



STUDENT HANDBOOK

OUR MISSION: TRAINING TO SUCCEED

**PONTOTOC TECHNOLOGY CENTER
2025-2026**



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Pontotoc Technology Center is a public career and technology education center located in Ada, Oklahoma. Pontotoc Technology Center does not discriminate on the basis of race, color, national origin, sex, disability, veteran status, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the Title IX (titleix@pontotoctech.edu) and 504 (rjohns@pontotoctech.edu) non-discrimination policies at 601 West 33rd Street, Ada, OK 74820 | 580-310-2200.

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2025 First Semester	
August	
12	First Day of Classes
13	Program Assembly 8:15 and 12:15
September	
01	Labor Day Holiday, PTC Closed
October	
09	Parent/Teacher Conference 3:00 – 7:00 pm
10	End of 1st quarter
15-17	Fall Break
28	Program Assembly 8:15 and 12:15
November	
11	Veterans' Day Assembly
24-28	Thanksgiving Holiday, PTC Closed
December	
18	End of 2 nd quarter
22-31	Christmas Holiday, PTC Closed
2026 Second Semester	
January	
1-2	New Year's Day Holiday, PTC Closed
05	Classes Resume for 2 nd Semester
19	MLK Holiday, PTC Closed
27	Program Assembly 8:15 and 12:15
February	
16	President's Day Holiday – PTC Closed
March	
05	Parent/Teacher Conference 3:00 – 7:00 pm
06	End of 3 rd quarter
16-20	Spring Break, PTC Closed
31	Program Assembly 8:15 and 12:15
April	
03	Good Friday – NO SCHOOL
06	Inclement Weather Day, PTC Closed
17	Inclement Weather Day, PTC Closed
24	Inclement Weather Day, PTC Closed
28	Year end Awards Assembly
May	
05	Program Completion Ceremony 6:00 pm
21	Last Day of Classes for Programs
26	Memorial Day Holiday, PTC Closed

GENERAL INFORMATION

MISSION STATEMENT

"Training to Succeed"

VISION STATEMENT

PTC is committed to anticipating needs and educating our customers to provide a trained workforce in Oklahoma.

VALUES

- ◆ **Service:** Respect + Courtesy + Compassion = Culture of Professionalism
- ◆ **Integrity:** Trustworthy + Honesty + High Morals = Doing What is Right
- ◆ **Commitment:** Dedication + Loyalty + Unwavering = Success for All
- ◆ **Communication:** Constant + Open + Honest = Culture of Transparency

NON-DISCRIMINATION POLICY

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GRADING SYSTEM

Students earn a grade as an overall performance in the classroom and shop laboratory. Each course in a program will receive a grade. Students must show satisfactory performance in each course as a prerequisite to advance in the program. Letter grades will be determined by using the following scale. PN students' grading scale follows a different scale. See PN handbook for details.

Scale	Letter Grade
90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
Below 60	F

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- (5) An individual's moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- (7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

- a. Be submitted in writing, signed, and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures
- b. Identify the dates the alleged discriminatory act occurred
- c. Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated
- d. Include relevant information that would enable a public school to investigate the alleged violation; and
- e. Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates the Director of Instruction and Student Services as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at (580) 310-2224 and via email to tmoore@pontotocotech.edu. This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a claim. Within ten (10) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint; or (2) exercising any right or privilege conferred by or referenced within 210:10-1-23 of the Accreditation Standards; (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

DAILY INSTRUCTIONAL SCHEDULE

The instructional school day will consist of a morning and afternoon session. Post-secondary students may attend one or both sessions.

AM	PM
1 st Bell 7:50 –11:00	1 st Bell 11:55 – 3:05

BREAKS

A student break area is provided for your convenience. Breaks will be taken at posted times not to exceed 10 minutes in length per session. Students may not take their break in vehicles, in the parking lots, or at any place other than the assigned areas. Each student is requested to always cooperate in keeping the break areas and the grounds clean and attractive.

Full-Time Sessions:

AM Session: 1st Bell 7:50 AM – 11:00 AM

PM Session: 1st Bell 11:55 AM – 3:05 PM

Practical Nursing Sessions:

AM Session: 8:00 AM – 11:00 AM

PM Session: 12:00 PM – 3:00 PM

STUDENT DRESS

Students will be expected to dress in a manner consistent with their program's professional requirements, safety considerations (**NO SHORTS**), and occupational code of conduct. Dress should not hinder or distract from the educational process. The instructor is responsible for monitoring the dress of his/her students and, through counseling and/or reprimand, correcting any problems observed.

FIELD TRIPS

Instructors may schedule field trips in order to provide students an added insight into the field for which they are preparing and to help develop community contact. All students must be eligible to attend field trips. High school students must also be eligible according to their partner high school eligibility policy and receive permission from their school. (See page 13 for partner school permission procedure.) Students will not be allowed to drive their own vehicle to an approved field trip and must ride the bus to and from the designated field trip site. School dress code will apply to all field trips.

ON THE JOB TRAINING

Students may be eligible for on-the-job training. On-the-job training will only be considered when:

- ◆ The proposed job is relative and appropriate.
- ◆ The instructor believes that the on-the-job training method would benefit the student's education.
- ◆ Student has completed 75% of program.
- ◆ Student has a GPA of 2.75.

Required OJT paperwork must be properly completed prior to student leaving for on-the-job training. Time sheets must be turned in weekly to Student Services. If time sheets are not turned in on time, students may lose their OJT privilege. All students will be required to complete necessary paperwork and be cleared through Student Services to be eligible for OJT.

LIVE WORK POLICY

Live work is work performed by students in a laboratory, classroom, shop, or in a field setting under written contract and under the direction of the program instructor. The process by which all live work projects will be approved should be outlined in the live work policy of each program. Live work projects should be chosen on the basis of merit in relation to the instructional objectives of the individual program as well as the determined value of the projects to allow students to achieve a desired level of competency.

Live work projects may be undertaken for any individual or organization residing within the technology center district. Superintendents and local board members shall be ineligible from utilizing live work services. These projects are not to replace other learning activities, nor to compete with other organizations within the district, but are to complement the program learning activities. These projects will allow students to experience situations not easily duplicated in a lab or classroom, and at little or no cost to the school.

Documentation for each live work project will be maintained by the technology center and will contain pre-numbered live work tickets, authorization signatures, signature of the project owner, estimated amount, and amount paid or deposited, scope of the work, estimated completion date, and record of all materials and parts purchased. Live work accounts shall be paid in full upon the completion of the project.

STUDENT ID

Every student at Pontotoc Technology Center will be issued a student ID and will be required to visibly wear it all times while on campus. If you lose your student ID and need a replacement, you will be charged \$5.00.

STUDENT RECORD OF OBLIGATION

Students are responsible for care of all school owned books, tools, and equipment. If books or tools are lost or destroyed, students will be charged an appropriate amount for replacement. The instructor is responsible for indicating any obligations which the students may have at the time of completion or withdrawal.

COMPLETION OF TRAINING CERTIFICATION

Students who complete each course with a passing grade within a program will be allowed to participate in a completion ceremony and will receive a completion certificate. The PN program will issue a diploma in a graduation exercise for all students who successfully complete the program and meet other graduation requirements.

ADMISSION/WITHDRAWAL

PTC admits all eligible students without regard to gender, race, color, national origin, or religious beliefs. All federal and state guidelines concerning admittance for post-secondary students receiving aid will be adhered to. Applicants for all training areas will be accepted based on the guidelines that follow.

Student classifications are defined below:

Secondary Student	Post-Secondary Student	Regular Student	Special Student
Any student who is currently enrolled as a junior or senior in a partner high school or home school residing in our district.	Any student who is not currently enrolled in a partner high school/home school and is at least 16 years of age is classified as a post-secondary student.	Someone who is enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a degree or certificate offered by the school. In addition, the student as well as the program must meet all eligibility criteria as noted in federal regulations in order for aid to be processed.	Entering students who do not possess a high school diploma or state approved equivalency test results are classified as special students and therefore are not eligible to receive Title IV Student Financial Assistance.

Applications for admission are available online at www.pontototech.edu.

All prospective students will go through an interview process. After acceptance, students are required to attend a summer orientation session to finalize the acceptance process.

Health Science Program prospective enrollees must:

- ◆ Complete immunizations and TB requirements in order to participate in some clinical settings. (See instructor for clarification.)

Heavy Equipment Program:

- ◆ Prospective post-secondary enrollees must: Have a valid driver's license.
- ◆ All prospective Commercial Driver's License students will be required to pass a drug test prior to driving.

POST-SECONDARY STUDENTS' ADMISSION POLICY

After completing enrollment of secondary students, post-secondary students will be considered for admission. In order to be admitted at PTC, the student must:

- ◆ Schedule and take an assessment test (TABE), an ACT score taken within the past 5 years may be submitted in lieu of taking the assessment test.
- ◆ Interview with program instructor or Full-Time Program Counselor/Administrator.
- ◆ Complete an application for admission.
- ◆ Meet with the Financial Aid Specialist.
- ◆ If you have completed all the above steps and there is space in the program, you will be sent a letter telling you the date and time to report to class.

Once a post-secondary student has been admitted to school, s/he may re-enroll for the ensuing year or semester on the same priority as a secondary student for one-half day in any one program. Where enrollment is below maximum, post-secondary students may be expanded to all-day status.

MINIMUM AND MAXIMUM ENROLLMENT

Maximum enrollment capacity for each training program is based upon available space and governing accrediting agency and subject to approval by the Board of Education of the Pontotoc Technology Center, District #14.

ENROLLMENT PERIODS

Application for the ensuing school year will begin in the third quarter for both secondary and post-secondary applicants. New post-secondary applications will be kept on file for remainder of academic year. Based on those provisions that give priority to secondary applicants during any school year, enrollment is open for secondary transfer students providing class space is available. Post-secondary applicants may enroll in an open-entry/open-exit basis during those periods that in the opinion of the instructor and student services department present a reasonable opportunity for the student to benefit from the training. If there are no openings for that academic year, the student must re-apply for admission.

REQUIREMENTS FOR CONTINUED ENROLLMENT

Hours of attendance, grades, and timely progression through the program will be used to determine satisfactory performance within the program. If a student is operating below the expected minimum during the first four weeks of any quarter, a meeting with the student will be held and student records will be documented. If at the end of the quarter, the student is still doing below standard performance, a plan of improvement will be developed, and the student will be placed on academic probation. Parents of minor students will be contacted. If the minimum

standard is not met by the semester, the student may not be able to continue enrollment for the following semester. The same criteria will be applied for continued enrollment in the second year of the program.

Cosmetology students' clock hours will be assessed each quarter. Students will be informed in writing of their status. To be eligible to enter the second year of the program, each high school student must have accumulated at least 500 clock hours of training during the first year.

High school students enrolled in **PC Support Technician** who wish to continue into the **Desktop Support Technician** program as a post-secondary student must pass both components of the A+ certification test prior to enrolling.

High school students enrolled in **Health Science Therapeutic Careers** who wish to continue into the **Health Care Technician** program must pass the Certified Nursing Assistant exam.

Safety is a number one priority at PTC. Each student will receive safety instructions and precautions pertaining to their program and the equipment/chemicals used in their area. To ensure a safe environment for all, students must pass a safety exam in order to remain in the program.

WITHDRAWAL PROCEDURES

The student is responsible for notifying PTC of his/her desire to discontinue his/her training program. If the student is a secondary student, no withdrawal from PTC will be allowed without prior approval from the partner high school. All books will be returned by secondary students and outstanding debts cleared by all students in order to receive any form of transcript. (School Law—Section 342 B 2)

If a student withdraws in any given quarter, they will only be given consideration for readmission once and not before the next quarter. Practical Nurse students who withdraw will only be considered for readmission after one full academic year has passed.

To officially withdraw from PTC, contact counselor or Director of Instruction/Student Services (see contact numbers on page 58). Failure to follow this procedure may result in elimination of refunds and/or removal from good standing status which may result in hindering readmission.

A student who withdraws before the end of the program has 10 school days to collect his/her nonreturnable school items (see page 42 for definition of nonreturnable items) and personal items including but not limited to cosmetology kits, books, laptops, etc. After 10 days, these items become the property of PTC.

ADMINISTRATIVE WITHDRAWAL

A student may be administratively withdrawn due to various reasons such as disciplinary action, violation of attendance policy, etc. If a student is administratively withdrawn, s/he will be removed from good standing status which may result in hindering readmission.

TUITION AND FEES

Full-time, In District, secondary students will pay no tuition. Some programs charge additional fees.

POST-SECONDARY FULL-TIME STUDENTS' TUITION AND FEES

- ◆ Tuition Fees are based on hours. Fee is \$2.75 per clock hour.
- ◆ Cost of books, fees, supplies, materials, and equipment required for program enrollment shall be in addition to tuition. Amount shall be determined at time of enrollment.
- ◆ PN, Advanced Firefighter, Paramedics, and Lineworker all have a different fee schedule.

Program tuition for out-of-district students will be twice the amount of the district student's tuition. Tuition will be determined at the time of enrollment. If a student moves within the district, the tuition will be adjusted the following semester.

The Board of Education of Pontotoc Technology Center, District #14, reserves the right to change tuition rates at any time.

TUITION PAYMENT PROCESS

Tuition, fees, books, and supplies must be paid in full prior to attending first class session unless arrangements are made with Financial Aid Office or Business Office. It is the responsibility of the student to pay for any costs not covered by grants, scholarship, or other agency payments.

FINANCIAL HOLDS

- ◆ On the first business day of each month, the Business Office will provide a list to the Director of Instruction/Student Services of any student who has not made payment.
- ◆ Director will meet with student and inform him/her that they have 10 class days to make a payment. If on the 11th day, no payment has been made, the student's account will then be placed on hold which will not allow the student to take certifications, order supplies or books, or anything that requires a financial transaction.
- ◆ The student's account will remain on hold until the student has made payment.

- ◆ If the student fails to make two consecutive payments, the student may be withdrawn from PTC.
- ◆ Withdrawal from a program does not relieve the student of any financial obligations or responsibility.
- ◆ Pontotoc Technology center does not penalize VA beneficiaries in any way for delayed VA payments.

RETURNED CHECKS

There will be a \$20 charge on all returned checks.

CERTIFICATION TESTS

- ◆ Initial certification tests up to 3 tests will be paid for by PTC.
- ◆ Any retakes must be paid for by the student.

