes will be issued one student ID free of charge. If that student ID is damaged, lost or stolen, the replacement cost is $5 per replacement. Students are required to wear their student IDs each day. Student IDs must be displayed so they are visible from the front and worn above the waist.

PHONE CALLS DURING CLASS TIME

The Board of Education recognizes that phone calls involving staff and students are occasionally necessary. However, classes must not be interrupted for routine calls. Students or staff may be called from the classroom only for urgent or emergency calls.

Incoming messages will be accepted and delivered during class breaks if time permits. Personal long-distance calls are not permissible.

PERSONAL WIRELESS DEVICES

The technology center requires that all individuals devote their full attention to education while at school or during education activities. Accordingly, the technology center expects both employees and students to limit their use of personal wireless devices at school. Wireless devices include, but are not limited to, cell phones, laptops, cameras, GPS systems, any type of device capable of intercepting or recording a conversation, any type of device capable of providing visual surveillance or images, recorders, Google Glass, etc.

Google Glass and similar technology is always prohibited on campus by all individuals. Regardless of the type of technology used, no individual may make any type of surreptitious recording of others on district property. Additionally, no person may use any type of technology to remotely monitor, listen to, or view actions occurring at school or school activities.

Personal wireless devices not otherwise prohibited shall be turned off and out-of-sight in locations such as restrooms, locker rooms, changing rooms, etc. ("private areas"). The use of any audio/visual recording and camera features are strictly prohibited in private areas. Students who observe a violation of this provision shall immediately report this conduct to a teacher, administrator, or Director of Student Services. Employees who observe a violation of this provision shall immediately report this conduct to a supervisor or the Director of Student Services.

STUDENTS

Students are authorized to carry personal wireless devices while attending Autry Tech under the following conditions:

- the device must be set to silent notification at all times;
- the device must not be used in the classroom, during meetings, or during any related education activity, except when devices are used for educational purposes with permission and direction from the instructor;
- the device must not be used during any activity when use of the device would disturb others; and
- the device must not be used to take pictures or make recordings of any person(s) without first obtaining permission.

Students may not use any personal wireless device to:

- send or receive answers to test questions;
- record conversations or events during the school day, on technology center property or at technology center activities;
- threaten, harass, intimidate, or bully;
- take, possess, or distribute obscene or pornographic images or photos;
- engage in lewd communications;
- violate technology center policies, handbook provisions, or regulations.

If there is reasonable suspicion that a student is using a cell phone inappropriately, the instructor has the authority to take the phone until the end of class for a first offense. If a second usage offense occurs, the instructor will send the student and phone to the front office. The Director of Student Services will retain possession of the phone until the end of class. If a third usage offense occurs, the student will be sent to the Director of Student Services. Adult students will be dismissed for the remainder of the day. Secondary students' parents will be contacted and asked to come to Autry Tech for a meeting to discuss the students abiding by Autry Tech policy. The student will be released to the parents for the remainder of the school day. Suspension/dismissal may result if further violations occur.

Warning: Possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images, photographs, or communications, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic or digital communication) may constitute a CRIME under state and/or federal law. Any person possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images, photographs, or communications will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

DRESS CODE

All clothing should be appropriate and should be neat, clean, inoffensive, and decent. Some examples of inappropriate clothing are:

1. Clothing or accessories that display obscene or profane language or symbols
2. Clothing that unduly exposes the body (for example, bare midriffs)
3. Clothing that allows undergarments to be visible when the student is sitting or walking (example: sagging, tank tops, short shorts, etc.)

Any type of apparel that distracts from the classroom atmosphere will be considered inappropriate.

Some programs require specific clothing for safety purposes while others require specific clothing to mirror the industry for which the student is training. Examples of these requirements include but are not limited to the following: cosmetology and medical classes may require students to wear scrubs to classes daily; welding requires long pants, long-sleeved shirts and steel-toed boots, classes with shop areas may require closed-toe shoes and protective eyeglasses, and many classes may require that students not wear shorts.

DRIVING PRIVILEGES

All vehicles must display parking permits in the lower left or right-hand corner of the front window. Cars must be parked properly upon arrival and not moved until the end of the class session. Students may not leave campus during breaks. Students will not be permitted to loiter in the parking lots or sit in their cars before or after school, or during break or lunch period. Students are to remain on paved roadways and not drive around the fire training facility.

The driver of any vehicle driven on the campus of Autry Technology Center shall be responsible for all items found in that vehicle. The speed limit for all automobiles is posted at 15 mph. If, at any time, a student violates the rules and regulations concerning his/her use of personal vehicles, driving privileges may be revoked and the student will be required to find other means of transportation.

LEAVING CAMPUS

Autry Technology Center is responsible for all students during school hours. Therefore, students must receive approval from their instructors and check out in the Student Services office before leaving the school grounds during class hours. In addition, parental permission will be secured in Student Services before a high school student is released. Students leaving without permission will be counted absent for the day. Advanced Medical programs are accountable to their program guidelines.

BUS TRANSPORTATION

Bus transportation for high school students is available to and from designated high schools in the district. Bus service is a privilege to students. The same high standards of behavior expected of students in the classroom will also be expected of them on the bus.

CARE OF BOOKS AND EQUIPMENT OWNED BY AUTRY TECH

To provide optimum career and educational training, it is essential that care and respect of school property and equipment be maintained. A great deal of money has been invested in furnishing all shops, labs, and classrooms with the latest equipment and textbooks. Students are responsible for the care of all school-owned property that has been assigned to their custody. If items are lost, destroyed, or stolen through irresponsible action, the students will be financially liable for repair or charged the purchase price for replacement, and disciplinary/legal action may be taken. Failure to make such restitution is cause for suspension and/or legal action. Normal wear and tears are understandable in the educational process.
School-owned tools and equipment may not be taken from the building at any time.

DISTANCE LEARNING

In the event of a pandemic or natural disaster, distance learning may be offered, attendance and participation is required to receive credit. Students will be required to maintain progression, attend virtual class meetings and/or hours as instructed to remain in the program. Assignments, lectures, notes, and other correspondence will be posted in Open

LMS. Zoom or other similar media will be used for proctored tests and virtual simulations when applicable. All assignments, including examinations, must be completed by the posted due date to receive full credit.

For Advanced Medical programs, clinical sites may be closed to students for a period of time and/or virtual simulations may be used. All distance learning will follow accrediting agencies that govern each program.

CLOSING OF SCHOOL

It is the policy of the district that school may be closed due to inclement weather conditions which make driving unsafe, other conditions such as power failure, water main breaks or other natural or human made disasters, and other reasons which are in the best interest of the safety and well-being of students, staff, and the public. The closing of school means that classes for students are cancelled or postponed. In determining the closing of school, Autry Tech administration will consider current road conditions, weather forecasts, and the decisions made by partnering school district administration. If classes are cancelled, announcements will be made on KFOR-TV/Freedom 43 (Channel 4), KOCO (Channel 5), KOKH FOX 25/KOCB CW 34, KSBI TV, News9, The Oklahoma/NewsOK.com, KTUZ T30 Telemundo and KXLS radio stations. Students and staff will also be contacted through SchoolMessenger. Cancellations are also posted on Facebook and Instagram.

COLLEGE DAY

Students with proper documentation will be allowed one college day per year that will not be counted toward the ninety (90) percent policies for continued enrollment.

OBSERVATION OF MOMENT OF SILENCE

The Oklahoma Legislature has directed that the Board of Education of each school district shall ensure that the public schools within the district shall observe approximately one minute of silence each day. This policy is adopted to comply with that directive.

The moment of silence shall be for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. Instructors shall neither encourage students to use nor discourage students from using the moment of silence for any particular purpose, such as reflection, meditation, prayer, or other silent activity. All instructors shall be made aware that it is the student's decision as to how to utilize the moment of silence, provided that the student's choice does not interfere with, distract, or impede other students in the exercise of their individual choices.

CONSTITUTION DAY AND CITIZENSHIP DAY

Constitution Day and Citizenship Day shall, in accordance with federal law, be held each year on September 17. The purpose of Constitution Day and Citizenship Day is to commemorate the formation and signing on September 17, 1787, of the United States Constitution and recognize all who, by coming of age or by naturalization, have become citizens.

The technology center shall hold an educational program on the United States Constitution on September 17 of each year for the students served by the district in observation of Constitution Day and Citizenship Day. When September 17 falls on a weekend or holiday, the day shall be observed on a school day just before or after September 17. The manner in which the day shall be commemorated shall be within the Superintendent's discretion.

