

4.00 STUDENTS

| | |
|---|----|
| 4.00 STUDENTS | 1 |
| 4.01 Enrollment..... | 2 |
| 4.02 Attendance Policy | 4 |
| 4.03 Code of Conduct | 5 |
| 4.04 Discipline Policy | 6 |
| 4.05 Family Educational Rights and Privacy Act..... | 9 |
| 4.06 Release of Student Information | 10 |
| 4.07 Delegation of Authority | 11 |
| 4.08 Tuition, Fees and Refunds | 12 |
| 4.09 Financial Aid/Student Assistance | 13 |
| 4.10 Communicable Diseases | 14 |
| 4.11 Drug Free Workplace..... | 16 |
| 4.12 Reporting Students Under the Influence of, or Possessing Non-intoxicating Beverages, Alcoholic Beverages, or Controlled Dangerous Substances..... | 17 |
| 4.13 Crime Awareness and Campus Security..... | 18 |
| 4.14 Acquired Immune Deficiency Syndrome (AIDS) | 19 |
| 4.15 Weapons Free School | 20 |
| 4.16 Adult Training & Development/Business and Industry Services | 22 |
| 4.17 Employee and Student Sexual Harassment..... | 24 |
| 4.18 Wireless Telecommunications Devices | 26 |
| 4.19 Internet Use..... | 27 |
| 4.20 Health Student – Criminal Background Check..... | 31 |
| 4.21 Self Administration of Inhaled Asthma Medication..... | 32 |
| 4.22 Malicious Intimidation or Harassment because of Race, Color, Religion, Ancestry, National Origin or Disability (and 2.58) | 34 |
| 4.23 Tobacco Free Campus 24/7 (2.60 and 7.02)..... | 35 |
| 4.24 Post Military Education and Advanced Standing | 36 |

4.01 Enrollment

- A. High School Students:
Permanent residents of the Northwest Technology Center district, who are attending classes in an Oklahoma high school, shall be exempt from paying tuition.

- B. Daytime Adult Students:
Northwest Technology Center shall admit persons who are above compulsory school age who have the ability to benefit from the programs offered. Adults may enroll on a controlled entry/open exit basis.

Daytime adult tuition shall vary for students in-district and out-of-district, and according to the length of the program.

- C. Secondary at-risk students will be admitted on a case-by-case basis.

- D. Special Needs Students
Northwest Technology Center offers students training designed specifically for entry-level jobs; therefore potential students should be employable and be able to benefit from the training provided.

Secondary students with special needs, seeking career tech education, must receive a diagnostic evaluation by the sending high school prior to acceptance in the career tech program. Under P.L. 94-142, students enrolled in special education must have an Individual Education Plan (IEP). State regulations require a representative from the career tech school to serve on the IEP Team which decides the best educational placement for the student. A vocational assessment of the student is required before placement in any career tech program.

Adult students with special needs, seeking career tech education must satisfy the “Adult Day Enrollment” requirements as stated in the Student Handbook:

1. Must be at least 16 years of age.
2. Must have a high school diploma or G.E.D. Certificate (or meet the provisions of ability-to-benefit)
3. Complete assessment by the Career Tech Staff (interview, fill out application/questionnaire, testing, interpretation of results, career counseling, placement in program).

Additionally, a placement team may be necessary to determine the appropriate program and develop an Individual Career Plan for the student. Members of the placement team include the student (or advocate), family member if applicable, Northwest Technology Center staff (Administrator, Instructor, Counselor),

Northwest Technology Center School District #10 – Policy Handbook

Vocational Rehabilitation Services representative, or other social agency representatives requested by the Career Tech School, the student, advocate or family member. The Individual Career Plan developed by the placement team may or may not include educational services from the Career Tech School.

Adult students not qualifying for enrollment as a regular student (based on H.S. Diploma, G.E.D. Certificate or meet ability-to-benefit requirements) may be admitted on a “Provisional Status”. The following conditions are applicable:

1. Enrollment does not lead to a certificate in the program.
2. Enrollment considered as availability in the program exists
3. Student would not be eligible for the Title IV Financial Assistance.

Revised 2/2/2004

4.02 Attendance Policy

Students attending Northwest Technology Center must attend a minimum of ninety percent (90%) of the class sessions each semester for successful program completion. Students who do not maintain this minimum requirement for any reason other than school activities or extenuating circumstances (such as doctor's statement, hospitalization, or death in the family), may be dismissed and/or denied a passing grade in the program.

Students are expected to attend school every day. Regular attendance is essential for good evaluations and success in schoolwork as well as for future employment opportunities. Attendance will represent a part of the student's final grade.

It is the responsibility of the parent or guardian to report a secondary student's absence on the day of the absence by calling the Career Tech School. Students will not be allowed to return to school unless notification by phone (or written excuse) has occurred. Attendance reports will be phoned daily and mailed weekly to the home school for secondary students. Parents will be notified when a student is absent without consent of that parent (or guardian). In compliance with the Oklahoma "Truancy Law," if a child is absent without a valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance office shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.