ATTENDANCE

Good attendance is key to the success of any business. PTC's attendance policy is based on the practices of industry and is an important part of career and technical training.

An absence is defined as not attending one full class session or an accumulation of three tardies per half-day session/six tardies per all-day session. A tardy is defined as any time out of a class session. Leaving school before class is dismissed or coming in late counts as a tardy. Students who check out early will be given a tardy prorated according to the time of checkout. Students who are tardy to class (either by checking in late or leaving early) must check in and/or out at the Full-Time Programs Administration office so that it can be documented in the student information system. If a student is tardy to class s/he are marked absent, when they check in upon return that absence is changed to a tardy. If a student does not check in within 3 days of their return to school the absence will stand.

Excessive tardies, (4 per quarter for half-time/secondary students and 7 per quarter for full-time students) will result in punishments such as but not limited to, (Break time detention), details are on the tardy contract that will be signed by the student, or probation for the student, violations of probation may result in dismissal.

CHECK IN		CHECK OUT	
A.M.	P.M.	A.M.	P.M.
7:56-9:00 = 1 tardy (T1)	12:01-1:00 = 1 tardy (T1)	7:56-9:00 = 3 tardies (T3)	12:01-1:00 = 3 Tardies (T3)
9:01-10:00 = 2 tardies (T2)	1:01-2:00 = 2 tardies (T2)	9:01-10:00 = 2 tardies (T2)	1:01-2:00 = 2 tardies (T2)
10:01-11:00 = 3 Tardies (T3)	2:01-3:05 = 3 tardies (T3)	10:01-11:00 = 1 tardy (T1)	2:01-3:05 = 1 tardy (T1)

Absences will be recorded on individual attendance records as follows:

- ◆ Students will be allowed **8 absences** per semester without penalty. On each absence the student will be required to report to the Full-Time Programs Administration office upon immediate return to school where the absence/s will be documented in the student information system.
- ◆ On the **6th absence**, the counselor will meet with a secondary student and the financial aid specialist meet with the post-secondary student.
- ◆ On the **8th absence** in a semester, the secondary student will be given a warning notice by the counselor informing them of their absences. The post-secondary students will be provided a warning notice by the financial aid specialist. The student and counselor or the student and financial aid specialist will develop a plan of improvement.
- ◆ On the **9th absence** of the semester, the secondary student and counselor or the post-secondary student and financial aid specialist will develop a plan of improvement.
- ◆ On the **10th absence** in a semester the student will be counseled by the counselor and/or Director of Instruction/Student Services. If there is no documentation of extenuating circumstances and the plan of improvement has not been followed, the student may receive an administrative failure "F" for the semester or be dismissed from the program. If the student is allowed to attend the next semester and the plan of improvement is met

by the student the administrative “F” will be removed and the earned grade for that semester will be reinstated. If the plan of improvement is not met by the student then the administrative “F” will remain and the student will be dismissed from PTC.

- ◆ Pre-approved high school activities, illness with a doctor’s statement, or bereavement leave for immediate family members are excused absences. Documentation must be submitted to the Full-Time Programs’ administrative office upon immediate return to school. If at any point, it is determined that the student qualifies to file for extenuating circumstances, the student should be advised to meet with the counselor to determine the length of the extenuating circumstances and determine approval. Examples of extenuating circumstances would be death in the immediate family, extended illness with a doctor’s note, surgery, etc. These circumstances must have documentation, a beginning and ending date and be approved through the counselor.
- ◆ Leave of Absence: If it is determined that a student will be unable to attend class for a period of time, a leave of absence may be requested from the counselor. The leave of absence should be no less than 60 clock hours and no more than 180 clock hours for post-secondary students and no less than 30 clock hours and no more than 90 clock hours for secondary students. No absences would count against the student for this leave period. The leave of Absence should be requested at least one week in advance. It would be available to assist the student with long-term health problems, surgery, etc. Students must provide documentation for the Leave of Absence. Students will be allowed only one Leave-of-Absence per program. There is no provision to “make-up” this time during the academic year in which the student is enrolled. The student may need to attend longer to cover the total hours required to complete the program of study in which they are enrolled. (Exception: PN students see PN Handbook).
- ◆ Upon the **6th consecutive** absence without contacting Pontotoc Technology Center’s Full-Time Program Counselor or Administrator, the student will be administratively withdrawn.
- ◆ If a student is a member of a military branch, they will be excused to participate in required military functions. Documentation will be required.

Doctors’ appointments and personal business should be scheduled outside school hours.

APPEALS PROCEDURE

The student may make a written appeal to determine if special circumstances warrant adjustment to policy. The appeal will be reviewed by the FTP Counselor, Financial Aid Specialist, and the Director of Instruction/Student Services and the Instructor. If the appeal is approved, the student is granted an Attendance Probation Contract. The contract allows the student to continue attending their program while on probation and to remove the Administrative “F”. The student must meet the conditions of the contract for the next semester. **Only one appeal may be filed for the duration of the student's enrollment.**

RE-ADMISSION POLICY

Students who have been withdrawn in good standing will be considered for readmission once, but not before the next academic school year.

SCHOOL ACTIVITY ATTENDANCE

When it becomes necessary, due to some educational activity such as a skills contest, for a Pontotoc Technology Center District #14 student to miss classes at the partner school, a Consent of School Activity form will be completed and signed as follows:

- ◆ The instructor will complete one form for each student missing class at the partner school.
- ◆ The student will take the form to the partner school instructors and principal for his/her signature.
- ◆ The form will be returned to the Pontotoc Technology Center, District #14 and instructor.
- ◆ The instructor will make a copy to be kept in the student file in the front office.
- ◆ A list of students who are scheduled to attend the activity will be kept on file in the front office.

INCLEMENT WEATHER

It is policy that students will be excused from classes and be allowed to make up all class work if their partner school is closed because of bad weather.

SCHOOL CLOSING

If the superintendent deems it is neither practical nor appropriate to conduct regularly scheduled classes because of inclement weather, students will be notified via school messaging system, social media, and television stations in the area.

STUDENT EXPECTATIONS

STUDENT RIGHTS AND RESPONSIBILITIES

All students have the same civil rights. These rights are limited by the capacity of each student to discharge the particular responsibilities necessarily linked to each right. The rights and responsibilities set forth in no way limit the legal authority of school officials to deal with disruptive students.

RIGHTS

Students have the right to expect that attending school will be productive. Rules and regulations should be developed as a cooperative venture on the part of all concerned and should be common knowledge to every student. Students have the right to compete for student office and to vote in student elections.

Students have the right to expect materials presented in programs be relevant and appropriate to the maturity level and intellectual ability of the student and that the various views related to topics or materials will be presented or introduced. Students will be permitted to use school facilities for approved extracurricular activities with proper faculty supervision and should be encouraged to participate in clubs, recreational events, and other related activities. Students have a right to an education and to the equality of educational opportunity and the right to expect that punishments which deprive them of this right will be used only in extreme cases. Punishments should be reasonable, consistent, and resorted to only when students violate school rules. For further information on students' right to assemble, right to demonstrate and freedom of expression see PTC Policy Manual at www.pontototech.edu.

RESPONSIBILITIES

Students will attend school daily (except when ill), attend all classes and be on time. Students will come to class prepared with proper materials such as textbooks, pencils and/or pens, etc. Students will come to class dressed professionally as their program profession would require in a work environment, **absolutely no shorts are allowed**. Students will be aware of all rules and regulations and/or changes in these rules and regulations defining proper student behavior. Students will conduct themselves according to these guidelines. Students should be willing to volunteer information in disciplinary cases if they have knowledge. Students should willingly and dutifully serve that segment of the student body which they represent. Students will make sure that no individual or group of advocates are allowed to monopolize class time. Instructors will insist on courteous attention to unpopular views, including views contrary to the instructor's own personal opinions. The dignity of all should be respected and no one should be allowed to abuse others. This freedom can only be exercised when it does not interfere with the educational process. Students will become involved actively in their own education after returning to school following absence for any reason. Students should develop the best school record of which they are capable.

Students will maintain a clean and pleasant atmosphere in the building and on the grounds. Students will follow the directions of teachers, administrators, and other responsible school officials.

No student will be allowed to remain in attendance at school if that student creates a disrupting or dangerous situation to other students who are in attendance.

STUDENT OFFENSES

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are generally not acceptable in society and especially not in a school environment. These examples are not intended to be exhaustive, and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action.

Disciplinary action will be based on a careful assessment of circumstances surrounding each infraction. The following are some examples of these circumstances:

- ◆ The student's attitude
- ◆ The seriousness of the offense
- ◆ The effect of the offense on other students
- ◆ Whether the offense is physically or mentally injurious to other people
- ◆ Whether the incident is isolated or habitual behavior
- ◆ Disruption to the educational process
- ◆ Any other circumstances which may be appropriately considered

Pursuant to Pontotoc Technology Center Policy and Procedures Manual, Chapter 5, Section 10-A through Section 11, the Board of Education of Pontotoc Technology Center adopts the following policy and procedures dealing with student behavior. This policy is applicable to post-secondary and secondary students.

DISCIPLINE CODE

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

- ◆ Arson, extortion, forgery, gambling
- ◆ Cheating, plagiarism
- ◆ Conduct that threatens or jeopardizes the safety of others, assault upon a student or school personnel, either in or away from school
- ◆ Cutting class or sleeping, or refusing to work in class

- ◆ Disruption of the educational process or operation of the school, creating or attempting to create a disturbance or repeated classroom disturbances
- ◆ Driving a privately owned vehicle on school property in a reckless or unsafe manner
- ◆ Failure to attend assigned detention, alternative school, or other disciplinary assignment without approval
- ◆ Failure to comply with state immunization records
- ◆ False reports or false calls
- ◆ Fighting
- ◆ Hazing (initiations) in connection with any school activity
- ◆ Immorality, indecent exposure
- ◆ Inappropriate attire
- ◆ Inappropriate behavior or gestures, inappropriate public behavior
- ◆ Obscene language, physical or verbal abuse, profanity, vulgarity
- ◆ Possession of a caustic substance
- ◆ Possession of obscene materials
- ◆ Possession, threat or use of a dangerous weapon and related instrumentality's (i.e., bullets, shells, gunpowder, pellets, etc)
- ◆ Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances
- ◆ Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
- ◆ Theft
- ◆ Threatening or bullying behavior (whether involving written, electronic, verbal, or physical actions)
- ◆ Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the District
- ◆ Using racial, ethnic, or sexual epithets
- ◆ Vandalism
- ◆ Violation of the Board of Education policies, rules, or regulations or violation of school rules and regulations
- ◆ Violation of Internet Use Agreement, accessing sites not applicable to Career Major
- ◆ Wearing of gang colors and paraphernalia associated with gangs

- ◆ Willful damage to District property
- ◆ Willful disobedience of a directive of any school personnel, open or persistent defiance of authority to any school personnel, either in or away from school

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in- school placement options, out-of-school suspension, or dismissal.

A variety of methods of control and discipline of students may be utilized and administered by the Pontotoc Technology Center administration. Although it is not possible to identify all possible options, several alternative disciplinary actions are listed below.

- ◆ Verbal warning
- ◆ Written warning
- ◆ Temporary removal from Pontotoc Technology Center and/or its activities (out-of-school suspension)
- ◆ Probation
- ◆ Dismissal/removal

The above listing of disciplinary options is by way of example and does not limit school officials to fashioning a remedy or administering a discipline plan in a manner and under circumstances appropriate to the student's conduct or behavior.

CORPORAL PUNISHMENT

It is the policy of the Pontotoc Technology Center Board of Education to administer corporal punishment only as a last resort after other reasonable corrective measures have been used without success. However, under no circumstances shall any child in DHS custody or any student on an individualized educational program (IEP) be administered corporal punishment.

At the beginning of the school year, parents and legal guardians will be provided the opportunity to request the non administration of corporal punishment to their child. If a request for the non administration of corporal punishment has not been signed, the administration shall notify a parent or legal guardian that corporal punishment is being planned. At that time, the parent or legal guardian may request that corporal punishment not be administered.

Corporal punishment must be administered only in the presence of another professional, certificated staff member, preferably an administrator. Careful documentation of each occasion shall be made by the teacher or the administrator or both. Such documentation will identify the student and set forth the behavior necessitating the punishment; the person who administered the punishment; and the name of witnesses.

Under no circumstances shall other students or non-certificated personnel observe the administration of corporal punishment. The student shall be carefully advised of the nature of the rule infraction for which the punishment is being administered.

If a parent or legal guardian has requested that corporal punishment not be administered to the student, alternative discipline will be considered and may include suspension from school.

If an incident occurs and corporal punishment is imposed on a student with disabilities, the incident should be reported immediately to a school site administrator and documented using the statewide online IEP reporting system. A copy of the document shall be placed in the student's file and provided to the student's parent or guardian. For each incident, the student's parent or guardian shall be notified as soon as possible, and must be notified no later than the school day following the incident or within twenty-four (24) hours of the incident, whichever is first. An IEP meeting may be needed to review or implement a Behavior Intervention Plan (BIP) for the student.

REFERENCE: 10 O.S. §7115 70 O.S. §6-114 Accreditation Standard 210:15-13-9
 70 O.S. §6-113.1 70 O.S. §13-116

STUDENT SUSPENSION

The term "out-of-school suspension" refers to removal from school for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current semester and the succeeding semester for all other offenses. ALTERNATIVE IN-SCHOOL PLACEMENT, DETENTION, AND SIMILAR DISCIPLINARY OPTIONS OR CORRECTIONAL MEASURES ARE NOT CONSIDERED BY LAW TO BE OUT-OF- SCHOOL SUSPENSION AND DO NOT REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURES SET FORTH HEREIN.

Reference to "Parent" here and after of the policy refers to the parent or legal guardian of a student under the age of 18.

Reference to "Administrator" means the school administrator or the school staff member to whom the administration has delegated the responsibility for student discipline.