VETERANS DAY

It shall be the policy of the district that "Veterans Day," November 11th, will be observed with an appropriate ceremony/activity.

In any year in which the date of November 11th is a Saturday or Sunday or classes are not in regular session, the district shall observe the previous school day as "Veterans Day."

ASBESTOS INSPECTION

In accordance with the federal Asbestos Hazard Emergency Response Act (AHERA), the technology center has identified all asbestos materials present within the district and has developed appropriate plans related to asbestos within the district. The technology center complies with all AHERA regulations, including periodic public advertisements and walk-through inspections. The technology center has selected the Director of Maintenance to be its "AHERA Designated Person" the district. The AHERA Designated Person can be contacted at 580-242-2750. All required documentation is on file and available for inspection in the Director of Maintenance's office. Reference: 15 U.S.C. § 2643

HAZCOM PROGRAM

The Board of Education values the health and safety of its employees and students, and the technology center will comply

with all state and federal laws regarding the presence of hazardous chemicals at school. The Board expects all individuals to use non-hazardous materials at school when feasible, to always follow established safety procedures, and to promptly report any suspected violations of this commitment to the Assistant Superintendent/Chief Operations Officer, 580.242.2750.

The Assistant Superintendent/Chief Operations Officer will develop, implement, and maintain a comprehensive HazCom Program for use throughout the technology center. All district employees are required to participate in appropriate training on the new HazCom Program.

EMERGENCY ALARMS

Autry Technology Center has a system of alarms that will be used in case of fire, severe weather activity, or other emergencies. Emergency drills will also be practiced periodically during the school year. Students are to follow the instructions given by their instructors. State law requires 10 safety drills per year. SchoolMessenger is used in emergency situations to contact staff, students, parents, and community officials.

EMERGENCY OPERATIONS PLAN

It is the policy of the Board of Education to have and maintain an Emergency Operations Plan that will advise and assist the administration, staff, students, guests, and Local, State and Federal agencies in the event of a potential or actual crisis/emergency. This plan is necessary to minimize the danger to students, employees, and visitors; to help protect property; and to help in the efficient return to normal operations. Although this plan establishes a general framework of action that should be followed, when possible, the exact nature of the situation may necessitate a response differing from that contained in the Emergency Operations Plan. Response actions may also differ in conjunction with city, state, or federal emergency response plan implementation. Where applicable, the Incident Command Team will work closely with community agencies and groups to develop coordinated responses to mutual concerns.

This plan will be reviewed and updated annually by the Superintendent and/or his designee(s), and, as necessary, if regulations are revised, if the plan functions less than well during an emergency, if facility operations are changed in a way that affects the plan, if the roster of emergency personnel changes, or if the emergency equipment listed is altered. In-service training, practice drills, and table-top discussions are scheduled throughout the year as required by state and federal laws to ensure students and staff are prepared in the event a crisis/emergency occurs at Autry Technology Center.

CAMPUS SAFETY AND SECURITY REPORT

GENERAL INFORMATION

Autry Technology Center is committed to providing a safe and secure environment for our students, faculty, staff, and visitors. This report is comprised of information concerning emergency procedures, crime reporting and crime data to help inform the community, our students and staff and prospective students and staff.

This report contains information as required by The Campus Security Act (Jeanne Clery Act) of 1990 and the Student-Right-To-Know Act which were signed into law on November 8, 1990. This federal legislation requires the collection of campus crime statistics for specific crimes and the reporting of these statistics. It also defines the steps taken to warn students of immediate and/or continuing threats to their safety and gives instructions on reporting criminal or suspected criminal acts and emergencies.
Finally, this report outlines drug and alcohol policies, and sex offense and offender policies.

STATISTICAL INFORMATION – REPORTED CRIME

This following section contains information on crimes and incidents occurring during the past three calendar years at each of the campuses of the Autry Technology Center as reported to the U.S. Department of Education. The data is also available at: http://ope.ed.gov/security/index.aspx.

INCIDENCES OF:	2022			2023			2024		
	ON CAMPUS	NON-CAMPUS BUILDING OR PROPERTY	PUBLIC PROPERTY	ON CAMPUS	NON-CAMPUS BUILDING OR PROPERTY	PUBLIC PROPERTY	ON CAMPUS	NON-CAMPUS BUILDING OR PROPERTY	PUBLIC PROPERTY
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0

Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
ARRESTS:									
Weapons: carrying, possessing,	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
DISCIPLINARY ACTIONS:									
Weapons: carrying, possessing,	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	1	0	0	2	0	0	1	0	0
Liquor Law Violations	1	0	0	1	0	0	0	0	0

STATEMENT OF POLICY ON REPORTING CRIME AND EMERGENCIES ON CAMPUS

Autry Technology Center encourages all community members, students, faculty, staff, guests, and victims on our campuses to promptly report any suspected or actual criminal activity, suspicious behavior or articles or any other emergency conditions to the Director of Student Services at 580.242.2750, ext. 187 or to the Assistant Superintendent Chief Instructional Development Officer, ext. 117. If the situation requires outside resources, call 911 to reach the local emergency operations center. For non-emergencies, call the Enid Police Department at 580.242.7000.

Following the commission of a crime, prompt reporting is a key element in officials obtaining timely and accurate information to use in the investigation.

TIMELY WARNINGS AND ACTIVITY INFORMATION

Autry Tech Technology Center issues timely warning notices whenever a Clery crime is considered to pose a serious or continuing threat to students and employees. Timely warnings may be issued for the following crime classifications: aggravated assault, arson, burglary, criminal homicide, dating violence, domestic violence, motor vehicle theft, robbery, sex offense, and stalking when the crime is deemed to pose an ongoing threat to the Autry Tech community.

These warnings may be given in a variety of different formats including audible announcements through the intercom system, Navigate Prepared, SchoolMessenger mass communication system, email/text/voice messages to cellular and/or home telephones. Employees and students are encouraged to update Autry Technology Center whenever their email, phone, or cell phone information changes to help assure timely receipt of messages. These warning systems are tested periodically as part of the emergency drills. Fire alarms are sounded through a separate, specialized fire alarm system. Tornado alarms are sounded through the intercom. In most cases, multiple methods will be utilized to improve communication reliability.

The Director of Student Services and/or appropriate Assistant Superintendent will determine if a timely warning is necessary, and the alerts are generally written and distributed to the community by the Director of Marketing.

The Director of Student Services will maintain a log of crimes reported to the police containing the nature, date, time, and general location of each crime and the disposition of the complaint, if known. This log will be available to the public upon request unless the release of information jeopardizes an on-going criminal investigation or the safety of any individual.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

The Director of Student Services prepares and distributes the Annual Disclosure of Crime Statistics to students and employees. Crime statistics are collected from the following sources: students, employees, community members and local law enforcement agencies. Perspective and current students receive a copy of this report in the Student Handbook. Autry Tech employees receive an annual email notification. This report is also posted online at Autry Tech's website, and copies are available in Student Services.

Criminal activity that does not warrant a timely warning, but which is required to be included in the annual disclosure of crime statistics should be reported confidentially to: Rachel Snider, Director of Student Services, 580.242.2750 extension 187

ACCESS CONTROL & BUILDING SECURITY

It is Autry Tech's policy to lock the doors of buildings that are not in use. All entrances, except the main/front entrance, are locked at 7:00 p.m. Monday through Thursday, and at 4:00 p.m. on Friday. However, when working or studying in buildings after normal working hours, it is suggested that individual offices, classrooms, and shops be locked based upon an assumption that unrestricted access to the building is possible. Autry Tech does not provide campus residences.

SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES

1. Maintenance staff regularly check hallways, doors, and lighting.
2. Emergency 911 dialing
3. Burglar alarms in key areas
4. Building occupied after hours by maintenance/custodial staff
5. Coordinator in building when class is in session
6. Monitoring of parking lots
7. Video cameras in key areas (parking lots, the Commons, hallways)
8. Upon request, anyone will be escorted to his/her vehicle
9. Phones in all classrooms
10. Parking lots are well lit
11. Ability to notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency
12. Publicizing emergency response and evacuation procedures on an annual basis in a manner designed to reach students and staff
13. Testing emergency response and evacuation procedures on an annual basis
14. Requiring notification of a parent if a secondary student is missing
15. Participating in all required school safety drills

STATEMENT OF POLICY ON CAMPUS LAW ENFORCEMENT

Autry Technology Center maintains an open working relationship with the local Enid Police Department (580)242-7000 and the Garfield County Sheriff's Department (580)237-0244 to perform a variety of tasks including investigation of criminal activity, apprehension of criminals, accident, and fire response. Serious crimes and other incidents that are deemed to be of interest to State and/or local agencies are reported to those agencies. Autry Tech encourages all persons to report criminal or suspicious activity to the Director of Student Services who will take appropriate action after analyzing and investigating the seriousness of the incident.