Revised 2/2/2004

4.03 Code of Conduct

Personal development and individual growth are very important parts of one's experience at Northwest Technology Center. We hope that pride in oneself and in one's school will be apparent to your fellow students and instructors. All students are expected to conduct themselves in an appropriate manner at all times.

Some examples of misconduct are:

1. Disruption of school and/or class
2. Abusive language/profanity
3. Assault
4. Bullying
5. Damage or destruction of school or private property
6. Carrying of weapons or dangerous instruments
7. Use or possession of tobacco (secondary students)
8. Abuse of driving privileges (speeding, reckless driving, etc.)
9. Unlawful possession, use, distribution, or being under the influence of drugs or alcohol on school property or as part of any school activity.

If misconduct occurs in the school building, on school property, or at school-sponsored activities, disciplinary actions will be taken by the school (regardless of whether criminal charges result).

Misconduct at Northwest Technology Center can lead to suspension. Any secondary student suspended from the home school is automatically suspended from Northwest Technology Center. The student will not be reinstated until said student is reinstated in the home school and Northwest Technology Center is notified by the local school official of what has taken place. The home school will be notified of any disciplinary condition that exists at Northwest Technology Center. The student's grades will be penalized while he/she is under suspension.

Adopted 3/6/95
Revised 9/7/2004

4.04 Discipline Policy

All students' behavior should be conducive to a good learning atmosphere. Students are expected to conduct themselves in a professional manner at all times and treat other students and school staff with respect.

Each student has a right to attend school in an environment that is safe, free of disruptive influences, conducive to learning, and devoted to providing ample opportunity to acquire knowledge and skills. Rules and regulations are necessary for the development and maintenance of this orderly and safe school environment.

The goal of this disciplinary policy is to correct any misconduct by student(s) and to promote adherence to the regulations of the school district. In all cases of misconduct the student must take full responsibility for his/her actions. Each case will be handled in a fair and judicious manner. Due process is an inherent right of each person. Improper behavior will result in disciplinary action which may include the following:

- Instructor/Student/Parent Conference
- Suspension
- Behavior Contract
- Alternative Placement
- Financial Restitution
- Referral to Social Agencies
- Involvement of Law Enforcement
- Any other disciplinary action deemed appropriate under the circumstances

The alternatives for discipline may include the items listed above, but will not be limited to that list. Also this list does not reflect a sequence as to how disciplinary actions will take place.

SUSPENSION

In compliance with Oklahoma School Law, HB2130, effective July 1, 1997, mandates the following for secondary students:

Certain acts committed by students may result in an out-of-school suspension:

- a. Violation of a school regulation
- b. Immorality
- c. Assault
- d. Possession of an intoxicating beverage, low-point beer, wireless telecommunications device, possession of stolen or missing property if the property is reasonably suspected to have been taken from a student, school employee, or the school district
- e. Possession of a dangerous weapon or controlled substance

The maximum length of time for out-of-school suspension for these offenses is the current and succeeding semester; however, the law provides that any student in

possession of a firearm while on public school property or while in any school bus or school vehicle shall be suspended out of school for a period of not less than one year.

For students who are suspended out-of-school, an education plan will be considered to provide for eventual reintegration into school. The parent or guardian of the suspended secondary student is responsible for the provision of a supervised, structured environment for the student and is also responsible for monitoring the student's educational program. All students under suspension are excluded from participation in student organization activities.

Northwest Technology Center will consider alternative in-school placement options instead of out-of-school suspension when appropriate.

A student who has been suspended for a violent offense which is directed towards an instructor shall not be allowed to return to that program without the approval of that instructor.

Students suspended from another school for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students will not be entitled to enroll in an Oklahoma school until the terms of the suspension have been met.

Students who are on an Individual Education Plan (IEP) may also receive an out-of-school suspension or disciplinary removal to an interim alternative educational setting or another setting. An IEP meeting will be held to develop/review/revise a functional behavioral assessment plan and to conduct a manifestation determination; the student's placement in a Northwest Technology Center program will be evaluated to determine if it is appropriate.

APPEAL OF SUSPENSION

Any student who is suspended shall have the right to appeal the administration's decision. If the suspension is ten (10) days or less, students/parents may appeal to a committee of administrators and teachers, to the Board of Education, or to both. An appeal to a committee will result in a hearing conducted immediately. An appeal to the Board of Education must be made in writing to the Superintendent within three (3) school days (of the date of suspension). A hearing before the Board of Education shall be scheduled within five (5) school days of the date the Superintendent receives notice. In all cases, an investigation will be conducted to determine the guilt or innocence of the student and the reasonableness of the suspension. The student shall have the right at the hearing to hear the evidence against the student, to present relevant evidence and to be represented by counsel. If no notice is given within the prescribed time, the decision of the administrator is final.

This information of suspensions and appeals of suspension is presented as a summary and is intended to serve as guidelines for students to follow. Adult students are expected to follow the same guidelines in addition to complying with all requirements of participating in Federal Financial Assistance. A complete policy is available upon request.

SEARCH AND DETENTION

The superintendent, principal, teacher or security personnel shall have the authority to detain and authorize the search for dangerous weapons or controlled dangerous substances of any student on any school premises, while in transit under the authority of the school, or at any function sponsored or authorized by the school. A search shall be conducted by a person of the same ~~sex~~ **gender** as the person being searched.