BEHAVIOR OR CONDUCT WHICH MAY RESULT IN SUSPENSION OR DISMISSAL

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the School or the District for:

- ◆ violation of a school regulation, including the School Discipline Code
- ◆ Immorality
- ◆ adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, "violent offense" shall include those offenses listed as the exceptions to

the term “nonviolent offenses” as specified in Section 571 of Title 57 of the Oklahoma Statutes. “Violent offense” shall include the offense of assault with a dangerous weapon but shall not include the offense of assault

- ◆ possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; and possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the District’s policy related to firearms.
- ◆ smoking or use of tobacco products on school property.
- ◆ Termination of clinical site privileges by Pontotoc Technology Center and/or clinical site administrator.
- ◆ In the event a student is suspended from the student's secondary school, then PTC, at its sole discretion, reserves the right to suspend the student from PTC for the same period of time and under the same conditions, to run concurrently with the home school suspension.

Factors to be considered in the decision include, but are not limited to the following:

1. The circumstances surrounding the suspension
2. The duration of the suspension
3. Input/requests from the administration of the partner school.

No Education Plan shall be necessary if Pontotoc Technology Center is not responsible for the core unit(s) in which a student is enrolled.

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

Students found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

Before the District, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting (if available), reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension. STUDENTS IDENTIFIED AS DISABLED UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT

OR SECTION 504 OF THE REHABILITATION ACT OF 1973 AND WHO ARE SUSPENDED OUT-OF-SCHOOL OR RECEIVE DISCIPLINARY REMOVAL FROM THE CLASSROOM MAY REQUIRE ADDITIONAL PROCEDURAL CONSIDERATIONS.

OUT-OF-SCHOOL SUSPENSION REQUIREMENTS

An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.

No out-of-school suspension will extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the District's Gun-Free Schools Policy. Out-of-school suspensions will have a definite commencement and ending date; no indefinite out-of-school suspensions will be imposed.

The administrator may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration when imposing discipline.

Out-of-school suspensions until the student performs some remedial act, are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.

EDUCATION PLANS FOR OUT-OF-SCHOOL SUSPENSION

Out-of-school suspensions in excess of five (5) days shall include an Education Plan for Out-of-School Suspension ("Plan") which shall describe either a home-based schoolwork assignment setting or other appropriate work assignment setting. The District, through its staff, shall only be required to prepare an Education Plan for Out-of-School Suspension if it is responsible for the suspended student's core education units as defined in the following. If required, the plan shall be prepared under the direction of the administrator with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies, and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

A copy of the Plan shall be provided to the student and parent(s) / guardian(s) of students under 18. The parent(s) / guardian(s) shall be responsible for provision of a supervised, structured environment in which the parent(s) / guardian(s) shall place the student. The parent(s) / guardian(s) shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

SHORT TERM OUT-OF-SCHOOL SUSPENSIONS

The Board of Education recognizes that student out-of-school suspensions of ten (10) or fewer days (referred to as "short-term out-of-school suspensions") involve less stigma and require less

formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school days. Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and/or teachers. The composition of the committee shall be reserved to the District's discretion.

RIGHT OF APPEAL

A student who has been given a short-term out-of-school suspension and that student's parent(s) guardian(s) have a right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short-term out-of-school suspension and his/her parent(s)/guardian(s) shall be informed by the administrator of this right and the method of submitting an appeal.

Pending the appeal hearing of an out-of-school suspension the student will have the right to attend school as detailed in the section Attendance at School Pending Appeal Hearing.

METHOD OF APPEAL TO A REVIEW COMMITTEE

- ◆ An appeal to review committee can be requested by letter to the superintendent, which must be received within five (5) calendar days after the administrator's out-of-school suspension decision is received by the student or his/her parent. The out-of-school suspension decision will become final and non-appealable if a request is not timely submitted.
- ◆ Upon receipt of the request, the superintendent or his/her designee shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized. If the superintendent or his/her designee determines that the period of out-of-school suspension is greater than ten (10) school days, or if for any reason, the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term out-of-school suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education.

HEARING THE APPEAL

- ◆ The superintendent or his/her designee shall appoint a review committee consisting of not less than three District employees who shall occupy administrative and/or instructional positions and shall designate a chairperson for the committee. No administrator or instructor is eligible to serve on the committee who was a witness to the student's conduct, nor is any instructor eligible to serve who has the student in his/her class for the current school term.
- ◆ The superintendent or his/her designee shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. The student and his/her parent(s) / guardian(s) will be notified in writing of the date, time, and place of the hearing. The administrator who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
- ◆ The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The administrator will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the administrator's decision to suspend the student. The student and his/her parent(s) / guardian(s) will be asked by the committee if they understand the policy, rule or regulation and charges against the student. The student and his/her parent(s) / guardian(s) will then briefly explain the student's conduct and present any evidence and witnesses that support the student's position.
- ◆ At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The committee may affirm the administrator's recommendation regarding suspension, reduce the recommended suspension, increase the suspension, or may reverse the suspension recommended by the administrator. The committee's decision shall be confirmed in writing and a copy will be given to the student, parent(s)/guardian(s), the administrator, and the superintendent.

LONG TERM OUT-OF-SCHOOL SUSPENSIONS

RIGHT OF APPEAL

A parent of a minor student or the student may appeal the administrator's out-of-school suspension decision in excess of ten (10) school days to a review committee, the superintendent, and/or the Board of Education. If appealed to the Board of Education, the Board may conduct the hearing and render the final decision or may appoint a hearing officer to conduct the hearing and render the final decision. The decision of the Board of Education or the hearing officer, if applicable, shall be final.

METHOD OF APPEAL TO A REVIEW COMMITTEE

- ◆ An appeal to a review committee can be requested by letter to the superintendent, which must be received within five (5) calendar days after the administrator's out-of-school suspension decision is received by the student or his/her parent(s)/guardian(s). The out-of-school suspension decision will become final and non-appealable if a request is not timely submitted.

HEARING THE APPEAL BY THE REVIEW COMMITTEE

- ◆ The superintendent or his/her designee shall designate the committee and appoint a chairperson in the same manner as described for short-term student suspensions.
- ◆ The superintendent or his/her designee shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. The student and his/her parent(s) / guardian(s) will be notified in writing of the date, time, and place of the hearing. The administrator who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
- ◆ The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The administrator will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witness(es) that support the administrator's decision to suspend the student. The student and his/her parent(s) / guardian(s) will be asked by the committee if they understand the policy, rule or regulation and charges against the student. The student and his/her parent(s) / guardian(s) will then briefly explain the student's conduct and present any evidence and witness(es) that support the student's position.
- ◆ At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The committee may affirm the administrator's recommendation regarding suspension, reduce the recommended suspension, increase the suspension, or may reverse the suspension recommended by the administrator. The committee's decision shall be confirmed in writing and a copy will be given to the student, parent(s) / guardian(s) of the student, the administrator, and the superintendent.
- ◆ The decision of the committee may be appealed to the Superintendent of Schools.

METHOD OF APPEAL TO THE SUPERINTENDENT OR HIS/HER DESIGNEE

- ◆ An appeal can be presented by letter to the superintendent.
- ◆ If no appeal is received within five (5) calendar days after the committee's decision is received by the parent(s) / guardian(s) or student, the committee's out-of-school suspension decision will be final and non-appealable.
- ◆ The superintendent or his/her designee should hold a conference with the parent(s)/guardian(s) as soon as possible after receipt of the appeal. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parent(s)/ guardian(s), whenever possible.
- ◆ At the conference, the superintendent or his/her designee will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent(s) / guardian(s) should be asked by the superintendent or his/her designee if he/she understands the rule and the charges against the student.
- ◆ At the conclusion of the conference the superintendent or his/her designee will state whether he/she shall terminate or otherwise modify the out-of-school suspension. In all cases the parent(s) / guardian(s) shall be advised of his/her right to have the out-of-school suspension reviewed by the Board of Education.

METHOD OF APPEAL TO THE BOARD OF EDUCATION

- ◆ An appeal to the Board of Education can be requested by letter to the superintendent or to the Clerk of the Board of Education.
- ◆ If no appeal is received within five (5) calendar days after the decision of the superintendent or his/her designee is received by the parent(s) / guardian(s) or student, the decision of the superintendent or his/her designee will be final and non-appealable.

HEARING THE APPEAL

- ◆ The Board will hear the appeal as soon as possible. The Board's decision is final and non-appealable.
- ◆ The parent(s)/guardian(s) and student will be notified in writing of the date, time, and place of the hearing.
- ◆ The parent(s)/guardian(s) and student will have the right to an "open" or "closed" hearing, at their option.
- ◆ Reasonable efforts will be made to accommodate the work schedule of the parent(s) / guardian(s).

PROCEDURE FOR STUDENT OUT-OF-SCHOOL SUSPENSION APPEAL HEARING BEFORE THE BOARD OF EDUCATION

The Board President should:

- ◆ Announce that the next agenda item is an out-of-school suspension review hearing for the student stating her/his initials.
- ◆ Ask whether the parent(s)/guardian(s) or student wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parent(s)/guardian(s) or student request a closed hearing, a motion to go into executive session per their request should be made and voted on.

The Board President should advise the parent(s)/guardian(s) and student:

- ◆ That they are entitled to legal counsel, if they desire.
- ◆ That the administration will present its witnesses first and that after each witness the parent(s) / guardian(s) or their legal counsel will be given an opportunity to cross-examine.
- ◆ That the parent(s)/guardian(s) and student will be given an opportunity to call any relevant witness(es) and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration.
- ◆ That the Board will consider the evidence and documents and reach a decision which will be recorded by vote in open session.
- ◆ That the parent(s)/guardian(s) and student may ask any questions about the procedure.
- ◆ All administration witness(es) and documents should be presented subject to cross-examination.
- ◆ Parent(s)/guardian(s) and student may call any witness(es) and present any documents subject to cross-examination.
- ◆ After each witness is presented, Board members may ask the witness(es) questions.
- ◆ Parents/guardians and student's closing statement.
- ◆ Administration's closing statement.
- ◆ Deliberate in private. (If the hearing is not in executive session, the Board may deliberate in executive session only with permission of the parent(s)/guardian(s) or student.)
- ◆ Return to open session and vote. After adopting a motion making certain findings of fact the Board must make a motion to: (1) affirm the out-of-school suspension; (2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension); or (3) revoke the out-of-school suspension.

ATTENDANCE AT SCHOOL PENDING APPEAL HEARING

Pending the appeal hearing of an out-of-school suspension, the student will have the right to attend school under such "in-house" restrictions as the administrator deems proper, except that at the discretion of the administrator, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the administrator:

- ◆ the conduct for which the student was suspended from school reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members or school property; or
- ◆ the conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

STUDENT PRIVILEGES WHILE UNDER OUT-OF-SCHOOL SUSPENSION OR UNDER OTHER DISCIPLINARY OR CORRECTIONAL MEASURES

Participation in extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the administrator of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when an administrator determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the administrator, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government and all other school sponsored activities and organizations.

DISMISSAL OF A STUDENT

Whenever an alleged violation of the Student Behavior Policy is reported to an administrator, designated by Pontotoc Technology Center, he/she will ascertain whether disciplinary action is required. Upon administrators review, if removal is found necessary, the administrator shall document the justification and immediately forward it to the student, the parent (if applicable), and the superintendent. The notice shall state the student's right to appeal the administrator's decision

Students dismissed due to academic failure or unauthorized absences may not appeal.

APPEAL TO A REVIEW COMMITTEE

- ◆ The convening of the Review Committee can be requested by letter to the superintendent which must be received within five (5) calendar days after dismissal. The administrator's decision shall become final and non-appealable if a request is not timely submitted.

- ◆ Upon receipt of the appeal to a Review Committee, the superintendent or his/her designee shall confirm the timely receipt of the request and shall appoint a Review Committee. The committee shall be composed of three administrators and/or instructors. The composition of the committee shall be reserved to Pontotoc Technology Center's discretion. No administrator or instructor is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.
- ◆ The superintendent or designee shall schedule the committee hearing as soon as possible taking into consideration the schedules of the student and the committee as well as others who may be involved. The student shall, when possible, be notified in writing of the date and location of the committee hearing.
- ◆ Pending the committee hearing, the administrator shall have made a decision regarding whether the student shall be permitted to attend classes, participate in training opportunities, or otherwise be involved in regular or extracurricular activities until such time as the committee has met and rendered its decision with respect to the student's appeal.
- ◆ The committee will conduct a full investigation of the student's conduct. The administrator shall outline the student's conduct, the policy, rule, or regulation violated, and present any evidence and witnesses which support the administrator's decision. The student shall be given similar opportunity to respond to the administrator's decision, to explain the student's conduct, and to present any evidence and witnesses that support the student's position.
- ◆ At the conclusion of the evidence, the committee shall privately deliberate regarding its decision and shall render its decision at the conclusion of the hearing by a majority vote. The committee shall not vote in its private deliberative meeting but shall cast its vote and announce its decision in the presence of the student unless the student has left the meeting. The committee shall have the following options available to it:
 - to affirm the decision of the administrator;
 - to modify the administrator's decision by increasing or decreasing the severity of the penalty adopted by the administrator;
 - to reject the decision of the administrator in favor of no adverse action involving the student.
- ◆ The committee shall announce its decision and shall also give a copy of its decision to the student, administrator, and the superintendent within five (5) calendar days of the close of the committee hearing. The decision of the committee shall also state the right of the administrator or the student to appeal the committee's decision to the superintendent.
- ◆ If the student waives his/her right to further appeals, the decision of the committee will stand.

APPEAL TO THE SUPERINTENDENT OR HIS/HER DESIGNEE

The student or the administrator may request a hearing to the superintendent within five (5) calendar days of receiving the committee's decision. The superintendent may hear and decide the appeal or may designate an alternate administrator to hear and decide the appeal. The superintendent or his/her designee shall provide notice of the date, time, and place of any proceeding to be conducted before the superintendent, or, if no additional information to testimony is necessary, may render a decision within fifteen (15) calendar days of the receipt of

the Notice of Appeal to the superintendent.

The decision of the superintendent, when an appeal to the superintendent has been timely submitted, shall be a final and non-appealable decision.

CLASSROOM BEHAVIOR

Specific classroom behavior regulations may be referred to in individual program handbooks if a handbook exists for the program and will be enforced by school officials. These rules shall conform to board policy.

Students will not leave the classroom before the end of class without the permission of the instructor and must check out in the front office before leaving the school premises.

CELL PHONES/TELECOM DEVICES

Electronic telecommunication devices are to be used legally and responsibly and may be used while in attendance at PTC under the following conditions:

- ◆ Devices must be set to silent notification at all times.
- ◆ Device use is not allowed in the classroom unless under supervision of instructor for educational purposes
- ◆ Device users may not take cell phone pictures or record audio/video of subjects without first obtaining permission.