COUNSELING AND CONFIDENTIAL CRIME REPORTING

Autry Technology Center's Student Services department offers a variety of counseling services to facilitate student development including community referrals and crisis intervention.

All information disclosed to counselors is confidential except for child abuse, immediate threat of serious or foreseeable harm to self or identified others or court ordered disclosure. Occasionally, victims of crime wish to report a crime but do not want to give their name and/or do not want to pursue action through the criminal judicial systems.

As allowed by the Clery Act, pastoral and professional counselors who receive confidential reports are not required to report these crimes to Autry Tech for inclusion into the annual disclosure of crime statistics or for the purpose of a timely warning. These positions are defined as follows:

- Pastoral Counselor - a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor.
- Professional Counselor - a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Pastoral counselors and professional counselors, when they deem it appropriate, are encouraged to inform the persons they are counseling of the procedures to report crime to Autry Technology Center's Director of Student Services for inclusion in the annual disclosure of crime statistics.

Other campus staff or departments may accept confidential reports from a victim. The Clery Act, however, requires these individuals/departments to report the crime to the Director of Student Services. This allows the school to maintain accurate records on the number of incidents, determine if there is a pattern of crime regarding a particular location, method or

assailant, and alert the campus community of an ongoing threat if needed. The school will investigate all crimes that are reported to them.

STATEMENT OF PROGRAMS AND SECURITY PROCEDURES AND PRACTICES

The campus security report is available to all Autry Tech students and employees. All students have access to a copy of the Student Handbook which includes the Campus Security Report. A copy is also available in Student Services, in each classroom and on Autry Tech's website. Autry Tech maintains a weapons free environment. Autry Technology Center Crime Prevention activities may include but are not limited to crime/drug prevention in-service training for students, staff, and faculty. In addition to being informed about Campus Security during orientations, Autry Technology Center publishes, distributes, and posts the annual Campus Security Report for all enrolled students, current employees, and community members by October 1. A paper copy of the report is available upon request in Student Services. The report may be viewed at http://ope.ed.gov/security.

CRIME PREVENTION

Tips for personal safety and property security:

1. Wear student and staff pictured identification
2. Report strangers
3. Avoid getting into vulnerable, no exit places
4. Do not hesitate to call police when confronted by persons
5. Walk with confidence, avoid walking near bushes and parked cars
6. When parking, remove valuables from plain view and lock your vehicle
7. Report all incidents and losses to administration and police immediately

MONITORING OFF CAMPUS CRIMINAL ACTIVITY

At this time Autry Technology Center has no identified off-campus student locations related to student organizations or off-campus student housing. Autry Tech does not actively monitor criminal activity involving students that occurs off campus. However, if information is brought to the attention of Autry Tech personnel, then appropriate action will be taken in accordance with the Autry Tech Student Handbook.

STATEMENT OF ALCOHOL AND DRUG POLICIES

It is the policy of the Board of Education of Autry Technology Center that the use, possession, or distribution of alcoholic beverage or controlled dangerous substances is prohibited on school property, on school buses or at any event sponsored by the district.

The policy applies to any student attending any program, class, or activity under the supervision of the district. Violations of this policy will be reported to the Director of Student Services in accordance with district policy and procedure as well as Oklahoma and federal law.

Note: The entire Drug and Alcohol Policy is delineated in the Student Handbook under Drug and Alcohol Policy and Student Behavior and Discipline.

VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (VAWA)

Campus Sexual Violence Elimination Act (Pub. Law 113-4) 34 CFR 668.46(a)

In compliance of these acts, Autry Technology Center will notify victims (students or employees) of their rights and options in writing, including the importance of preserving evidence; to whom an offense may be reported; the option to, or not no, seek police assistance; possible sanctions that may be imposed following an institutional disciplinary procedure; the institution's responsibilities regarding judicial no-contact, restraining and protective orders; existing counseling, health services, mental health services, for and available assistance for, changing academic, living, transportation and work situations, if requested by the victim and such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.

Autry Tech's procedures for investigating and conducting discipline proceedings in domestic violence, dating violence, sexual assault and stalking cases include that the investigation and resolution will be prompt, fair and impartial; a "statement of the standard of evidence" used during the preceding; the annual training of officials conducting the proceedings to ensure the protection of the victim's safety and the promotion of accountability; the identification of sanctions or protective measures the institution will impose after final determination that rape, acquaintance rape, domestic

violence, dating violence, sexual assault or stalking has occurred; that the accuser and the accused are afforded equal opportunity to be present during the disciplinary proceeding; both parties must have the ability to be accompanied at any meeting or proceeding by an advisor of their choice; the accuser and the accused must be simultaneously notified in writing of the outcome of the proceeding, appeal procedures, any change to the result before it becomes final, when the result will become final, and that disclosure of the outcome is unconditional; and institutional policies that address the protection of a victim's confidentiality, including record keeping that excludes a victim's personally identifiable information.

Autry Technology Center will offer students and new employees counseling and programs that promote awareness and prevention of rape, acquaintance rape, domestic violence, sexual assault, and stalking. These programs will include: a statement that the institution prohibits these offenses; the definition of domestic violence, dating violence, sexual assault and stalking in the applicable jurisdiction; the definition of consent for sexual offenses in the applicable jurisdiction; "safe and positive" options for intervention by bystanders an individual may take to "prevent harm or intervene" in situations; recognition of signs of abusive behavior and instruction on how to avoid potential attacks; information about the institution's policies and procedures; and ongoing prevention and awareness campaigns for students and faculty throughout the school year. Additionally, this information is available in the Adult and Secondary Student Behavior sections of the Autry Tech Student Handbook.

Autry Tech follows the Clery Act's anti-retaliation policy that "No officer, employee or agent of an institution shall retaliate, intimidate, threaten, coerce or otherwise discriminate against any individual for exercising their rights or responsibilities under the Clery Act."

STUDENT INTERVIEWS AND/OR 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 Student Services office. The Director of Student Services, or designee 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, an administrator will attempt to contact the student's parent 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 placed in protective custody.

Child welfare workers wishing to interview minor students about suspected abuse or neglect must also coordinate their business through the Student Services office. The Superintendent or designee is authorized to summon the student to a private area so that the child welfare personnel may conduct a private interview. The Superintendent or designee will ask the child welfare worker whether a parent or 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 student.

ADMINISTRATION OF MEDICINE TO MINOR STUDENTS

Purpose

The purpose of this policy is to identify when technology center personnel are authorized to administer medication to minor students, when minor students are authorized to self-medicate and how technology center personnel will maintain, administer, monitor, and dispose of minor student medication.

Definitions

For purposes of this policy, these terms have the following definitions:

“Inhaler” means a device that delivers a bronchodilator to alleviate symptoms of respiratory distress that is manufactured in the form of a metered-dose inhaler or dry-powder inhaler and that may include a spacer or holding chamber that attaches to the inhaler to improve the delivery of the bronchodilator.

"Medicine" or “medications” includes prescription medications, opioid antagonists, and over the-counter medicines such as but not limited to aspirin, cough syrup, medicated ointments and any other item used to treat an illness, disease or malady.

“Parent” means a parent, a court appointed guardian or a person having legal custody of a minor student.

“Respiratory distress” means the perceived or actual presence of coughing, wheezing or shortness of breath.

“Sunscreen” means a compound topically applied to prevent sunburn.

“Emergency opioid antagonist” means a drug including, but not limited to, naloxone that blocks the effects of opioids and that is approved by the United States Food and Drug Administration for the treatment of an opioid overdose.

Policy

Under Oklahoma law, a school nurse, an administrator, or a designated district employee may administer prescription and nonprescription medications and assist in applying sunscreen to minor students. Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer medication to minor students with legitimate health needs.

Except as provided in this policy and in the technology center’s diabetes care and management policy, minor students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the minor student's parents and may result in discipline, including out-of-school suspension.

As further set out below, the technology center retains the discretion to reject requests for the administration of medication or application of sunscreen and to discontinue the administration of medication or application of sunscreen.

