

STUDENT POLICIES

2017 - 2018

GREETINGS FROM THE SUPERINTENDENT

Welcome to Southwest Technology Center. We are pleased that you have selected Southwest Technology Center as the place to begin or broaden your career plans and opportunities. We are here to serve and assist you as you prepare to accomplish your career goals.

It is our goal to provide instruction, training, and experiences for your chosen career field in a friendly, professional, and positive atmosphere. The faculty, staff, and administration welcome you and look forward to assisting you with your educational and career growth.

Sincerely,
Dale Latham
Superintendent

SOUTHWEST TECHNOLOGY CENTER

BOARD OF EDUCATION

Dottie Bobo	President
Mark Nichols	Vice President
Bruce Carson	Clerk
Barbara Burge	Member
Dennis Vernon	Member
Dale Latham	Superintendent

VISION

Enhance the quality of life for Stakeholders.

MISSION

Changing lives one career at a time.

CORE VALUES

- Investing in the Community
- Success
- Changing Lives
- Excellence
- Integrity

SCHOOL CALENDAR

2017 - 2018

MONTH	DATE	EVENTS
August	8/1/17	10 & 11 Month Personnel Report
	8/1-2/17	ODCTE-State Conference OKC
	8/8/17	In House Faculty & Staff Meeting
	8/10/17	Professional Day/In-Service
	8/15/17	1 st Semester Begins. Full Time Programs Begin-Students Report
September	9/4/17	Labor Day (SWTC Closed)
October	10/19-20/17	Fall Break
November	11/22-24/17	Thanksgiving Holiday
December	12/19/17	End of 1 st Semester
	12/20/17	Christmas Break Begins
January	1/2/18	Christmas Break Ends
	1/3/18	1 st day of 2 nd Semester
	1/15/18	*Martin Luther King Day (SWTC Closed)
February	2/19/18	Co-op In-Service/Prof. Dev. (No Students)
March	3/19-23/18	*Spring Break
	3/30/18	*Easter Holiday – (Inclement Weather Day)
April	4/2/18	*Easter Holiday – (Inclement Weather Day)
May	5/15/18	SWTC Graduation
	5/21/18	2 nd Semester Ends. Last day for 10 Month Full-Time Programs
	5/22-31/18	Professional Days
	5/28/18	Memorial Day (SWTC Closed)
	5/31/18	Last day for 10 Month Personnel

SCHOOL CALENDAR	5
SECTION I - ORGANIZATION AND ADMINISTRATION.....	10
I - A ADMINISTRATION AND STAFF	10
I - B STUDENT POLICIES	11
I - C OPERATIONS.....	11
I - D ACCREDITATION	11
I - E NON-DISCRIMINATION POLICY.....	11
I - F STUDENT RECORDS.....	12
I - G ACCESS TO STUDENT RECORDS.....	12
I - H RELEASE OF STUDENT INFORMATION.....	12
I - I STUDENT COMPLETION AND FOLLOW-UP DATA	13
I - J VISITORS.....	13
SECTION II - EDUCATION AND SUPPORTIVE SERVICES	13
II - A EDUCATION ENHANCEMENT CENTER	13
II - B ASSESSMENT CENTER	13
II - C ON-THE-JOB TRAINING	13
II - D COUNSELING/ADVISEMENT SERVICES	14
II - E SERVICES TO THE HANDICAPPED	14
II - F JOB PLACEMENT.....	14
II - G PERSONS DESIGNATED TO PROVIDE STUDENT.....	14
CONSUMER INFORMATION	14
II - H CONNECTIONS LEARNING.....	14
SECTION III - ADMISSIONS.....	15
III - A ESTABLISHING RESIDENCY FOR ADMISSION PURPOSES	16
III - B SECONDARY STUDENTS	16
III - C SECOND YEAR STUDENTS.....	16
III - D POST-SECONDARY STUDENTS	16
III - E INSURANCE	16
III - F ASSESSMENT POLICY PREREQUISITES	17
III - G HIGH SCHOOL CREDIT	17
III - H ADVANCED STANDING TRANSFER OF CREDIT POLICY	18
III - I PRIOR CREDIT EVALUATIONS.....	18
III - J CAREER TECHNOLOGY COURSES AND HIGH SCHOOL.....	18
GRADUATION REQUIREMENTS POLICY	18
III - K COOPERATIVE ALLIANCE AGREEMENT.....	19
III - L REGISTERED SEX OFFENDER/FELON	19

IV - A	TUITION AND FEES	19
IV - B	TUITION REFUND POLICY AND TITLE 38 REFUND POLCY.....	20
IV - C	FEDERAL TITLE IV RETURN OF UNEARNED FUNDS POLICY	20
SECTION V - FINANCIAL AID.....		21
V - A	WORKFORCE INVESTMENT ACT FUNDS.....	21
V - B	NURSING STUDENT ASSISTANCE PROGRAM.....	21
V - C	OKLAHOMA TUITION AID GRANT (OTAG).....	21
V - D	OTHA GRIMES/FOUNDATION SCHOLARSHIPS.....	22
V - E	PELL GRANT	22
V - F	VETERANS POLICY: INDEPENDENT STUDY	22
V - G	VOCATIONAL REHABILITATION (DHS)	22
V - H	OHLAP	22
SECTION VI - GENERAL PROCEDURES.....		23
VI - A	SAFETY	23
VI - B	FOOD AND DRINK	23
VI - C	ENTERING/LEAVING SCHOOL DURING SCHOOL HOURS.....	23
VI - D	INSTRUCTIONAL CLASS SCHEDULE	23
VI - E	CHANGE OF PROGRAM	23
VI - F	LEAVE OF ABSENCE POLICY	24
VI - G	ATTENDANCE POLICY	24
VI - H	ABSENCES DUE TO DEATH WITHIN IMMEDIATE FAMILY.....	25
VI - I	CONTINUED ENROLLMENT.....	25
VI - J	ATTENDANCE PROTOCOL	25
VI - K	ATTENDANCE APPEALS PROCESS	26
VI - L	TARDY POLICY	26
VI - M	MAKE-UP WORK.....	26
VI - N	SATISFACTORY PROGRESS	26
VI - O	PROGRESS CHECKS AND VA REPORTING POLICIES.....	27
VI - P	STUDENT WITHDRAWAL	27
VI - Q	DRESS CODE.....	27
VI - R	WIRELESS COMMUNICATION DEVICES* CELLULAR	27
	PHONES, TABLETS, RADIOS, IPODS, MP3 PLAYERS, GAME DEVICES.....	27
VI - S	TRANSPORTATION	28
VI - T	CLASS CANCELLATIONS DUE TO BAD WEATHER	28
VI - U	STUDENT VEHICLES.....	28
VI - V	PERSONAL PROPERTY.....	29

VI - X CARE OF SCHOOL TEXTBOOKS AND EQUIPMENT	29
VI - Y SWTC FACILITY WALLS	29
VI - Z FIRE AND STORM DRILLS	29
VI - AA CONTAGIOUS AND INFECTIOUS DISEASE	30
VI - BB CAMPUS SECURITY POLICIES AND PROCEDURES.....	30
VI - CC POLICIES AND PROCEDURES FOR REPORTING CRIMES ON CAMPUS	30
VI - DD CAMPUS SECURITY REPORT	30
VI - EE MEDICAL EMERGENCIES.....	31
Self-Administration Consent Form	32
VI - FF CERTIFICATION	33
VI - GG SWTC-GRADUATION REQUIREMENTS	33
VI - HH PROGRESS REPORTS/STUDENT EVALUATION.....	33
VI - II GRADE REPORTS.....	33
VI - JJ GRADING SCALE	33
VI - KK CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS	33
<i>SECTION VII - STANDARDS OF BEHAVIOR HARRASSMENT, INTIMIDATION AND BULLYING.....</i>	35
VII - A STUDENTS' BEHAVIOR ON SCHOOL BUSES	35
VII - B DISCIPLINE AND STUDENT BEHAVIOR.....	35
VII - C PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (REGULATION).....	37
VII - D HARASSMENT	42
HARASSMENT/BULLYING INCIDENT REPORT FORM	44
VII - E PROHIBITION, INTIMIDATION AND BULLYING.....	45
(INVESTIGATION PROCEDURES)	45
VII - F USE OF TOBACCO	46
VII - G PUBLIC NOTICE-ASBESTOS	47
VII - H SUSPENSION OF ADULT/HIGH SCHOOL STUDENTS	47
VII - I PROCEDURE OF APPEAL	47
VII - J DRUG-FREE SCHOOL AND WORKPLACE PROGRAM.....	48
VII - K ALCOHOL, DRUGS AND OTHER CONTROLLED SUBSTANCES	48
VII - L SEARCH OF STUDENTS FOR DANGEROUS WEAPONS/DANGEROUS SUBSTANCES/STOLEN PROPERTY	49
VII - M ASSAULT AND BATTERY INVOLVING DISTRICT EMPLOYEES.....	49
VII - N POLICY REGARDING INTERFERENCE WITH THE PEACEFUL CONDUCT OF SCHOOL DISTRICT ACTIVITIES	50
VII - O MINUTE OF SILENCE POLICY	51
VII - P CONSTITUTION DAY RESOLUTION.....	51

STUDENT CONDUCT CODE.....	5
VII – R SEXUAL HARASSMENT POLICY AND PROCEDURES.....	55
POLICY	55
DEFINITION.....	55
SEXUAL HARASSMENT ACTIONS	55
NOTICE OF POLICY.....	55
COMPLAINT PROCEDURES	55
THE TITLE IX INVESTIGATIVE OFFICER’S PROCEDURE.....	56
VII – S DRUG-FREE SCHOOL AND WORKPLACE POLICY	57
<i>Student Handbook Signature Page.....</i>	<i>60</i>
<i>INTERNET ACCESS CONDUCT AGREEMENT</i>	<i>61</i>

I - A ADMINISTRATION AND STAFF

Phillip Bailey.....Automotive Technology Instructor
Doug Bateman.....Aviation & Aerospace Technology Instructor
Karen Bertrand.....POWER Program Job Coach
Randy Brazell.....Aviation & Aerospace Technology Instructor
David BrownMaintenance\Bus Driver
Leslie BrownPower Program Director
Denise Clements.....Maintenance/Bus Driver
Monica Cox.....Administrative Assistant/Financial Aid Coordinator
Casey Crume.....Construction Trades Instructor
RaChel Crume.....Counselor
Carrie Dann.....Maintenance/Bus Driver
Stacey DavisBiomedical Sciences Instructor
Kerry Evans.....Business & Industry Services Coordinator
Nancy EstesHealth Science Technology Instructor
Gina Courture.....LPN Instructor
Cassie Farr.....Chief Financial Officer
LaDahle Gloria.....Administrative Assistant
Aracely Gonzales.....Administrative Assistant
Debbie AdamsAlternative Education Instructor
Robert Huttie.....Aviation & Aerospace Technology Instructor
Chad Johnson.....Maintenance/Bus Driver
Dennie JohnsonAviation & Aerospace Technology Instructor
Doug JohnstonLPN Program Coordinator
Lela JulianAdministrative Assistant
Rodger Kerr.....Chief Operating Officer
Dale Latham.....Superintendent/Chief Executive Officer
Molly Lucas.....Administrative Assistant
Doug McCormack.....Director Plant/Facilities
Krissy Miller.....Cosmetology Instructor
Lori Miller.....Small Business Development Bid Assistance Coordinator
Karen Mitchell.....Alternative Education Instructor
Kat Myers.....Administrative Assistant
Justin O'Neil.....Power Program Academic Skills Advisor/EEC Coordinator
Jill Owenby.....Marketing & Public Relations Director
Tim RabalaisBus Dev. Cord. Small Business Management
Casey Rowland.....Occupational Services Instructor
Ricky Smith.....Maintenance/Bus Driver
Roy SmithAviation & Aerospace Technology Coordinator
Rachel Soliz.....Health Science Technology Instructor
Matt Switzer.....Information Technology Director
Cindy Thomas.....Administrative Assistant
Loretta Trammell.....Administrative Assistant
Cindy WakemanLPN Instructor
Carol Walker.....Business & Computer Technology Instructor
Ericka Wiginton.....Student Services Director
.....Electronics Technology Instructor

This handbook is provided to assist the students in becoming acquainted with Southwest Technology Center. Each student should keep this handbook as a ready reference to questions which may arise during the school year. Student policies apply to post-secondary as well as to secondary students.