Misuse of device is a disciplinary matter and may result in loss of cell phone privilege and/or confiscation of cell phone. Repeated misuse may result in suspension.

SEARCH AND DETENTION

Students have no reasonable expectation of privacy rights towards school officials in school lockers, desks, network storage areas, computer storage areas or other school property.

Any administrator, instructor, or coordinator of Pontotoc Technology Center, District #14, shall have the authority to detain and authorize a search for dangerous weapons or controlled dangerous substances of any student or students on any school premises or while in transit under the authority of the school or at any function sponsored or authorized by the school. The Superintendent, Director of Instruction/Student Services, teachers, administrators of Pontotoc Technology Center, District #14, authorizing such search shall notify the local law enforcement agency which shall be responsible for obtaining any warrant or other authorization necessary to conduct the search. The notification of such law enforcement agencies shall constitute reasonable grounds for obtaining a search warrant. The search shall be conducted by a person of the same sex as the person being searched. The administrative person authorizing the search shall have the authority to detain student/students to be searched and to preserve any

dangerous weapons or controlled dangerous substances that might be in their possession, including the authority to authorize any other person s/he deems necessary to restrain such pupil/pupils or to preserve any dangerous weapons or controlled dangerous substances. Any contraband seized will be turned over immediately to the proper authorities.

STUDENT VEHICLE OPERATION

Students may drive their cars to the Pontotoc Technology Center. While driving to and from school, students should observe all traffic laws and operate their vehicles in a safe manner. The car must be parked properly in the front parking lot for all students upon arrival and not moved until the end of the class session. Welding students are the exception and may park in front of the welding building. Students will not be permitted to loiter in the parked cars, parking lot, or sit in cars during class session. Cars driven to lunch by all-day, post-secondary students must be parked upon return and not moved until close of class session. If at any time a secondary student violates rules and regulations concerning driving a personal vehicle, the driving privilege shall be revoked and the student shall be required to ride abus.

Excessive tardiness can be a cause for losing driving privileges for secondary students. Vehicles parked on school property are subject to random searches by school administration.

LEAVING SCHOOL

Under no condition will any student leave the school without permission from the office. If a student leaves without a permit, s/he will be considered truant and be dealt with accordingly. If a secondary student who is a minor, needs to leave for some reason, s/he needs to bring a written statement signed by his/her parent/guardian. If a note is not brought, permission by phone is required. If a secondary student needs to leave for partner school activities, notification from the partner school is required.

SAFETY & WELLNESS

MEDICAL SERVICES

FIRST AID

Pontotoc Technology Center, District #14, recognizes the need and obligation to provide first-aid treatment to students and staff who become ill or are injured while attending class or performing their job functions. However, referral of individuals for first-aid treatment should be limited to those circumstances that actually require first aid. Health related circumstances not requiring first aid should be handled through other procedures.

PROCEDURES

- ◆ Injuries should be referred to the Front Office immediately.
- ◆ Non-emergency type health situations should also be referred to the Front Office.
- ◆ If a high school student is involved, the parents or guardians shall be contacted.
- ◆ If a student is under doctor's care and must take prescription drugs or treatments, this must be identified at the office of the Director of Instructional Services, where confirmation and a plan for administration can be developed with the individual student.
- ◆ There may be times when a student needs emergency medical treatment while at school or away from school while on a school trip. The parent or custodian of a minor must authorize in writing the person having the care of a minor and authority to consent to emergency medical treatment and hospital care for the minor. Such written authorization must be dated and signed.
- ◆ In the event that there is no written authorization and parents cannot be located, a school official may consent to emergency medical treatment for a minor needing treatment because of an accident and/or illness.
- ◆ Student medical information will be kept in the student's personal file

SCHOOL BOMB THREAT

In the event of a bomb threat, administration will advise instructors and staff what to do. Students will remain with their instructors and follow their directions. The civil and legal authorities will be notified. Instructors are to stay with their students and take a head count.

CIVIL PREPAREDNESS

In case of a civil defense directive to evacuate the town proper, school buses and drivers will be dispatched immediately, and we will follow the instructions of the civil defense authorities.

SEIZURE-SAFE SCHOOLS

The district will ensure that any student who is diagnosed with a seizure disorder, will be provided with a seizure action plan that is a written, individualized health plan designed to acknowledge and prepare for the student's health care needs.

When the district has a student enrolled who has a seizure disorder and has a seizure rescue medication or other medication prescribed to treat seizure disorder symptoms which is approved by the Food and Drug Administration the requirements of the Seizure-Safe Schools Act will become applicable to the district. At that time, the district will have at least one employee at each school the child attends who has met the training requirements necessary to:

1. Administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms as approved by the United States Food and Drug Administration; and
2. Recognize the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms.

Before a seizure rescue medication can be administered to a student to treat seizure disorder symptoms, the student's parent or legal guardian shall:

1. Provide the school with written authorization to administer the medication at school;
2. Provide a written statement from the student's health care provider that will contain the following information:
 - a. The student's name;
 - b. The name and purpose of the medication;
 - c. The prescribed dose;
 - d. The route of administration;
 - e. The frequency that the medication may be administered; and
 - f. The circumstances under which the medication may be administered.
3. Provide the prescribed medication to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy intact; and
4. Collaborate with school personnel to create a seizure action plan.

Written authorization shall be maintained in the office of the school nurse or school administration and shall be distributed to any school personnel or volunteers responsible for the supervision or care of this student. The written authorization is effective for the school year in which it is granted and may be renewed each following school year.

A school employee may not be subject to any disciplinary proceeding resulting from an action taken in compliance with the Seizure-Safe Schools Act. Any employee acting in accordance with the provisions of this act shall be immune from civil liability unless the actions of the employee rise to a level of reckless or intentional misconduct.

A school nurse shall not be responsible for and shall not be subject to disciplinary action for actions performed by a volunteer.

FIRE SAFETY

A fire alarm drill will be scheduled at regular intervals. The fire alarm will be a long continuous bell. Instructors will remain with students; evacuate the building, not stopping until 100 feet or more away from the building. Instructors are to take a head count of students as they leave the classroom and a second count after evacuation of the building to make sure each student is accounted for. Instructors shall close the doors to the classroom on the way out of the building. An evacuation plan will be posted in each classroom. A minimum of two fire drills will be conducted each school year.

TORNADO DRILLS

During tornado **watch**, the following announcement will be made over PA: "Your attention please: The National Weather Service has issued a tornado watch for our area, please be aware of the nearest tornado shelter area, and if a warning for our immediate area is issued an announcement will be made."

During tornado **warning** (indicated by sirens or by decision of Superintendent or Facilities Designee) the following announcement will be made over PA: *"Your attention please: A tornado warning has been issued for our immediate area. Please take cover at the tornado shelter area."* (This will be said twice.)

- ◆ Take students to designated area, (Storm Shelter by Snack Bar, or Bathrooms in Building I)
- ◆ All classroom doors must be closed.
- ◆ Carry your emergency bags with your student roster.

Stay until all clear has been announced or someone has come to release you. (Should there be a loss of electrical power; the alternate signal will be announcements in the hallways by designated personnel.) A minimum of two tornado drills will be conducted each school year.

SECURITY DRILLS

Four security drills will be scheduled per school year. One of these drills will be performed with the first fifteen (15) days of each school semester. Security drills are defined as, "securing school buildings to prevent or mitigate injuries or deaths that may result from a threat **around** or **in** the school. An announcement will be made over the PA system and school messenger system to initiate the drills. The procedure as outlined in the School Emergency Procedures booklet for each type of drill should be followed.

BUS SAFETY

All bus drivers are certified by the State Department of Education and have had instruction in safe driving practices. Bus rider evacuation drills will be held at least once each semester of the school term. Students are responsible for following the instructions of their instructor and bus driver when on field trips or regularly scheduled bus routes. Failure to follow the rules and regulations of riding a bus can result in a student not being allowed to ride the bus.

OTHER DRILLS

It is policy that PTC shall conduct no less than two (2) other drills per school year and the drills chosen should be consistent with the risks assessed for the appropriate facility. It is the school's discretion on which type of drill they would like to report. Other Drills include (but are not limited to): Earthquake Drills, Reverse Evacuation Drills, Hazardous Material in the School Drills, and School Bus Evacuation Drills. (See "School Emergency Procedures" guide.)

CROWD CONTROL FOR EMERGENCY

Those persons responsible for student control or crowd control will be the Director of Instruction/Student Services and/or Superintendent of schools. In the event of a drill or actual emergency, the above named persons or staff designated by them shall be responsible for crowd control.

ASBESTOS

PTC is in compliance with federal and state regulations (OKLAHOMA TITLE 40 SECTIONS 451-457, ASBESTOS HAZARD EMERGENCY ACT) for asbestos identification and labeling and containment for the safety of our employees and students. Questions regarding this plan should be directed to the Office of the Safety Coordinator.

DRUG/ALCOHOL PREVENTION PROGRAM

STANDARDS OF CONDUCT

Pontotoc Technology Center prohibits the unlawful possession, use, or distribution of illicit drugs, Marijuana, and Alcohol or controlled substance by any students or employees on its property or as part of any of its activities except as they may be prescribed by a qualified physician or other person licensed, registered, or otherwise permitted to distribute, dispense, or administer a controlled substance to treat an individual's physical or mental condition. **Marijuana, medical or recreational, are illegal to use or possess on Pontotoc Technology Center property.** Controlled substances are listed in Schedules I through V of Section 202 of the Controlled Substances Act found in 21 U.S.G.S 812 and as further defined by regulations found at C.F.R.S 1300.11 through 5 1300.15.

This program is adopted to and in compliance with the Drug Free Schools and Communities Act of 1989.

LEGAL SANCTIONS

Local, state, and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

The comprehensive **Drug Abuse Prevention and Control Act of 1970**, as amended and adopted by the United States Congress, provides penalties including imprisonment ranging up to life in prison,

finances up to four million dollars, and forfeiture of property for the unlawful possession or distribution of controlled substances.

Oklahoma Law provides that any person convicted of distributing, dispensing, or possessing with intent to manufacture, distribute, or dispense, a controlled dangerous substance or a counterfeit substance shall be guilty of a felony and may be imprisoned up to 20 years and fined up to \$100,000 depending on the type

of controlled substance involved. Subsequent convictions shall be punishable by twice the imprisonment and fine otherwise authorized.

PTC cooperates with all police authorities and may employ all methods of drug detection available to eliminate illegal trafficking and use of controlled substances. Enforcement agencies may be enlisted to thwart illegal drug activity using agent investigations, canine (dog) searches and sophisticated means of electronic surveillance, photography, and recordings. No student, employee, or other person will be the target of a search by a search dog. However, if the search dog indicates the possible presence of material that the dog is trained to detect is contained in a locker, desk, or vehicle, a further search will be conducted by designated school personnel if it is determined that reasonable suspicion exists with regard to a named student. This search will be of the cold weather outerwear, purse, containers, or other items of concealment in the possession of the student assigned to that locker or desk or driving that vehicle.

Searches which disclose the presence of any material which the dog is trained to detect, or any material or items which is forbidden by school policy may lead to further investigation by school officials or law enforcement officers, and/or disciplinary action by the school. Such disciplinary action may include suspension. No disciplinary action will be taken without appropriate due process. Parental or legal guardian notification will be made in all cases where prohibited substances, materials, or items are discovered in the possession of a minor student.

Strip searches or removal of any clothing other than cold weather outerwear are prohibited.

HEALTH RISKS

The illegal use of controlled substances has substantial and detrimental effect on the health and general welfare of American People. More than 25,000 people die each year from drug related accidents or health problems. With most drugs, it is probable that users will develop psychological and physical dependence. The health risks associated with the unlawful use of controlled substances depend on the combination used and the individual using them. The following are general categories of drugs and their effects.

Alcohol-Short-term effects include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain, ulcers, gastritis, malnutrition, delirium, tremors and cancer. Alcohol combined with other barbiturates/depressants can prove to be a deadly mixture.

Amphetamines/stimulants: (Speed, Meth, Crank, Ice, Caffeine, etc.)-Amphetamines speed up the nervous system which can cause increased heart and breathing rates, higher blood pressure,

decreased appetite, headaches, blurred vision, dizziness, sleepiness, and death due to a stroke or heart failure.

Anabolic Steroids-Steroids affect the liver, cardiovascular, and reproductive systems. They can cause sterility in males and females, as well as impotency in males.

Barbiturates/Depressants: (Barbs, Valium, etc.)-Depressants slow down the central nervous system which can cause decreased heart and breathing rates, lower blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

Cocaine/Crack- Cocaine stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures, and death due to cardiac arrest or respiratory failure.

Hallucinogens: (PCP, Peyote, LSD, etc.)-Hallucinogens interrupt the functions of the part of the brain which controls the intellect and instincts. May result in the self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

Cannabis: (Marijuana, Hashish, Hash, etc.)-Cannabis impairs short-term memory, comprehension, concentration, coordination, motivation and may also cause paranoia and psychosis. Marijuana smoke contains more cancer causing agents than tobacco smoke. The method in which marijuana is smoked, deep inhaled and 'held in the lungs for a long period, enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

Narcotics: (smack, horse, Demerol, Percodan, etc.)-Narcotics initially produce feelings of euphoria often followed by drowsiness, nausea, and vomiting. An overdose may result in convulsions, coma, and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes while injecting such drugs may result in a higher risk of exposure to AIDS.

Tobacco/Nicotine-Nearly one in every five deaths in the United States is a result of smoking, making tobacco use the leading preventable cause of death. More than 440,000 deaths in the United States each year are attributed to tobacco use, resulting in more than 6 million years of potential life lost each year. Smoking during pregnancy causes more than 1,000 infant deaths per year.

SMOKING/SMOKELESS TOBACCO, E-CIGARETTES OR NICOTINE VAPOR PRODUCTS POLICY

Pontotoc Technology Center recognizes that the use of tobacco has been shown to be linked to illnesses and disabilities and that federal and state law prohibits smoking in any indoor facility, or the grounds of thereof, which is used to provide educational services to children.

