CUSTODIAL AND NON-CUSTODIAL PARENTAL RIGHTS
OF MINOR STUDENTS

It is the policy of the board of education that a parent who is awarded legal custody of a minor student by court action shall file a copy of the court decree awarding such custody with the technology center. If the custodial parent does not wish the minor student to be released to the non-custodial parent, an appropriate written instruction should also be filed with the technology center.

All staff members are instructed to refer any questions to the deputy superintendent or the superintendent.

Absent a court order to the contrary, both natural parents have the right to view the minor student’s school records; to receive school progress reports; and to visit the minor student briefly at school.

Reference: OKLA. STAT. tit. 43 § 109.6
DISTRICT WIDE PARENTAL INVOLVEMENT
(Secondary Students - Parent Bill of Rights)

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

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

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

- safety, general order and discipline
- academic or extracurricular activities
- classroom instruction
- security/surveillance of the buildings or grounds
- photo ID cards

Parents have the right to receive prompt notice if their minor child is believed to be the victim of a crime perpetrated by someone other than the parent, unless law enforcement or DHS officials have determined that parental notification would impede the related investigation. These notice provisions do not apply to matters which involve routine misconduct typically addressed through student discipline procedures. School personnel will not attempt to encourage or coerce a child to withhold information from parents.

1. The technology center will promote parent participation with the goal of improving parent and teacher cooperation in areas such as homework, attendance and discipline. This will be accomplished through activities such as:

- Parent teacher conferences
- Back to school / meet the teacher nights
- School sponsored webpages with class information available to parents
- School newsletters

2. The technology center will inform parents about their child’s course of study by disseminating this information:

- During annual enrollment
Parents may review learning materials affecting their minor children’s course of study, including supplemental materials, by making a request through the campus director.

3. Parents who object to a learning material or activity may withdraw their minor child from the class or program in which the material is used. In order to withdraw a student, the parent must submit a written request, signed and dated by a parent, to the campus director. Parents who choose to withdraw their minor child from a class are responsible for making alternate arrangements for the child to earn credit for the work missed.

4. If a teacher is going to provide instruction or presentations regarding sexuality in a course, the teacher will send written notice home to parents 5 days in advance of the presentation. Parents who object to their minor child’s participation in such instruction may send a written request to the campus director to have the student excused from the presentation. Any such student will be permitted to study in the office during the presentation.

5. Parents may learn about the nature and purpose of clubs and activities which are part of the technology center’s curriculum by reviewing student handbooks and the technology center’s website. The school’s extracurricular clubs and activities are also published in student handbooks, the policy manual, and are available on the district’s website.

6. Parents have numerous rights and decision making responsibilities concerning their minor children. To assist parents in meeting these responsibilities and to fulfill its obligations under the 2014 Parent Bill of Rights, the district has compiled the following information for parents:

   A. The technology center does not provide sex education, but relies on sending schools to meet this requirement. Parents may opt their student out of the relevant program by following the procedures established by the sending district.

   B. Parents who are not residents of the technology center district may enroll their minor children in accordance with board policy. A copy of that policy is available in the superintendent’s office.

   C. The district utilizes a number of resources to educate students. Parents who object to an assignment based on sex, morality or religion may opt their minor child out of the assignment by following the procedures established in item 3 above.

   D. Students are generally required to receive a predetermined set of immunizations prior to enrolling in any Oklahoma school. This requirement may be waived if the parent submits a note from the minor child’s physician stating that the child should be excused from the immunization for health
reasons or if the parent submits a note objecting to the immunization of the child.

E. Students are required to meet certain obligations in order to be promoted to a subsequent grade at their sending school, particularly with regard to learning to read. Parents can learn about those requirements – including efforts the sending district takes in order to help students become successful readers – by reviewing the sending district’s policies on Reading Sufficiency Act testing, and student promotion. Copies of those policies are available from the sending district.

F. Students are required to meet certain obligations in order to graduate from high school and/or complete their technology center course of study. Parents can learn about these requirements each year during course enrollment or by talking with a technology center enrollment counselor. This information is also available in student handbooks and on the Oklahoma State Department of Education’s website (www.ok.gov/sde/).

G. The technology center does not provide AIDS education but instead relies on the sending school to complete this task. Parents may opt their minor student out of this education by following the procedures established by their child’s sending school.

H. Parents have the right to review student test results related to their minor student. Parents may review the results of classroom exams by contacting their child’s teacher. Parents may review the results of state-wide testing at the child’s sending school by following the procedures established by their child’s sending school.

I. Qualifying students have the right to participate in their sending school’s gifted and talented program in accordance with the sending district’s policy regarding the program. A copy of the policy is available through the sending district.

J. Parents have the right to review teachers’ manuals, films, tapes or other supplementary instructional material if the materials are being used in connection with a research or experimentation program or project. In order to review these materials, the parent should contact the campus director.

K. Parents have the right to receive a school report card related to their child’s sending school. Information regarding these report cards will be provided through the sending district.

L. Students are required to attend school regularly, and the technology center will notify parents of any student absence unless the parent has already contacted the technology center to report the absence. The technology center will send a written notice to parents if their minor student appears to be in danger of exceeding the maximum allowable number of absences and will notify the district attorney and the parent if a child may be considered truant. Parents may contact the campus director for additional information regarding student absences.
M. Parents have the right to review the technology center’s courses of study and textbooks. Arrangements for this review can be made through the campus director.

N. Students may be excused from school for religious purposes provided the parent contacts the campus director to request such an absence.