I - C OPERATIONS

Southwest Technology is under the administration and supervision of a duly elected Board of Education in cooperation with the Oklahoma Department of Career and Technology Education. This school serves as an extension of the school districts, which are members of the Southwest Technology Center District, and is a part of the total education program of these communities. High school students applying for training must be students in good standing at their home schools and have approval of parents, home schools, and the Technology Center for enrollment.

I - D ACCREDITATION

Southwest Area Vocational-Technical Center School District No. 27 (DBA Southwest Technology Center) is fully accredited by the Oklahoma Department of Career and Technology Education. Some programs at Southwest Technology Center receive accreditation approval from additional organizations and/or agencies. These programs are listed below.

<u>PROGRAM</u>	<u>NAME OF ACCREDITING GROUP</u>	<u>STATUS OF APPROVAL</u>
Automotive Technology	Automotive Service Excellence	Full Approval
	National Automotive Technician Education Foundation, Inc.	Full Approval
Full-Time Programs	Approved for VA Benefits Oklahoma State Accrediting Agency through the Veteran's Administration	Full Approval
LPN Program Aviation and Aerospace Technology	Oklahoma Board of Nursing	Full Approval
	Federal Aviation Administration	Full Approval
Cosmetology	Oklahoma Board of Cosmetology	Full Approval

Current or prospective students wishing to review documents describing the institution's accreditation, approval, or licensing should submit a written request to the Superintendent's office. Within ten (10) working days of submission of the request, documents will be made available to the student for inspection.

I - E NON-DISCRIMINATION POLICY

This institution is in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1974, and Section 504 of the Rehabilitation Act of 1973, the American's with Disabilities Act (ADA), and other federal laws and regulations. It is the policy of Southwest Technology Center to provide equal opportunities without regard to race, color, national origin, sex, age, disability or veteran status in its educational service, financial aid, and employment.

Ericka Wiginton, Student Services Director has been designated to coordinate compliance with the requirements contained in Title VI, Title IX, Section 504 and ADA. Ericka Wiginton or Rodger Kerr may be contacted Monday through Friday, 8:00 AM to 4:30 PM, at Southwest Technology Center, 711 W. Tamarack Road, Altus, OK 73521-1500. The telephone number is (580) 477-2250.

Southwest Technology Center maintains an educational record for each student who is or has been enrolled at the Center. These records may include such information as grades, attendance, work experience, work habits and attitude, personal appearance, and character. These records are kept in order to assist in job placement and to accurately answer inquiries from prospective employers. Attendance and grade records for high school students will be transferred to the home high school to become a part of their permanent record. Daily progress records are kept by each instructor, and a grade report will be furnished to each student at the end of each nine (9) week period.

I - G ACCESS TO STUDENT RECORDS

Student records are maintained by Southwest Technology Center in compliance with PL 93-380, the Federal Education Act of 1974. All student records are available for inspection by the student. Current students wishing to review their records must submit a written request to the Chief Operating Officer. Within ten (10) working days of submission of the request, records will be made available to the student for inspection. In addition, the student may challenge any portion of the record.

I - H RELEASE OF STUDENT INFORMATION

Information about students and former students gathered by Southwest Technology Center is of two types: Directory and Confidential. Any information shall be released only in accordance with this policy and in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) and the Oklahoma Open Records Act.

1. DIRECTORY INFORMATION

Information which routinely appears in student directories and may be freely released. Upon written request this information will be treated as confidential.

- A. Student's name, address, and telephone number
- B. Parent name, address, and telephone number
- C. Home School, grade, classification, program of study
- D. Date and place of birth
- E. Dates of attendance
- F. Awards received
- G. Distinguished academic performance

Parents of students may request that any part or all of directory information be withheld by notifying the Chief Operating Officer, or a designee, in writing within ten (10) calendar days after the first scheduled day of class or the fall term of such election. All written request for non-disclosure will be honored by Southwest Technology Center for one (1) academic year.

The official educational records of a student may be inspected by the student's parents, who upon filing a written request for a hearing may also challenge the contents of the records. Inspection must take place in the Administrative or Counseling Offices, and records **may not** be removed from the school premises.

The rights of parents become the rights of the student when the student attains the age of eighteen (18) years.

2. CONFIDENTIAL INFORMATION

This is all other information contained in the student's educational record and can be released only upon written consent of the owner of the privacy right, with the exceptions as designated in the Family Educational Rights and Privacy Act of 1974, as amended, which waives prior consent. Confidential information shall only be transferred to a third party on the condition that such party will not permit

the owner of the privacy. However, schools may, but are not required to, share information from a student's education records with parents without the student's consent. For example:

- Schools may disclose education records to parents if the student is claimed as a dependent for tax purposes.
- Schools may disclose education records to parents if a health or safety emergency involves their child.
- Schools may inform parents, if their child is under 21 and has violated any law or policy concerning the use or possession of alcohol or a controlled substance.
- A school official may generally share with a parent information that is based on that official's personal knowledge or observation of the student.

I – I STUDENT COMPLETION AND FOLLOW-UP DATA

Completion and follow-up data are collected annually by the Oklahoma Department of Career and Technology Education. A copy of this data is available through the Chief Operating Officer's office upon request.

I – J VISITORS

Visitors wishing to tour our facilities must have prior administrative approval. Visitors will not be allowed to visit students during class without permission from the Administration. Students may not bring visitors to the classrooms or labs without permission from the instructor and the appropriate administrator.

SECTION II - EDUCATION AND SUPPORTIVE SERVICES

II - A EDUCATION ENHANCEMENT CENTER

The Education Enhancement Center provides instruction for secondary and adult students who need assistance in upgrading their reading and math skills. Prior to entering a career tech program, students are tested to determine certain skill levels. If scores fall below a prescribed level, the Education Enhancement Center will provide a variety of instruction styles, which is individualized to meet the needs of the student. A student will attend the Enhancement Center until skills are appropriate to meet the requirements of the career tech program. Instruction in the

Enhancement Center is directly related to the career tech program in which the student is enrolled.

II - B ASSESSMENT CENTER

Assessment is provided for all students enrolling in full time programs. Assessment tools include Career Ready 101, System Assessment and Group Evaluation, and OK Career Guide utilization. Students are provided the opportunity to improve in the areas of academic and social skills.

II - C ON-THE-JOB TRAINING

Participation in the work-study program is given to selected seniors and adult students during the semester of the program prior to graduation. Student selection is based on classroom work, attendance, work attitude, reliability, and appearance.

Professional staff members are available to advise students who desire help with personal and/or career-related concerns. A variety of assessment systems are available to help identify interest, aptitude, and competencies and to assist students in choosing realistic career goals.

II - E SERVICES TO THE HANDICAPPED

Any handicapped person requiring specific information regarding services should call the Student Services Department Monday through Friday between the hours of 8:00 AM and 4:30 PM at (580)477-2250. Facilities are accessible to persons in wheelchairs.

II - F JOB PLACEMENT

Every effort is made to assist students with job placement. Job Placement is done primarily through the program instructors at SWTC. They maintain close contact with the various businesses in our area that can potentially employ our students. Student services has a bulletin board outside the Counselors office where employment opportunities are posted. Job listings are distributed to each program area as received throughout the year. Students may also obtain assistance for job opportunities through the Educational Enhancement Center.

II - G PERSONS DESIGNATED TO PROVIDE STUDENT CONSUMER INFORMATION

The Student Services Director, Financial Aid Coordinator, and Chief Financial Officer/Treasurer are designated as the responsible parties for distributing consumer information to current and prospective students at Southwest Technology Center. Information may be obtained during regular business hours Monday through Friday, 8:00 AM to 4:30 PM by calling (580) 477-2250.

II - H CONNECTIONS LEARNING

Connections Learning is an on-line provider of courses, fully accredited by the Oklahoma State Department of Education to offer high school classes on-line which high schools can transcript with full credit.

Connections Learning is fully accredited by the North Central Accrediting agency which insures that other states' recognize and accept these credits on a high school transcript, as well as North Central Accredited colleges toward meeting entrance requirements.

Fully certified teachers are available on-line to students from 7:00 a.m. to 10:00 p.m. daily, providing instruction, evaluation, and feedback; plus answering questions.

Connections Learning academics provides classes in Advanced & College Preparatory [AP classes], Electives [variety], Foreign Language [French, German, & Spanish], Health [variety], Language Arts [through English IV], Mathematics [through Calculus], Sciences [through Chemistry & Physics], Social Sciences/Social Studies [all areas].

Connections Learning classes are offered for one or two semesters, depending upon the needs of a student.

How much does it cost?

SWTC will pay the \$350 tuition fee for two classes in an academic year to Connections Learning for eligible students enrolled in a SWTC fulltime program beginning fall 2008.

HOW DOES IT WORK?

The opportunity is for secondary students in good standing who are enrolled in a fulltime program or plan to enroll in a fulltime program. There is a thirty (30) day grace period in which a student may learn that the online class is not suitable for them, and if they withdraw properly within that 30-day period, the transcript will not be adversely affected. After thirty (30) days, any failures will be transcribed and treated as any other class taken at their home high school for calculating GPA.

All tests will be proctored in arrangements by SWTC.

SWTC and home High Schools will have access to students' progress and grades.

Students may work on-line at SWTC and home. In addition, students may work at the home high school by arrangement.

Beginning and ending dates for course completion will be the same as home high schools. Student progress will be closely monitored. Class work not completed within the scheduled timeframes may result in student failure of the class. Grades received from on-line classes are transcribed like all other high school classes and calculated accordingly.

The grading scale of the on-line class will follow the grading scale as established by a student's home high school.

The level of involvement by the home high school is discretionary, as much or as little as desired.

Additional information and assistance may be gained by contacting the SWTC Director of Fulltime Programs/Chief Operating Officer Rodger Kerr; Director of Student Services Ericka Wiginton; and Career Guidance Counselor RaChel' Smith at 580-477-2250.

Southwest Technology Center is interested in providing the best education and training opportunities leading to successful and positive career choices for students. It is our desire to make positive choices available as we help partner high schools meet the needs of students.

SWTC – Serving Altus, Blair, Duke, Granite, Hollis, Navajo, and Olustee-Eldorado Schools.

SECTION III - ADMISSIONS

Southwest Technology Center admits all eligible students without regard to race, color, national origin or religious beliefs. All federal and state guidelines concerning admittance for students receiving aid will be adhered to. Admission requirements may vary according to the program being offered. In general, admission requirements may include having a diploma or a GED, as well as a review of the applicant's interests, aptitude, and work history. Admission to the technology center or to specific programs shall not be contingent upon any single measure but upon a combination of factors including but not limited to achievement levels, aptitude, interest, work history, and ability to benefit in terms of employment. In-district secondary students who are enrolled in the eleventh (11) or twelfth (12) grades have first priority in all day classes. Secondary students wishing to return for the second year of a two-year program will have priority over first-year students provided they have the instructor's recommendation. In-district adult students will have second priority in full-time classes. Out-of-district secondary students will have third priority, followed by out-of-district adult students. All out-of-district students are admitted on a space available basis.