Therefore, smoking, chewing or any other use of tobacco products in any form, as well as the use of simulated tobacco products, including e-cigarettes or nicotine vapor products by staff,

students, and members of the public is prohibited on, in, or upon any school property. It is specifically directed that this ban on the use of tobacco products in any form will be in effect 24 hours a day, seven days a week, and will also apply to everyone providing service to the school.

- ◆ “School property” is defined as all property owned, leased, rented, or otherwise used by Pontotoc Technology Center including but not limited to the following:
 - All interior portions of any building or other structure used for instruction, administration, support services, maintenance, or storage.
 - All School grounds over which the school exercised control including areas surrounding any building and parking areas.
 - All vehicles used by the school for transporting students, staff, visitors or other person.
- ◆ “Tobacco” is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, as well as the use of simulated tobacco products including e-cigarettes or nicotine vapor products and any other kind and form of tobacco prepared in such manner to be suitable for chewing, smoking, or both, and includes any other product packaged for smoking.
- ◆ “Use” is defined as lighting, chewing, inhaling or smoking any tobacco as defined within this policy.

DRUG/ALCOHOL PREVENTION

The following are Drug/Alcohol prevention activities:

- ◆ Wellness brochure rack maintained in the Student Services Area
- ◆ Drug prevention posters in the school
- ◆ Display a list of Drug Abuse Hotline telephone numbers;

PTC does not sponsor any drug or alcohol counseling, treatment or rehabilitation or re-entry programs. Students needing a referral will receive a list of community agencies that provide counseling assistance for chemical dependency.

VIOLATIONS

PTC will terminate the enrollment of students who possess, use, or distribute any of the following:

- ◆ Non-intoxicating beverages (3.2 beer)
- ◆ Alcoholic beverages
- ◆ Controlled dangerous substances, and/or
- ◆ Imitation controlled dangerous substances

Students and employees who possess, use, or distribute illicit drugs will be referred for prosecution to the appropriate governmental authorities.

PTC conducts a review of its drug prevention program every year. The review is used to determine the effectiveness of the program and as a toll for implementing changes.

WEAPONS-FREE SCHOOLS

It is the policy of this school district to comply fully with the Gun-Free Schools Act. 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 may 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

any destructive device 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 a law enforcement authority. 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, spring-type knife, sword cane, knife having a blade which opens immediately by hand pressure applied to a button, spring or other device in the handle of the knife, blackjack, loaded cane, Billy club, hand chain, metal knuckles or any other offensive weapon". Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the violation is found by the student's IEP team to be unrelated to the student's handicap/disability, the student may be suspended for one calendar year at the discretion of the superintendent. If the student's IEP team determines that the violation is related to the student's handicap/disability, the student may be suspended for up to ten (10) days and placed up to forty-five (45) days in an alternative educational setting. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

CAMPUS SECURITY REPORT

DISCLOSURE REQUIREMENTS

Crime Awareness and security Act of 1990 Senate Bill 580

See www.pontotoctech.edu under Publications for the full campus security report.

STUDENT LIFE

In the workforce, employees have opportunities to join professional organizations. At PTC, students have the opportunity to participate in student organizations. Through student organizations, students develop leadership, communication, and teamwork skills. Many businesses look for student organization participation on resumes of potential employees.

Each program at PTC is associated with at least one *CareerTech* Student Organization (CTSO). The following chart shows the organization most prevalent for specific career fields.

SKILLSUSA

SkillsUSA is an organization for any student of the trade and industrial technical programs. Students are eligible if they are enrolled in Heavy Equipment, Cosmetology, Automotive Service Technician, Basic Firefighter, Welding, HVAC, or Lineworker programs. See your instructor.

HEALTH OCCUPATIONS STUDENT'S ASSOCIATION (HOSA)

HOSA is for students interested in health occupation careers. Students enrolled in Health Science, Environmental Biotechnology, EMT, or Practical Nursing are eligible—See your instructor for details.

BUSINESS PROFESSIONALS OF AMERICA (BPA)

BPA is for students interested in a career in the business field. Students in Information Technology Career Clusters are eligible for this organization. See your instructor for details.

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

The National Technical Honor Society (NTHS) is an organization to honor student achievement and leadership, promote educational excellence, and enhance career opportunities for the NTHS membership.

CRITERIA

- ◆ Two consecutive quarters of an 'A' average in their technical subject (program) and maintain satisfactory progress based on program requirements.
- ◆ Four (4) or fewer absences within qualifying quarters
- ◆ Recommended by their instructor
- ◆ Member of CTSO
- ◆ Displays good citizenship

Qualifying students are formally recognized as members at NTHS Induction Ceremony held in the spring of each year. Membership standards outlined above must be maintained to remain a member in good standing. Members in good standing are recognized at PTC's Completion Ceremony and have the privilege of wearing the official NTHS Honor Collar.

PONTOTOC TECHNOLOGY CENTER AMBASSADORS

Two ambassadors are selected from each program session by their program instructors. Students must exhibit leadership, community service, have good attendance and a positive attitude. These students act as a liaison between the student body and Pontotoc Technology Center. They serve on focus groups, provide input in strategic planning, act as tour guides, and are active in activities that promote the school and the student body.

ACTIVITIES OF ORGANIZATIONS NOT SPONSORED BY PTC

It is the policy of Pontotoc Technology Center, District #14, that membership in secret fraternities or sororities, or in other clubs or organizations not sponsored by established agencies or organizations, is prohibited.

Organizations that initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds, or which disrupt the school environment are harmful to the educational process.

The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community and are forbidden.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying paraphernalia, or exhibiting behavior or gestures which symbolize membership in a non-approved organization, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion.

Staff members will promote membership in authorized school groups and activities.

AWARDS AND RECOGNITION

CITIZENSHIP AWARD

The purpose of this award is to recognize students who:

- ◆ Participate in school and or community service
- ◆ Show a positive attitude and **Fairness** toward classmates, school, and community
- ◆ Display an understanding and appreciation of civic **Responsibility**
- ◆ Possess strength of character and the courage to do what is right and **Honest**
- ◆ Promote citizenship within our school

Nominated by Instructors

LEADERSHIP AWARD

The purpose of this award is to recognize students who:

Demonstrate:

- ◆ Leadership
- ◆ Academic Excellence
- ◆ Good Attendance (No more than two absences per 9-week period)
- ◆ Goal Achievement
- ◆ Good Work Ethic
- ◆ Good Overall Attitude

Nominated by Instructor

SPECIAL RECOGNITION

The purpose of this award is to recognize a student who has done something "extra" or something kind that might have gone unnoticed.

Nominated by Instructor

PERFECT ATTENDANCE

The purpose of this award is to recognize students who are not absent or tardy for a designated period. Any student who has an extenuating absence or is on leave of absence during that period will not be considered for this award.

Students who have not been absent or tardy for the entire year will be recognized. Any student who has an extenuating absence, a leave of absence, or has utilized a perfect attendance certificate for an absence will not be considered for yearly award.

OUTSTANDING STUDENT

Three times per year (Fall, Winter, Spring) one student from each program who meets the following criteria: must have a least a B average and have good attendance will be nominated by their instructor to represent their respective program as Outstanding Student.

STUDENT OF THE YEAR

Recipients of the Outstanding Student award who meet the same requirement at the end of the year are eligible for Student of the Year and will go through an interview process to be selected for this honor.

STUDENT SERVICES

COUNSELING

Pontotoc Technology Center offers counseling and guidance services, which prepares our students for success in their program choices. A counselor will help with student orientation, placement counseling, career counseling, academic counseling, motivation, decision-making, goal setting, crisis counseling and referrals to other counseling services. The counselor is located in the student services office. The counselor can be reached at (580) 310-2264.

SPECIAL NEEDS

Pontotoc Technology Center will coordinate efforts with students and outside agencies to help individuals who find job preparation difficult because of disabilities or adjustments to retraining. By working with the student's partner school, parents, instructors or service agency, our counselor can help students gain skills and increase their opportunities for employment. Please phone (580) 310-2264 for an appointment. Office hours are Monday-Friday 7:30 a.m.-4:00 p.m. Special arrangements can be made to see the counselor at alternate times. See Appendix C for accommodation requests forms and documentation.

ASSESSMENT CENTER

PTC has an independent assessment center on campus which provides a wide range of assessment opportunities for prospective students such as course placement, industry related credentials, and career readiness certificates. The assessment center evaluates students for multiple purposes. Based on the results of the assessment, professional staff can advise students of what areas or programs that best match the students' aptitude results. They can also advise them of the areas that may need strengthening such as reading or mathematics.

The assessment center hours of operation are Monday-Friday 8:00 a.m.-4:30 p.m. The assessment center also provides alternate testing times and evening test times upon request. The assessment center can be reached at (580) 310-2271.

INTEGRATED ACADEMICS

Pontotoc Technology Center provides assistance with math, reading, and communications skills. WorkKeys Curriculum is utilized to assist all students in the development of these areas. PTC offers a secondary math course for high school credit, in Algebra II. The math instructor also integrates mathematical skills to students in each program area.

FINANCIAL AID SPECIALIST

Sources of financial assistance are Federal Pell Grant, Federal SEOG, and Oklahoma Tuition Aid Grant. PTC also works with tribal entities, Oklahoma Governmental Agencies, and employment training services for financial assistance for prospective students. Office hours are 7:30 a.m.-4:00 p.m. Monday-Friday. For more information, visit the Financial Aid Specialist in Student Services area, or call at (580) 310-2223.

JOB PLACEMENT ASSISTANCE

Pontotoc Technology Center offers job placement services which provide referrals to eligible individuals with employable skills for potential job placement in an area of occupational competence. Instructors and PTC staff work together to assist current students and alumni students with job placement services. For additional information about job placement services, please contact the counselor at (580) 310-2264.

ACT WORKKEYS ASSESSMENT

ACT WorkKeys is a job skills assessment system that helps employers select, hire, train, develop, and retain a high-performance workforce. This series of tests measures foundational and soft skills and offers specialized assessments to target institutional needs.

Successful completion of ACT WorkKeys assessments in Applied Math, Graphic Literacy, and Workplace Documents can lead to earning ACT WorkKeys National Career Readiness Certificate (NCRC Credential), a portable credential earned by more than 2.3 million people across the United States.

Pontotoc Technology Center is one of 150 assessment sites available across the state of Oklahoma for ACT WorkKeys. In addition, Pontotoc Technology Center also offers its students WorkKeys Curriculum, a complete interactive learning tool for work readiness skills. This Internet-based learning system delivers the only content verified by ACT as fully aligned with the ACT WorkKeys assessment system.

STUDENT RECORDS

Student records will be maintained for current and former students of Pontotoc Technology Center, District #14. These records will include areas of training, attendance, records, grades, certification records and any other information which might be relative.

INFORMATION KEPT

In compliance with the Oklahoma Records Act, the following student records will be subject to inspection: Statistical information not identified with a particular student. This will include enrollment numbers of the school, individual programs, local high schools and other classification of enrollment and/or completion performance information. Pontotoc Technology Center, District #14, does not maintain a student directory.

STUDENT AND PARENT/GUARDIAN ACCESS TO STUDENT RECORDS

Upon request, an individual student's records will be available for inspection by the student and if the student is under 18 years of age, the student's parent or legal guardian. Release of records will be made in accordance with FERPA. (Notification of Rights under FERPA-- Appendix A.)

DIRECTORY INFORMATION NOTICE (FERPA)

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

The following items of information are considered "directory information" and can be released without consent or a record of disclosure.

- ◆ Name, Address, Telephone Number (unless it is unlisted)
- ◆ Date and Place of Birth
- ◆ Major Field of Study and Dates of Attendance
- ◆ Degrees and Awards received
- ◆ Previous Educational Agency or Institution Attended
- ◆ Participation in Officially Recognized Activities and Sports
- ◆ Weight and Height of Members of Athletic Teams

Requests to withhold directory information must be submitted in writing by the parent or guardian, or the student personally if 18 years of age or older, within 10 calendar days after entrance into the program. All written requests for non-disclosure will be honored for only one academic year.

For more information contact Director of Instruction/Student Services at 580-310-2224.

SCHOLARSHIPS & FINANCIAL AID

The Student Financial Service at Pontotoc Technology Center is organized to assist qualified students to meet the costs of their education. Financial Aid should be considered assistance to supplement the income of students and parents while attending school.

The Office of Student Financial Aid was established to coordinate all financial assistance offered by the school and to ensure that the established principles are observed in the administration of student aid programs at the Pontotoc Technology Center.

The Pontotoc Technology Center offers financial assistance through the Federal Pell Grant Program, Federal Supplement Educational Grant and the Oklahoma Tuition Aid Grant. Pontotoc also has applications for the Oklahoma Career Tech Foundation Scholarship Program. Applications for these programs are available in the Financial Aid Office.

Contact: Financial Aid Specialist at (580) 310-2223

FEDERAL PELL GRANT

The Federal Pell Grant is a federally funded grant program.

Pontotoc Financial Aid Office utilizes the Title IV program with the Department of ED and therefore, is capable of retrieving ISIR information via modem. The ISIR information can usually be drawn down within 4 days of the Department of ED processing Center receiving the application from the student.

The ISIR will include a summary of application information and the determination of the EFC figure. The EFC figure is the result of computations involving the financial and non-financial data submitted on the application. The method of computation is applied to all students uniformly.

Pontotoc Technology Center Financial Aid Office has the capability to submit corrections to a student's SAR electronically.

FEDERAL SUPPLEMENTAL EDUCATIONAL GRANT PROGRAM

The **FSEOG** program is designed to provide assistance for the student with exceptional need in the form of a grant to help pay for their post-secondary education. Students must meet all applicable deadlines and eligibility criteria in order to be considered. All necessary documentation must be submitted to the PTC financial aid office.

APPLICATION PROCEDURES

All students interested in obtaining financial aid must complete a financial aid application. Students (including part-time and independent) who have enrolled and completed their

application at PTC will be considered for an FSEOG award based on their need. PTC distributes the funds equally, 50% in the Fall Semester and 50% in the Spring Semester. PTC evaluates this process on an annual basis. Awards will be granted until all FSEOG funds have been exhausted.

CRITERIA FOR SELECTION OF FSEOG RECIPIENTS

PTC defines exceptional need for FSEOG program as those students with the lowest expected family contributions (EFCs) who will also receive Federal Pell Grants in that award year. This will be considered the first selection group.

If any FESOG funds remain after the first selection group, PTC will award FSEOG funds to those eligible students with lowest EFCs who will not receive Federal Pell Grants in that award year.