O. Parents have the right to review all technology center policies, including parental involvement policies. Copies of these policies are available through the superintendent’s office.

P. Parents have the right to participate in parent-teacher organizations through their child’s sending school. Information regarding these groups will be made available through the sending school.

Q. Parents may opt out of selected data collection related to state longitudinal student data system reporting. Parents may not opt out of necessary and essential record collecting. Parents may file an opt out request through the superintendent’s office.

Parents requesting information outlined in this policy should submit written requests for information through the campus director or superintendent, as noted in the respective section. Appropriate school personnel will either make the information available or provide a written explanation of why the information is being withheld within ten (10) days of the request. Any parent whose request is denied or who does not receive a response within fifteen (15) days may submit a written request for the information to the board of education. The board will include an item on its next public meeting agenda (or the following meeting, if time does not permit inclusion of the item on the agenda) to allow the board to formally consider the parent’s request.

OKLA. STAT. tit. 25 § 2001
TUITION WAIVER

Tuition scholarships may be established and awarded to deserving students. The superintendent is responsible for developing and administering these scholarships.

Career Major Tuition Waiver

This waiver provides tuition-free instruction to a high school graduate meeting the established criteria. The intent of this program is:

• to encourage a student to receive a diploma in a MNTC career major,

• to encourage a student to continue education in a technical field after high school graduation or equivalent,

• to encourage a student to pursue an associate degree in technical education, and

• to encourage a student to master advanced curriculum in order to enhance employability.

National Guard Fee Waivers

Eligible members of the Oklahoma Army and Air National Guard may be entitled to have their tuition waived for career majors while attending Moore Norman Technology Center.
MILITARY TUITION DISCOUNT

The board of education recognizes the many sacrifices and contributions made by members of the military and their families. Accordingly, MNTC will provide a military discount in accordance with the terms of this policy.

Student Eligibility

In order to be eligible for the discount, an individual must currently be a member of the armed forces or have received a discharge from the armed forces other than a dishonorable discharge. One of the following military documents is required to establish eligibility:

- DD-214 (must include Character of Service)
- Military LES
- Discharge Certificate
- Military Orders
- Retirement Certificate

Current spouses of such individuals are also eligible to participate in the program. In order to establish eligibility, the spouse is required to submit a military identification card which indicates the relationship between the student and the military member.

Program Benefits

Eligible students may receive a reduction of fifty percent (50%) on the cost of tuition in career majors and short term (BIS) courses. This discount does not apply to books, materials, supplies, etc. Some courses, such as online classes, may not be eligible for this discount.

Other Conditions

MNTC may discontinue offering this benefit at any time in the discretion of the board; however, such discontinuation will not affect individuals who are enrolled in the program at the time the decision to discontinue the program is made.

Individuals who fraudulently obtain a tuition discount under this program will be required to repay the tuition discounted, will be removed from enrollment at MNTC and will be ineligible for future enrollment at MNTC.
POST MILITARY EDUCATION

The board of education recognizes that service members acquire knowledge and skills during military duty. Beginning with the 2013-2014 school year, the technology center will award appropriate educational credit in its education programs consistent with the training and experience earned by military personnel.

In order to be considered for an award of education credit at the technology center, an applicant must have received an other than dishonorable discharge from the United States Armed Forces within three (3) years from the date of enrollment at the technology center.

The career advisor or counselor, with input from the instructor, is authorized to compare the applicant's education, training and experience with the requirements of the applicant’s proposed program of study. The applicant is responsible for supplying the requisite information and records essential to any award of credit. The technology center shall utilize the Guide to the Evaluation of Educational Experiences in the Armed Services (published by the American Council on Education) to make this analysis and determine appropriate credit to be awarded. The process of awarding credit for military experience shall be conducted in a manner similar to the review process for transfer of education credits earned at another institution. The decision of the technology center regarding an award of credit is a final decision that is not subject to appeal.
POST-SECONDARY STUDENT BEHAVIOR

Purpose

The technology center serves post-secondary and secondary students. A discipline code is provided for secondary students to inform students of the standards of conduct required of students, and of the consequences that attach to misconduct. School laws that prescribe procedures applicable to secondary students are, in some instances, not applicable to adult students. Accordingly, the technology center has established a separate policy applicable to adult students that explains the standards of conduct and civility expected of adult students and also explains the actions that may be taken when adult conduct violates those standards. Adults are held to standards of conduct that are no less than those which attach to secondary students attending the technology center. Educational opportunities available to adult students may be cut-short or terminated in instances where an adult student’s conduct violates the approved standards or when a student, for other reasons, cannot fulfill program requirements essential to successful course completion.

In instances involving a student’s dismissal or removal from a course or program, the technology center will utilize procedures that are fair and reasonable. The complete cooperation of students is encouraged to assure that all students have an opportunity to benefit from the educational opportunities available. Conduct which violates policies, rules and practices or which interferes with or disrupts learning must and will be addressed by school administration. This policy explains the technology center’s standards of conduct and describes the procedure that will be used when it is necessary to remove a student from a course or program. Removal may involve a short or long period or may involve a permanent removal.

References in Policy

Reference to “administrator” means a deputy superintendent or the technology center staff member to whom the administration has delegated the responsibility for student discipline.

Reference to the “superintendent” refers to the superintendent of schools or the superintendent’s designee.