The district of Southwest Technology Center is established by partner school districts, identified as **Altus, Blair, Duke, Granite, Hollis, Navajo, and Olustee-Eldorado**. Individuals with residence and residing inside these districts are considered in-district for purposes of admission and the establishment of tuition rates. An in-district resident is a person who has established legal/permanent residence inside the district of Southwest Technology Center by the first day of class for the student. This definition **excludes** temporary living with a relative or friend. Proof of residence is required. Examples of proof of residency that will be accepted are:

1. Paid utility (electric, gas, water) receipts in the name of the student or spouse at an in-district address. * (P. O. Box not accepted.)
2. Receipt for rent/lease/house payment in the name of the student or spouse at an in-district address.*
3. Property tax receipt to named student or spouse for identified in-district residence.

If student, secondary or adult, is known to be an out-of-district resident but is a property taxpayer within the district, as evidenced by a property tax receipt to named student* or spouse for in-district property, then tuition shall be charged at the in-district rate. All other out-of-district students shall be charged out-of-district tuition as per tuition schedule.

* If prospective student is a minor by age, items 1, 2, and 3 are acceptable if in the name of parent or legal guardian, with guardianship being established by legal documentation.

III - B SECONDARY STUDENTS

Southwest Technology Center admits high school junior and senior students on the basis of interest, ability, aptitude, and performance in previous schoolwork. Students with a previous history of poor grades, attendance, or adjustments to school may be denied admission. Secondary students below the eleventh (11) grade **may** be admitted under special conditions and when referred by their high school principal and approved by Southwest Technology Center's administration.

III - C SECOND YEAR STUDENTS

Students wishing to return to Southwest Technology Center the second year must be recommended by their instructor. An instructor's recommendation is based on student attitude, grades, and attendance.

III - D POST-SECONDARY STUDENTS

Any student who is not currently enrolled in high school and who is beyond the State of Oklahoma's mandatory age of 17 is classified as a post-secondary student. Any student returning on a thirteenth year scholarship is considered a post-secondary student/adult. All programs accredited for post-secondary education award a certificate to students who successfully complete that program. Post-secondary students are expected to follow the school policies and regulations the same as high school students.

III - E INSURANCE

Students attending Southwest Technology Center should be covered under a family insurance and hospitalization plan or purchase an accident policy available from the home school or from most insurance agents at a modest cost. All students will be required to sign an affidavit verifying insurance coverage or, if they have no coverage, to sign a release of medical health liability on the

Education does not assume the responsibility (whether the student is high school, post-secondary, full time/part time or short term) for the payment of hospital or medical treatment fees.

III – F ASSESSMENT POLICY PREREQUISITES

The following policies and procedures pertain to students, and/or potential students who are enrolled in or seeking enrollment in a full-time training program at Southwest Technology Center.

ASSESSMENT OF STUDENTS

- All Students applying for admission to full-time programs will be assessed.
- Any student who scores below level five (5) as measured by Career Ready 101 will be:
 - Referred to the Education Enhancement Center at SWTC for remediation. A student will be required to spend part of their technical training time in the EEC for remedial purposes.
 - Referred back to their home high school for remediation. Program entry may be denied if a student refuses to enter into a prescribed remedial program based upon valid testing measures.
 - Adults may be referred to other agencies for remediation, tutoring, or GED preparation.
- IEP students will not have to test prior to enrollment at Southwest Technology Center. All IEP students wishing to apply for enrollment at SWTC must contact SWTC's school counselor prior to making application for enrollment. An IEP meeting must be held on behalf of the student to insure placement into the most appropriate educational program. A representative of SWTC must participate in the IEP meeting. The meeting must take place prior to enrollment. A copy of the student's IEP will be requested and kept on file at SWTC.
- Any post-secondary individual that has participated in another agency's testing program or that has tested at another educational institution may substitute those results for the entrance exams when it is deemed appropriate by SWTC's guidance personnel.

PROGRAM ASSESSMENT (INSTRUCTIONAL)

Each program instructor or director will meet the following guidelines in regard to instructional testing in their program.

Occupational Competency Exams

- A. Each program will identify all occupational areas that their program covers.
- B. Each program will identify a competency exam that correlates to the occupational areas associated with each program.
- C. Each program must have on file a definition of "Program Completer".
- E. SWTC will maintain a file on a student's competency exams for no less than five (5) years.

III – G HIGH SCHOOL CREDIT

All daytime programs at Southwest Technology Center shall meet at least 175 days per school year and be accredited for 3 units. Comprehensive schools may elect to give the student four (4) units of credit each year if the SWTC class meets for a length of time equal to that where four (4) units of credit are offered in the comprehensive school. Requests for courses to be offered for less than 3 units of credit on a pilot basis must be made to the Oklahoma Department of Career and

III – H ADVANCED STANDING TRANSFER OF CREDIT POLICY

It shall be the policy of the Southwest Technology Center to admit students to the career tech programs on an advanced standing basis. Advanced standing shall be based on an evaluation of individual's previous educational experience and the application of such education to the requirements of specific courses within the program of study.

Students who feel that they are proficient in an area of study offered at SWTC may apply for advanced standing credit. In order to receive advanced standing credit, a student must successfully complete a comprehensive written and skills test. The test will be administered by a qualified representative of SWTC and must include both a written cognitive assessment along with a supervised skills demonstration assessment. A student will be charged a \$50.00 advanced standing credit fee along with a \$25.00 per hour assessment fee to cover the cost of the test administration. Students may apply for advanced standing through a program instructor, the student services director or counselor.

Transcripts from other schools, colleges, and accredited institutions will be evaluated by the Administration and the instructor involved, and credit may be granted for appropriate units of instruction.

III – I PRIOR CREDIT EVALUATIONS

Due to the nature of the training at this school, it is unlikely that any previous education or training will be granted. However, the school will evaluate and grant all previous education and training of all VA beneficiaries and will clearly indicate if appropriate credit has been granted after the evaluation. Both previous education and training transcripts from previously attended school and veteran military transcripts (JST's, CCAF transcripts, VMET's etc.) must be provided for evaluation within 30 days of program enrollment. VA student certifications will be terminated if these documents are not provided within 30 days of enrollment.

III – J CAREER TECHNOLOGY COURSES AND HIGH SCHOOL GRADUATION REQUIREMENTS POLICY

In as much as the Oklahoma State Board of Education has approved specified courses of study taken at Career Technology Centers to count as math and/or science credit in meeting the requirements for high school graduation, the Board of Education hereby adopts a policy commensurate with the actions of the Oklahoma State Board of Education.

Southwest Technology Center shall submit grade reports to the high schools of partner school districts at the end of each grading period. Qualifying courses of study for math and/or science credit will be noted for partner high schools with regard to awarding appropriate math and/or science credit in meeting the requirements for high school graduation as approved by their local boards of education.

Criteria stipulated in the publication Oklahoma Requirements for High School Graduation requires such courses of study be taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education. In as much as the State Board of Education has approved these courses of study with the aforementioned criteria, the policy of Southwest Technology Center Board of Education is to insure the criteria is met before certifying grades to high schools for consideration in meeting the requirements for high school graduation.

Computer Technology – Business Computer Technology. Courses that may apply based on approval by sending school are the following: HST- Anatomy & Physiology. Bio-Med - PLTW courses as a Science credit.

III – K COOPERATIVE ALLIANCE AGREEMENT

Students can receive college credit hours towards an Associate of Applied Science Degree utilizing Prior Learning Assessment (PLA) credit and completing 12 hours of credit at Western Oklahoma State College or other participating higher education institutions.

*Biomedical Sciences-Credit earned through concurrent enrollment.

III – L REGISTERED SEX OFFENDER/FELON

Southwest Technology Center is a small campus with all students, high school (minors) and adults, having access to each other during the day. Based on the commingling of populations due to program access and common facilities, Southwest Technology Center daytime programs and activities are not available to a registered sex offender under Oklahoma's Sex Offenders Registration Act. To determine this status, the question, "Are you a registered sex offender?" is part of Southwest Technology Center's enrollment/application form. Evening Adult Career Development (ACD) classes are available for enrollment.

Southwest Technology Center trains for a variety of career programs, some of which deny industry certification to felons. Based on those industry workplace training requirements, felons are not admitted to those career training programs. In order to make this determination, prospective students are asked the question, "Have you ever been convicted of a felony? If 'yes', explain and provide the name, address, and contact information of your most recent pardon and parole officer." An inquiry will be made regarding rules and conditions of pardon and parole, and access to an education/training environment that includes minor children.

SECTION IV - INSTRUCTION

IV - A TUITION AND FEES

There is no charge for in-district secondary students. Senior students attending Southwest Technology Center for the first time may be eligible to return for the second year of a two-year program without paying tuition if they enroll the first semester immediately following graduation from high school. Tuition for in-district adult students is \$2.10 per clock hour of instruction. In-district students are those students residing in the school districts of Altus, Blair, Duke, Granite, Hollis, Navajo, and Olustee-Eldorado. Out-of-district adult students will be required to pay \$4.20 per clock hour. The cost to the student will depend on the number of clock hours for each career major. This may vary by career major. Tuition covers instructional costs only. Other fees may be assessed for books, supplies, graduation, etc., and will vary according to each program.

By the end of your first week in class, all tuition paying students must pay the tuition due or make arrangements for payment with the business office. For those who are receiving financial aid, a late payment agreement must be made until financial aid is processed. At the beginning of your second week, those who have not done so will not be readmitted to class.

ANY STUDENT WHO ENTERS INTO A CONTRACTUAL AGREEMENT FOR PAYMENT OF TUITION WILL BE REQUIRED TO HONOR THE TERMS OF SUCH AN AGREEMENT. FAILURE TO DO SO WILL RESULT IN TERMINATION FROM THE PROGRAM. A STUDENT WILL BE DEEMED DELINQUENT IF HE/SHE

There will be a \$25.00 fee charged for any returned check.

IV – B TUITION REFUND POLICY AND TITLE 38 REFUND POLICY

If a tuition paying student is dropped or withdraws prior to attending 60% of a semester/trimester, that student will be given a refund based on actual hours attended. Conversely, a student who withdraws after attending 60% of the semester/trimester **will not** be entitled to a refund. The unused portion of any tuition paid in excess of a \$20.00 administrative fee will be refunded according to the following scale:

Number of hours attended X \$2.10/hr (in-district) = Cost of Tuition
(Including absences) \$4.20/hr (out-of-district)

Tuition paid - Cost of tuition = Amount of Refund

There is no refund on books, supplies, uniforms, or items that cannot be used due to health and sanitary reasons.

Students Termination of Training form must be properly completed and signed by the student and returned to the business office prior to a tuition refund check being issued. Students must personally sign for the refund check at the time it is picked up.

Title 38 Refund Policy-VA:

Southwest Technology Center has and maintains a policy for the refund of the unused portion of tuitions, fees and other charges in the event the veteran fails to enter the program, withdraws or is terminated prior to completion.

Such policy must provide that the amount charged to the veteran for tuition, fees and other charges for a portion of the program shall not exceed the approximate pro-rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the program bears to its total length.

An established administrative fee in the amount of \$20.00 need not be subject to proration. Refunds will be made promptly within 40 days.

IV – C FEDERAL TITLE IV RETURN OF UNEARNED FUNDS POLICY

1. Federal law now specifies how a school must determine the amount of federal financial aid* that a student earns if he/she withdraws, drops out, is dismissed or takes a leave of absence prior to completing more than 60% of a payment period.
2. The amount of federal financial aid assistance that the student earns is determined on a pro-rata basis. Once the student has completed more than 60% of the payment period or period of enrollment, all financial aid assistance is considered to be earned.
 - Percent earned = Number of clock hours completed up to the withdrawal Date** divided by total clock hours in the payment period or period of enrollment
 - Percent unearned = 100% minus percent earned
3. When a student receives federal financial aid in excess of earned aid, the school returns the lesser of:
 - Institutional charges multiplied by the unearned percentage, or
 - Title IV federal financial aid disbursed multiplied by the unearned percentage the student returns:

- Any grant amount the student has to return is a grant overpayment, and arrangements must be made with the school or Department of Education to return the funds.
4. The student can be billed for funds the institution is required to repay*Federal financial aid includes the federal Pell Grant, federal Supplemental Opportunity Grant (SEOG), federal Stafford Loans (subsidized and unsubsidized), federal PLUS Loans for parents and Talent Incentive Program (TIP) grants.