Any student who is selected to be a recipient of financial aid will receive an award letter showing the amount of aid offered. The student will be expected to sign, date, and return the award letter to the PTC financial aid office signifying their acceptance of the aid.

CRITERIA FOR DETERMINING AMOUNT OF STUDENT AID

Students are eligible for a FSEOG will receive an amount determined by the number of eligible students with a maximum of up to \$500 for the award year or the amount of their remaining need whichever is less.

METHOD AND FREQUENCY OF DISTRIBUTION

A student who has been awarded a FSEOG will receive one check in the amount of his/her FSEOG award, during the first semester of the Program.

As indicated in PTC's award notification policy, the financial aid office awards and authorizes the amount of the student's FSEOG. PTC's business office draws down all federal funds and disburses it when notified by the financial aid office.

FSEOG RECORDS

PTC maintains student records in a hard copy format in the financial aid office. Only authorized personnel may have access to student records. Authorized personnel include financial aid staff, independent auditors, accreditation officials and representatives from the U.S. Department of Education or the Comptroller General of the United States. Records are kept for a period of three years after the end of an award year that is audited, unless there is a question in the audit related to program expenditures.

BASIC ELIGIBILITY REQUIREMENTS FOR GRANTS ARE:

- ◆ Be a US citizen or eligible non-citizen.
- ◆ Be a registered with Selective Service, (if required)
- ◆ Have financial need
- ◆ Attend a participating school
- ◆ Make satisfactory academic progress; in quantitative and qualitative
- ◆ Are not in default or do not owe a refund on a Federal Grant or Federal Education Loan
- ◆ Graduate students are not eligible to receive Federal Pell Grants
- ◆ Undergraduate students who have a bachelor's degree are not eligible for Federal Pell Grants
- ◆ Conviction of drug distribution for possession may make a student ineligible
- ◆ Have a certificate of graduation from a secondary school (high school diploma); or have the recognized equivalent of a high school diploma.

In order to receive Federal Student Aid at Pontotoc Technology Center a student must be:

- ◆ Enrolled and admitted as a post-secondary student in an *accredited program. (An *accredited program has met the standards essential to qualify under federal student aid guidelines. See the financial aid office for more specific details)

HOW TO APPLY FOR FINANCIAL AID

Complete the Free Application for Federal Student Aid at www.fafsa.ed.gov. School code for Pontotoc Technology Center is 025974. You should receive a Student Aid Report (SAR) in approximately 4 weeks. Keep for your records. If Pontotoc Technology Center is listed on the SAR, your file will be downloaded electronically to the Financial Aid Office.

DISBURSEMENT PERIODS

After a student begins the Program, an initial award letter with disbursement dates is issued. Students are paid once each payment period.

Pontotoc Technology Center has two payment periods per award year, and Pell Grants will typically be disbursed twice a year, dependent upon when the student enrolled in the program, and on whether the majority of the hours in a payment period fall within that award year.

DISBURSEMENT PERIOD REQUIREMENTS

Students must also complete 450 clock hours (seat time) and 450 transcribed hours (course hours) in order to receive their disbursement.

If the award amount is changed due to a correction, and this amount requires a Return of Funds due to an overpayment made to the student, PTC will follow the following procedure:

- ◆ If the over-award is due to an error made by the PTC Financial Aid Office, the amount will be paid back to the Federal Financial Aid PELL Grant account, as soon as the error is discovered according to regulations in Federal regulations
- ◆ 34 CFR 668.22(h), 668.32(g) (4), 668.35(c), (e).
- ◆ If the over-award is due to an error or false information supplied by the student, the student's account will be corrected by an adjustment to the next award payment, or
- ◆ If a subsequent award payment is not due the student, the student will be billed and required to make payment to PTC the amount considered as an over-award. Said student will have 30 school days to make the payment to the school.
- ◆ Payments due PTC of \$25.00 and over due to an over-award made to the student because of student error, will be referred to the Federal Student Aid Management Collections (ED Collections).
- ◆ The student's failure to correct the over-payment could affect the student's future ability to qualify for Federal Financial Aid and will be reflected on the SAR and ISIR.

INSTITUTIONAL REFUND POLICY

For all the Pontotoc Technology Center District #14 area, if a student drops a Program before completion, tuition refunds will apply as follows:

- ◆ No tuition refund will be given for Program courses that the student has completed.
- ◆ If a student withdraws before classes begin a full refund will be given less a \$100 processing fee.
- ◆ If the student has begun classes, but not yet completed, and drops or withdraws, upon request a partial tuition refund may be given depending upon how far the student has progressed in the Program.
- ◆ Students withdrawing before completing 25% of the Program scheduled hours will receive a refund of one half of the amount paid, less a \$100 processing fee.
- ◆ Students withdrawing after completing 25% of the Program scheduled hours will receive no refund.
- ◆ No refunds will be given on nonreturnable items or any other non-tuition costs. PTC defines nonreturnable items as books, supplies and equipment that have been issued to the student. Once an item has been issued to a student, it is assumed that its original condition has been altered therefore it no longer has monetary value.
- ◆ Refunds are disbursed by the Business Office within ten business days after notice of a student withdrawal has been received from the Financial Aid Office.
- ◆ If a student's tuition has been paid by an agency or through financial aid assistance, refunds will be processed in accordance with the rules and policies of the tuition source.

RETURN OF TITLE IV FUNDS

According to Title IV regulations, PTC will determine the amount of federal student aid to return based on a prorated portion of tuition, fees, and other institutional charges for a student who withdraws, drops, or is dropped by the school for any reason.

EARLY COMPLETION

If a student completes early without successfully completing all of the established hours in a program, PTC must re-prorate the amount of Title IV aid and only pay the student for the hours successfully completed.

OFFICE NOTIFICATION AND RETURN ORDER

If a student has been officially or administratively withdrawn, the Counselor/Director will notify the financial aid office of the withdrawal. The financial aid specialist will determine the student's withdrawal date and will be responsible for doing the return of Title IV funds calculation. If the calculation determines the student received more assistance that was earned, the unearned excess funds must be returned to the Federal Government. The order of the return amount will first be paid back to the Federal Pell Grant program and then to the Federal Supplemental Educational Grant Program. Any additional return would go to the agency which paid tuition on behalf of the student and finally to the student.

WITHDRAWAL DATE

For students receiving financial aid at PTC, the student's withdrawal date is the student's last day of class attendance.

CHARGE TO STUDENT

Students at PTC are charged by the payment period, and those charges are prorated based on the program. PTC will use the defined payment period for a Program for the basis of determining what aid was earned or unearned.

PAYMENT PERIOD DEFINITION

PTC has a minimum of two payment periods per academic school year. Each payment period is 450 clock hours.

PERCENTAGE EARNED

This is equal to the percentage of the payment period the student completed as of the student's withdrawal date. If a student withdraws before s/he has completed more than 60% of the clock hours scheduled to be completed for the payment period, the percentage of time completed is

the amount or percentage earned. The student may also need to return any unearned funds as determined by the return calculation. The student will be billed for any unearned funds including the amount of institutional charges (tuition, books, supplies, fees) the school had to return on their behalf.

If the student withdraws after completing more than 60% of the payment period, the student has earned 100% of the clock hours scheduled to be completed within the payment period.

Example: Pell is disbursed by payment periods. Amount of Pell that could have been disbursed is \$2,366.00 for the payment period in which the student withdrew.

Percent of Title IV Aid Earned:

$80 \text{ (hours scheduled to complete)} \div 450 \text{ (total hours in period)} = 17.77\%$ Amount of Title IV Aid Earned by Student $17.77\% \times \$2,366 = \$420.43$.

\$420.43 is the amount of aid earned by the student. If the student doesn't have any outstanding tuition or fee balance, \$420.43 would be the amount that will be disbursed to the student.

RETURN DUE DATE

PTC is required to return unearned funds, for which it is responsible, no later than 45 days after the date that it determines that the student has withdrawn.

TITLE IV CREDIT BALANCES

When a student withdraws during a period and a Title IV credit balance exists, PTC will not release the credit balance until the Return of Title IV Aid calculation has been performed. Any grant overpayment that may be owed by the student as a result of the student's current withdrawal will be reduced first by the student's credit balance. Any remaining credit balance funds will be used to pay authorized charges at the institution and finally disbursed to the student. PTC does not participate in any of the Title IV loan programs.

POST-WITHDRAWAL DISBURSEMENTS

Occasionally, a student will withdraw and be eligible for an additional disbursement of funds referred to as a post-withdrawal disbursement. Before a post-withdrawal disbursement is given, PTC will determine if any outstanding charges exist on the student's account such as tuition and fees and other charges. All or a portion of the post withdrawal disbursements may be used to offset these type charges.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress means that a student is proceeding in a positive manner toward the completion requirements of their program (career major) in the expected length of time. If those conditions are not met, the student is at risk of losing their financial aid. This policy applies to the Federal Pell Grant, Oklahoma Tuition Aid Grant, and Oklahoma Promise. To be considered eligible for the next disbursement, a student needs to have at least a "C". All of the hours and the weeks of instruction

have to be completed. Students receiving federal aid must attend 90% of their payment period. When absences are greater than the allowed 10% excused absences, payment will be delayed until those hours are completed/attended. SAP will be evaluated at the point when the student's scheduled clock hours and weeks of instruction for the payment period have elapsed. A Plan of Study is printed with attendance from Achademix. No progress report is required for an otherwise eligible student to receive their first payment.

QUALITATIVE MEASURE (GRADES)

The student must have a cumulative grade of "C" at the end of the payment period. Only the hours applicable to the program are included in the cumulative grade.

If the student's overall grade is "D" or "F", they will be placed on Financial Aid SUSPENSION with an opportunity for appeal. If approved, the student will be placed on probation for the next payment period.

If the student fails to make a cumulative grade of "C" or above at the end of the probation period, the student will no longer be eligible for federal financial aid at Pontotoc Technology Center.

QUANTITATIVE MEASURE

Students must successfully complete their program (career major) within 150% of the published time frame. Students will NOT be eligible for aid for hours beyond those in the program. The maximum time frame applies to the amount of calendar time it takes the student to complete those hours. (Example: 600-hour program has 23 weeks. The maximum time frame of 150% would be 900 hours 34.5 weeks.) If at the end of a Pell payment period, it is not mathematically possible for the student to complete within the 150% timeframe, the student will be placed on Financial Aid Suspension. There is no opportunity to appeal this suspension.

Course incompletes, withdrawals, and LOA do not affect the cumulative grade. If a student repeats a course, the highest grade may be used in the calculation. However, course incompletes, withdrawals, LOA and repetitions may all affect maximum timeframe. Any transfer hours that are accepted towards program completion are counted as both attempted and earned hours. The total program hours will be reduced by the hours accepted. In the case of a LOA the hours will be extended.

APPEAL PROCESS/FINANCIAL AID PROBATION/FINANCIAL AID WARNING

A student may file an appeal if they feel there were extenuating circumstances for their grades are falling below the requirement. (Examples: death of a relative, illness or injury, etc.) Students would complete a form explaining their situation, along with a plan for improvement. Financial Aid Specialist, along with designees, would review for approval. If approved, students would have a semester of probation. If denied, the decision is final.

If the student does not meet the requirements for an appeal, he/she will need to complete the next payment period at their own expense. Progress will be checked again at the end of each payment period while a student is on suspension. At the end of a "successful" payment period, meaning the student now has at least a ("C" average) and it is mathematically possible to complete their program within 150% of the published time, their aid may be reinstated at the end of that payment period. If a student loses eligibility due to maximum timeframe, the student would have to change programs in order to regain eligibility. If a student, who was

suspended from financial aid, leaves the institution and then returns, that student will not be eligible to receive financial aid until such time that the time has reestablished eligibility by meeting all satisfactory progress requirements.

Maintaining Eligibility for Assistance

- a. First Payment: Student's enrollment status will be checked on our student accounting system to ensure the student is enrolled in and attending an approved program on at least a half-time basis. If the student has met the initial entrance and eligibility standards, the student will receive the first payment on or before the estimated disbursement date.
- b. Subsequent Pay Periods: If SAP – Satisfactory Academic Progress has been attained after completion of the first payment period the student will be eligible for their next scheduled disbursement. This procedure will be repeated until all pay periods are complete. If SAP has not been met the student will be notified in writing detailing the reasons SAP was not met, explaining the procedures to get their funding re-instated.
- c. Continuing Students: Students' enrollment status will be checked and documented in their file to ensure that they are still enrolled in an approved program on at least a half-time basis.

PROCEDURE FOR ADVANCED STANDING

A student may receive advanced standing for coursework completed in a previous program at PTC and/or at another technology center or educational institute. Please note that the final approval for advanced standing is at the discretion of the instructor. Advanced standing will be given on a course-by-course basis. The instructor reserves the right to require student to pass a comprehensive exam before credit is given. If a student wishes to receive advanced standing, the student must fill out a "Student Request for Advanced Standing" form.

WITHDRAWALS, DROPS, TRANSFERS, AND/OR INCOMPLETES

- ◆ Students who receive payment and withdraw or drops before a payment period is completed and does not owe a refund or has not been overpaid must sit out one whole payment period before being re-admitted. The student must complete the course work already paid for before receiving more financial aid. To be re-admitted, a student must complete an enrollment application and be approved by the Counselor/Director before the student is re-admitted.
- ◆ **Students who complete early:**
Any student who completes a program without completing all the hours in that program, which includes seat time and course hours, **will have their Financial Aid prorated based on the hours completed. Example: if the program hours are 1050 and the student only completes 750 hours of the program, financial aid will be recalculated based on the completion of 750 hours and money will be returned to the Department of Education.**
- ◆ Former PTC students who have completed a program may not be re-admitted to the same program within a two year time frame.
- ◆ Students who have completed course work from other schools, colleges and accredited institutions will be evaluated by the instructor involved. Credit may be given for appropriate units of instruction. Financial aid will be adjusted accordingly in approved programs.

COURSE REPETITIONS AND REMEDIAL COURSES

- ◆ Students wanting to repeat a specific course for a higher grade must have permission of the instructor and counselor to do so. However, that course is not eligible for financial aid.
- ◆ If the student withdraws and re-enters the same program after 180 days, the student can be paid for repeated course work.
- ◆ Remedial coursework is not offered at PTC.
- ◆ If a student wishes to repeat an entire program, s/he may do so once two academic years have elapsed, and the student has been approved for readmission. Financial aid would once again be available if the student met all eligibility criteria in accordance with federal regulations.