The parent must deliver the minor student’s medicine to the technology center administrator in its original container with the parent’s written authorization for administration of the medicine. Sunscreen for application by a school nurse must be delivered to the school nurse or technology center administrator in its original container with the parent’s written authorization for application of sunscreen. The parent's authorization for either medicine or sunscreen must identify the minor student, the medicine or sunscreen, 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 or assist the minor student in applying sunscreen 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 or sunscreen. 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 Director of Student Services’ office. A parent who chooses to do so may come to the technology center and personally dispense medication or apply sunscreen to the minor student.

The administration of each campus will keep a record of the minor students to whom medicine is administered or sunscreen is applied, the date of administration or application, the person who administered the medicine or applied the sunscreen and the name or type of medicine or sunscreen administered.

Medications and sunscreen will be stored in a separate locked drawer or cabinet that is readily accessible only to the persons who administer the medication or sunscreen. Medications requiring refrigeration will be refrigerated in a secure area. Any person administering medicine or applying sunscreen to a minor student will participate in training by October 1 of each year conducted by a school nurse or other health care professional. The training will include:

- Review of state statutes and technology center rules and regulations (including this policy) regarding administration of medication by technology center personnel;

• Procedures for administration, documentation, handling and storage of medication and sunscreen; and
• Medication needs of specific minor students, desired effects, potential side effects, adverse reactions, and other observations.

Only those persons who successfully complete the training are authorized to administer medication or apply sunscreen. Each campus site will maintain a current list of those authorized to administer medication and apply sunscreen at that site.

Minor students who can self-administer specific medications, such as inhaled asthma medication, anaphylaxis medication, replacement pancreatic enzymes, or use specialized equipment, such as an inhaler or Epinephrine injector, may do so provided such medication and specialized equipment are transported and maintained under the minor students' control in compliance with the following rules:

• A licensed physician or dentist must provide a written order that the minor student has a particular medical condition (asthma, anaphylaxis, cystic fibrosis, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.
• The parent must provide a written authorization for self-administration of medication.
• Parents who elect self-administration understand and agree that the technology center, its agents, and employees shall incur no liability for any adverse reaction or injury the minor student suffers as a result of self-administration of medication and/or use of specialized equipment.
• The written authorization will terminate at the end of the technology center year and must be renewed annually.
• If the parent and physician authorize self-medication, the technology center is not responsible for safeguarding the minor students' medications or specialized equipment.
• Minor students who self-medicate are prohibited from sharing or playing with their medication or special equipment. If a minor student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, minor student, nurse, and other appropriate persons.
• Minor students will not be allowed to self-administer:
    - Narcotics;
    - Prescription pain killers;
    - Medication used to treat ADD/ADHD or other psychological or behavior disorders; and
    - Other medication hereafter is designated in writing by the technology center.
• Except as otherwise provided by an individual minor student's school health plan, minor students may self-administer non-diabetes and non-anaphylaxis-related injectables only in the Director of Student Services' office in the presence of authorized technology center personnel. Diabetes-related injectables will be administered in accordance with the technology center's diabetes care and management policy.
• Minor students who self-medicate are encouraged to wear Medic Alert bracelets or necklaces.
• The parent will provide an emergency supply of a minor student's inhaled asthma medication or anaphylaxis medication or replacement pancreatic enzymes to be administered by technology center personnel, as required by state law.

Minor students who are able to self-apply sunscreen may do so provided such sunscreen is regulated by the Food and Drug Administration. Minor students may self-apply sunscreen without the written authorization of a parent, legal guardian or physician. All students are permitted to possess sunscreen that is regulated by the Food and Drug Administration.

Sunscreen

Technology center staff will only assist the minor student in applying sunscreen with the parent's written authorization and according to label directions or, if applicable, written instructions from the minor student's physician. The sunscreen must be in the original container indicating:

• Ingredients; and
• Directions for Application.

Nonprescription Medication

Technology center staff will only administer nonprescription medication with the parent's written authorization and according to label directions or written instructions from the minor student's physician. The medication must be in the original container that indicates:

- Minor student name (affixed to the container);
- Ingredients;
- Expiration date;
- Dosage and frequency;
- Administration route, i.e., oral, drops, etc.; and
- Other directions as appropriate.

Technology center staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the minor student's physician. The parent must provide and maintain a supply of nonprescription medication for the minor student.

Prescription Medication

Except for district-wide Epinephrine injectors and district-wide inhalers, technology center staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

- Minor student name;
- Name and strength of medication and expiration date;
- Dosage and directions for administration;
- Name of the licensed physician or dentist;
- Date, name, address and phone number of the pharmacy.

The parent must provide and maintain the supply of prescription medication for the minor student.

The parent must reclaim any remaining medication by the last official day of the technology center closing or within seven days after the prescribing physician discontinues the medication. The designated employee will destroy in a non-recoverable fashion in the presence of a witness any medication not timely reclaimed. The person who destroys the medication will record the following information:

- Date of destruction;
- Time of destruction;
- Name and quantity of medication destroyed; and
- Manner of destruction of medication
- Any and all controlled substances will be destroyed according to state law.

The designated employee will advise the Director of Student Services if discontinuance of medication to a minor student is appropriate and assist in informing the parent. Legitimate reasons for discontinuing administration of medication include, but are not limited to the following:

- A legitimate lack of space or facility to adequately store specific medication;
- Lack of cooperation by the minor student, parent and/or prescribing doctor
- An unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be harmful to the health and well-being of the minor student;
- Any apparent change in the medication's appearance, odor, or other characteristics that raise reasonable doubts about the quality of the medication; and
- The medication expiration date has passed.

Seizure-Rescue Medication (Seizure-Safe Schools Act)

Beginning January 1, 2022, at every technology center site that has a student enrolled who (1) has a seizure disorder and (2) has a seizure rescue medication or other medication prescribed to treat seizure disorder symptoms approved by the Food and Drug Administration and any successor agency that is prescribed by the student's health care provider, the technology center shall have at least one employee who has met the training requirements necessary to (1) administer or assist with the

self-administration of seizure medication, and (2) recognize the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms. For purposes of this training, the technology center is permitted by law to use any adequate and appropriate training programs or guidelines for training of technology center personnel in the seizure disorder care tasks covered under this policy. Before a seizure rescue medication can be administered to a student to treat seizure disorder symptoms, the student's parent or legal guardian shall do the following:

A. provide the technology center with written authorization to administer the medication at the technology center;

B. provide a written statement from the student's health care provider that shall contain the following information:

- the student's name,
- the name and purpose of the medication,
- the prescribed dosage,
- the route of administration,
- the frequency that the medication may be administered, and
- the circumstances under which the medication may be administered;

C. provide the prescribed medication to the technology center in its unopened, sealed package with the label affixed by the dispensing pharmacy; and

D. collaborate with technology center personnel to create a "seizure action plan," which means a written, individualized health plan designed to acknowledge and prepare for the health care needs of a student diagnosed with a seizure disorder.

The written authorization and seizure action plan shall be kept on file in the office of the technology center nurse or technology center administrator, and it shall be distributed to any technology center personnel or volunteers responsible for the supervision or care of the student. The written authorization and seizure action plan shall be effective only for the school year in which written authorization is granted and may be renewed each following school year upon fulfilling requirements A–D above. The technology center shall follow all administrative rules promulgated by the State Board of Education for the development and implementation of the seizure education program and the procedures for the development and content of seizure action plans.

Pursuant to state law, a technology center employee may not be subject to any disciplinary proceedings resulting from an action taken in compliance with Seizure-Safe Schools Act, and any employee acting in accordance with the provisions of that act shall be immune from civil liability unless the actions of the employee rise to the level of reckless or intentional misconduct. Any technology center-employed nurse shall not be responsible for and shall not be subject to disciplinary action for actions performed by a volunteer.

Technology Center-Wide Use of Epinephrine Injectors

The board of education has authorized the superintendent or designee to obtain a prescription for Epinephrine injectors in the name of the technology center. This prescription will be of a quantity sufficient to provide for two (2) injectors at each site.

The superintendent will designate personnel at each site too:

- be responsible for obtaining and maintaining an adequate supply of injectors from the central office;
- ensure appropriate training on the administration of the injectors for designated staff members;
- distribute and maintain annual parent/guardian consent forms.

No employee will be required to agree to be trained in the use of Epinephrine injectors or to administer Epinephrine injections.

Technology center employees are still required to call 911 in the event of an emergency, including any time an Epinephrine injector is used.

Annual written notice will be provided to all parents/guardians that trained employees are authorized to administer Epinephrine injections to any minor student who appears to be having an anaphylactic reaction if the parent /guardian has given written consent and waived liability related to the good faith use of the injection. No Epinephrine injection shall be given if the proper written consent is not on file with the technology center.