**Withdrawal date is defined as the student's last date of attendance as determined by the institution from its attendance records. This also includes students who do not return from an approved leave of absence.

Disbursement of Title IV Financial Aid (Pell Grant)

When a full or part-time student is awarded federal financial aid, disbursement will be made in accordance with federal regulations for Title IV funds. Disbursements are contingent upon a student completing the application process and maintaining satisfactory progress (in accordance with the attendance policy and making at least a "C" academically).

A student receiving Title IV financial aid understands that:

- They must be making satisfactory progress to continue Pell eligibility, and that tuition, books, and or fees owed will be deducted from each Pell disbursement.
- Students must report any changes in enrollment that may affect their financial aid.
- If a student drops or withdraws from school prior to completion or ahead of schedule, they may be liable to pay back any overpayment of Pell funds received while attending SWTC. This means that if you withdraw or are dropped by the school for any reason after receiving the Federal Pell grant money, you may have to repay part of the grant money given to you. If you do not complete at least 61% of the hours in the payment period (subtracting all absences, even excused absences), it will be considered a grant overpayment and you will have to pay back a prorated portion of the grant money. You will be ineligible for any other Title IV aid from any school until you have paid it back.
- Students must report all financial assistance received to the financial aid office.”

SECTION V - FINANCIAL AID

Several sources of financial aid are available to students meeting specified criteria. Information is available through the Student Services Office.

V - A WORKFORCE INVESTMENT ACT FUNDS

Assistance is available for the economically disadvantaged, dislocated worker, and for the older worker (over 55). These programs are administered through the Southwest Oklahoma Development Authority (SWODA).

V - B NURSING STUDENT ASSISTANCE PROGRAM

A scholarship/loan program administered by the Physician Manpower Training Commission.

V - C OKLAHOMA TUITION AID GRANT (OTAG)

Grant program based upon financial need. Available to all Oklahoma residents who are full-time or part-time students.

Scholarships for adult students who may not qualify for other scholarships or student assistance programs.

V - E PELL GRANT

Federally funded grant program which provides funds for adult students in post-secondary educational training. Application forms may be picked up from the Financial Aid Office or you can apply at www.fasfa.gov.

V - F VETERANS POLICY: INDEPENDENT STUDY

Any Veteran who meets eligibility requirements may attend programs which are approved by the State Accrediting Agency/Department of Veterans Affairs. Individuals who wish to attend SWTC and expect to receive monthly educational stipends must present a copy of VA form DD214. Both part and full time benefits are available to those who meet eligibility requirements.

SWTC recognizes that service members acquire knowledge and skills during military duty and will award appropriate educational credit consistent with the training and experience earned by military personnel. In order to be considered for an award of education credit at the technology center, an applicant must have received an other than dishonorable discharge from the United States Armed Forces within three (3) years from the date of enrollment at the technology center. The applicant is responsible for supplying information and records essential to any award of credit. Evaluation of prior credit is the responsibility of the instructor and student administrator. A decision regarding an award of credit is a final decision that is not subject to appeal.

Per Title 38, CFR21.4267, Independent Study (online training), students utilizing VA educational benefits at non- college degree (NCD) institutions may not use benefits for online training or non-traditional self-paced or flex programs and will not be certified by Southwest Technology Center.

*See section IV-B for Title 38 Refund Policy.

Information regarding Veteran's Educational Benefits is located at:

www.gibill.va.gov

or call 1-888-442-4551 to visit with a Veteran's Benefit Counselor to determine eligibility.

V – G VOCATIONAL REHABILITATION (DHS)

A person is eligible if they have a handicap or disability. Training is available for qualified applicants through referrals to the Department of Human Services, Vocational Rehabilitation. Questions about eligibility can be made to the Department of Vocational Rehab at 580-482-8605.

V – H OHLAP

OHLAP/ Oklahoma Higher Learning Access Program

The following program courses have been approved for OHLAP computer science credits by the State Board of Regents. Since courses are self-paced, it is important to note that the **recommended** time for completion is a two-year period.

Medical Information Services Program

8431	Business and Computer Technology Core	½ credit
8432	Fundamentals of Administrative Technology	1 credit

8431	Business and Computer Technology Core	½ credit
8432	Fundamentals of Administrative Technology	1 credit
8104	Administrative Technology II	1 credit
8433	Office Administration and Management	1 credit

Business Financial Management and Accounting Program

8431	Business and Computer Technology Core	½ credit
8432	Fundamentals of Administrative Technology	1 credit
8104	Administrative Technology II	1 credit
8450	Computerized Accounting	1 credit

SECTION VI - GENERAL PROCEDURES

VI - A SAFETY

Safety is a priority at Southwest Technology Center. Each area of instruction follows safety practices appropriate to that program and in compliance with the Occupational Safety and Health Act (OSHA). Students shall comply with state law (Section 811) regarding eye protection devices worn appropriately in shops/labs/clinical sites.

VI - B FOOD AND DRINK

Food and drinks are not permitted in the hallways, classroom, and lab areas unless permission has been granted by the Chief Operating Officer. Otherwise, all food must be contained in the student center.

VI - C ENTERING/LEAVING SCHOOL DURING SCHOOL HOURS

All students are required to enter through the main campus doorway upon arrival for both morning & afternoon sessions here at Southwest Technology Center.

Under no condition will a student leave the Southwest Technology Center campus without permission from the administration office. Requests from high school students will be considered only when verified and confirmed by the home high school principal and/or the student's parent or guardian. Those students violating this procedure will be considered truant and dealt with accordingly.

Adult students must clear with their instructor before leaving school during class hours. Leaving without permission can result in disciplinary action.

VI - D INSTRUCTIONAL CLASS SCHEDULE

Monday through Friday

Morning session is from 8:10 AM until 10:50 AM

Afternoon session is from 12:10 PM until 2:50 PM

Each session will have a fifteen-minute break with the exception of Cosmetology and Biomedical Sciences. Teachers will be in their classroom for teacher availability Monday-Friday from 8:00 to 11:00 am and from 12:00 to 4:00 pm.

VI - E CHANGE OF PROGRAM

High School students may change programs during the first and third quarters. These changes will

the administration, teachers of the programs involved in the change, the local high school principal or counselor, and parents. Adult program changes will be dealt with on an individual basis.

VI – F LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) is defined as a period of time which can be granted to students for circumstances which require the student to be absent from school for five (5) or more consecutive class days (not to exceed thirty (30) calendar days). A student can receive one (1) LOA in a twelve- (12) month period. Requests for additional LOAs will be considered (on a case-by-case basis) based on the nature and gravity of the incident prompting the request. Requests for an extension to an approval LOA will also be considered on a case-by case basis. Application for a LOA must be made in advance. Exceptions may be considered if the student can show with proper documentation that it was not possible to make the request a leave of absence. If a student fails to return to school at the end of the LOA, the school must treat the LOA as withdrawal. In such an event, the effective date of the withdrawal is the beginning date of the LOA.

The Leave of Absence process should originate with the SWTC Counselor or designee. The student and counselor/designee will develop the specific details of the Leave of Absence with input from the student's instructor and the Financial Aid Coordinator (as needed). The Chief Operating Officer will approve or deny the LOA request. The student will report to Student Services upon return to classes; Student Services will notify the Instructor, Chief Operating Officer, Counselor/designee and Financial Aid Coordinator of the date of return. The counselor/designee will monitor the LOA return date and will process a student drop for failure to return.

NOTE: This Leave of Absence process does not apply to the SWTC Practical Nursing program. For information specific to the PN program, contact the Practical Nursing Director.

VI-G ATTENDANCE POLICY

The following attendance rules will apply to both secondary and post-secondary students enrolled in a full-time program at Southwest Technology Center, unless the Board of Education has designated a more stringent attendance policy for a specific program due to the educational or certification requirements of the specific program or field of study.

In order to accommodate both traditional and block schedules, attendance will be calculated and applied to each nine-week grading period or quarter. All students will be required to be in attendance approximately ninety (90) percent of the time.

An adult student who misses more than 10% in a nine-week period will be terminated, and will not be allowed to re-enroll until the following semester. Extenuating circumstances will be considered by the Chief Operating Officer and/or the Student Services Director in administering this policy. Students will be asked to provide documentation or proof of an extenuating circumstance.

In the event that a secondary student is ill and unable to attend class their parent/guardian has the authority to call in for the student at the administration office and notify their instructor of the absence. In the case that a call is made and documentation is provided the student will receive an excused absence for that missed day. A secondary student who misses more than five (5) days in a nine-week period will receive **no credit** for that particular grading period, and may be denied enrollment for the following semester if conditions warrant such action. If the student is passing at the end of the quarter, he/she will receive an NC for the class in which the student has exceeded the absence limit. If the student is failing at the end of the quarter, the failing grade will be

periods will not be allowed to enroll for the following semester.

Student must present documentation for absence within five (5) days of the absence, to the attendance clerk. If the documentation is not received within the stated time frame, the absence will be considered unexcused. All absences are considered unexcused until proper documentation is turned in.

- **EXEMPTIONS:**

If a student is exempt from all semester tests at his/her home school for the day, they can be exempt from SWTC class as well. If a student is required to test at his/her home school, then they are required to attend SWTC class as well. (Exemptions do not apply to any third party mandates.)

VI - H ABSENCES DUE TO DEATH WITHIN IMMEDIATE FAMILY

Southwest Technology Center uses the below listing to determine immediate family members. *Spouse, parents, grandparents, children (adopted, half & step children are included), grand children, siblings, in-laws (mother, father, sister, brother, daughter, son). The two main ways to determine immediate and other family members are: **relation by blood and relation by marriage.** If a student misses a school day due to death within the immediate family, he or she must provide documentation to the Chief Operating Officer to excuse their absence.

VI - I CONTINUED ENROLLMENT

Students must be satisfactorily progressing in the course of study or better for all hours of enrollment to be eligible for continued enrollment. A student who fails to attain said achievement level will be placed on scholastic probation for 30 days, one payment period. If at the end of one payment period's probation the student has not achieved a 2.0 grade average equivalent, he/she may not be permitted to continue enrollment in the same course of study.

All adult students must attend 90% of the payment period or they will be dropped for the balance of the remainder of the current school year. Exceptional cases with documented reasons will be considered on a case-by-case basis. When an adult student has exceeded his/her absence limit and has mitigating circumstances, the Instructor shall indicate so on a student suspension and/or termination of training form and submit it to the Chief Operating Officer for approval. Such termination will require hard copy documentation and approval of the Chief Operating Officer before the amount of absent time will be removed from the student's record.

A student who demonstrate a lack of appropriate concern for training achievement and/or conduct and does not maintain good standing and satisfactory progress will be suspended from the school. A suspended student may apply for reinstatement at the beginning of a new school year.

VI - J ATTENDANCE PROTOCOL

The following steps will be instituted in addressing attendance problems at SWTC.

3rd absence Student will be required to meet with the Chief Operating Officer and/or the Student Services Director to discuss absences. Student will be informed that an appeal process will be required at the 5th absence. A phone call can/will be made to the student/parent or guardian at this time by instructor or administrator.