The administrator authorizing the search shall have authority to detain the student or students to be searched and to preserve any dangerous weapons or controlled dangerous substances that might be in their possession. The administrator shall have the authority to authorize any other persons he/she deems necessary to restrain such pupils or to preserve dangerous weapons or controlled dangerous substances.

The administrator is hereby authorized and directed to make such rules as are necessary for the practical enforcement of the before stated rules and enforcement thereof.

School officials have the right to search the content of school lockers, desks or other school property in order to properly supervise the welfare of students.

Reference: 70 O.S. § 24-102
S.L.O. § 489

Revised 2/2/2004
Revised 12/7/2009

4.05 Family Educational Rights and Privacy Act

Northwest Technology Center maintains an educational record for each student who is, or has been enrolled at Northwest Technology Center. In accordance with the Family Education Rights and Privacy Act of 1974, as amended, (hereinafter “ACT”) the following students’ rights are covered by the Act and afforded to all eligible students at Northwest Technology Center.

1. The right to inspect and review information contained in the student’s educational records
2. The right to request amendment of the contents of the student’s educational records if believed to be inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.
3. The right to prevent disclosure without consent, with exceptions of personally identifiable information from the student’s educational records.
4. The right to secure a copy of Northwest Technology Center’s policy and administrative regulations.
5. The right to file complaints with the U.S. Department of Education concerning alleged failures by Northwest Technology Center to comply with the provisions of the Act.

Each of these rights with any limitations or exceptions, is explained in Northwest Technology Center’s policy statement, a copy of which may be obtained in the office of the Assistant Superintendent.

Northwest Technology Center may provide directory information in accordance with the provisions of the Act without the written consent of an eligible student unless it is requested in writing that such information not be disclosed (see below). These items listed below are designated as directory information and may be released as to any student for any purpose at the discretion of Northwest Technology Center unless a written request for nondisclosure is on file:

- Category 1: Name, address, telephone number, electronic mail, photograph, dates of attendance, class
- Category 2: Previous Institution(s) attended, major field of study, awards, honors, degree(s) conferred

Any questions concerning the student’s rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Office of the Assistant Superintendent. Copies of the complete policy are available upon request.

Adopted 7/29/91
Amended 9/7/2004

4.06 Release of Student Information

Information about students and former students gathered by Northwest Technology Center is of two types: Directory and Confidential. Student information shall be released only according to the following:

DIRECTORY INFORMATION

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone number, electronic mail, photograph, dates of attendance, class, previous institution(s) attended, major field of study, awards, honors, degree(s) conferred.

CONFIDENTIAL INFORMATION

Confidential information 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 defined in the Family Educational Rights and Privacy Act of 1974, as amended, which waive prior consent. Confidential information shall only be transferred to a third party on the condition that such party will not permit any other party to have access to the information without written consent of the owner of the privacy.

Adopted 7/29/91
Revised 2/2/2004

4.07 Delegation of Authority

The Board of Education hereby directs the Superintendent to set policies and administrative regulations in regards to:

- * Student Enrollment
- * Enrollment Levels
- * Ability to Benefit and GED
- * Tuition and Material Use Fees
- * Tuition Waiver
- * Refunds and Discounts
- * Student Services
- * Assessment
- * Financial Assistance
- * Attendance
- * Tardy Policy
- * Report of Student Progress
- * Moment of Silence
- * Educational Records
- * FERPA Plan
- * Certification of Completion
- * Dress Code
- * Drug Free Policy
- * Crime Awareness
- * Weapons Free School
- * Sexual Harassment Policy
- * Code of Conduct
- * Discipline
- * Student Grievance Procedure
- * Student Organizations
- * School Sponsored Activities
- * Withdrawal from School
- * Telephone Usage
- * Use of Computing Resources
- * Student Parking
- * Breaks
- * Use of Tobacco
- * Fire and Storm Drills
- * Work Site Learning
- * Permission to Leave
- * Cancellation of Classes
- * Dispensing of Medicines
- * Asbestos Awareness
- * Policy Notification
- * Student Health Policies
- * Legal Issues

Adopted 3/6/95

Amended 10/4/04

4.08 Tuition, Fees and Refunds

Rates for tuition and fees in day programs for out-of-district secondary students and all adults (in-district and out) shall be recommended for approval, disapproval or amendment by the Board of Education. Out-of-district students may be requested to pay an additional amount.

Tuition for AT&D and BIS classes will vary depending upon the length, cost for instructor, and amount and kind of equipment and materials needed to conduct the training.

Refunds may be available based on withdrawal dates.

Tuition, fee and refund information is available in the student handbook and the financial aid handbook.

Amended 3/6/95

Amended 1/3/2005

4.09 *Financial Aid/Student Assistance*

No financial aid shall be disbursed to an eligible student until the student has completed all necessary documents and signatures.

Students must be in good standing and must be making satisfactory progress according to the institutional aid standards before receiving Title IV assistance.