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

Procedures

1. Immediate Removal of a Student

Whenever an alleged violation of the Adult Student Behavior Code is reported to an administrator, he or she will ascertain whether the immediate removal of
the student is required. This determination will be based on whether the student’s continued presence on campus would create, in the administrator’s judgment, a dangerous and/or disruptive situation with regard to the continued operation and management of the school system. If dismissal is found necessary, the administrator shall document the justification in a report and immediately forward it to the superintendent, and contact the student.

2. **Evidentiary Hearing**

Upon notice of an alleged violation, the administrator will review the evidence relevant to the violation. If dismissal of the student is necessary before a hearing can be conducted, the hearing must be held as soon as possible, but not later than 72 hours of the dismissal. In case of waiver or non-attendance of the hearing by the student, summary disposition of the matter will be indicated in letter form and forwarded to the student with a copy to the superintendent.

If the student is unable to attend the original time and day specified by the administrator for the evidentiary hearing, the matter may be continued only once and in such case, will be reset to be conducted within the next 72 hours, excluding weekends and holidays. Any further request for continuance will result in immediate disposition of the matter with notification in writing sent to the student.

3. **Decision**

Once the evidentiary hearing has been held, the administrator will summarize the findings in a written report, which will include the decision as to the student’s innocence or guilt and recommended discipline, if applicable. This decision will be announced orally at the conclusion of the hearing with a written report to follow, or within three business days of the conclusion of the hearing, by issuance of the written report. The imposition of discipline will commence following announcement of the decision or issuance of the written report, whichever occurs first.

Should the punishment be one of short or long-term removal or dismissal, the administrator will notify the superintendent of the action.

4. **Appeal**

If all or any portion of the administrator’s decision is not agreed to, the student has the right to appeal the decision to the superintendent. An appeal is commenced by letter to the superintendent delivered within 72 hours of the decision rendered by the administrator. The administrator, upon receipt of notice of the appeal, will forward the report of the hearing to the superintendent for decision. The superintendent shall have the authority to sustain, overrule, or modify the division administrator’s decision.

If the student desires an appeal to the superintendent, he or she shall be permitted to remain in school unless the circumstances delineated under the “Dismissal” section, above, are met. At the hearing, the division
administrator shall first present his/her evidence and be subject to cross-
examination by the superintendent. This will be followed by the student’s
evidence. The decision of the superintendent shall be final. Such decision
shall be communicated orally after the hearing or in writing to all parties,
within three business days following the decision. An oral decision, when
rendered immediately following the hearing, shall be followed by issuance of
the superintendent’s written decision, which shall be placed in the mail within
three (3) business days of announcing the decision.

5. Modification of Corrective Action

The imposition of corrective action is subject to modification upon the
recommendation of the administrator at any time prior to the hearing before
the superintendent. The discipline imposed by the administrator is based on
one or more of the following guidelines:

A. Seriousness of the offense.

B. Student’s disciplinary record during the course of the school year or in
prior years.

C. Any final action by civil authorities. (However, action by authorities, in
criminal or civil matters, is not a condition precedent to disciplinary
action by the school.)

D. Cooperation and assistance of student during the disciplinary
proceedings.

E. Other circumstances as the administrator may deem relevant.

6. Readmission

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

Notification of Policy

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

Administrative Actions

Administrative actions provided in this policy may be taken by the administrator designated
by this policy or the superintendent. An administrator, whether an administrator,
superintendent, or other administrator in charge, may appoint a designee to act in his/her
place. With the exception of the superintendent, designees must be approved by the
superintendent.
Post-Secondary Student Behavior Code

The following behaviors at the technology center, while in technology center vehicles or going to or from or attending technology center events will result in disciplinary action, including the possibility of dismissal:

1. Arson

2. Altering or attempting to alter another individual’s food or beverage

3. Assault (whether physical or verbal) and/or battery

4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message

5. Cheating

6. Conduct that threatens or jeopardizes the safety of others

7. Cutting class or sleeping, eating or refusing to work in class

8. Disruption of the educational process or operation of the school

9. Extortion

10. Failure to attend assigned detention, alternative school or other disciplinary assignment, without approval

11. Failure to comply with state immunization requirements

12. False reports or false calls

13. Fighting

14. Forgery, fraud or embezzlement

15. Gambling

16. Gang related activity or actions

17. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication and physical acts

18. Hazings (whether involving initiations or not) in connection with any school activity, regardless of location

19. Immorality
20. Inappropriate attire, including violation of dress code

21. Inappropriate behavior or gestures

22. Indecent exposure

23. Intimidation or harassment because race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)

24. Obscene language

25. Physical or verbal abuse

26. Plagiarism

27. Possession or use of a caustic substance (unrelated to course work)

28. Possession, distribution or viewing obscene materials, including electronic possession, distribution or viewing (sexting)

29. Possession or use, without prior authorization, of a wireless telecommunication device

30. Possession, threat or use of a dangerous weapon, including firearms, and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)

31. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.

32. Possession or distribution of a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act

33. Possession of illegal and/or drug related paraphernalia

34. Possession of prescription and/or non-prescription medicine while at school and/or school related functions without prior administrative approval

35. Profanity
36. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions

37. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers

38. Theft

39. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or, electronic communications

40. Truancy

41. Use, possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, personal vaporizers, and electronic nicotine delivery systems, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product.

42. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a technology center employee, or the technology center

43. Using racial, religious, ethnic, sexual, gender or disability-related epithets

44. Use of the school’s technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law

45. Vandalism

46. Violation of board of education policies, rules or regulations or violation of technology center rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing technology center property

47. Vulgarity

48. Willful damage to technology center property

49. Willful disobedience of a directive of any technology center official

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

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

**School Safety and Bullying Prevention Act (OKLA. STAT. tit. 70, § 24-100.2)**

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

**Dismissal of Students Because of**
**Failure to Meet or Comply with Essential Course Requirements**

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

**Students Attending the Technology Center by Virtue of a Special Program**

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

Discipline Code

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

1. Arson
2. Altering or attempting to alter another individual’s food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
5. Cheating
6. Conduct that threatens or jeopardizes the safety of others
7. Cutting class or sleeping, eating or refusing to work in class
8. Disruption of the educational process or operation of the school
9. Extortion
10. Failure to attend assigned detention, alternative school or other disciplinary assignment, without approval
11. Failure to comply with state immunization requirements
12. False reports or false calls
13. Fighting
14. Forgery, fraud or embezzlement
15. Gambling
16. Gang related activity or actions
17. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts

18. Hazings (whether involving initiations or not) in connection with any school activity, regardless of location

19. Immorality

20. Inappropriate attire, including violation of dress code

21. Inappropriate behavior or gestures

22. Indecent exposure

23. Intimidation or harassment because of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)

24. Obscene language

25. Physical or verbal abuse

26. Plagiarism

27. Possession or use of a caustic substance (unrelated to course work)

28. Possession, viewing or distribution of obscene materials, including electronic possession, distribution or viewing (sexting)

29. Possession or use, without prior authorization, of a wireless telecommunication device

30. Possession, threat or use of a dangerous weapon, including firearms, and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)

31. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended

1 Students who are members of JROTC and are participating in an authorized school program may, with prior approval from the administration, bring an inoperable weapon to school for the sole and exclusive purpose of participating in the program. Students may only possess the inoperable weapon in a manner consistent with the authorization to participate in the program.
therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.

32. Possession or distribution of a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act

33. Possession of illegal and/or drug related paraphernalia

34. Possession of prescription and/or non-prescription medicine while at school and/or school related functions without prior administrative approval

35. Profanity

36. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions

37. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers

38. Theft

39. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or, electronic communications

40. Truancy

41. Use, possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, personal vaporizers, and electronic nicotine delivery systems, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product.

42. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a technology center employee, or the technology center

43. Using racial, religious, ethnic, sexual, gender or disability-related epithets

44. Use of the school’s technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law

45. Vandalism

46. Violation of board of education policies, rules or regulations or violation of technology center rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other
electronic media, name calling, destroying or defacing technology center property

47. Vulgarity

48. Willful damage to technology center property

49. Willful disobedience of a directive of any technology center official

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

School Safety and Bullying Prevention Act (OKLA. STAT. tit. 70, § 24-100.2)

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

Sample Disciplinary Options

▪ Instructor or Administrator Intervention

May include, but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by student, changing student’s seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances.

▪ Detention or In-School Intervention

Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/administrator at the specified time with class work to be studied. Detention may be assigned on a week-day or on a Saturday, as deemed appropriate.

▪ Alternative In-School Placement

Alternative in-school placement is an optional correctional measure that may be used by the administration when deemed appropriate. It involves assignment to a site, designated by the technology center, for a prescribed course of education as determined by school representatives.
• **Out of School Student Suspension**

Students may be suspended out of school pursuant to the technology center’s policy regarding student suspension.

**Student Privileges While Under Suspension**

Participation in the extracurricular activities of the technology center is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the administrator to impose disciplinary or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the technology center during the term of the discipline unless, in the sole judgment of the administrator, such participation is appropriate given the nature of the offense.

"Extracurricular activities" include, but are not limited to, all technology center sponsored teams, clubs, organizations, ceremonies, student government, etc.
SECONDARY STUDENT SUSPENSIONS
(Out-of-school)

This policy applies only to out-of-school suspensions for secondary students and, unless otherwise noted, all references to “suspension” in this policy mean out-of-school suspension. References to “parent” in this policy means a minor student's parent(s) or legal guardian(s). References to "administrator" means the administrator or staff member to whom the administrator has delegated the responsibility for student discipline.

Behavior or Conduct that May Result in Suspension:

Students may be suspended for:

1. violation of a technology center regulation;

2. possession of an intoxicating beverage, low-point beer, as defined by OKLA. STAT. tit. 37, § 163.2, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a technology center employee, or the technology center during school activities;

3. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in suspension as provided in the technology center’s policy related to firearms;

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

Violent Acts Toward School Personnel

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

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

Technology Center’s Obligations Prior to Suspension

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

Pre-Suspension Conference

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

At the conference the administrator shall read the policy, rule or regulation that the student is charged with having violated and shall discuss the student’s conduct. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.

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

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

Conferences with Parents

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

At the conference, the administrator will read the policy, rule or regulation the student is charged with having violated and will briefly outline the student’s conduct. The administrator will also explain the reason for rejecting other disciplinary options. The parent should be asked by the administrator if he/she understands the rule and the charges against the student.
At the conclusion of the conference the administrator shall state whether he/she will terminate or modify the suspension. In all cases the parent will be advised of the right to have the suspension reviewed by the superintendent, board of education, a hearing officer appointed by the board, or the suspension committee as provided by this policy. If the parent is in agreement with the administrator's decision, he/she will be requested to sign a waiver of review.

**Individualized Plans**

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

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 high school graduation.