Administration of Emergency Opioid Antagonists (e.g., Naloxone) by Technology Center Personnel

Technology center medical personnel (certified school nurse or any other nurse employed by or under contract with the technology center) or any other person designated by the Superintendent may administer, regardless of whether there is a prescription or standing order in place, an emergency opioid antagonist for a suspected opioid overdose by a student or other individual exhibiting signs of an opioid overdose.

The Superintendent may authorize one or more technology center employees to receive training offered by the Department of Mental Health and Substance Abuse Services, a law enforcement agency, or any other entity in recognizing the signs of an opioid overdose and administering an emergency opioid antagonist. The Superintendent may designate persons to receive this training who have been required to receive annual training in cardiopulmonary resuscitation and the Heimlich maneuver (70 Okla. Stat. §1210.199). Furthermore, if a person or persons designated and trained to administer an emergency opioid antagonist are absent, the Superintendent or designee may authorize any person, regardless of whether there is a prescription or standing order in place, to administer an emergency opioid antagonist to a student or other individual exhibiting signs of an overdose.

Any person administering an emergency opioid antagonist to a student or other individual at a technology center site or technology center-sponsored event, in a manner consistent with addressing opioid overdose, shall be covered by Oklahoma's Good Samaritan Act. In the event of a suspected overdose, the technology center and its employees or designees shall be immune from civil liability in relation to the administration of an emergency opioid antagonist.

Reference: OKLA. STAT. tit. 70 § 1-116.2, 70 § 1-116.3
OKLA. STAT. tit. 70 § 1210.199
OKLA. STAT. tit. 70 §1210.242
OKLA. STAT. tit. 63 §1-2506.1
OKLA. STAT. tit 70,1210.196.3

IMMUNIZATIONS

Oklahoma law states that no minor/high school child shall be admitted to any public or private school unless the parent or guardian presents to the school certification that the child has received the required immunizations. There are exemptions to the required immunizations for medical, personal, or religious reasons. However, according to law the State Commissioner of Health can exclude exempted students from school or school functions should a disease outbreak occur. To receive an exemption from the required immunizations, a parent must fill out an exemption certificate available at the Oklahoma State Department of Health website, URL: https://oklahoma.gov/health.html

All medical students must provide immunization records to meet the clinical facilities guidelines.

State Statue 70-3243 requires public/private postsecondary educational institutions to provide information on the risks associated with meningococcal disease and the benefits of the vaccination. Meningitis is an inflammation of the membrane that surrounds the brain. Left untreated, it can cause seizures, coma, lasting disability and even death. Health professionals are recommending that students receive the meningitis vaccine. The Garfield County Health Department, 580-233-0650, can answer any questions regarding the disease or immunization.

INJURIES

All injuries must be reported to an instructor as soon as possible. If the injury warrants, an administrator will be notified, and the student will be taken to Student Services. At that time, the decision will be made for appropriate follow-through. Secondary students' parents will be notified. Accident insurance coverage for students is not carried by Autry Technology Center. It is strongly recommended that all students be covered by accident insurance.

MEDICAL EMERGENCIES

If students become ill while at school, they should seek directions from their instructors. The adult student may be dismissed. The instructor, when necessary, will send the secondary student to Student Services. Parents will be contacted before the student is dismissed. Students who have a condition that may require medical treatment are encouraged to report on the condition and to discuss possible emergency treatment that may be required.

FIELD TRIPS/INDUSTRY TOUR POLICY

1. Field trips are those school-sponsored activities away from Autry Technology Center that are planned for educational purposes to meet classroom objectives.
2. Field trips are a privilege.
3. Field trips are considered as desirable methods of providing students with community contacts as a part of their educational experiences in addition to the normal classroom experiences of the students. In such instances, they may be taken during the regular school day.
4. All field trips must be approved by the Director of Full-Time Programs (Trade & Industrial or Health and Business) and submitted on a Field Trip Request Form at least one (1) week prior to the date of the planned activity. All trips will be closely evaluated as to their educational content.
5. No overnight field trips will be approved; this excludes Career and Technology Student Organization (CTSO) contests and conferences.
6. No out-of-town trips will be approved that are primarily recreational. Permission slips must be completed and handed in to the Director of Full-Time Programs (Trade & Industrial or Health and Business) one (1) day prior to the trip. Permission Slips and the Emergency Medical Forms for any activity outside of Enid are required of every student and are the responsibility of the instructor. The instructor will then take the Permission Slip and the Emergency Medical Form on the field trip. This includes Career and Technology Student Organization (CTSO) contests and conferences.
7. Field Trip Request Forms and the Field Trip Permission Slips are available from the Director(s) of Full-Time Programs, and the Emergency Medial Forms are available in Student Services. (NOTE: A student without a completed permission slip will not be allowed to participate in the field trip).
8. For all day trips, a list of all students making the trip must be on file in the office of the Director of Full-Time Programs (Trade & Industrial or Health and Business), five (5) school days prior to the trip.
9. No secondary or post-secondary student may attend any field trip if he/she is considered ineligible for the week in which the field trip occurs. The eligibility guidelines of not over 90 percent attendance, a C average or better, and no disciplinary referrals will apply.
10. Post-secondary student tuition must be paid in full for the time period that the field trip occurs.
11. Secondary students must also be eligible at their home school.
12. Secondary students will not be allowed to drive their own vehicle on an approved field trip and must utilize school-provided transportation to and from the designated field trip site.
13. Secondary students may not ride with an adult student to/from the designated field trip site.
14. Secondary students may not share a hotel room with an adult student on CTSO overnight contests or conferences. Adult students must stay in the school assigned housing to participate in school sponsored events/contests/conferences.
15. If a student rides with an instructor to a school sponsored activity, the instructor will have on file with the Director of Full-Time Programs (Trade & Industrial or Health and Business) a copy of his/her comprehensive insurance verification prior to any event. If an adult student chooses to drive his/her car to a school sponsored activity, the adult student must have on file with the Director of Full-Time Programs a copy of his/her comprehensive insurance verification prior to any event.
16. Students will be held to the same rules they follow when regular class is in session. In deciding to attend the field trip activity, the student accepts full responsibility for his/her actions while on the field trip.

STUDENT SERVICES

Student Services includes the areas of career information and planning, assessment, academic advisement, financial aid and scholarship counseling, college articulation, community referrals, and job readiness assistance. Student Services personnel

are also available to disseminate information concerning the school, career programs and their related costs, certification and licensure, graduation and completion rates, campus security policies, crime statistics, and other consumer information. Assistance is available from 8:00 a.m. – 4:00 p.m., Monday – Friday.

GUIDANCE AND CAREER COUNSELING SERVICES

The Guidance and Counseling Department of Autry Technology Center works in unison with the school's mission to assist all individuals in identifying, pursuing, and obtaining their career goals, thus developing a world-class workforce. These counseling services are implemented by a group of highly qualified guidance professionals who continually seek new and progressive ideas to facilitate student development in the academic, career and personal/social areas. Autry Technology Center's written guidance plan is available upon request in Student Services and at autrytech.edu.

COMMUNITY AND NATIONAL HELPLINES

2-1-1 Community Resource & Referral 24-hour	(www.211oklahoma.org)
ADHD/Autism Diagnosis & Treatment	580-234-1946/580-237-4100
AIDS Hotline	800-535-2437
American Legion	580-540-8920
American Red Cross	580-237-5994
CDSA Community Solutions	580-242-6131
Child Care Finders	580-242-6131
CyberBully Hotline	www.stopbullying.gov
Department of Human Services Adult Protective Services Child Support Services	580-548-2100 580-548-2100 800-522-2922
Department of Rehabilitation Services	580-233-0244
DHS Hotline (child abuse, neglect, or exploitation)	1-800-522-3511
Disabled American Veterans	580-242-3808
Enid Transit	580-233-7433
Garfield County Health Department	580-233-0650
National Domestic Violence Hotline	1-800-799-7233
National Sexual Assault Hotline	1-800-656-4673
National Suicide Prevention Lifeline (24-Hour Hotline)	988 www.988lifeline.org
Northwest Center for Behavioral Health	580-234-3791
Oklahoma Bureau of Narcotics & Dangerous Drugs Control (suspected child trafficking)	1-800-522-8031
Oklahoma Housing Finance Agency	800-256-1489
Oklahoma State Employment Office - Workforce OK	580-234-6043
Oklahoma Tobacco Helpline	800-784-8669
Oklahoma's SAFE-CALL Helpline (24 hours a day, 7 days a Week)	1-877-723-3225, ext.651
Prevention Workz	580-234-1046
Reachout Hotline (24-hour assistance with mental health & substance abuse services)	1-800-522-9054
Soonercare - Children's Health Insurance Program	580-213-3173
Teenline: Text "Teen" to 839863 between 3:30 – 7:30 p.m. CST (Helpline available 4:00 – 8:00 p.m. CST)	1-800-852-TEEN (8336)
WIC Program	580-233-0650
Youth and Family Services	580-233-7220
YWCA	580-234-7581
YWCA Crisis Center	800-966-7644

FINANCIAL AID OFFICE

Autry Tech continually promotes financial assistance opportunities to eligible students who might otherwise be deprived of the benefits of career training. The Financial Aid Office is available to disseminate information concerning financial assistance. Personnel are available at a reasonable notice during normal administrative working hours.