The Financial Aid Consumer Information Handbook is updated annually to reflect new federal laws. The handbook is maintained by the Financial Aid Coordinator and is available in that office or at www.nwtech.edu/policies.htm.

Amended 3/6/95
Revised 2/2/2004

4.10 Communicable Diseases

Whenever any employee or student has reasonable cause to believe any employee or student has any condition known to be a communicable disease that employee or student shall report that belief to the Superintendent.

Any time the Superintendent has reasonable cause to believe an employee or students has any condition known to be a communicable disease, he/she shall do the following:

1. Contact the appropriate county and/or state health official and follow the procedure they outline.
2. Confront the person confidentially; if the person is a minor, then said confrontation shall include the parents of said minor, and require from that person a medical report as to whether the person has the virus or condition, from a physician of the Superintendent's choice.
 - a. The Superintendent may suspend either the employee with pay, or the student, with full protection of his/her rights to continue his/her education.
 - b. If offered the Superintendent must accept and read a medical report from a doctor of the employee's or the student's choice, if it is not the same doctor chosen by the Superintendent.
 - c. If there is conflict in the reports, the Superintendent shall do what he/she believes is reasonable under the circumstances to confirm the reports.
3. After receipt of a positive report, the Superintendent shall immediately consult with the individual concerned, the doctor(s) involved, parents, one person of the choice of the individual concerned, one person of the Superintendent's selection, and any person recommended by the county and/or State Health Department.
4. At this consultation, all parties will have adequate time to present their view and evidence.
5. At the conclusion of this consultation, and after adequate time to reflect and consider, the Superintendent shall render a decision on a course of action which shall be in detail. Such course of action shall consider both the needs of the District and the needs of the individual.
6. The Superintendent's decision shall be final unless appealed to the Board of Education, which appeal may be an oral request.
7. The Board, after a closed hearing in which the individual involved will be guaranteed his/her Constitutional Rights to Due Process, shall render a decision

either affirming, modifying, or reversing the Superintendent's decision. Said decision shall be confidential. **THE BOARD RESERVES THE RIGHT TO CONSULT WITH MEDICAL PROFESSIONALS IN PRIVATE AFTER HEARING ALL TESTIMONY AND SEEING ALL EVIDENCE.**

8. At all times, the Superintendent shall see to the educational needs of a student or the employment rights of the employee and protect them from loss. This will not be construed to extend either educational rights or employment rights beyond those already residing in the individual concerned.
9. If the student has an existing IEP, then the Superintendent shall relinquish his authority to that committee, act as its ad hoc presiding officer, and that committee will take the appropriate and legal actions.

4.11 Drug Free Workplace

(See also 2.51 Drug Free Workplace)

In order to maintain a healthy educational and working environment in the School District's schools and to comply with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 for the purposes of receiving federal assistance, the Northwest Technology Center Board of Education adopts the following policy:

Using, possessing, dispensing, distributing, manufacturing, or being under the influence of a controlled substance, alcoholic beverage, or non-intoxicating beverage (as defined by Oklahoma Law) in any of the School District's facilities, on School District property (including vehicles) or at a School District sponsored function or event by a student or employee of the School District is prohibited. Violation of this prohibition shall result in disciplinary action, which may include dismissal from school or work; or non-reentry of school or non-renewal of employment. Violations which constitute criminal acts will be referred for prosecution.

Adopted 5/7/90

Revised 3/6/95

Revised 6/5/95

4.12 Reporting Students Under the Influence of, or Possessing Non-intoxicating Beverages, Alcoholic Beverages, or Controlled Dangerous Substances

It shall be the policy of the Northwest Technology Center Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of, or said student has in his or her possession:

1. non-intoxicating beverages (low-point beer)
2. alcoholic beverages
3. controlled dangerous substances

as the above are now defined by state law, shall immediately notify the Assistant Superintendent or his/her designee of such suspicions. The Assistant Superintendent shall immediately notify the Superintendent of schools and a parent or legal guardian of said student of the matter.

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

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

References: 70 O.S. § 24-138
S.L.O. § 515
70 O.S. § 24-132
S.L.O § 514

Revised 2/2/2004

4.13 Crime Awareness and Campus Security

(See also 2.53 in Employee section)

Northwest Technology Center believes that the public should know how to report a possible crime which occurs at the sites of Northwest Technology Center campuses in Alva and Fairview.

To report a victim or witness needs to contact the Assistant Superintendent of their Campus.

A copy of the disclosure requirements of Clery Crime Awareness and Campus Security Act of 1990 (reference Senate Bill 580 –Bill – P.L. 101-542) is available in the Student Consumer Information Handbook in the offices of the Assistant Superintendents or online at www.nwtech.edu/policies.htm.

Adopted 3/6/95
Revised 2/2/2004

4.14 *Acquired Immune Deficiency Syndrome (AIDS)*

The Board of Education believes that its primary responsibility is to provide the opportunity for an education to each school-age child who resides within this district and who is qualified under Oklahoma law to attend school.

It is the policy of this board of education that students who have contracted AIDS will not be denied educational opportunities.

The Superintendent is directed to prepare regulations and/or procedures which support this policy.