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

**Records**

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

**Suspension Terms**

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

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

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

A parent/student may appeal the suspension to the superintendent and board of education or a hearing officer appointed by the board. The administrator shall inform the parent/student of the right to appeal the suspension and the method for appealing. At the parent/student’s option the appeal may be directly to the board or the board’s appointed hearing officer.

A written appeal must be received by the superintendent within five (5) calendar days after the parent/student receives the administrator’s decision. If the superintendent does not receive a written appeal within five (5) calendar days of the administrator’s decision, the administrator’s suspension decision is final.

Appeals to the Superintendent or Designee (“Superintendent”)

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

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

At the conclusion of the conference the superintendent will state whether he/she shall terminate or modify the suspension. In all cases the parent shall be advised of the right to have the suspension reviewed by the board of education or a board-appointed hearing officer. If the parent is in agreement with the superintendent’s decision, he/she shall be requested to sign a waiver of review by the board.

Appeals to the Board of Education or Designated Hearing Officer

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

If the board receives a timely written appeal request, the board or an appointed hearing officer will hear the appeal as soon as possible. This decision is final and nonappealable.

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

1. The board president or the appointed hearing officer should:
a. Announce that the next agenda item is a suspension review hearing.

b. Ask whether the parent/student wants the hearing to be open to the public or in executive session. The offer of an open hearing and the response is to be made a part of the minutes of the meeting. If the parent/student requests a closed hearing, a motion to go into executive session per their request should be made and voted on.

2. The board president or hearing officer should advise the parent/student:

a. That they are entitled to legal counsel, if they desire it.

b. That the administration will present its witnesses first and that after each witness the parent or their legal counsel will be given an opportunity to cross-examine.

c. That the parent/student will be given an opportunity to call any relevant witnesses and present any relevant evidence, subject to cross-examination by the administration's legal counsel.

d. That the board or its hearing officer will consider the evidence and documents and reach a decision that will be recorded by vote in open session.

e. That the parent/student may ask any questions about the procedure.

3. Administration may call witnesses and present documents subject to cross-examination.

4. Parent/student may call any witnesses and present documents subject to cross-examination.

5. After each witness is presented board members or the hearing officer may ask the witness questions.


7. Administration's closing statement.

8. Deliberate in private. (If the hearing is not in executive session, the board or its hearing officer may deliberate in executive session only with permission of the parent/student.)

9. 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 suspension; (2) modify the suspension (increase or decrease severity of the suspension); or (3) revoke the suspension. If the hearing is
before a hearing officer, no motions will be required as a part of the hearing process; otherwise, the hearing officer will have the same obligations as the board when rendering a decision.

**Attendance at School Pending Appeal Hearing**

Pending an appeal of the student suspension, the student will have the right to attend school under such "in-house" restrictions as the 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 student's continued presence in the building will constitute an immediate danger to the health or safety of students, employees, technology center property, or would be a substantial disruption of the educational process.

**Short-Term Suspension Appeals**

A parent or student may appeal the suspension decision to a suspension review committee established by the superintendent. The administrator shall inform the parent/student of the right to appeal the suspension and the method for appealing.

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

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

**Hearing the Appeal**

1. The superintendent shall appoint a review committee consisting of not less than three certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.

2. The superintendent shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent whenever possible. The parent/student will be notified in writing of the date, time and place of the hearing. The administrator shall attend the hearing. Either party choosing to have legal counsel at the hearing shall give the other party twenty-four (24) hours advance notice. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
3. The committee will conduct a full investigation of the student's suspension in an informal manner. The administrator will briefly outline the student's conduct, read the policy, rule or regulation that the student's conduct violated, and present any evidence and witnesses that support the suspension decision. The parent/student will be asked by the committee if they understand the rule and charges against the student. The parent/student will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.

4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent, the administrator and the superintendent.

5. The decision of the committee shall be final and nonappealable.

Student Privileges While Under Suspension

Participation in school extracurricular activities is a privilege and not a right. Accordingly, students who are suspended are immediately ineligible to participate in extracurricular activities, notwithstanding the filing of an appeal. "Extracurricular activities" include, but are not limited to, all technology center sponsored teams, clubs, organizations, ceremonies, student government, etc.
GUN-FREE SCHOOLS
SECONDARY STUDENT SUSPENSION

Any student who is determined to have:

• brought a weapon to a school under the jurisdiction of the district; or
• possessed a weapon within two thousand (2,000) feet of public school property; or
• possessed a weapon at a school event

shall be suspended out of school for a period of not less than one calendar year. This policy does not apply to students who are members of the JROTC and who possess or bring an inoperable weapon to school for participation in a school program, provided the student obtained prior permission from the campus director, the weapon remains inoperable while at school and the weapon is used consistent with the permission granted.

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

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

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

• The term "chief administrative officer" means the superintendent or the board of education.

• The term "determined to have brought a weapon to a school under the jurisdiction of the district" means any student being in possession or control of a weapon on property owned, leased or rented by the technology center, including, but not limited to, school buildings, parking lots and motor vehicles and any student who is in possession or control of a weapon at any technology center sponsored function regardless of whether such function is conducted on technology center property.

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

Students who violate this policy will be referred to the appropriate criminal justice or juvenile delinquency system. Any firearm seized from a student by any technology center employee shall immediately be delivered to a law enforcement authority for disposition pursuant to applicable law.
Any out-of-school suspension initiated pursuant to this policy shall be subject to the procedural safeguards set forth in the technology center’s policy for the out-of-school suspension of students.