JOB PLACEMENT

Autry Tech provides resources for securing gainful, training-related employment for students through job-search instruction, resume and interview preparation, job search tips, workplace education, and placement opportunities. Autry Tech's positive placement for the 2024-2025 school year was 93.32 percent. The Career Development Specialist provides services to current students, former students, and the community at large. Its purpose is not to replace existing agencies and their efforts, but rather to supplement and complement their activities to the benefit of all concerned.

CAREER CENTER

The Career Center offers opportunities for individuals to improve educational skills and provides services to assist students in overcoming academic barriers. Other services provided by the Career Center include life skills lessons such as budgeting, insurance, employability skills, study skills, research resources, one-on-one and classroom assistance for individualized instruction.

An interest inventory is also available through OKCareerGuide at okcareerguide.kuder.com and OKCollegeStart at okcollegestart.org. Autry Tech's Career Center is an authorized testing site for Pearson Vue, Pan/PSI, Certiport, and Kryterion as well as many other platforms. Private proctoring is available upon request. Please contact the Career Center Coordinator if you have further questions.

VOTER REGISTRATION

The Garfield County Election Board has approved Autry Technology Center to distribute and collect voter registration forms. These forms are available in the Career Center. Applications are also available at the Garfield County Election Board and on-line at https://oklahoma.gov/elections/voter-registration/register-to-vote.html.

CAREER AND TECHNOLOGY STUDENT ORGANIZATIONS

Career and technology education's commitment to student organizations stems from the belief that the total development of individuals is essential to the preparation of competent workers. Research and experience have shown that student organization activities are the most effective way to teach some of the critical skills that are necessary for students to reach their fullest potential.

Autry Technology Center pays for all students to have the opportunity to participate in one of three (3) student organizations. These organizations offer leadership development activities and skills and competition at the local, district, state, and national levels. They are considered an integral part of each program offered at Autry Tech and are sponsored by the instructor. Each program is a part of a division within career technology education, and each division sponsors a student organization. The three (3) organizations along with their respective divisions represented at Autry Tech are as follows: Business Professionals of America (BPA), Business Division; HOSA Future Health Professionals (HOSA), Health Division; and SkillsUSA, Trade & Industrial Division.

Any student wishing to participate in organizational activities, contests, and/or trips must be enrolled, must have a minimum of a C average, and must have maintained appropriate behavior and be within 90 percent attendance as defined in the Student Handbook. The secondary student must also be eligible at his/her home school. The appropriate Director of Full-Time Programs will approve of each student prior to contests and trips. All adult tuition and fees must be paid to date before the student will be permitted to attend an out-of-town function. Students who do not participate in a CTSO event must attend Autry Tech.

ALL-SCHOOL CTSO COMMITTEES

The Autry Tech Career and Technology Student Organizations (SkillsUSA, HOSA, and BPA) have an all-school officer committee. This committee shall be made up of officers elected from eligible members in any of the individual class programs represented by the all-school committee.

For those organizations that have a membership of more than one (1) class, a coordinating advisor appointed by the appropriate Director of Full-Time Programs will advise this committee. The coordinating advisor will take care of all activities relating to the respective career organization.

ACTIVITY TRIPS

All trips away from the school will have to be scheduled through the appropriate Director of Full-Time Programs. Students attending activity trips will be subject to the provisions of the Behavior Discipline Code. If the trip is more than ½ day (such as District, State, or National Event), the home partner school will have to approve the individual secondary students involved. Scheduling should be done as soon as possible in the year.

STATE AND NATIONAL OFFICER CANDIDATES:

It is Autry Tech's belief that serving in a Career and Technology Student Organization (CTSO) leadership role outside of Autry Technology Center is beneficial. Students are encouraged to make an application through their local advisor/instructor towards this goal. All candidates for state office must be approved by the appropriate Director of Full-Time Programs. In the case of multiple local candidates, a local selection committee comprised of instructors, administrators and/or peers will be established to select the candidate(s) that will represent Autry Tech. A student may serve as a state or national officer in one (1) CTSO per school year. There will be no limit on the number of times a student may apply, but if elected they may only serve one (1) term as a state officer and one (1) term as a national officer. All

associated expenses not covered by the ODCTE state CTSO during the term of office will be paid by Autry Technology Center.

NATIONAL TECHNICAL HONOR SOCIETY

Autry Technology Center's most outstanding students are honored each year by induction into the National Technical Honor Society. Selection is based on scholastic excellence, skill development, honesty, service, leadership, citizenship, and individual responsibility.

A student must meet the following criteria to be nominated for NTHS:

1. Nominee must currently be enrolled as a secondary or post-secondary student in a full-time program at Autry Tech.
2. Nominee must have been enrolled for one full semester prior to nomination.
3. Nominee must be nominated for membership by his/her instructor/administrator after the close of the third nine-week period, prior to the due date established on the nomination form.
4. Nominee must have maintained a 90 percent average through the first three nine-week grading periods prior to nomination. Secondary students must maintain a 3.2 grade average between Autry Tech and his/her home high school.
5. Nominee may have no more than seven (7) absences cumulative for the first 3 nine-week periods.
6. Nominee should have a school record free of serious discipline incidents, as evidenced by student discipline records.
7. It is strongly encouraged that the nominee be an active member of the student organization relating to his/her vocational program (SkillsUSA, BPA, or HOSA).
8. Nominee must have exhibited outstanding citizenship, leadership, and attitude qualities.
9. Nominee must dress appropriately to the program's occupational objective.

ACCEPTABLE INTERNET USE OF TECHNOLOGY, INTERNET, AND COMMUNICATIONS DEVICES

The forms of technology, internet access, and communication devices change rapidly. This policy addresses common existing forms of technology (servers, networking equipment, personal computers, laptops, tablets, phones, software, presentation equipment), internet access (wired and wireless) and communication (email, texting, blogging, tweeting, posting, etc.) but is intended to cover any new form of technology or communication which utilizes a computer, phone or other digital or electronic device.

As a part of the resources available to students and employees, the technology center provides Internet access at each campus and at its administrative offices. The technology center intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. This policy outlines the technology center's expectations regarding Internet access. The ability to access the internet while on technology center property is a privilege and not a right. Access cannot be granted until an individual has completed a "Technology Use Agreement" and access may be revoked at any time.

The technology center's IT department installs equipment and software that is correctly licensed and configured to provide a safe, equal, and beneficial educational experience to all students and visitors. Installation of software not authorized by the Director of Technology or tampering with the setup or operation of technology is prohibited and can result in the revoking of access to resources and/or removal from the facilities. Such actions by employees can result in termination.

Any individual using technology center resources to engage in electronic or digital communications has no expectation of privacy. Further, employees and students must be cognizant of the fact that electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators.

Employees and students are expected to use good judgment in all their electronic or digital communications - whether such activities occur on or off campus or whether the activity uses personal or school technology. Any electronic or digital communication which can be considered inappropriate, harassing, intimidating, threatening, or bullying to an employee or student of the technology center - regardless of whether the activity uses technology center equipment or occurs during school/work hours - is strictly forbidden. Employees and students face the possibility of penalties, including student suspension or dismissal and employee termination, for failing to abide by technology center policies when accessing and using electronic or digital communications.

Students do not have any right to privacy regarding the use of technology, the Internet, WIFI, or school computer equipment. Technology use will be monitored and is subject to discipline and/or the loss of privilege of using technology on school premises.

The Internet provides users with the ability to quickly access information on any topic - even topics which are considered harmful to minors. The technology center's IT department has attempted to filter this access to protect students from harmful content. In the event inappropriate material is inadvertently accessed, students should promptly report the site to their instructor so that other students can be protected. No individual is permitted to circumvent the technology center's privacy settings by accessing blocked content through alternate methods. In the event an employee needs access to blocked content, he/she should make arrangements through the Director of Technology.