5th absence Student will be informed by the Attendance Clerk and/or Instructor to complete the appeals process. Appeal form must be returned within three

VI – K ATTENDANCE APPEALS PROCESS

1. An appeal form must be completed and given to the Chief Operating Officer, stating student goals, reason for specified absences, why the student believes they should remain in their program and receive credit and what they will do differently in the future to prevent this. Secondary students must have this form signed by a parent/guardian.
2. Documentation for the dates that caused the student to accumulate the excessive absences shall be attached. It is the **student's** responsibility to provide this documentation to the front office within 5 days of the absence or it will be considered an unexcused absence.
3. No more than two appeals will be granted per semester unless extenuating circumstances arise and approval has been granted by the Chief Operating Officer.

VI - L TARDY POLICY

All students must be in class at their designated time or they will be counted tardy. Three (3) tardies for secondary students count as one (1) day's absence and will be added to the total absences a student has for the quarter. Adult students who receive three (3) tardies receive a (1/2) day's absence and will be added to the total absences a student has for the quarter. Each quarter will be counted separately. Students will be counted tardy up to 59 minutes past arrival time. At 60 minutes past scheduled class time the student is considered absent. A student must be in class 2/3 of the day in order to receive credit for that day.

VI - M MAKE-UP WORK

Make-up of daily grades for excused absences will be allowed. It is the student's responsibility to obtain and turn in the make-up work within three (3) school days of the absence. If this is not done, a zero (0) will be recorded. The four (4) options for make-up to be approved by the program instructors are:

1. Instructors will make their class or lab available between 3:15 and 4:00 PM for make-up work.
2. Reports pertaining to the subject being taught will be accepted as make-up (length and format to be determined by the instructor).
3. Participation in student organizational activities may be counted as make-up.
4. Any other assignments or activities deemed appropriate by the instructor.

Approved home school activities in which the student is a participant will not be recorded as a SWTC class absence. It is the responsibility of the student to see that make-up work is completed; otherwise the activity will be counted as an absence. Extenuating circumstances will be considered by the Chief Operating Officer administering this policy.

VI - N SATISFACTORY PROGRESS

In order to receive federally funded Title IV and/or institutional assistance and be eligible to continue in the program, an adult student is expected to be in good standing and making progress toward satisfactory completion of his or her course of study. Initially this means that a student is eligible for admission to an educational program as demonstrated by a diploma or GED.

Satisfactory Progress is defined as a student who is maintaining 70% or better in terms of academic performance, and in compliance with the school's attendance policy.

For VA students, academics progress will be reviewed at the beginning of every calendar month. VA students who do not maintain satisfactory academic progress will be placed on Academic Probation for 30 days and the VA will be notified of this action. While on Academic Probation every effort will be made to help the student meet the minimum grade requirements. VA education benefits will be terminated if the student does not meet the minimum academic progress standards at the end of the probationary period.

VI – P STUDENT WITHDRAWAL

When it becomes necessary for a secondary student to withdraw from school, they must have prior approval from the parent/guardian and home school principal and complete a Termination of Training Form. Adult students must obtain a termination form from the Administration Office. This must be signed by their instructor, the Chief Operating Officer or Student Services Director in order to provide the student with a record of clearance from this school.

VI – Q DRESS CODE

It is the consensus of the Administrative and instructional staff at Southwest Technology Center that, in addition to teaching a marketable skill, the school helps students realize that society generally demands certain personal characteristics during the training period in order that they may adjust more quickly to the job responsibilities following initial employment. With this objective in mind, it is a requirement that all students enrolled in the regular day programs be clean and neatly groomed at all times. They must be appropriately dressed in relation to the occupation for which they are preparing as defined by the instructor in each department and approved by the Administration of the school. Also, when deemed necessary by the instructor that the length of hair may be hazardous or inappropriate clothing is worn, necessary personal safety precautions will be taken.

Students are required to wear clothing and safety devices compatible to the nature of the training program. Failure to comply will lead to suspension or dismissal.

Students that represent the school on field trips will dress appropriately for the field trip or will not be allowed to participate. Students who participate in trips with a career tech student organization are expected to wear the official dress of the organization when appropriate. Only hats or caps that are of the training program will be permitted to be worn in the program area. No other hats or caps will be worn in the building, unless otherwise authorized by the Administration. Hats and caps will be removed during all assemblies and during class.

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

Secondary student's dress code will be in accordance with student's home school policy.

Some programs have additional requirements to accommodate the policies of educational partners that will be associated with the program.

VI – R WIRELESS COMMUNICATION DEVICES* CELLULAR PHONES, TABLETS, RADIOS, IPODS, MP3 PLAYERS, GAME DEVICES

It is the policy of the Board of Education that a student may possess a wireless telecommunication device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the student's parent or guardian, and the superintendent or the superintendent's designee.

Upon reasonable suspicion, the Superintendent, Chief Operating Officer, instructor, or security personnel shall have the authority to detain and search, or authorize the search of, any student

Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device may be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists.

Students found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including a pending parent/guardian conference, detention, or suspension. Where appropriate, police authorities may be contacted.

Electronic devices will only be allowed to be utilized in the student center area and must be used in a respectable, responsible manner.

Consequences for violation:

First Offense:	Warning issued by Instructor or Administration
Second Offense:	5 school days with no classroom break
Third Offense:	1 day unexcused suspension
Fourth Offense:	Request student/parent conference for behavioral contract suspension or termination.

*(Electronic paging devices and cellular phones are identified as wireless communication devices. However, other wireless communication devices not specifically identified are included.)

*** Electronic devices and cellular phones will be regulated by classroom and lab policy.**

SWTC will not be responsible for lost or stolen electronic devices.

VI – S TRANSPORTATION

High school students will be encouraged to ride buses to Southwest Technology Center. Buses will depart from the home school on a regular schedule at a designated place. Students will be returned to their respective high school immediately after classes. Buses will load and unload at pre-designated areas. Students may continue to enjoy riding the bus as long as they adhere to the policies regarding student behavior while on the bus.

VI – T CLASS CANCELLATIONS DUE TO BAD WEATHER

In the case of severe weather, the official announcements for Southwest Technology Center closing or any change in the normal school day will be broadcast over local radio stations and the local TV channel. When your home school is out for bad weather, Southwest Technology Center's buses will not run.

VI – U STUDENT VEHICLES

Students may drive their own cars to the school at their own risk of personal or property damage. Students who do not follow the listed rules shall lose campus-driving privileges. Cars should be locked when not in use. **The school is not responsible for theft of personal articles in the automobiles or elsewhere.**

The following regulations must be observed by student drivers:

2. All full time students must park in the South main parking lot. *Exception. Adult students enrolled in the LPN Program may park in the East overflow parking lot.*
3. Parking is not permitted in the fire lanes.
4. Park correctly in the parking lot; do not take up more than one parking space.
5. Do not park in restricted areas. Only the handicapped are to park in the designated spaces for the handicapped. A permit may be obtained by contacting the Oklahoma Department of Public Safety.
6. Students will not be allowed to return to their cars during break time or class time.
7. Students are not allowed to remain in their cars upon arrival at school or after class.
8. Selling merchandise from the parking lot is prohibited.
9. No loud music will be permitted.

*Failure to comply with the above rules will result in loss of driving privileges.

VI - V PERSONAL PROPERTY

It is the responsibility of each individual to care for and safeguard personal belongings and at no time is the school responsible for items lost or stolen.

VI - W USE OF THE TELEPHONE

Students will only be permitted to receive phone calls of an **emergency** nature routed through the administrative office.

Students needing to make a call of an **emergency** nature will be permitted the use of a telephone in the administration office.

Students **will not** be allowed to use the phone during class time.

VI - X CARE OF SCHOOL TEXTBOOKS AND EQUIPMENT

A considerable amount of money has been spent on textbooks and equipment. Students are responsible for the care of all school owned property that is assigned to them. If items are lost, destroyed, or stolen students will be charged the purchase price for replacement.

Adult students will purchase all necessary textbooks and instructional materials through the Administrative Office.

VI - Y SWTC FACILITY WALLS

The display of notices, signs, pictures, etc., are limited to bulletin boards and designated areas. Taping and tacking notices and signs to the walls have a deteriorating effect on the surface and are prohibited. Contact the maintenance personnel if you are in doubt as to how and where to display notices/signs. Thank you for assisting in the maintenance of our great facility, for the present and into the future.

VI - Z FIRE AND STORM DRILLS

Southwest Technology Center has a warning system set up which will be used in case of fire, severe weather activity, or other emergencies. Evacuation plans for fire and storm drills are posted in each room. Students are to be familiar with emergency procedures. Fire and storm drills will be practiced periodically during the school year.

Students having any communicable disease, or living with persons thus affected, are not permitted to remain in school, unless specifically authorized by a local health authority. In all cases, the school officials are governed by the order of the local health officer, State Board of Health regulations, and Southwest Technology Center Board of Education policies.

VI - BB CAMPUS SECURITY POLICIES AND PROCEDURES

The Crime Awareness and Campus Security Act of 1990 was signed into law on November 8, 1990. Commencing August 1, 1991, Southwest Technology Center is required by federal statutes to collect data on any type of crime which occurs on campus. This information will be made available to any student or employee, any applicant for enrollment or employment, upon request beginning September 1, 1992 and each year thereafter.

VI - CC POLICIES AND PROCEDURES FOR REPORTING CRIMES ON CAMPUS

For a crime in progress, contact the nearest school official or employee. They will notify the proper local authorities or place emergency telephone calls if needed. The administration at Southwest Technology Center will determine what action needs to be taken given the severity of the crime. A Campus Security Report Form will be completed as a follow-up to the crime that has taken place. To report a crime that has taken place, a Campus Security Report Form must be filled out. These can be obtained from program instructors or from the Administration Office. This form will be turned in to the Administration Office at SWTC. Proper authorities will be notified as needed. Any crime or criminal activity reported or witnessed will be subject to state, federal, and local laws regarding prosecution and/or jurisdiction.

Southwest Technology Center does not employ security personnel but does maintain a working relationship with local and county law enforcement officials. SWTC will make every attempt to notify police officials in a prompt and timely manner regarding any criminal activity on campus. Students and employees will be kept aware of campus security policies and procedures through student orientations at the beginning of each school year and for employees during the annual staff development in-service.

VI – DD CAMPUS SECURITY REPORT

This report is intended to promote campus safety at SWTC and will be distributed to the student body via the student handbook at the beginning of each school year. Information provided in this report is for prospective students, current students, and employees.

	2012	2013	2014	2015	2016
Murder/non-negligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Sex Offenses (forcible & non-forcible)	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arrest or Discipline for Weapons	0	0	0	0	0
Liquor and/or Drug Abuse Violations	0	0	0	0	0

crimes will be investigated immediately, with notification of the proper authorities. Follow-up investigations will be conducted in an effort to identify the offender(s).

VI - EE MEDICAL EMERGENCIES

If a student has an injury or sudden illness while at SWTC, he/she should notify the instructor immediately for further direction. Students who are ill will need to check out at the office before leaving the campus. The campus office will contact a parent or guardian before secondary students are allowed to leave school. SWTC staff will not issue medication or perform medical treatments to any student, minor, or adult. Parents/adult students are allowed to administer medications or medical treatments to their children/self within the facility when the following form has been completed and turned into the administration office prior to any treatment or medication being given. This form will remain in the student academic files located in the administration office.

Competency Certificates are awarded to students who successfully complete the full-time programs. This certificate will indicate proficiency in areas completed by the student as well as those where competency has not been demonstrated. Students must be in compliance with the school's attendance policy to receive a certificate.

VI – GG SWTC-GRADUATION REQUIREMENTS

Students who are enrolled in a fulltime program will be able to participate in graduation ceremonies if the following conditions have been met:

1. Student is in compliance with attendance policy
2. Adult students have no outstanding debt to the business office.
3. Student has passed all courses within career major.
4. Student has completed a major that has a minimum of 720 hours.