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

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

Purpose

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

Definitions

For purposes of this policy, the following definitions apply:

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

Eligible student - A student who has reached age 18 or is attending a postsecondary school.

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

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

1. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

2. Records of a law enforcement unit of the technology center, but only if education records maintained by the technology center are not disclosed to the unit, and the law enforcement records are maintained separately from education records; maintained solely for law enforcement purposes; and disclosed only to law enforcement officials of the same jurisdiction.
3. An employment record made and maintained in the normal course of business that is not available for use for any other purpose and that relates exclusively to a student in his or her capacity as a technology center employee. (This provision does not include employment activities for which a student receives a grade or credit in a course.)

4. Records on an eligible student that are:

   A. Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in a professional capacity or assisting in a paraprofessional capacity;

   B. Made, maintained or used only in connection with treatment of the student (treatment does not include remedial educational activities or activities that are part of the program of school instruction); and

   C. Disclosed only to individuals providing the treatment.

5. Alumni records that relate to the student after he or she no longer attends classes provided by the technology center that are not directly related to the individual as a student.

6. Grades on peer-graded papers before they are collected and recorded by a teacher.

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

Dates of attendance -

1. The period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester or a first quarter.

2. The term does not include specific daily records of a student's attendance at an educational agency or institution.

Directory information - Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Student identification numbers, if displayed on school ID badges, are also considered directory information unless the use of a password or PIN is required to authenticate the use of the ID number.
Authorized representative – An individual directly employed by a local or state educational agency, an entity designated by the local or state educational agency, or an individual employed by such entity engaging in audits, evaluations or any other compliance or enforcement activity.

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

Annual Notice

The technology center will notify parents of minor students and eligible students annually of their rights under FERPA by means of a technology center newsletter, newspaper notice, school handbook or individual notice. The notice will inform parents of minor students and eligible students that they have the right to:

1. Inspect and review the student's education records. The notice will also identify the procedure for exercising this right.

2. Seek amendment of the student’s education records that the parent of a minor student or eligible student believes to be inaccurate, misleading or otherwise in violation of the student’s privacy rights. The notice will also identify the procedure for requesting amendment.

3. Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. The technology center will also include in the notice its policy for disclosing education records to schools in which the student subsequently seeks or intends to enroll, its criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

4. File a complaint with the U.S. Department of Education concerning the technology center’s alleged failure to comply with FERPA.

The technology center will arrange to provide translations of its annual notice to non-English speaking parents of minor students in their native language and to effectively notify parents of minor students or eligible students who are disabled.

The Right to Inspect and Review the Student’s Education Records

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

Access to a student's confidential records will be provided upon request before any IEP meeting or hearing relating to the identification, evaluation or educational placement of a student or the provision of a free and appropriate education to the student and in all cases within no more than 45 days of a request.
The technology center will not withhold a parent’s or eligible student’s right to inspect and review student records because of debts owed the technology center.

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

Parents or eligible students should submit to the student's deputy superintendent a written request that identifies as precisely as possible the records he or she wishes to inspect. Since a student’s records may be maintained in several locations, the deputy superintendent should offer to collect copies of records or the records themselves from site locations, so they may be inspected at one site. However, if parents of a minor student and eligible students wish to inspect records where they are maintained, the deputy superintendent will make every effort to accommodate their wishes. The deputy superintendent will make the needed arrangements as promptly as possible and notify the parent of a minor student or eligible student of the time and place where the records may be inspected.

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

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

Copies of Records

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

1. If mutually agreed by both the parent of a minor student or eligible student and the technology center.

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

3. At the request of the parent of a minor student or eligible student when the technology center has provided the records to third parties by the prior consent of the parent of a minor student or eligible student.

4. At the request of the parent of a minor student or eligible student when the technology center has forwarded the records to another school where the student seeks or intends to enroll.

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

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

Types and Locations of Education Records in the Technology Center

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Directory Information

The following information is designated as “directory information,” and may be disclosed without prior written consent:

1. The student's name;
2. The student's address;
3. The student's telephone listing;
4. The student's date and place of birth;
5. The student’s dates of attendance;
6. The student's grade level (i.e., 11th, 12th grade, etc.);
7. The student's participation in officially recognized activities;
8. The student's degrees, honors and awards received;
9. The most recent educational agency or institution attended;
10. The student’s photograph; 

11. The student’s electronic mail address; and 

12. The student’s major field of study. 

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

Use and Disclosure of Student Education Records 

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

1. Specify the records that may be disclosed; 

2. State the purpose of the disclosure; and 

3. Identify the party or class of parties to whom the disclosure may be made. 

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

1. The disclosure is to other technology center officials, including instructors, within the technology center whom the technology center has determined to have legitimate educational interests. 

A technology center official is a person employed by the technology center as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the board of education; a person or company with whom the technology center has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another technology center official in performing his or her tasks. 

A technology center official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The technology center will use reasonable methods to ensure that officials obtain access to only those education records in which they have legitimate educational interests. The technology center will ensure that its
policy for controlling access to education records is effective and remains in compliance with the legitimate educational interest requirement of the FERPA regulations.

A contractor, consultant, volunteer or other party to whom the technology center has outsourced institutional services or functions may be considered a technology center official, provided that the outside party performs an institutional service or function for which the technology center would otherwise use employees; is under the technology center’s direct control concerning the use and maintenance of education records; and is subject to the requirements of FERPA regulations governing the use and re-disclosure of personally identifiable information from education records.