Although the technology center's IT department has taken appropriate steps to block offensive material, users may unwittingly encounter offensive material. All users of the technology center's electronic resources are required to exercise personal responsibility for the material they access, send or display, and must not engage in electronic conduct which is prohibited by law or policy. If a student inadvertently accesses or receives offensive material, he/she should report the communication to the assigned instructor. If an employee accesses or receives offensive material, he/she should report the communication to the Director of Technology. No individual is permitted to access, view, or distribute materials which are inappropriate or create a hostile environment.

INTERNET ACCESS - TERMS AND CONDITIONS.

Acceptable Use - Students. Students agree to access material in the furtherance of educational goals or for personal leisure and recreational use, which does not otherwise violate this policy. No student may make 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 or dismissal from school. Depending on the nature of electronic or digital communication, students may also be subject to civil and criminal penalties.

Prohibited Use. Users specifically agree that they will not use the Internet to access material which is: threatening, indecent, lewd, obscene, or protected by trade secret. Users further agree that they will not use the technology center's electronic resources for commercial activity, charitable endeavors (without prior administrative approval), product advertisement or political lobbying.

Parental Consent. Parents of minor students must review this policy with their students and sign the consent form prior to a minor student being granted Internet access.

Privilege of Use. The technology center's electronic resources, including Internet access, are a privilege which can be revoked at any time for misuse. Prior to receiving Internet access, all users will be required to successfully complete an Internet training program administered by the technology center.

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

1. Appropriate Language. Users must refrain from the use of abusive, discriminatory, vulgar, lewd, or profane language in their electronic or digital communications.
2. Content. Users must refrain from the use of hostile, threatening, discriminatory, intimidating, or bullying content in their electronic or digital communications.
3. 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 teacher.
4. 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.
5. 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:
    a. install any hardware, software, program or app without approval from the IT department
    b. download large files during peak use hours
    c. disable security features

d. create or run a program known or intended to be malicious
e. stream music or video for personal entertainment

6. Intellectual Property and Copyrights. Users will respect others' works by giving proper credit and not plagiarizing, even if using websites designed for educational and classroom purposes (*See* copyright.gov/fls/fl102.html). Users agree to ask their instructor for assistance in citing sources as needed.

Limitation of Liability. The technology center makes no warranties of any kind, whether express or implied, for the services provided and is not responsible for any damage arising from use of the technology center's technology resources. The technology center is not responsible for the information obtained from the use of its electronic resources and is not responsible for any charges a user may incur while using its electronic resources.

Security. If a user notices a potential security problem, he/she should notify the Director of Technology immediately but should not demonstrate the problem to others or attempt to identify potential security problems. Users are responsible for their individual account and should not allow others to use their account. Users should not share their access code or password with others. If a user believes his/her account has been compromised, he/she must notify the Director of Technology immediately. Any attempt to log on to the technology center's electronic resources as another user or administrator, or to access restricted material, may result in the loss of access for the remainder of the school year or other disciplinary measures.

Vandalism. No user may harm or attempt to harm any of the technology center's electronic resources. This includes, but is not limited to, uploading, or creating a virus or taking any action to disrupt, crash, disable, damage, or destroy any part of the technology center's electronic resources. Further, no user may use the technology center's electronic resources to hack vandalize another computer or system.

Inappropriate Material. Access to information shall not be restricted or denied solely because of the political, religious, or philosophical content of the material. Access will be denied for material which is:

1. Obscene to minors, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors and, (ii) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.
2. Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation. Section 12 – Page 6
3. Vulgar, lewd, or indecent, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.
4. Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.
5. Group defamation or hate literature, meaning material which disparages a group or a member of a group based on race, color, sex, pregnancy, gender, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information or advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs", insults, and abuse.
6. Disruptive school operations, meaning material which, based on past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

Application and Enforceability. The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Access Agreement executed by each user. By executing the Internet Access Agreement, the user agrees to abide by the terms and conditions contained in this policy. The user acknowledges that any violation of this policy may result in access privileges being revoked and disciplinary action being taken. For students, this means any action permitted by the technology center's policy on student behavior. For employees, this means any action permitted by law, including termination of employment.

Education of Students Regarding Appropriate Online Behavior. In compliance with the Protecting Children in the 21st Century Act, Section 254(h)(5), the technology center provides education to minors about the appropriate use of the technology center's electronic resources, including interacting with others on social networking and chat sites, and cyber bullying. As a part of that education, guidelines on cyber bullying and internet safety for students are below.

CYBER BULLYING AND INTERNET SAFETY

As young people embrace the Internet and other wireless communication technologies, bullying has manifested itself in a new and potentially more dangerous way – through cyber bullying. Cyber bullying can generally be defined as sending or posting harmful, harassing, threatening, or intimidating messages or images through email, instant messages, cell phones, social media, and websites. It is emerging as one of the more challenging issues facing educators, since it has a direct impact on students but often occurs away from school property. Students that engage in cyberbullying may be subject to discipline regardless of whether the cyberbullying originated at school or off school premises in accordance with state and federal law.

Examples of cyber bullying include, but are not limited to:

- Sending cruel, vicious and sometimes threatening messages;
- Creating websites that contain stories, cartoons, pictures and jokes ridiculing others;
- Posting pictures of classmates online with intent to embarrass them;
- Breaking into an email account and sending vicious or embarrassing material to others;
- Engaging in IM (instant messaging) to trick another person into revealing sensitive or personal information and forwarding that information to others; and
- Taking a picture of a person using a digital phone camera and sending that picture electronically to others without consent.

SOCIAL NETWORKING SITES

Most teenagers visit websites to communicate with friends and meet new people. Facebook, Twitter, Snap Chat, and Instagram are social networking sites that have become increasingly popular with students. They allow students to create a personal website (for free), post pictures, add comments, and use it to meet "on-line friends." The websites could include their full name, telephone number, address, school name, and a picture.

YouTube is a similar site dedicated to hosting video clips.

Millions of people use networking sites. The danger lies in that the Internet is vast, public, and constantly expanding. And, if students have not developed critical thinking skills, are unsupervised or create websites that are not monitored, they can be at risk of unknowingly communicating with predators, spammers, or pornographers.

As such sites proliferate, students should be warned not to post identifying information to the site and never to meet someone in person they have met through the site unless an adult accompanies them. Parents should conduct frequent reviews of the site to ensure that identifying information or pictures have not been posted.

INTERNET SAFETY

No action is foolproof, but there are steps students can take to protect themselves on-line and lessen the chance of becoming the victim of unsolicited messages:

1. Never give out personal information, passwords, PIN numbers, etc.
2. Remember that personal information includes your name, age, e-mail address, the names of family or friends, your home address, phone number (cell or home) or school name.
3. Choose a username that your friends will recognize but strangers will not recognize (such as a nickname used at school). This will help you to identify yourself with friends and lets you know who is trying to communicate with you.
4. Do not submit or post pictures of yourself to any website, including your own. These can easily be copied and posted to any other website.
5. Passwords are secret. Never tell anyone your password except your parents.
6. Do not respond to "spam" or unsolicited e-mail.
7. Set up e-mail and instant messenger accounts with your parents.
8. Do not respond to, or engage in, cyber abuse.

If you are the victim of a cyber bully:

1. Do not reply to messages from cyber bullies.
2. Tell an adult you know and trust. Just as with any other kind of bullying, ignoring it often leads to escalation.
3. If the bullying is occurring through text messaging, use "call display" or dial *69 to identify the phone number and have it tracked through your cell phone/pager service provider.
4. Instant messages (e.g. Yahoo instant messenger; Microsoft Messenger) are best handled by blocking messages from certain senders.

5. Bullies are likely to register for an anonymous e-mail account, such as Hotmail, Yahoo or G-Mail, using a fake name. If you receive threatening e-mail messages, instruct your e-mail program to block messages from that address. Then, inform your Internet Service Provider (ISP).
6. If physical threats are made or the bullying escalates, inform your local police.
7. Do not erase or delete messages from cyber bullies. You do not have to read them; but keep them as evidence. You may get similar messages from other accounts. The police, your ISP and/or your telephone company can use these messages to help you.
8. If necessary, get a new phone number, account or e-mail address and give it out to only one (1) person at a time.
9. If bullying occurs at the technology center or on technology center property, or is the act of another student, report the bullying to the appropriate official and refer to the technology center's bullying policy.