Upon prior approval, the Chief Operating Officer has the authority to review any special circumstances which may allow a student to participate in the ceremonies.

VI - HH PROGRESS REPORTS/STUDENT EVALUATION

An academic progress report will be sent to the adult students and parents or guardians of secondary students shortly after the halfway point of each nine (9) week grading period. This report may also be sent to the home school officials. The progress report will indicate if a student is progressing satisfactorily or unsatisfactorily at that point of the grading period.

VI - II GRADE REPORTS

Grade reports will be issued to the student by the end of the week following the nine (9) week grading period. Grades of secondary students will be sent to their home high school for recording on permanent records. Daily attendance will be included on the report.

VI - JJ GRADING SCALE

A student's grade for a nine (9) weeks period is derived from his/her performance on class assignments, tests, technical skills on laboratory assignments, etc. The grading scale for Southwest Technology Center is as follows:

A	90 – 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 60
I	Incomplete
W	Withdrew

*A grade of "I" must be made up within the next grading period or it will automatically become an "F" grade.

VI – KK CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS

The purpose of providing internet and other computer network access at Southwest Technology Center is to promote the exchange of information and ideas with the global community. The

network use must be consistent with the policies and goals of Southwest Technology Center. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities. The district may monitor use of district technology at any time. All Internet and computer network users are hereby informed that there shall be no expectations of privacy in that school officials may monitor users at any time

All internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the system administrator.
5. Do not reveal your personal address or telephone number to anyone. No Student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information that may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited: transferring offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school district's staff and student policies; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks that may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
14. Report security problems to the supervising teacher or system administrator.
15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

INTIMIDATION AND BULLYING

VII - A STUDENTS' BEHAVIOR ON SCHOOL BUSES

Students may continue to enjoy the privilege of riding the bus as long as they adhere to the policies regarding student behavior while on the bus. When a bus driver has difficulty maintaining discipline on a bus, the driver will notify the Superintendent's office regarding the problem as soon as is feasible following the end of the bus route. A conference with the student regarding the problem will be scheduled in an attempt to remedy the problem. Buses are equipped with recording devices that may be used to determine behavior situations. If this procedure fails to bring about cooperation, and a student continues to give trouble on the bus, the Superintendent may deny the student the privilege of riding the school bus. The parent/guardian and home school will be notified if such action is necessary.

VII - B DISCIPLINE AND STUDENT BEHAVIOR

Southwest Technology Center believes that the primary function of the school is to educate students. We further believe that students have the right to learn free of unnecessary distractions and to attend a school in which an atmosphere conducive to learning exists.

Education includes establishing norms of acceptable social behavior and assisting students in understanding and attaining those norms. From time to time, it will be necessary for the benefit of the individual and of the school for the faculty and administrators to enforce corrective actions for breaches in acceptable behavior.

The teacher or administrator shall have the same right as a parent or guardian to control and discipline a student while the student is in attendance at Southwest Technology Center or in transit to or from Southwest Technology Center or while attending or participating in any school function authorized by Southwest Technology's school district (70 O.S. 6-114, School Laws of Oklahoma). Each student shall be treated in a fair and equitable manner. The severity of the disciplinary action will be based upon a careful assessment of the circumstances surrounding each infraction.

The following are some examples of these:

1. The student's attitude
2. The seriousness of the offense
3. The effect of the offense on other students
4. Whether the offense is physically or mentally injurious
5. Whether the incident is isolated or habitual behavior
6. If the behavior infraction is caused by a handicap
7. Any other circumstances which may be appropriately considered

The following examples of behavior are not acceptable in society generally, and in a school environment particularly. When in the judgment of the teacher or administrator the behavior of a student constitutes unacceptable behavior in the following areas, corrective action will be taken. These examples are not intended to be exhaustive and the exclusion or omission of examples of unacceptable behavior is not an endorsement or acceptance of such behavior.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Contempt or disrespect for authority
4. Cheating on school work
5. Cutting classes
6. Leaving school without permission
7. Refusing detention and/or in-school suspension

9. Profanity or vulgarity
10. Possessing, selling, or using alcoholic beverages or other mood-altering chemicals
11. Hazing
12. Willful disobedience
13. Conduct that jeopardizes the welfare/safety of others or is disruptive to the operation of the school
14. Bus misconduct
15. Stealing
16. Extortion
17. Assault, physical and/or verbal
18. Fighting
19. Possession of weapons
20. Distributing/possessing obscene literature
21. Destroying/defacing school property
22. Striking a teacher or other school employee
23. Forgery, fraud, or embezzlement
24. Violation of school rules, regulations or policies
25. Any violation of local, state or federal statutes

In considering the different forms of disciplinary action, the faculty/administration of the school district will consider the following. However, the school is not limited to these various methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. Southwest Technology Center Board of Education will rely upon the judgment and discretion of the administrator and/or faculty member to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parent
3. Probationary period in-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat or class assignment
8. Temporary removal from class
9. Requiring a student to make financial restitution for damaged property
10. Requiring a student to clean or straighten items or facilities damaged by his or her behavior
11. Restriction of privileges
12. Referral to law enforcement agencies or other court related or social agency
13. Referral to counseling
14. Removal from class, group, or activity
15. Suspension
16. Expulsion
17. Other appropriate disciplinary action as required and as indicated by circumstances

A copy of Southwest Technology Center's disciplinary policy will be made available to a student's parent/guardian upon request.

BULLYING (REGULATION)

The Southwest Technology Center Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The board of education recognizes bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.

ellow students. Violence, in this context, is frequently accompanied by criminal acts.

7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying, often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms "bullying," as including, but not limited to a 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, that a reasonable person should recognize will:

- A. Harm another student;
 - B. Damage another student's property;
 - C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
 - D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.
2. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self-esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

3. General Display of Bullying Acts

intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

- A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include 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.
- B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.
- D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school

assaulting bully, or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Southwest Technology Center Public Schools.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

1. Student and Staff Education and Training

All staff will be provided with a copy of the district’s policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Southwest Technology Center Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district’s prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

B. Southwest Technology Center Public Schools’ Safe School Committee

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with an adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also policy BDFC.)

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute

MEMBERS GIVEN THAT INFORMATION WILL NEED TO PROVIDE DIRECT ASSISTANCE TO THE STUDENT.

Staff members who witness such events are to complete reports and to submit them to the Chief Operations Officer. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the Chief Operations Officer.

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to bullying. An administrative response to a bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges

12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at www.swtech.edu and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

CROSS-REFERENCE: Policy BDFC, Safe School Committee

VII - D HARASSMENT

It is the policy of this school district bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district Bullying of students 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 harassment, intimidation, or bullying at school.

As used in the School Safety and Bullying Prevention Act, bullying" 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. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment;
- and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

A copy of this policy will be furnished to each student and teacher in this school district.

REFERENCE: 21 O.S. §850.0 70 O.S. §24-100.2 THIS POLICY IS REQUIRED BY LAW.

Date: _____ Time: _____ Room/Location: _____

Student(s) Initiating Bullying/Harassment:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Student(s) Affected:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Type of Harassment Alleged:

Racial _____ Sexual _____ Religious _____ Other _____

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

- | | |
|--|---|
| <input type="checkbox"/> Name Calling | <input type="checkbox"/> Spitting |
| <input type="checkbox"/> Stalking | <input type="checkbox"/> Demeaning Comments |
| <input type="checkbox"/> Inappropriate Gesturing | <input type="checkbox"/> Stealing |
| <input type="checkbox"/> Staring/Leering | <input type="checkbox"/> Damaging Property |
| <input type="checkbox"/> Writing/Graffiti | <input type="checkbox"/> Shoving/Pushing |
| <input type="checkbox"/> Threatening | <input type="checkbox"/> Hitting/Kicking |
| <input type="checkbox"/> Taunting/Ridiculing | <input type="checkbox"/> Flashing a Weapon |
| <input type="checkbox"/> Inappropriate Touching | <input type="checkbox"/> Intimidation/Extortion |
| <input type="checkbox"/> Other _____ | |

Describe the incident:

Witnesses Present: _____

Physical evidence: Graffiti _____ Notes _____ E-mail _____ Web sites _____ Video/audio tape _____
Other _____

Staff signature _____

Parent(s) contacted: Date _____ Time _____

Administrative response taken:

(INVESTIGATION PROCEDURES)

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

Definitions

1. "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or 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.
"Electronic communication" means the communication of any written, verbal, or pictorial or video content information by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.
"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.

Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The Chief Operations Officer shall make a determination as to whether the conduct is actually occurring.

recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within days of the conclusion of the investigation.
7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the Chief Operations Officer by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The Superintendent shall be responsible for enforcing this policy. The Chief Operations Officer should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the Chief Operations Officer should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

VII - F USE OF TOBACCO

Effective Monday May 21, 2012 Southwest Technology Center was established as a Tobacco Free Campus in compliance with declaration by Governor Mary Fallin. Southwest Technology Center (SWTC) will be in full compliance with Governor of Oklahoma's Executive Order 2012-01 (issued February 6, 2012) and Executive Order 2013-43 (issued December 23, 2013) prohibiting the use of any tobacco product, electronic cigarette, or vaping device throughout all indoor and outdoor areas or property owned or under the control of SWTC, including parking areas, outdoor common areas, outside buildings and in vehicles used by SWTC employees whenever conducting business anywhere.

Included in this ban are tobacco products of all types (including, but not limited to, cigarettes, cigars, pipes, chewing tobacco, snuff and all other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both). This ban also includes herbal tobacco products (including but not limited to cloves, bidis, and kreteks) and simulated tobacco products that imitate or mimic tobacco products such as e-cigarettes, vapor cigarettes, pipes or other types of inhalation devices.

Southwest Technology Center at 711 West Tamarack Road in Altus Oklahoma has been constructed of all asbestos free materials. It is in compliance with the Asbestos-Containing Materials in Schools regulation (40 CFR Part 763) of the Asbestos Hazard Emergency Response Act of 1986. The SWTC Asbestos Management Plan is available upon request in the Central Office.

VII - H SUSPENSION OF ADULT/HIGH SCHOOL STUDENTS

The central administrative staff has the authority to suspend any student who is guilty of any of the following acts while in attendance at such school, in transit by school transportation, under school supervision to, from, or at, a school function authorized by Southwest Technology Center, or when present at any facility under the control of the Southwest Technology Center. Suspension may be:

1. For the rest the of day;
2. Pending a conference with parents,
3. For a specified time or the remainder of the current school semester, and the succeeding semester.

Suspension may result because of one or more of the following violations by a student:

1. Immorality or profanity;
2. Violation of school rules, regulations, or policies;
3. Possession, threat, or use of a dangerous weapon as defined by State Statutes;
4. Assault and battery; fighting
5. Possession of any illegal drugs, drug paraphernalia, alcohol, or any mind-altering substance deemed to be inappropriate to school;
6. Conduct, which jeopardizes the safety of others;
7. Conduct, which is disruptive to the operation of the school;
8. Truancy and/or excessive absenteeism;
9. Theft or vandalism of school property or that of a fellow student;
10. Any offense defined by State Statute.

Suspension of adult/high school students shall be in the following manner:

1. For suspension of three (3) days or less, student will be notified verbally and reasonable efforts will be made to contact his/her parents or guardian, and the home school principal, stating the reason of the suspension, the terms of the suspension, and the student right of a hearing before the Superintendent.
2. For suspension from school of longer the three (3) days, written notification will be given to the student, the home school principal, if a high school student, and the student's parents or guardian, if a minor, by certified mail, stating the reason for the suspension, the terms of the suspension and the student's right of a hearing before the Superintendent.