OTHA GRIMES/FRANCIS TUTTLE MEMORIAL SCHOLARSHIP

Scholarships are reserved for post-secondary students who have initiated formal training to achieve vocational career objectives. Applicants must use the authorized application forms. These applications are available through your Financial Aid Office. This scholarship is administered by the Oklahoma *CareerTech* Foundation.

This scholarship is unique in that it is reserved for deserving post-secondary students who may not qualify for other scholarships or student assistance programs. It is awarded more on the basis of need and commitment rather than on good grades alone.

This scholarship will be awarded to one or more deserving post-secondary students each year. Scholarship awards will stipulate that the applicant's school applies the money toward books, tuition, and other direct expenses incurred for training. The number of scholarships and the dollar amounts may vary with availability of funds and the needs among the applications.

WHO MAY APPLY

Scholarships are unrestricted with the respect to occupational area. Applications must be submitted through your school Financial Aid Office.

GUIDELINES FOR APPLICANTS

- ◆ Must be at least 18 years of age.
- ◆ Must be enrolled in and making satisfactory progress in a program.
- ◆ Must exhibit an evident need for scholarship assistance.
- ◆ Must declare an intention to complete a career objective in the stated vocational-technical program.

CAREER TECH SCHOLARSHIP

The Career Tech scholarship is designed to help students who have graduated from a partner school or homeschool within the PTC district, who are 23 years of age or younger, and who want to pursue a successful career beginning with training through Pontotoc Technology Center. This scholarship is **ONLY a gap scholarship and will cover the Cost of Program Tuition and Fees up to \$5,000 that are not covered by other sources of funding** (ie; FAFSA, Tribal Funding, or other scholarships).

To qualify for this scholarship, you need to have:

- ◆ Graduated from a district high school (or completed homeschool in PTC's district)
- ◆ Be 23 years old or younger.
- ◆ Apply for FAFSA (Free Application for Federal Student Aid)
- ◆ Complete an application for admission to PTC
- ◆ Provide a copy of your final high school transcript/ GED certificate
- ◆ Fill out the Scholarship Application and write a brief essay about your career plans

OTHER AGENCY FUNDING

Students who are receiving financial aid assistance through other agency funding will be allowed to begin classes only after official notification of funding from that particular agency, unless previous arrangements with the Financial Aid Office are made.

Students who receive Financial Aid assistance from other agency funding will have to meet the particular guidelines of that agency in order to continue in the program for which they are enrolled.

See Financial Aid Specialist for a list of other agency funding.

GRIEVANCE / TITLE IX POLICIES AND PROCEDURES

HARASSMENT POLICY

It is the policy of this school district that 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 events, 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 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 Bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or 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. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to ensure 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 to 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.

- ◆ Conference with the student
- ◆ Conference with the parents
- ◆ In-school suspension
- ◆ Detention
- ◆ Referral to counselor
- ◆ Behavioral contract
- ◆ Changing student’s seat assignment or class assignment

- ◆ Requiring a student to make financial restitution for damaged property
- ◆ Requiring a student to clean or straighten items or facilities damaged by the student's behavior
- ◆ Restriction of privileges
- ◆ Involvement of local authorities
- ◆ Referring student to appropriate social agency
- ◆ Suspension
- ◆ 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, and class activities/trips.

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

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

The superintendent shall develop procedures providing for:

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

21 O.S. 850.0

70 O.S. 24-100.2

REPORTING PROCEDURES

Any person who believes he or she has been the victim of religious, disability, racial or sexual harassment or violence by a pupil, instructor, administrator or other school personnel of the Pontotoc Technology Center, or any person with knowledge or belief of conduct which may constitute religious, disability, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to one of the following individuals: Director of Instructional Services (580) 310-2224; Director Business and Industry Services (580) 310-2245; who serve as the Pontotoc Technology Center officials designated by this policy.

Pontotoc Technology Center encourages the reporting party or complainant to use the report form available from the Director of Instruction office, the Director of Business and Industry Services office, or the Superintendent's office. Nothing in this policy shall prevent any person from

reporting harassment or violence directly to a Human Rights Compliance Officer or to the Superintendent. The report of the alleged harassment must be filed within 30 days of the alleged incident(s).

Each of the Directors is the person responsible for receiving oral or written reports of religious, disability, racial or sexual harassment or violence for programs they supervise. Any adult Pontotoc Technology Center personnel who receives a report of religious, racial or sexual harassment or violence shall inform the Director to whom they report.

Upon receipt of a report, the Director must notify the Pontotoc Technology Center Title IX Officer (titleix@pontotoctech.edu) and or 504 Officer (rjohns@pontotoctech.edu) immediately, without screening or investigating the report. The Director may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded within two weeks of the initial report being filed by the Title IX Officer. If the report was given verbally, the Director shall personally reduce it to written form within 24 hours, review the written form with the complainant, and forward it to the Title IX Officer.

Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the Director. If the complaint involves a Director, the complaint shall be made or filed directly with the Superintendent or the Title IX Officer by the reporting party or complainant.

Pontotoc Technology Center Board of Education hereby designates the Title IX Officer (titleix@pontotoctech.edu) and 504 Officer (rjohns@pontotoctech.edu) at 601 West 33rd Street, Ada, OK 74820 | (580) 310-2200, to handle inquiries or the complaint shall be filed directly with the Superintendent.

Pontotoc Technology Center shall conspicuously post the name of the Human Rights Compliance Officer, including mailing addresses and telephone numbers.

Submission of good faith complaint or report of religious, disability, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.

Use of formal reporting forms is not mandatory.

Pontotoc Technology Center will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with Pontotoc Technology Center's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

INVESTIGATIONS

By authority of Pontotoc Technology Center, the Title IX Compliance Officer, upon receipt of a report or complaint alleging religious, disability, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by Pontotoc Technology Center officials or by a third party designated by Pontotoc Technology Center.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of

any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, Pontotoc Technology Center should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, Pontotoc Technology Center may take immediate steps, at its discretion, to protect the complainant, pupils, instructors, administrators, or other school personnel pending completion of an investigation of alleged religious, disability, racial or sexual harassment or violence.

The investigation will be completed within 30 days of the receipt of the complaint report. Pontotoc Technology Center Title IX Compliance Officer shall make a written report to the Superintendent upon completion of the investigation. If the complainant involves the Superintendent, the report may be filed directly with the Pontotoc Technology Center Board of Education. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be in violation of this policy.

PONTOTOC TECHNOLOGY CENTER ACTION

Upon receipt of the Title IX Compliance Officer's report, Pontotoc Technology Center will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Pontotoc Technology Center's action taken for violation of this policy will be consistent with requirements of applicable state and federal laws and Pontotoc Technology Center policies.

The result of Pontotoc Technology Center's investigation of each complaint filed under these procedures will be reported in writing to the complainant in accordance with state and federal law regarding data or records privacy, within two weeks of the completion of the investigation.

REPRISAL

Pontotoc Technology Center will discipline or take appropriate action against any pupil, instructor, administrator, or other school personnel who retaliates against any person who reports alleged religious, disability, racial, or sexual harassment or violence or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Oklahoma State Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

HARASSMENT OR VIOLENCE AS ABUSE

Under certain circumstances, alleged harassment or violence may also be possible abuse under state law. If so, the duties of mandatory reporting under such statutes may be applicable.

Nothing in the policy will prohibit Pontotoc Technology Center from taking immediate action to protect victims of alleged harassment, violence, or abuse.

DISSEMINATION OF POLICY AND TRAINING

This policy shall be conspicuously posted and available in each Director's office and accessible to pupils and staff members.

This policy shall appear in the student handbook(s).

Pontotoc Technology Center will develop a method of discussing this policy with students and employees. This policy shall be reviewed at least annually for compliance with state and federal law.

DISABILITY HARASSMENT

Pontotoc Technology Center, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, does not discriminate on the basis of disability in any of its policies, practices or procedures. These equal opportunity provisions include, but are not limited to admissions, employment, financial aid, and student services.

For purposes of this policy, disability harassment consists of verbal or physical conduct relating to an individual's physical or mental impairment when

- ◆ the harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment; or
- ◆ the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- ◆ the harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of disability include:

- ◆ graffiti containing offensive language which is derogatory to others because of their physical or mental disability
- ◆ threatening or intimidating conduct directed at another because of the other's physical or

mental disability

- ◆ jokes, rumors or name calling based upon an individual's physical or mental disability
- ◆ slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability
- ◆ graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- ◆ a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability
- ◆ other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

Reports of disability harassment will follow the same investigative procedures as outlined above in this harassment policy.

HARASSMENT REPORTING FORM

Appendix B contains a form for written complaints. Copies of the form are also available in each Director's office and the Superintendent's office.

GOVERNMENT AGENCY CONTACTS

If for any reason an employee or a student is not satisfied with the procedures set forth in the Pontotoc Technology Center harassment policies and remains unsatisfied after the final decision of the Board of Education is made, he or she may report the matter to the U.S. Equal Employment Opportunity Commission (EEOC) at 1-800-877-8339, 1-800-669-4500 (TTY), the Oklahoma Human Rights Commission at (405) 521-2360 or (888) 456-2558 or the Office for Civil Rights, United States Department of Education at (800) 421-3481 (voice) or (800) 669-6820 (TTY).

NONDISCRIMINATION GRIEVANCE PROCEDURE

POLICY

Pontotoc Technology Center prohibits discrimination on the basis of race, color, national origin, religion, sex, disability, age, and marital or veteran status in its programs and activities.

It shall be a violation of this policy for any individual to discriminate against a Pontotoc Technology Center student, instructor, administrator, or other school personnel on the basis of race, color, national origin, religion, sex, disability, age, or marital or veteran status.

Pontotoc Technology Center will act to investigate all grievances alleging a violation of this policy and to discipline or take appropriate action against any pupil, instructor, administrator, or other school personnel who is found to have violated this policy.

PROCEDURES

Individuals who believe they have been discriminated against on the basis of race, color, national origin, religion, sex, disability, or marital or veteran status may file a grievance with Pontotoc Technology Center. To file a grievance, individuals should follow the reporting procedures set out in Pontotoc Technology Center's Section 8 Harassment Policy and Procedures for Students and Employees. Pontotoc Technology Center will investigate and resolve grievances using the same procedures and timelines set out in the Section 8 Harassment Policy.

ACCEPTABLE USE AGREEMENT

ACCEPTABLE USE FOR PTC STUDENTS/CUSTOMERS

Use of District-provided computers, equipment, software, computer networks, telecommunications resources, related services, and the Internet, hereinafter called "District computing resources."

UNACCEPTABLE USE FOR PTC STUDENTS/CUSTOMERS

Unacceptable use of the Internet includes sending or receiving any materials in violation of any federal, state, or local regulations or any other activity deemed by the District to be unacceptable. This includes, but is not limited to, copyrighted materials, threatening materials, obscene material, pornographic material, and/or material protected by trade secret. Students may not use the Internet to advertise products or promote political points of view. Deliberate attempts to vandalize, damage, disable or disrupt the property of the District, another individual, organization, or the network will not be tolerated.

GENERAL COMPUTER USE POLICY

Use of the District's computing resources is a privilege, not a right. There can be no expectation of absolute privacy in the use of the school district's technology. Inappropriate use may result in school disciplinary action from revocation of privileges up to and including suspension or dismissal from Pontotoc Technology Center. It is the policy of the Board of Education of Pontotoc Technology Center (District) that District computer usage complies with:

- ◆ Federal and State laws and regulations
- ◆ Internet policies and procedures,
- ◆ Other related Board of Education policies.

District computing resources are intended for administration, education, training, academic research, and planning purposes only. The District will educate students on appropriate use of computing and internet.

COPYRIGHT

Software provided by Pontotoc Technology Center is provided for a student's personal use on a single computer at a time solely for the purpose of participating in a course of study. Title to the Software (including intellectual property rights in the Software) is not transferred to the student.

You may not:

- ◆ Transmit or receive copyrighted materials (software, music, movies, etc.) not legally obtained.
- ◆ Make unauthorized copies of copyrighted materials, such as licensed software, music, movies, etc.
- ◆ Remove any proprietary markings, or distribute, copy, modify, make derivative works of, adapt, translate, decompile, reverse engineer or provide anybody else with access to the Software.

Software programs that are not owned by District or downloaded software programs and data may not be installed or executed without permission of an instructor or systems administrator.

APPROPRIATE CONTENT

The following activities involving use of computer facilities or other electronic devices are prohibited:

- ◆ Transmitting information, which contains obscene, indecent, or lewd material, or other material, which explicitly or implicitly refers to sexual conduct.
- ◆ Using mail or messaging services to harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited messages or sending unwanted mail.

DISTRICT MESSAGING

District owned messaging systems are intended solely for carrying out District business and is not guaranteed private.

Sending and receiving messages can only be done when it relates to their plan of study or when students are engaged in academic study or research.

Use for private commercial activities is prohibited.

SECURITY

You may not:

- ◆ Initiate unauthorized transmission of District owned information.
- ◆ Use another person's User IDs or passwords.
- ◆ Use another person's files, system or data without permission.

- ◆ Communicate any information concerning any password, identifying code, personal identification number or other confidential information without the permission of its owner or the controlling authority of the Computer Facility to which it belongs.
- ◆ Use computer programs to decode passwords or access control information.
- ◆ Attempt to circumvent or subvert system security measures.
- ◆ Execute any form of network monitoring which will intercept data not intended for the student.
- ◆ Create, modify, execute, or retransmit any computer program or instructions intended to gain unauthorized access to, or make unauthorized use of, a Computer Facility, Software or Licensed Software.
- ◆ Use Pontotoc Technology systems for personal gain, for example, by performing work for profit in a manner not authorized by the District.
- ◆ Use vulgarities or other inappropriate language

NETWORK DISRUPTION

Students must not use the Internet in a manner that is disruptive to others or that interferes with the operation of Pontotoc Technology Center's network or any other institution's network. This includes, but is not limited to, uploading, or creating computer viruses and any attempt to harm or destroy hardware and/or data of another user.