Revised 12/7/2009

4.15 Weapons Free School

It is the policy of Northwest Technology Center to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school sponsored transportation will be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive devise including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to proper legal authorities.

2. Oklahoma statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:

“...any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, sprint-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon.”

A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law, or a handgun carried in a vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act, shall not be in violation of the provisions of this section, provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property. However, for the purposes of participating in the Oklahoma Department of Wildlife certified hunter training education course or any other hunting, safety or firearms training courses, the principal or chief administrator of any public or private school where said course is offered may

Northwest Technology Center School District #10 – Policy Handbook

authorize firearms or other weapons to be brought onto school property and used in such training courses.

Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any terms less than one calendar year (for weapons other than firearms) as determined by the Superintendent or the Superintendent's designee.

The Superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

References: U.S.C. 18-921
21 O.S.§1280.1

Adopted 12/5/94
Revised 2/2/2004

4.16 Adult Training & Development/Business and Industry Services

As an integral part of Northwest Technology Center Adult Training and Development (AT&D) and Business and Industry Services (BIS) programs are scheduled throughout the year.

The financial resources for operation of the AT&D and BIS programs are provided by state funds, local tax dollars, and individual student fees. In most cases the fee charged to the students is minimal considering the nature and quality of the programs when compared to other educational delivery systems.

The facilities at both campuses of Northwest Technology Center are utilized to their fullest. The administration supports the policy that the classrooms, labs, and shops shall be utilized totally in the evening to provide the learning opportunities that are requested by the community.

Realizing that the educational needs of adults sometimes differ from other students, every effort is made to provide opportunities for the adult that are meaningful, enjoyable, and applicable. The offices of the Assistant Superintendents of the respective campuses and the Office of the Superintendent welcomes comments, suggestions, and recommendations for improving the programming efforts at the campuses of Northwest Technology Center.

- A. **Withdrawal and Refund Policy:** Any student who has enrolled in a class which has been cancelled will receive a full refund on their enrollment fee. Full refunds will be given after the first class period if the student does not wish to attend further. Refunds will not be given after that time.
- B. **Certificates of Training:** AT&D and BIS classes are conducted primarily for the adult community. Students must be sixteen (16) years of age or older to attend, and must be registered and have paid all class fees. Visitors are not allowed in classes.

Attendance is taken in all classes. Students receive a certificate in classes if they are recommended by the instructor as having completed the course satisfactorily.

- C. **Textbooks/Grading:** Some classes require a textbook. Except as indicated in the course description, class fees include texts.

Letter grades are not issued for the adult training and development courses. If a student's employer requires a letter grade the instructor must be notified.

- D. **Breaks/Parking:** Students enrolled in the AT&D and BIS courses will confine their smoking to the designated smoking areas and eating and drinking in the break area. Students will park their vehicles in the appropriate designated areas.

Northwest Technology Center School District #10 – Policy Handbook

- E. Inclement Weather: School closing for the evening classes will be announced as timely as possible over radio and television stations.

Revised 2/2/2004

4.17 Employee and Student Sexual Harassment

(See also 2.50 in the employee section)

Employees/Students in this District shall be free from sexual harassment and hostile sexual environment.

Sexual harassment violates Title VII of the 1964 Civil Rights Act, as amended by the Civil Rights Act of 1991. Any employee/student who is subjected to such harassment and/or a hostile sexual environment, or who has knowledge of such harassment, should report it to the Assistant Superintendent or Equal Opportunity Compliance Officer who are responsible for complaint investigation. The Assistant Superintendent and the Equal Opportunity Compliance Officer will confer and recommend further action to the Superintendent.

Employees and/or students who use their position to obtain sexual favors or imply that submission to or rejection of sexual advances will be used as a basis for grade, retention, referral, or any other decision, shall be subject to strong disciplinary measures, including dismissal.

Employees/students must be free to carry out duties in an environment which treats them with respect and is not allowed to be fraught with sexual hostility. Employees or students who create a hostile work environment which has a sexual or excretory bases or allusion through words, gestures, body positions, body proximity, writings, electronic mail, or any other means, shall be subject to disciplinary action, up to and including dismissal for the teacher, or expulsion for the student. A hostile environment is defined as an environment which limits or precludes a reasonable employee/student from working to his/her maximum potential. The existence of a hostile environment shall be decided only after a full review of all relevant circumstances; provided, it shall be a hostile environment if any employee/student complains about behavior as set forth above in writing and such behavior continues or is allowed to continue; provided further, that if any teacher or aide allows a hostile environment to exist or to continue after the teacher or aide knew or should have known about the situation, then the teacher or aide shall be disciplined accordingly, up to and including dismissal.

Any retaliation against any person who files a sexual harassment complaint, or against any person who provides information or testifies in any sexual harassment investigation, shall be grounds for dismissal. Filing a legal action for defamation shall not be considered retaliation under this paragraph.

Under Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations, no individual may be discriminated against on the basis of sex/gender in any education program or activity receiving Federal financial assistance. Sexual harassment of students is a form of prohibited sex discrimination. The following types of conduct constitute sexual harassment:

Quid Pro Quo harassment – A school employee explicitly or implicitly conditions a student’s participation in an education program or activity or bases an educational decision on the student’s submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature. Quid pro quo harassment is equally unlawful whether the student resists and suffers the threatened harm or submits and thus avoids the threatened harm. Hostile Environmental Sexual Harassment—Sexually harassing conduct (which can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another student, or by a third party that is sufficiently severe, persistent, or pervasive to limit a student’s ability to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment.