When students are coordinating their school day between a local school and Southwest Technology Center, suspension will be the result of the cooperation between the two (2) schools.

VII - I PROCEDURE OF APPEAL

Any student suspended from the school shall have the right to request a hearing before the superintendent.

The student shall have the right to appeal the decision of the Superintendent to the Board of Education. In the event a student desires an appeal to the Board of Education, the student shall give notice, in writing, to the Superintendent of the school within three (3) days after the meeting with the Superintendent. The student may then present his/her appeal at the next regular meeting of the Board of Education. The decision of the Board of Education is final. If such notice of appeal is not received at the designated time, the said suspension shall be considered as final.

Students will be required to sign an acknowledgment that they have read SWTC's Drug Free School and Workplace policy and agree to abide by it in all respects. By law, this acknowledgment and agreement are required as a condition of enrollment at SWTC.

VII - K ALCOHOL, DRUGS AND OTHER CONTROLLED SUBSTANCES

The possession or use of certain drugs is a serious violation of the law and is punishable by fine and/or imprisonment. A student is required to know the laws about drugs and is required to obey the same laws on school grounds as elsewhere. Schools are a part of society and are subject to the same laws as the rest of society. Accordingly, students and school authorities have the same responsibility as every other citizen to report violations of law. It should be noted that school discipline will be imposed independently of court action.

Students may be temporarily suspended, or given a lengthy suspension for possession or use of illegal drugs or a controlled substance, but the lengthy suspension may follow a hearing and review in the same manner as a lengthy suspension for any other offense, if proper written notice of appeal is filed by the student suspended.

When a student is suspected of being in violation of federal, state, or local law for possession, use, or distribution of any illegal drug or controlled substance, the local law enforcement agency should be immediately notified. The Superintendent or a designee should communicate all available information to the police and offer the full cooperation of the administration and faculty to a police investigation. Immediate notification will also be given to the parent or guardian.

REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING NON-INTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES, CRIMES OR THE COMMISSION OF CRIMES

It shall be the policy of Southwest Technology Center School District No. 27 that any school administrator, teacher, or counselor who has reasonable cause to suspect that a student may be under the influence of or has in his or her possession:

1. Non-intoxicating beverages as defined in Section 163.2 of Oklahoma statutes;
2. Alcoholic beverages as defined in Section 506 to Title 37 of Oklahoma Statutes; or
3. Controlled dangerous substance as defined in Section 2-101 of Title 63 of Oklahoma Statutes.

-shall immediately notify the principal or his/her designee of such suspicions. The principal or designee shall immediately notify the Superintendent or a designee and the parent or legal guardian of the student regarding the matter. (Reference: O. S. Title 70 Section 133)

No officer or employee of Southwest Technology Center or member of the Southwest Technology Center Board of Education shall be subject to any civil liability for any statement, report, or action taken in assisting or referring for assistance any medical treatment, social service agency or facility, any student reasonably believed to be abusing or incapacitated by the use of non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance unless such assistance or referral was made in bad faith or with malicious purpose.

Every instructor employed by the Southwest Technology Center Board of Education, who has reasonable cause to suspect that a student is under the influence of or has in his or her possession non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance and who reports such information to the appropriate school official, shall be immune from all civil liability.

Any suspension and/or search of said student shall be subject to any applicable school policy, state law or student handbook regulation.

VII – L SEARCH OF STUDENTS FOR DANGEROUS WEAPONS/DANGEROUS SUBSTANCES/STOLEN PROPERTY

The Superintendent, principal, and his/her designated personnel of Southwest Technology Center, upon reasonable suspicion, shall have the authority to detain, search or authorize the search of any student or property in the possession of the student when said student is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages (37-163.11) or for missing or stolen property if said property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.

The search shall be conducted by a person of the same gender as the student and shall be witnessed by at least one other authorized person, said person to be of the same gender if practicable. The extent of the search shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed.

No student's clothing, except cold weather outerwear and footwear, shall be removed prior to or during the conduct of any unwarranted search. The school employees specified above have the authority to detain the student to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages or missing or stolen property that might be in the student's possession. Any student found to be in possession of dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages or missing or stolen property shall be suspended from school as provided in the Board policies and school handbook of the school district. Students shall be notified that they do not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property which may be opened and examined by school officials at any time, and no reason shall be necessary for such search. (H.B. 1343-1987)

Students are advised that the District may use "drug dogs" in conducting searches of persons, property, and vehicles. We cooperate with local, state and federal law enforcement agencies. Student lockers are the property of the District and may be searched at any time without the consent of the student. Student vehicles may also be searched while on the campus. If a student refuses to open a locked vehicle, the District may notify law enforcement authorities who may take action to open the locked vehicle.

VII – M ASSAULT AND BATTERY INVOLVING DISTRICT EMPLOYEES

Any District employee upon whom an assault, battery, assault and battery, or aggravated assault and battery is committed while in the performance of any duties as a school employee shall immediately notify the Superintendent or his or her designee of the incident. If the employee seeks emergency medical treatment as a result of the incident, the employee may make the report after obtaining such treatment or through a designee. All such reports must state the name of the person who committed the offense, the person upon whom the offense was committed, the nature, context and extent of the offense, the date(s) and time(s) of the offense and any other information necessary for a full report and investigation of the matter. The report may be made orally or in writing.

receipt of the report. The Superintendent or Superintendent's designee will investigate the incident and take appropriate action based upon the results of that investigation. The employee must cooperate in the investigation. The Superintendent will notify the State Department of Education in writing of all such incidents for the previous year on July 1 of each year or the first full business day thereafter if July 1 falls on a weekend. The Superintendent's report must include a description of the incident and the final disposition of the incident. The District will also refer appropriate incidents to law enforcement for investigation and prosecution. The District's decision to report or not to report a particular incident to law enforcement does not preclude the District employee from making a report to law enforcement.

To the extent permitted by law, the District will share information and cooperate with law enforcement in the conduct of its investigation and in any subsequent prosecution. No employee will be subject to any civil liability for any statement, report or action taken in reporting or assisting in reporting a battery or assault and battery committed upon the employee while in the performance of any duties unless such report or assistance was made in bad faith or with malicious purpose.

The District will post in a prominent place at each school site the following notice: "FELONY CHARGES MAY BE FILED AGAINST ANY PERSON(S) COMMITTING AN AGGRAVATED ASSAULT OR BATTERY UPON ANY SCHOOL EMPLOYEE."

For purposes of this policy, terms "assault," "battery," and "aggravated assault and battery" are defined as follows: An "assault" means any willful and unlawful attempt or offer with force or violence to do a corporal hurt to another. A "battery" is any willful and unlawful use of force or violence upon the person of another. An "assault and battery" becomes "aggravated" when the committed under any of the following circumstances: (1) when great bodily harm is inflicted upon the person assaulted; or (2) when committed by a person of robust health or strength upon one who is aged, decrepit, or incapacitated, as defined by law.

VII – N POLICY REGARDING INTERFERENCE WITH THE PEACEFUL CONDUCT OF SCHOOL DISTRICT ACTIVITIES

The Superintendent or anyone designated by the Superintendent or the Board of Education to maintain order in the District has the authority and power to direct any person to leave District property who is not a student, officer or employee thereof, and who:

1. Interferes with the peaceful conduct of activities on District property;
2. Commits an act that interferes with the peaceful conduct of activities on District property; or
3. Enters District property for the purpose of committing an act that may interfere with the peaceful conduct of activities on District property.

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

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

Appeals Process:

directive may request reconsideration by taking the following steps.

The person may request review of the initial decision by letter to the Superintendent. If no written request is received within 7 calendar days of receipt of this policy, the directive will be final and non-appealable. If the Superintendent issued the initial directive to leave District property, the Superintendent will appoint another administrator to review his or her decision. The decision of the Superintendent or his or her designee will be final and non-appealable.

The Superintendent or person who issues the directive to leave District property will give or send to the person to whom the directive is issued a copy of this policy. During any appeal process, the person given the directive to leave District property must remain off school property unless the Superintendent, in writing, determines that the directive is to be stayed pending the appeal process.

VII – O MINUTE OF SILENCE POLICY

Pursuant to SB 815, passed by the Oklahoma State Legislature and signed into law by the Governor of Oklahoma (2002), Southwest Technology Center, at the beginning of each school day in which students are present in school,

“shall observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to think, meditate, reflect, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.”

Students or staff shall not coerce or attempt to coerce any person to engage in any particular activity during the minute of silence. The administration office will be responsible for notifying the classrooms when the minute of silence will take place each morning. The administration office will also be responsible in notifying each classroom when the minute of silence has elapsed.

VII – P CONSTITUTION DAY RESOLUTION

The Board of Southwest Technology Center does hereby adopt the following resolution regarding Federal Constitution Day.

WHEREAS: It is important that all students be aware the nature and function of the Constitution;

NOW THEREFORE BE IT RESOLVED THAT:

1. September 17 of each year shall be Constitution Day and Citizenship Day.
2. Each year, on September 17, Southwest Technology Center shall conduct educational programs, designed to highlight the historic and continuing importance of the United States Constitution.
3. When September 17 falls on a Saturday, Sunday, or holiday, Constitution Day and Citizenship Day shall be held during the preceding or following week.

VII - Q GRIEVANCE PROCEDURE FOR ALL STUDENTS

It is the desire of the administration and Board of Education of Southwest Technology Center that any complaint a student might have about a situation or procedure at the school be resolved in an informal manner. The first step would be:

- 1. Review with the Instructor.**
 - a. Discuss the problem or complaint with an instructor, a counselor or an administrator. Forms may be obtained from the Compliance Coordinator.
 - b. In situations where a solution cannot be reached in this informal manner, the following steps are to be followed:

- a. The student must file a complaint in writing. A form will be provided for the student's convenience.
- b. A review hearing will be scheduled within ten (10) school days and all individuals deemed necessary to give a full hearing to the complaint will be notified by the compliance coordinators.
- c. The review hearing will be documented and signed by all parties.
- d. If the complaint is not resolved, the student has the option of asking for a review by the superintendent or the superintendent's designee.

3. Review with the Superintendent.

- a. The compliance coordinators will give the documentation, including the student's original complaint, to the superintendent immediately.
- b. Upon receipt of the documentation the superintendent will set a time and place, at the earliest convenience for all parties involved, for the complaint review. All individuals deemed necessary for a full and complete hearing will be notified by the superintendent.
- c. The review hearing will be documented and signed by all parties.
- d. Within a reasonable time, usually not longer than thirty (30) days, the superintendent shall provide the student with a written decision, explaining what action (if any) will be taken (or proposed to the board of education, if necessary) in response to the student's complaint, and explaining the basis for the decision. The written decision shall also advise the student that, if the student is dissatisfied with the decision, the student may request a hearing with the board of education to present the student's evidence or arguments as to why the decision is inadequate and that the superintendent (or a designated administrator) should be contacted to request and discuss arrangements for a hearing.
- e. If the complaint is not resolved, the student has the option of asking for a review by the board of education. (If a satisfactory resolution of the problem is reached, the student may still choose to talk with the board of education on the matter and will be placed on the next agenda if requested.)

4. Review with the Board of Education.

- a. The superintendent will deliver to the president of the board of education all documentation of the complaint and the preceding review hearings.
- b. The hearing will be scheduled at the next regularly scheduled board of education meeting, providing there is sufficient time to include the item on the agenda. (Normally the agenda is determined one week prior to the board meeting.) The student will be advised of the date, time, and place of the meeting at which the recommendation will be considered by the board. If the student fails to request a hearing within a reasonable time, usually not longer than thirty (30) days, and the recommendation is considered by the board as scheduled, the student is not entitled to have the matter reconsidered by a later request for a hearing.
- c. The president of the board of education shall conduct the review hearing.
- d. At a hearing requested by the student, the board will provide the student with a full and reasonable opportunity to present relevant evidence, testimony, and argument in support of the student's position. The student may be assisted or represented at the hearing by another person of the student's choice, including an attorney. The hearing may be conducted in executive session.
- e. The superintendent shall notify the student of the board's decision and of the student's right to file an administrative complaint with the federal Department of Education within one hundred eighty (180) days of the action, event, or occurrence which gave rise to the student's complaint originally.

under the Oklahoma Open Meeting Law and all parties to the complaint request a closed hearing.