2. The disclosure is to officials of another school, school system or institution of post-secondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is related to the student’s enrollment or transfer. (Parents of minor students and eligible students have a right to obtain copies of the records disclosed under this provision).

3. The disclosure is to authorized representatives of the Comptroller General of the United States, the U.S. Secretary of Education, or State and Local Educational authorities. Military services representatives shall have access to student directory information unless the parent, legal guardian or the student age 18 or older specifically denies such access in writing. Military services representatives have the same access to secondary school students as is generally provided to post-secondary institutions or prospective employers unless denied in writing by the parent, legal guardian or student age 18 or older.

4. The disclosure is in connection with financial aid for which the student has applied or that the student has received, if necessary to determine eligibility for the aid, the amount of the aid, the conditions for the aid, or to enforce the terms and conditions of the aid.

5. The disclosure is to organizations conducting studies for or on behalf of the technology center to develop, validate or administer predictive tests, administer student aid programs or improve instruction in compliance with Section 99.31(a)(6) of the FERPA regulations.

6. The disclosure is to accrediting institutions to carry out their accrediting functions.

7. The disclosure is to parents of a student if the parents claim the student as a dependent as defined in Section 152 of the Internal Revenue Code of 1986.

8. The disclosure is to comply with a judicial order or lawfully issued subpoena. The technology center will make a reasonable effort to notify a minor student’s parents or the eligible student before making a disclosure under this provision unless:
A. the disclosure is in compliance with a federal grand jury subpoena and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;

B. the disclosure is in compliance with any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;

C. the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning the investigation or prosecution of an offense listed in the Patriot Act or an act of domestic or international terrorism as defined by law;

D. the technology center initiates legal action against a parent or student, the technology center may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the technology center to proceed with the legal action as plaintiff; or

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

9. The disclosure is to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making this determination, the technology center may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the technology center determines that there is an articulable and significant threat, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

10. The disclosure contains only "directory information" as defined in this policy, and the parent of a minor student or eligible student has not refused to allow the technology center to designate that item as directory information for the student.

11. The disclosure is made directly to the parent of a minor student or eligible student.

12. If a state law adopted before November 19, 1974, allows certain specific items of information to be disclosed in personally identifiable form from student records to state and local officials or authorities concerning the juvenile justice system and the system's ability to effectively serve the student whose records are released or if a state law adopted after November 19, 1974, allows such information to be disclosed to state or local officials concerning the
Prior to the release of education records without a parent or eligible student’s advance written consent, the technology center will require an authorized representative of the entity receiving the records to complete a written agreement. The agreement will state, at a minimum:

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

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

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

Record of Requests for Access and Disclosures Made From Education Records

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

For each request or disclosure the record will include:

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

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

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

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

1. The disclosures meet the requirements of the Use and Disclosure of Student Education Records section of this policy (§99.31);

2. The technology center makes a record of the disclosure that includes the names of the additional parties to whom the receiving party may disclose the information on the technology center’s behalf and the legitimate interests each additional party has in requesting or obtaining the information (§99.32(b)); and

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

Procedures to Seek to Correct Education Records

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

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

To establish an orderly process to review and correct an education record for a requester, the technology center may make a decision to comply with the request for a change at several levels in the procedure.

First level decision - When a parent of a minor student or eligible student finds an item in the student's education record that he or she believes is incorrect, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the custodian cannot change the record to the requester’s satisfaction or the record does not appear to be obviously incorrect, the custodian will provide the requester a copy of the questioned record at no cost; ask the requester to initiate a written request for the change; and follow the procedure for a second level decision.
Second level decision - The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the technology center to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item: is inaccurate and why; is misleading and why; or violates student rights and why. The requester must sign and date the request.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (such as the person who made the record or those who may have a professional concern about the technology center's response to the request), make a decision to comply or decline to comply with the request and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that he or she has made the change. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

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

Third level decision - The superintendent or designee will review the material provided by the record custodian and, if necessary, discuss the matter with other officials (such as the technology center attorney or the board of education (in executive session)). He or she will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it will take longer, the superintendent or designee will notify the requester in writing of the reasons for the delay and a date when the decision will be made.

If the superintendent or designee decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as he or she would if the change had been made at the second level.

If the superintendent or designee decides the record is correct, he or she will prepare a letter to the requester which will include:

1. The technology center's decision that the record is correct and the basis for the decision;

2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the technology center will grant such a hearing;

3. Instructions for the requester to contact the superintendent or designee to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing. (The technology center will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes.); and
4. Advise that the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

Fourth level decision - After the requester has submitted (orally or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent or designee will, within a week, notify the requester when and where the technology center will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect, as shown in the requester's written request for a change in the record (second level).

Within one week after the hearing, the hearing officer will submit to the superintendent or designee a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The superintendent or designee will prepare the technology center's decision within two weeks of the hearing. That decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the technology center's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent or designee may overrule the hearing officer if he or she believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the technology center's decision, the superintendent or designee will take one of the following actions:

1. If the decision is that the technology center will change the record, the superintendent or designee will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.

2. If the decision is that the technology center will not change the record, the superintendent or designee will prepare a written notice to the requester, which will include:

   A. The technology center's decision that the record is correct and will not be changed;

   B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the technology center's decision; and

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

Complaints

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5091  
Telephone: (202) 260-3887

Availability of policy

Copies of this policy will be available for the parent of a minor student and eligible student review in the deputy superintendent’s office of each technology center site and in the superintendent's office.
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that affords parents of minor students and “eligible students” over 18 years of age certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student's education records within 45 days from the day the technology center receives a request for access.