Northwest Technology Center believes that the public should know how to report a possible crime which occurs at the sites of Northwest Technology Center campuses in Alva and Fairview.

To report a victim or witness needs to contact the Assistant Superintendent of their Campus.

A copy of the disclosure requirements of Clery Crime Awareness and Campus Security Act of 1990 (reference Senate Bill 580 – Bill – P.L. 101-542) is available in the Student Consumer Information Handbook in the offices of the Assistant Superintendents or online at www.nwtech.edu/policies.htm.

Adopted 3/6/1995
Revised 2/2/2004
Revised 5/2/2005
Revised 12/4/2006

4.18 Wireless Telecommunications Devices

It is the policy of the Northwest Technology Center Board of Education that no student shall possess or use an electronic paging device, cellular phone or other wireless telecommunication device while on school premises, while in transit under the authority of the school, or while attending any function sponsored or authorized by the school except with permission granted by the Superintendent or Assistant Superintendent. A secondary student must also have the permission of a parent or guardian.

A student who has received permission to carry a pager or cell phone must keep the device set to silent notification in order to not distract other students.

Cell phone use is not allowed in the classroom, during meetings or during any activity when the ringing or use of the phone would disturb others.

Students found to be in possession of a wireless telecommunications device in violation of the rules will be warned once and on the second offense the device will be confiscated and returned to the owner at the end of the school day.

Reference: 70 O.S. § 24-101.1

Revised 12/7/2009

4.19 Internet Use

TERMS AND CONDITIONS FOR USE OF INTERNET

Please read the following carefully before signing this document. This is a legally binding document and is a part of the policies of Northwest Technology Center.

Internet access is now available to students and teachers in the Oklahoma public school districts. We are very pleased to bring this access to Oklahoma and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in the Oklahoma public schools by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

- ✓ Electronic mail communication with people all over the world
- ✓ Information and news
- ✓ Public domain and shareware of all types
- ✓ Discussion groups on a plethora of topics ranging from diverse cultures to the environment to music to politics
- ✓ Access to many university catalogs

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Northwest Technology Center and the Oklahoma State Department of Education have taken available precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information. Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a Northwest Technology Center user violates any of these provisions, their access will be terminated and future access will be denied. Additionally, students who violate this agreement will face disciplinary consequences including the possibility of suspension or removal from school. Consequences shall be consistent with the behavior and conduct policies of Northwest Technology Center applicable to students. Likewise, teachers determined to be in violation of this policy may face adverse employment penalties including the possibility of non-reemployment or dismissal. The signature(s) at the end of this document is (are) legally binding and indicates the party(ies) who signed has(have) read the terms and conditions carefully and understand(s) their significance.

INTERNET – TERMS AND CONDITIONS

1) Acceptable Use – The purpose of the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Use of other organization’s network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.

THERE IS NO EXPECTATION OF PRIVACY OF ANY USER IN THE USE OF NORTHWEST TECHNOLOGY CENTER’S INTERNET SYSTEM. ITS USE MAY BE PERIODICALLY REVIEWED BY DESIGNATED PERSONNEL. USE OF THE INTERNET SYSTEM IN A MANNER INCONSISTENT WITH THIS POLICY AND AGREEMENT IS STRICTLY PROHIBITED.

2) Privileges and Penalties – The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will participate in a discussion with a Northwest Technology Center faculty member pertaining to the proper use of the network. The system administrators and teachers will deem what is inappropriate use and their decision is final. The district may deny, revoke, or suspend specific user access. Additionally, in the event the user incurs any unauthorized costs, fees or charges, they shall be the sole responsibility of the user and not Northwest Technology Center. Likewise, any user who willfully or through gross negligence destroys or damages any District computing resources or equipment shall be held financially responsible for the repair or replacement of the computing resources or equipment.

3) Inappropriate Use – Each system user is expected to comply with all District policies governing internet access and to abide by generally-accepted rules of network etiquette. These general rules include, but are not limited to, the following:

- a) Appropriate language – Do not use abusive language in messages to others. Be polite. Do not use obscene, indecent, lewd or profane language, vulgarities, rude or disrespectful language. Do not engage in personal attacks or activities intended to distress, harass or annoy another user.
- b) Safety – Do not reveal personal contact information about yourself or any other person. This information includes telephone numbers and addresses. Do not use the internet access to arrange meetings with persons you have met on line. Users will promptly disclose to the teacher, District system administrator or to some other member of the faculty or staff any message they consider to be inappropriate or which makes them feel uncomfortable.
- c) Electronic mail – Users should be aware that electronic mail (e-mail) may not be assumed to be a private communication. The District and system

administrators do have access to email. Messages relating to or in support of illegal activities will be reported to the authorities. System users should not post any message which is intended to be private.