**Southwest Technology Center
711 W. Tamarack
Altus, OK 73521**

NAME _____

DATE _____

PROGRAM _____

REASON FOR COMPLAINT:

CHANGE REQUESTED:

Signature

POLICY

It is policy that sexual harassment by any individual under jurisdiction of Southwest Technology Center is expressly prohibited. Persons determined to have engaged in sexual harassment of any kind shall be subject to disciplinary sanctions, which sanctions may include dismissal of an employee and/or of a student.

Bad faith use of this policy to harass employees or students shall be considered sexual harassment for purposes of this policy and its attendant procedures.

The Chief Operating Officer shall select at the beginning of the school year two (2) Title IX Officers of the opposite sex. The two (2) officers for Southwest Technology Center are, Director of Business and Industry Services Kerry Evans and Director of Student Services Ericka Wiginton. Either officer shall have the authority to handle any case involving allegation of sexual harassment referred to him or her without regard to sex of the complainant. Employees chosen by the local directors to be Title IX Officers shall be presented to the Board for final approval.

DEFINITION

Sexual harassment is behavior which is not welcome, which is personally offensive, which debilitates and which therefore interferes with the work and/or learning effectiveness of its victims.

SEXUAL HARASSMENT ACTIONS

Sexual harassment actions include, but are not limited to, the following:

1. Unwelcome sexual flirtation, advances or propositions.
2. Verbal or written abuse of sexual nature, including suggestive jokes and innuendos.
3. Explicit verbal comments about an individual's body.
4. Sexually degrading words used to describe an individual's body.
5. Sexually suggestive objects or pictures in the work place.

Possible levels at which sexual harassment may occur:

1. Among peers or co-workers
2. Between supervisors and subordinates
3. Imposed by non-employees or students
4. Imposed by an employee on a student or non-employee

NOTICE OF POLICY

The Superintendent shall direct local Chief Operating Officers to make the intent and procedures of the sexual harassment policy and sexual harassment procedure known to all employees and all students of Southwest Technology Center. The Superintendent shall do this by directing appropriate procedures to be followed by said directors.

COMPLAINT PROCEDURES

An employee or student who believes he or she has suffered sexual harassment by any other student or employee, including supervisors and co-workers, may bring the problem to the attention of the Title IX Officer.

witness(es), if any, to the harassment can be provided.

At all times, strict confidentiality shall be required of Title IX Officers. Said officers shall also caution the complainant, the accused, and witness(es) to maintain confidentiality. Any writing or other physical evidence connected with any complaint shall be kept locked away by the appropriate Title IX Officer and shall be made available only to the Superintendent, the officer conducting the investigation, the complainant, the accused, and the attorneys involved. If the complainant or the accused is a minor, then the information and any redress requested by the complainant shall be made available also to the minor's parent or guardian.

THE TITLE IX INVESTIGATIVE OFFICER'S PROCEDURE

1. Meet with the complainant to determine the nature and extent of the alleged incident.
2. Keep a thorough, written record of the complainant, including:
 - A. Name of the complainant
 - B. The person or persons accused of sexual harassment
 - C. Date
 - D. Time
 - E. Location
 - F. Description of the incident or incidents
 - G. Witnesses and their statements.
 - H. Any redress sought by the complainant
3. Meet with the person accused of sexual harassment and inform him or her that a complaint of sexual harassment has been made against him or her.
4. After gathering all information, the Title IX Officer believes relevant from the complainant, the accused, and other witnesses, the Title IX Officer will determine whether or not, in his or her opinion, sexual harassment has taken place.
5. After receiving the formal complaint, the Title IX Officer shall submit a written opinion concerning its validity to the local director who then shall submit it to the Superintendent within fifteen (15) classroom days.
6. The Superintendent shall then render a decision as to what action is to be taken, respecting all legal and constitutional rights due both the complainant and the accused.
7. Within ten (10) classroom days, an appeal of the Superintendent's decision may be made to the Board of Education, in which event the Board may accept, modify, or reject the Superintendent's decision.

COMPLAINT PROCEDURES

The Southwest Technology Center Board of Education welcomes comments and suggestions for improvement from the patrons whom it serves.

Should a patron wish to complain about the action of an employee, teacher, or support staff, the complaint should be directed to the individual involved. If the complaint cannot be resolved at that level, the patron is encouraged to bring the matter to the attention of the individual's immediate supervisor. If the issue still is not resolved, an appeal process is outline as follows:

2. The Superintendent of school;
3. The Board of Education.

No appeal will be heard by the Board and no charges or accusations against an employee will be investigated or acted upon unless the accusations are reduced to writing, signed by the party making the complaint, and presented to the Board at least ten (10) days before the meeting at which they are to be heard. Complaints may be submitted to the Superintendent or the Board President.

In addition to the above, the Board will request that written reports be provided to the Board prior to the meeting from the following:

1. The person against whom the complaint is made;
2. The principal of the school involved;
3. The Superintendent, and
4. The complainant.

VII – S DRUG-FREE SCHOOL AND WORKPLACE POLICY

SWTC District Number 27, in recognition of the devastating effects that the unlawful use of drugs, alcohol and other controlled substances has on individuals, families and society in general; and in compliance with Public Law 101-226 and Public Law 100-690, establishes the following provisions and information to implement a Drug-Free School and Workplace.

PLAN OF OPERATION

SWTC, in total commitment to the position stated below; and in conjunction with Public Laws 101-226 and 100-690, will publish and distribute annually to all students and employees the provisions of its drug awareness and prevention program. This publication will include:

- A. The Position Statement
- B. Provisions and information associated with unlawful alcohol, drug and controlled substance abuse, describing:
 1. the legal sanctions
 2. the disciplinary sanctions by SWTC
 3. the health risks
 4. available counseling and treatment programs
 5. employee responsibilities for reporting criminal drug state convictions

SWTC will conduct a biannual review of the program to determine effectiveness, implement needed changes and ensure that disciplinary sanctions are consistently and fairly enforced and will submit all required reports, certifications and copies of its Anti-Drug Program to the specified and appropriate entities.

Position

SWTC exists for the primary function and purpose of enhancing the lives and career opportunities of those served, through career technology training and other self-improvement aspects of the curriculum. Therefore, philosophically, all activities which affect the student and the community served in a negative manner would have to be discouraged. However, in the case of the unlawful possession, use, manufacture or distribution of illicit drugs, alcohol or controlled substances, SWTC, as a matter of policy, strictly prohibits and will not tolerate these activities by students and/or employees while on

Provisions

SWTC's Drug-Free School and Workplace Program will operate under the following provisions:

1. SWTC retains control over all District property, including buildings, grounds, parking lots and vehicles. Lockers/desks or any other property assigned to students/employees will be on a joint control basis, with the right to inspect at any time retained by SWTC.
2. Students/Employees that are under the influence of drugs, alcohol or other controlled substances (excluding medication prescribed by a doctor for their treatment), while on District property or involved with District activities, will be in violation of SWTC's Drug-Free School and Workplace policy prohibiting the use of such substances, regardless of where the substances were actually consumed or used.
3. The unlawful possession, use, manufacture or distribution of illicit drugs, alcohol or controlled substances is prohibited by State and Federal criminal law that contains strong penalties. SWTC will report all violations to the appropriate law enforcement authorities, including the Jackson County Sheriff's department. (See note on federal crime in information section).
4. Violation of SWTC's Drug-Free School and Workplace policy by secondary students will result in notification of parents/guardians in addition to the appropriate law enforcement authorities.
5. Disciplinary actions by SWTC will be administered fairly, in compliance with Federal and State statutes, and in compliance with SWTC's commitment to nondiscrimination, as established in the Non-discrimination policy. Disciplinary actions may include any or all of the following:
 - a. Suspension (in the case of employees, without pay)
 - b. Probation pending proof of satisfactory participation in an appropriate drug/alcohol abuse treatment program at the student's/employee's expense
 - c. Expulsion for students
Termination for employees
 - d. Referral for prosecution
6. Employees of SWTC are required as a condition of employment and by Public Law 100-690 to report to their supervisor, any criminal convictions for drug related activity in the workplace within five (5) days of the conviction. SWTC will then notify any applicable federal contracting or granting agency within ten (10) days of the employee's notification. Appropriate disciplinary action will be taken against the employee convicted of drug-related activity in the workplace.

Information

Drugs and Federal Crime

In addition to State and general Federal statutes that make it a crime to possess or distribute a controlled substance, there are special Federal laws designed to protect children and schools from drugs:

An important part of the Comprehensive Crime Control Act of 1984 makes it a Federal Crime to possess with intent to distribute, distribute or manufacture controlled substances in or near a public or private elementary, vocational or secondary school. Under this law, sales within 1,000 feet of school grounds are punishable by up to double the sentence that would apply if such acts occurred elsewhere. Even more serious mandatory penalties are available for repeat offenders.

Distribution or sale to minors of controlled substances is also a Federal crime. When anyone over age 21 sells drugs to anyone under 18, the seller runs the risk that he will

serious penalties can be imposed on repeat offenders.

Counseling and Treatment Programs

Student and/or employees who violate SWTC's policy for a Drug-Free School and Workplace, as one option for disciplinary action, may be placed on probation, pending satisfactory participation in an appropriate drug/alcohol abuse treatment program, at the student's/employee's expense. Information concerning available counseling and treatment programs, both private and public, will be provided through the administrative offices. In addition, a listing of programs available in each county will be provided.

Individuals who desire information or referral from another source should contact the Department of Mental Health at the following phone numbers:

Oklahoma City Reach-out 405/271-2444

Teen-line (12 noon - 12 midnight) 1-800-525-Teen

Hotline 1-800-522-9054

This agency provides referral, education and advocacy services at no cost, on a statewide basis.

PLAY IT SAFE..... JUST SAY..... NO!

PLEASE TEAR THIS PAGE OUT AND RETURN TO THE INSTRUCTOR AFTER IT HAS BEEN SIGNED.

Southwest Technology Center

Student Handbook 2017-2018

I have read the “Student Handbook for “2017-2018” and the Drug-Free Campus Policy.

I understand and agree to abide by the policies, procedures, and statements presented in the student handbook.

STUDENT SIGNATURE _____

DATE _____

PARENT/GUARDIAN SIGNATURE _____

DATE _____

Internet Access Conduct Agreement on following page >>>>>>>>

**SOUTHWEST TECHNOLOGY CENTER
INTERNET ACCESS CONDUCT AGREEMENT
2017 - 2018**

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me. I understand I have no expectation of privacy with regard to my use of the school district's technology.

User's Name (Print Clearly) _____ Home Phone _____

User's Signature: _____ Date: _____

Address: _____

Status: Student _____ Staff _____ Patron _____ I am 18 or older _____ I am under 18 _____

If I am signing this policy when I am under 18, I understand that when I turn 18, I will have to sign another policy.

Parent or Guardian: (If applicant is under 18 years of age, a parent or guardian must also read and sign this agreement.) As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the school district's Acceptable Use and Internet Safety Policy for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless the school, the school district, and the Data Acquisition Site that provides the opportunity to the school district for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks and/or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district's computer network and the Internet.

Parent or Guardian (Please Print): _____ Home Phone: _____

Signature _____ Date: _____

Address: _____

This agreement is valid for the _____ school year only.

Adoption Date: May 15, 2006