You may not:

- ◆ Effect security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data to which the employee/student is not an intended recipient or logging into a server or account that the employee/student is not expressly authorized to access. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, ping floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- ◆ Engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files.
- ◆ Create, modify, execute or retransmit any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, collectively referred to as "messages," including, but not limited to, forgery of Messages and/or alteration of system and/or user data used to identify the sender of messages.
- ◆ Initiate port scanning or security scanning without written permission of the Director of Information Systems.

SOCIAL NETWORKING

Social network (SN) services focus on building online communities of people who share interests and/or activities, or who are interested in exploring the interests and activities of others. Most social network services are web-based and provide a variety of ways for users to interact.

Social network services are most commonly hosted by entities to which the PTC has limited or no

control. As such, the contributions to social networking sites may not be protected or guaranteed in any way and may not reflect the position of the PTC.

To protect the position, image and information assets of PTC, the use of social network services is intended for school purposes only. The Marketing Specialist is responsible for the overseeing of the brand identity and key messages communicated on SN sites. Students should not post a site containing PTC logos or classes without the Marketing Specialist awareness.

CHILDREN'S INTERNET PROTECTION ACT

Pontotoc Technology Center is in compliance with the requirements of the Children's Internet Protection Act (CIPA).

Pontotoc Technology Center has **Dell Sonicwall** Internet filtering software installed at our District. **Dell Sonicwall** protects against access by adults and minors to visual depictions that are obscene, child pornography, or – with respect to use of computers with Internet access by minors – harmful to minors. It may be disabled for adults engaged in bona fide research or other lawful purposes. **Dell Sonicwall** also gives us the ability to monitor the online activities of minors.

We have included a copy of our Acceptable Use Policy which meets the requirements of CIPA and addresses the following items in accordance with CIPA:

- ◆ Access by minors to inappropriate matter on the Internet and World Wide Web
- ◆ The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
- ◆ Unauthorized access, including so-called "hacking", and other unlawful activities by minors online
- ◆ Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- ◆ Measures designed to restrict minors' access to materials harmful to minors.
- ◆ Educate regarding Internet Safety and Bullying will be provided to the students

ACCEPTABLE USE AGREEMENT (APPENDIX D)

Users will sign an acknowledgment that they have reviewed PTC's policy and procedures and agree to comply with them. Agreements shall be maintained in the appropriate administrative office.

KEY CONTACTS

NAME	TITLE	PHONE NUMBER
Travis Graham	Superintendent	580-310-2225
Jayma Newport	Director of Finance	580-310-2257
Ty Moore	Director of Instruction/Student Services	580-310-2224
Jenny Cypert	Director of Business and Industry	580-310-2245
Jared Griffin	Director of Facilities & Maintenance	580-310-2269
Will Maxwell	Director of Information Systems/Compliance Officer	580-310-2252
Adam Huckleby	Communications and Marketing Coordinator	580-310-2253
Renee Johns	Counselor	580-310-2264
Jannice Williams	Financial Aid Specialist and VA Certifying Official	580-310-2223
AshLee Griffin	Grant Specialist	580-310-2278
Jay Wood	Safety and Fire Coordinator	580-310-2276
Becky Lillard	Purchasing Agent	580-310-2222
Shannon Walters	Finance Assistant	580-310-2231
Angela McElhannon	BIS Health Coordinator	580-310-2236
Sherry Burns	Full-time Program Administrative Assistant	580-310-2256
Ashley Layton	Full-Time Programs Enrollment Specialist	580-310-2250
Debbie Cathey	PN Administrative Assistant	580-310-2278
TBD	Environmental Biotechnology Instructor	580-310-2240
Barbara Andrews & Stacy Dyer	Cosmetology Instructor	580-310-2239
Beckie Balch	Practical Nurse Instructor	580-310-2258
Steven Ake	Welding Instructor	580-310-2261
Cole Jones	Service Industries Instructor	580-310-2200
Nathan Dial	Automotive Services Instructor	580-310-2232
TBD	Practical Nurse Administrator	580-310-2228
Greg Munholland	Heavy Equipment Instructor	580-310-2262
Jeanna Munholland	Health Science Careers Instructor	580-310-2229
TBD	Environmental Biotechnology Instructor	580-310-2289
Mike Beach	HVAC Instructor	580-310-2268
Susan Martin	Information Technology Instructor	580-310-2243
Shellye Snowden	Math Instructor	580-310-2246
Julie Williams	Practical Nurse Instructor	580-310-2230

APPENDICES

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Appendix A

FERPA Statement

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NOTIFICATIONS OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day Pontotoc Technology Center receives a request for access.
Parents or eligible students should submit to the school Director of Instructional Services a written request that identifies the record(s) they wish to inspect. The Director will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of student rights. Parents or eligible students may ask Pontotoc Technology Center to amend a record that they believe is inaccurate or misleading. They should write the Director of Instructional Services, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student rights.
If Pontotoc Technology Center does not amend the record as requested by the parent or eligible student, the Technology Center will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Pontotoc Technology Center as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the Technology Center has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in a school service program or serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Upon request, Pontotoc Technology Center discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
The right to file a complaint with the U.S. Department of Education concerning alleged failures by Pontotoc Technology Center to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

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Appendix B

Grievance Form

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**PONTOTOC TECHNOLOGY CENTER
GRIEVANCE REPORT FORM**

Place a check mark by the area(s) of harassment you are filing a complaint: (Type of grievance)

_____ Race _____ Color _____ National Origin _____ Ethnicity

_____ Sex _____ Disability _____ Sexual Orientation _____ Religion

_____ Veteran Status _____ Other

List the person or person(s) who have committed the harassment conduct against you:

What date did the incident(s) occur?

Day	Month	Time of Day	Year
-----	-------	-------------	------

Describe what happened _____

Were there any witnesses to the incident(s)? _____

Remedy Sought: (Please state what you want as a remedy to this grievance).

SIGNATURE DATE:

Office Use:

Grievance Received by: _____ Date Received: _____

Parties Contacted: Yes _____ No _____ Date Contacted: _____

Response Received: Yes _____ No _____ HEARING DATE: _____

Outcome of
Hearing: _____

Signature Compliance Officer: _____ Date: _____

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Appendix C

Accommodation Request

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DISABILITY SERVICES – NOTICE OF RIGHTS

INTRODUCTION AND PROCEDURAL SAFEGUARDS

Pontotoc Technology Center is in compliance with Section 504 of the Rehabilitation Act of 1973 and insures: “No qualified handicapped person shall, on the basis of handicap be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal Financial assistance.”

It is the policy of Pontotoc Technology Center not to discriminate on the basis of disability in its educational programs or activities.

A student seeking enrollment in a Pontotoc Technology Center programs, full-time or short-term, can request accommodations if they have a legitimate, documented disability (mental or physical impairment which substantially affects the student’s academic achievement).

Students must provide documentation of disability such as doctor’s statements, medical records, medical evaluations, Vocational Rehabilitation assessments, or other such records that verify said disability.

An post-secondary student served by special education services in high school must provide documentation (copy of IEP, eligibility and psychological assessment) and request accommodations as an post-secondary.

Accommodation for a disabled student is not about assuring success but about ensuring equal access to a program.

Students requesting accommodations must meet attendance requirements and participate in the programs without being disruptive to the learning environment.

Documentation and information about accommodation for a particular student is confidential and will be made available on a need-to-know basis only.

Disabilities include “invisible disabilities” such as learning disabilities, chemical sensitivity, medical conditions, or temporary conditions resulting from an accident or health related, and other disabilities considered under this category.

Illegal drug use, whether recreational or habitual, is not protected under ADA. PTC will provide accommodations only if:

- ◆ The student requests accommodations.
- ◆ The student needs accommodation to gain equal access to a program.
- ◆ Proper and sufficient documentation is presented with the request for accommodation.
- ◆ A team consisting of but not limited to counselor, instructor, administrative representative, and Special Needs liaison review documentation and approve requested accommodations.

Reasonable accommodations are not appropriate for a student under these circumstances:

- ◆ The student or the student’s behavior poses a direct threat to the health and

safety of the others in the class or program.

- ◆ A substantial change to an essential element of the curriculum has been requested for consideration.
- ◆ A substantial change in the manner in which you provide educational opportunity (separate facilities, home-based instruction, etc.) has been requested for consideration; or
- ◆ The requested accommodation presents an undue financial or administrative burden.

Students disagreeing with the decisions reached by school personnel for accommodations necessary for access to educational programming and/or facilities may request a hearing before an impartial hearing office.

DISABILITY SERVICES

Pontotoc Technology Center provides reasonable accommodations and support for students with disabilities and special education needs covered by the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Individuals with Disabilities Education Act (IDEA).

For specific information please refer to the following documents in Appendix C:

- ◆ Disability Services—Notice of Rights
- ◆ Student Request for Accommodation in Programs form
- ◆ Student Request for Accommodation in Short-Term classes form

If you have questions or need an accommodation please contact:

PTC Counselor

(580) 310-2264

PONTOTOC TECHNOLOGY CENTER

Student Request for Accommodation

If you have a physical or mental impairment that substantially limits a major life activity, you may be eligible for accommodations in the assessment process and/or classroom accommodations that will ensure that the assessment and/or classroom work accurately reflects your skills, knowledge and abilities. Attempts will be made to provide reasonable accommodations that will allow you to demonstrate your abilities.

The information request below, and any documentation regarding your disability or need for accommodation to obtain career objectives in a career major or assessment, will be considered **strictly confidential** and will not be furnished to any outside source without your written permission.

Name: _____		
(Last Name)	(First Name)	(M)
Birthdate: _____ Social Security Number _____		
Address: _____		
(Street, Box, or Route)		

(City)	(State)	(Zip Code)
Telephone (Including Area Code): _____		

Accommodation requested for the _____ Career Major.

Start date in Career Major _____

NEED FOR ACCOMMODATION: (To be completed by applicant)

My ability to perform the following classroom expectations, assessments and projects is limited due to _____ (Disability).

List all assessments and/or classroom behaviors for which you will need accommodations:

1. _____
2. _____
3. _____
4. _____

(If needed use the back of this sheet for additional explanation or detail)

Non-Discrimination Statement: Pontotoc Technology Center, in compliance with the Guidelines for Vocational Education Programs (34 CFR Part 100 Appendix B), Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Title IX of the Education Amendment of 1972, and the Age Discrimination Act of 1975, does not discriminate on the basis of race, ethnicity, religion, national origin, age, gender, disability or veteran status in any of its policies, practices or procedures. These equal opportunity provisions include, but are not limited to admissions, employment, financial aid & student services.

ACCOMMODATION REQUESTED:

The following accommodations are requested to provide me, the student, with an accessible arrangement. Please be specific, for example, "I will need a magnifying glass to read," or "test materials should be printed in black ink."

1. _____
2. _____
3. _____
4. _____
5. _____

(If needed use the back of this sheet for additional explanation r detail)

(Name) (Date)

Your request for accommodation must be certified by an appropriate professional (licensed physician, licensed psychologist, approved agency, etc.)

CERTIFICATION OF NEED FOR ACCOMMODATION

(To be completed by an appropriate professional)

This applicant has discussed with me the nature of the program, and it is my opinion that because of the applicant's disability he or she should be accommodated in the manner described above.

(Signed) (Title) (Date Applicant was last examined)

We would welcome your suggestions as to how we may best advise and help this applicant with his or her career decision.

SUGGESTIONS:

Please submit any/all documentation necessary to validate disability to better serve the student. (IEP, Psychological, Doctor's notes, etc.) See *Guidelines for Documentation of Disabilities for Adults and Adolescents*. Please return all paperwork to:

PTC Counselor, Pontotoc Technology Center, 601 West 33rd Ada, OK 74820

Appendix D

Acceptable Use Agreement

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PONTOTOC TECHNOLOGY CENTER

ACCEPTABLE USE AGREEMENT: DISTRICT COMPUTING RESOURCES AND INTERNET

Disclaimer: Pontotoc Technology Center is not responsible for the accuracy or quality of information obtained through the Internet. Pontotoc Technology Center takes precautions to eliminate the access of inappropriate Internet sites.

User's Full Name (print) _____

Home Address _____

Home Phone _____ Work Phone _____

Type of User: ☐ Board of Education Member ☐ Student ☐ Administrator
 ☐ Client ☐ Instructor ☐ Guest ☐ Support Staff

I have reviewed a copy of the Policy and Procedure's "Acceptable Use of District Computers, Software, Computer Networks, Telecommunication Resources, Related Services and the Internet."

I understand and will abide by the District Acceptable Use Agreement. I further understand that any violation of the procedures is unethical and may constitute a criminal offense. Should I commit any violation of the District Policies and Procedures related to the Use of District computing resources or the Internet, I further understand that my access privileges may be revoked and school disciplinary and/or appropriate legal action may be taken. I also understand that I may be held financially responsible for any damage or destruction caused to District computing resources.

By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property. I understand that my usage of the Internet may be logged, monitored and/or reviewed by Pontotoc Technology personnel. I also understand that the school district may request or require the employee to disclose any user name or password to allow access of this device.

 User Signature

 Date

Parent or Guardian {If User is a Minor} As the parent or guardian of this User, I have read the Procedures related to use of the Pontotoc Technology computing resources and the Internet. I understand that access for my child may be denied and that s/he may be subject to disciplinary action or be subject to legal action if the Provisions are violated, and that I may be held personally responsible for any damage or destruction caused by my child/ward.

I understand that access to these resources is for educational purposes, and that Pontotoc Technology Center has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for Pontotoc Technology Center to prevent access to all controversial materials, and I will not hold Pontotoc Technology Center responsible for materials acquired through the use of District computing resources or the Internet.

 Parent or Guardian {Print and signature}

 Date

**PROHIBITION OF RACE AND SEX DISCRIMINATION IN
CURRICULUM AND COMPLAINT PROCESS
COMPLAINT FORM**

TO: _____

This must be submitted in writing either in person or via email.

On the _____ day of _____, 20____, _____ (Name of Employee) violated 70 O.S. § 24-157(B) by requiring or making a part of a course taught by the school district the following discriminatory principle:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- (5) An individual's moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- (7) Any individual should feel discomfort, guilt, anguish, or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

Please circle the item above that was violated. An explanation of the alleged violation, how the above item was violated, and relevant information to enable the district to investigate the alleged discriminatory conduct includes, but is not limited to:

The district may interview the following individuals:

I, _____, attest that the information that I have provided above is correct and accurate.

Complainant

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