- d) Network resources – System users should not use the network in a way that will disrupt the use of the network by other users. **THE NETWORK SHOULD BE USED FOR EDUCATIONAL, PROFESSIONAL AND CAREER DEVELOPMENT ACTIVITIES ONLY.** System users should refrain from downloading large files unless absolutely necessary, and then only when the system is not being heavily used. Such files should be removed from the system computer to the user’s personal computer as soon as possible.
 - e) Intellectual property – Do not plagiarize works obtained from the internet. Users must respect the rights of copyright owners and comply with all limitations imposed upon use of copyrighted material.
- 4) Northwest Technology Center and the Oklahoma State Department of Education make no warranties of any kind, whether expressed or implied, for the service it is providing. Northwest Technology Center and the Oklahoma State Department of Education will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via Northwest Technology Center, or the Oklahoma State Department of Education is at the users own risk. Northwest Technology Center is not responsible for the accuracy or quality of information obtained.
- 5) Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher who will in turn notify a system administrator. Do not demonstrate any problems to other users. Do not use individual’s account without written permission from that individual. Attempts to access Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.
- 6) Vandalism - 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 agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
- 7) Exception of Terms and Conditions - All terms and conditions as stated in this document are applicable to Northwest Technology Center, and the Oklahoma State Department of Education. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma, and the United States of America.

8) Inappropriate Material – Access to information shall not be restricted or denied solely because of the political, religious, or philosophical content of the material. However, system users must realize that rights go hand-in-hand with responsibilities and agree not to use the District system to access information or to distribute information or material which is:

- a) Obscene to minors, meaning (i) material which, taken as a whole, lacks serious artistic, political or scientific value for minors and, (ii) when an average person, applying contemporary community standards, would find that the written material, obsessive interest in sex by minors.
- b) Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.
- c) Vulgar, lewd or indecent, meaning material which, taken as a whole, and average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.
- d) Display or promotion of unlawful products of services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.
- e) Group defamation or hate literature, meaning material which disparages a group on the basis of race, religious affiliation, ethnic or national origin, gender identity or preference, or handicapped condition or advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs", insults and abuse.
- f) Disruptive school operations, measures material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

10) Employee Access – In order for any employee of the District to gain access to the to the District system, the employee must sign the Employee Internet Access Agreement.

11) Application and Enforceability – The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Access Agreement executed by each system user. **BY EXECUTING THE INTERNET ACCESS AGREEMENT, THE SYSTEM USER AGREES TO ABIDE BY THE TERMS AND CONDITIONS CONTAINED IN THIS ACCEPTABLE USE POLICY. THE SYSTEM USER ACKNOWLEDGES THAT ANY VIOLATION OF THIS ACCEPTABLE USE POLICY MAY RESULT IN ACCESS PRIVILEGES BEING REVOKED, DISCIPLINARY ACTION BEING TAKEN, INCLUDING, AS TO STUDENTS, DISCIPLINARY ACTION UNDER THE DISTRICT'S STUDENT DISCIPLINE POLICY AND, AS TO EMPLOYEES, ANY SUCH DISCIPLINE AS MAY BE ALLOWED BY LAW, INCLUDING TERMINATION OF EMPLOYMENT.**

4.20 Health Student – Criminal Background Check

(For students 18 years of age or older)

It shall be the policy of Northwest Technology Center beginning fiscal year 2006, that a Criminal Background Check shall be completed on health area student over eighteen years of age whose course completion requires successful clinical experience. Such background check shall be done no earlier than three months prior to beginning the clinical experience. Further checks shall be conducted if the student leaves the program and returns to that program or another program or if District has reasonable suspicion that further checks should be completed. The District reserves the right to extend the background check beyond the borders of the State of Oklahoma if it deems necessary.

Clinical sites shall be notified of the background checks in the following manner:

1. If the Criminal Background Check fails to reveal any conviction for a felony or registration as a sex offender, the clinical site shall be informed in writing that the Criminal Background Check has been completed and that no felony or registration as a sex offender was found.
2. If the Criminal Background Check reveals any conviction for a felony or registration as a sex offender, the District and the clinical site shall meet and discuss the background check. The student shall be required to provide certified court documents about any conviction or registration listed on the background check which are acceptable to both the clinical site and the District for the representatives to review. The student may be allowed to comment on any felony conviction or registration as a sex offender prior to any decision on admission or denial of admission of the student to a clinical experience. The decision whether or not to allow the student to be a part of the clinical experience shall be a joint decision and shall be reduced to writing and kept in a confidential file at the District's offices. The Criminal Background Check shall be filed in the student's district file, but the clinical site shall have access to it for reasonable use.

Any student denied a clinical rotation may request the representatives of the District and the Clinical site to reconsider; but, no other appeal shall be allowed.