SUGGESTIONS FOR PARENTS:

1. Make sure your children understand how vast and public the Internet is. Remind them that anything they post or send in a message is virtually available to be seen or read by anyone in the world.
2. Talk to your children about cyber bullying. Make sure they understand what it is. Let them know that cyber bullying is no less serious and unacceptable than other forms of bullying.
3. Set up the family computer in an open, common area so that you can monitor what your child is sending and receiving.
4. Inform your ISP or cell phone service provider of any abuse. Although it can take a lot of time and effort to get providers to respond and deal with your complaints about cyber bullying, it is necessary to try to stop it from reoccurring.
5. Purchase software that can help track activity. There are parental controls that filter both IM and chat rooms.

DIGITAL AND ELECTRONIC COMMUNCATIONS WITH MINOR STUDENTS

Purpose

This policy addresses all forms of electronic and digital communication (including, but not limited to, email, texting, instant messages, direct messages, social media messages, messages sent through software applications, etc.) between any Center employee and minor students. This policy outlines the Center's expectations regarding school personnel's direct digital and electronic communication with minor students by requiring any such direct communication with minor students to include the minor student's parent or guardian.

School Personnel

School personnel include, teachers, administrators, school bus drivers, support personnel, or any other persons employed full-time or part-time by the Center.

Policy

Pursuant to Oklahoma law, school personnel engaging in electronic or digital communication with a minor student must include the minor student's parent or guardian in the communication, unless the communication is on a school-approved platform and is related to school and academic matters. In case of an emergency where other parties cannot be immediately included in digital or electronic communications, the minor student's parent or guardian shall be subsequently notified of the communication as soon as possible.

Prior to the start of the school year, the Center shall compile a list of approved digital platforms for communications between Center personnel and minor students. The list will be posted on the Center website and distributed to Center employees. These sanctioned platforms are the only appropriate method for Center personnel to communicate directly with minor students. Outside these platforms, school personnel must affirmatively include a parent or guardian in text messages, email or other electronic communication. Failure to do so is a violation of the law and this policy.

Violations

School personnel reported to be engaging in unauthorized communications with minor students through digital or electronic platforms should be placed on administrative leave while the Center investigates the incident and notifies the Board of Education. If the investigation results in a finding that no misconduct occurred, the school personnel shall be reinstated, and

the incident shall be noted in the employee's personnel file. If the investigation finds misconduct occurred, the employee shall be disciplined according to the Center's policy, up to and including termination of employment. Additionally, the incident shall be reported to law enforcement.

Reporting

Minor students who receive communication from school personnel in violation of this policy are encouraged to report it to a teacher, Director or other Center administrator. School personnel who suspect, recognize, or encounter digital or electronic communications between a minor student or staff member that does not include a parent or guardian, or otherwise violates this policy, must report it immediately to their supervisor, the Superintendent, or other Center administrator.

Reference: 70 O.S. § 6-401

AUTRY TECHNOLOGY CENTER	ANNUAL NOTICE OF REQUIRED DISCLOSURES OF STUDENT CONSUMER INFORMATION	
What to Disclose, When & to Whom	Brief Description of Information to be Disclosed	Where to Find Information
What: **Institutional Information** When: Upon Request To: Enrolled Students Prospective Students	• Cost of attending Autry Technology Center i.e.: Tuition and Fees • Institutional Refund Policy/Requirements for officially withdrawing from school • Information regarding the school's programs & academic support • Entities that accredit, approve, or license the school & its programs & procedures for reviewing accreditation, approval, or licensing documentation • Description of any special services & facilities for students with disabilities • Titles & availability of employees responsible for dissemination of institutional & financial assistance information & how to contact them • Penalties & institutional policies on copyright Infringement, including unauthorized peer-to-peer file sharing • Net Price Calculator • Constitution Day/Voter Registration/Vaccination Polices • Grievance Procedures	• Autry Website • Autry Technology Center • Student Handbook • Consumer Information Guide • About | Autry Technology Center • Program Description Handouts
What: **Financial Assistance Information** When: Upon Request To: Enrolled Students Prospective Students	• Description of all available federal, state, local, private & institutional financial assistance, & a description of: (1) application form & procedures; (2) student eligibility requirements; (3) selection criteria; & (4) criteria for determining the amount of a student's award • Rights & responsibilities of students receiving Title IV & other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method & frequency of financial aid disbursements; (5) books & supplies policy • Procedures for the Return of Title IV Aid and Repayments by withdrawn students	• Student Handbook • Consumer Information Guide About | Autry Technology Center • FAFSA website: studentaid.gov • Financial Aid Policy & Procedures
What: **Family Education Rights and Privacy Act (FERPA)** When: Upon Request To: Enrolled Students Parents of enrolled students under the age of 18 Prospective Students	• Right to & procedures for inspecting & reviewing student's education records • Right to & procedures for requesting amendment of student's education records believed to be inaccurate or misleading • Right to file a complaint with the Department of Education for alleged school's or educational agency's failure to comply with FERPA requirements • Right of school to disclose personally identifiable information contained in student's education records without prior consent (34 CFR §99.31) • Students right & procedures for directory information to not be disclosed	• Student Handbook • Consumer Information Guide About | Autry Technology Center • Board of Education Policy and Procedure Manual
What: **Completion/Graduation Rate, Retention Rate, & Transfer Out Rate** When: Ongoing Upon Request To: Enrolled Students Prospective Students	• The institution's completion rate for full-time, first-time, certificate seeking students enrolled at the post-secondary level who completed their career major within 150% of the normal time (scheduled length of career major) for completion • Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution • Information on student body diversity in the categories of gender & ethnicity of enrolled students who receive Federal Pell Grants • Retention rates of certificate seeking first-time full-time students as reported to the Integrated Postsecondary Education Data System (IPEDS)	• U.S. Dept. of Ed's College Opportunities On-Line website: nces.ed.gov/collegenavigator • Autry ODCTE Profile available at About | Autry Technology Center • Autry Technology Center
What: **Drug & Alcohol Abuse Prevention** When: Annually & Upon Enrollment or Hire To: Enrolled Students Current Employees	• Information on preventing drug & alcohol abuse • Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs & alcohol by students & employees on the school's property, or as part of the school's activities • A description of the sanctions under local, state & federal law for unlawful possession, use or distribution of illicit drugs & alcohol • A description of drug & alcohol abuse education programs, counseling, treatment, or rehabilitation programs available to students & employees • A description of the health risks associated with the use of illicit drugs & alcohol • A clear statement that the school will impose sanctions on students & employees for violations of the standards of conduct (consistent with local, state & federal law) & a description of these sanctions, up to & including expulsion, termination of employment, & referral for prosecution	• Autry Technology Center • Student Handbook • Consumer Information Guide • About | Autry Technology Center • Board of Education Policy and Procedure Manual
What: **Campus Security Report** When: Annually by October 1 To: Enrolled Students Current Employees When: Upon Request To: Prospective Students Prospective Employees When: Annually by date specified To: U.S. Dept. of Education	• Crime statistics for the 3 most recent years concerning the occurrence on campus, in or on non-campus buildings or property & public property reported to campus security authority or local police. Policies concerning the security of & access to campus facilities & procedures to report campus crimes or other emergencies • Disciplinary actions regarding the possession, use & sale of alcoholic beverages & illegal drugs & enforcement of state underage drinking laws & federal & state drug laws • Programs to inform students & employees about campus security policies, procedures & practices & encourage responsibility for the prevention of crime. • Policies regarding sex offenses & where to obtain information concerning registered sex offenders. • Emergency response & evacuation policy, procedures & programs • Campus Sexual Violence Elimination Act and Violence Against Women Reauthorization Act information, policies, and procedures	• Autry Website • Autry Technology Center • About | Autry Technology Center • Student Handbook • Consumer Information Guide • Employee Navigate Respond System

Paper copies of Disclosure Information available from Student Services.

This notice is distributed annually to all current and prospective students. It is also located on Autry Tech's website, in the Student Handbook, and Consumer Information Guide.

Autry Technology Center does not discriminate on the basis of race, color, sex, pregnancy, gender, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. Questions or concerns should be directed to the Director of Student Services or the Human Resource Manager.

Autry Technology Center no discrimina en base a raza, color, género, estado de embarazo, nacionalidad de origen, religión, discapacidad, estado de veterano, orientación sexual, edad o información genética. Las preguntas o inquietudes deben dirigirse al Director de Servicios Estudiantiles o al Manager de Recuros Humanos.