Adopted 7/6/2004

Amended 1/3/2005

4.21 Self Administration of Inhaled Asthma Medication

As per §70-1-116.3 Northwest Technology Center permits the self-administration of inhaled asthma medication by a student for treatment of asthma and the self-administration of anaphylaxis medication by a student for treatment of anaphylaxis with the following requirements:

- A. The parent or guardian of a minor student must authorize in writing the authorization of the student’s self-administration of medication.
- B. The parent or guardian of the minor student, or an adult student himself, must provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of the medication.
- C. the parent or guardian of a minor student and the adult student himself must provide to the school an emergency supply of the student’s medication to be administered pursuant to the provisions of Section 1-116.2 of this title.
- D. Northwest Technology Center will inform the parent or guardian of a minor student or the adult student himself, in writing, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
- E. The parent or guardian of the minor student or the adult student himself shall sign a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

As used in this section find the following definitions:

- A. “Minor student” means a student under the legal age of 18.
- B. “Adult student” means a student over the legal age of 18 or a student who has been legally emancipated.
- C. “Medication” means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to prescription or written direction from a physician and having an individual label.
- D. “Self-administration” means a student’s use of medication pursuant to prescription or written direction from a physician.

Northwest Technology Center School District #10 – Policy Handbook

The permission for self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the requirements of this section.

A student who is permitted to self-administer asthma or anaphylaxis medication pursuant to this section shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication, including but not limited to an Epinephrine injector, at all times.

Reference 70 O.S. §1-116.3

Adopted 12/7/2009

4.22 Malicious Intimidation or Harassment because of Race, Color, Religion, Ancestry, National Origin or Disability (and 2.58)

- A. No person shall maliciously and with the specific intent to intimidate or harass another person because of that person’s race, color, religion, ancestry, national origin or disability:
 - 1. Assault or batter another person;
 - 2. Damage, destroy, vandalize or deface any real or personal property of another person; or
 - 3. Threaten, by word or act, to do any act prohibited by paragraph 1 or 2 of this subsection if there is reasonable cause to believe that such act will occur.

- B. No person shall maliciously and with specific intent to incite or produce, and which is likely to incite or produce, imminent violence, which violence would be directed against another person because of that person’s race, color, religion, ancestry, national origin or disability, make or transmit, cause or allow to be transmitted, by telephonic, computerized, or electronic message.

- C. No person shall maliciously and with specific intent to incite or produce, and which is likely to incite or produce, imminent violence, which violence would be directed against another person because of that person’s race, color, religion, ancestry, national origin or disability, broadcast publish or distribute, cause or allow to be broadcast, published or distributed, any message or material.

- D. Any person convicted of violating A., B., or C. of this section shall be guilty of a misdemeanor on a first offense and a felony for a second or subsequent offense as outlined in 21 O.S. § 850.

Reference: 21 O.S. § 850

Adopted 12/7/2009

4.23 Tobacco Free Campus 24/7 (2.60 and 7.02)

Northwest Technology Center prohibits the use of all tobacco products, including e-cigarettes, and nicotine vapor products in or upon school property, 24 hours a day, seven days a week. This policy also applies to students on school-sponsored activities. In addition to prohibiting the use of tobacco products, secondary students are prohibited from possession of tobacco products on school property or on school-sponsored activities.

Tobacco Products includes tobacco, simulated tobacco, cigarettes, cigars, snuff, chewing tobacco, e-cigarettes, nicotine vapor products, and paraphernalia to use tobacco products.

School Property is defined as all property owned, leased, rented or otherwise used by Northwest Technology Center including buildings, school grounds, parking lots, and vehicles.

Use is defined as lighting, chewing, inhaling, or smoking any tobacco product as defined in this policy.

This policy shall apply to all employees, students, contracted labor, volunteers, visitors, and vendors without exception.

Appropriate signage is displayed as notice to the public that Northwest Technology Center is a Tobacco Free Campus 24/7.

Adopted 07/06/2011
Amended 12/02/2013

4.24 Post Military Education and Advanced Standing

(Post-Military Service Occupation, Education and Credentialing Act)

The Board of Education recognizes that service members acquire knowledge and skills during military duty and, as a consequence, the board has established procedures which permit veterans and others to attain advanced academic standing linked to military service or other education, training or experience. In accord with the *Post-Military Service Occupation, Education and Credentialing Act* (“Act”) [OKLA. STAT. tit. 59, § 4100.2], the technology center will award appropriate academic credit in its education programs consistent with the experience, education and training of military personnel. The school’s award of advanced standing in accordance with the Act will supplement its existing procedures for advanced standing for career majors.

In order to be considered for an award of academic credit under the Act, an applicant must have been honorably discharged from the United States Armed Forces within three (3) years from the date of enrollment at the technology center. The registrar or other employees designated by the superintendent is authorized to meet with the applicant and compare the applicant’s education, training and experience with the requirements of the applicant’s proposed program of study/career major. The applicant is responsible for supplying the requisite information and records essential to any award of credit. For purposes of the Act, the technology center shall utilize the *Guide to the Evaluation of Educational Experiences in the Armed Services* (published by the American Council on Education) to make this analysis and determine appropriate credit to be awarded. The process of awarding credit for military education, training and experience shall be conducted in a manner similar to the review process for transfer of education credits earned at another institution. The technology center’s decision regarding an award of credit is a final decision that is not subject to appeal.

Applicants may also meet requirements for advanced academic standing as provided for in “Prior Credit/Advanced Standing Credit for Adult Students” located in the Student Handbook.

Adopted: 12/03/2012