   Parents of minor students or eligible students must submit a written request to the registrar or appropriate technology center official that identifies the record(s) they wish to inspect. This school official will make arrangements for access to the education records and will notify the parent of a minor student or eligible student of the time and place where these records may be inspected.

2. The right to request correction of the student's education records that the parent of a minor student or eligible student believes inaccurate, misleading or otherwise in violation of the student's privacy rights.

   Parents of minor students or eligible students may ask the technology center to amend a record they believe is inaccurate, misleading or otherwise in violation of the student’s privacy rights. They must submit a written request to the registrar or appropriate technology center official, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of the student’s privacy rights.

   If the technology center decides not to make changes in the record as requested, the technology center must notify the minor student’s parent or eligible student of the decision and advise them of their right to a hearing regarding the request for correction. Additional information about hearing procedures will be provided to the minor student’s parent or eligible student at the time of this notification.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (34 CFR § 99.31).

   Technology center officials with legitimate educational interests are permitted disclosure without consent. An official is a person employed by the technology center as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the board of education; a person or company with whom the technology center has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another official in performing his or her tasks.

   An official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Upon request, the technology center will disclose education records without consent to officials of another technology center in which a student seeks or intends to enroll.

Technology centers may disclose, without consent, “directory” information; however, the technology center must inform parents and eligible students about directory information, allowing them a reasonable amount of time to request that the technology center not disclose directory information about that student.

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

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

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

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

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

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

If you do not want the technology center to disclose directory information from your or your minor child’s education records without your prior written consent, you must notify the registrar in writing. The following information is designated as “directory information,” and may be disclosed without prior written consent:

1. The student’s name;
2. The student’s address;
3. The student’s telephone listing;
4. The student’s date and place of birth;
5. The student’s dates of attendance;
6. The student’s grade level (i.e., 11th grade, 12th grade, etc.);
7. The student’s participation in officially recognized activities;
8. The student’s degrees, honors and awards received;
9. The most recent educational agency or institution attended;
10. The student’s photograph;
11. The student’s electronic mail address; and
12. The students major field of study.

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

In compliance with 70 O.S. 11-101.2, Moore Norman Technology Center will observe a moment of silence immediately after classes convene each morning on which long term classes are held. A prepared statement will be read aloud over the intercom stating that an individual may reflect, meditate, pray or engage in any other silent activity that does not interfere with, distract or impede others in the exercise of individual choices.

Any individual who engages in an activity which interferes with, distracts or impedes others in the exercise of individual choices will be subject to disciplinary action.
CONSTITUTION DAY AND CITIZENSHIP DAY

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

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

INTERNET AND TECHNOLOGY SAFETY

CHILDREN’S INTERNET PROTECTION ACT – SECONDARY STUDENTS

It is the policy of the technology center to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic or digital communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 U.S.C. §254(h)].

Technology Protection Measures

To the extent practical, technology protection measures (or “Internet Filters”) shall be used to block or filter Internet (or other forms of electronic or digital communications) access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Training Requirement

Any individual who uses the technology center’s resources to access the Internet or engage in any electronic or digital communication is required to participate in the technology center’s education efforts (undertaken pursuant to the Children’s Internet Protection Act) and comply with the technology center’s acceptable use policy. These efforts will be age appropriate and be based on the individual’s status as an employee or student.

Supervision and Monitoring

All employees are responsible for supervising and monitoring student use of the Internet in accordance with the technology center’s technology policies and the Children’s Internet Protection Act. The IT Services director shall establish and implement procedures regarding technology protection measures. No individual will be permitted to use technology resources in a manner inconsistent with the technology center’s policies.

Personal Safety

Employees and students shall not use the technology center’s resources in any manner that jeopardizes personal safety. Students and employees must follow all technology policies, including the Acceptable Use of Internet and Electronic and Digital Communications Devices policy, which details the technology center’s safe use standards.
STUDENT DIABETES CARE AND MANAGEMENT

Purpose

The purpose of this policy is to implement the requirements of the Diabetes Management in Schools Act ("Act"), OKLA. STAT. tit. 70 § 1210.196.

Definitions

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

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

“Personal health care team” means the team responsible for managing a student’s diabetes and includes the disability coordinator or designee, the parent or guardian of a minor student, and to the extent practicable, the physician responsible for the student's diabetes treatment.

“Diabetes care designee” means a technology center employee who has successfully completed the training required by this policy and state law.

Policy

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

A personal health care team will develop a written Diabetes Medical Management Plan ("Plan") for each student who may seek care for diabetes while at school or while participating in a school activity. The Plan will identify the health services the student may need at school. Each member of the student’s personal health care team, including the parent of a minor student, will sign the Plan. The personal health care team will review the Plan at least annually. The deputy superintendent will make a reasonable effort to find one or more technology center employees willing to serve as a diabetes care designee ("Designee") to monitor the student with diabetes care as provided in the student’s Plan. The technology center will maintain the diabetes Plan and related documentation as student health records.

A Designee must first complete training provided by the State Department of Health in accordance with the Act. The training will include instruction in the following:
Recognizing the symptoms of hypoglycemia and hyperglycemia;

Understanding the proper action to take if the student’s blood glucose is outside the range indicated in the Plan;

Understanding the details of the Plan;

Performing finger sticks to check blood glucose levels, check urine ketone levels and record the results of those checks;

Properly administering insulin and glucagon and recording the results of the administration;

Recognizing complications that require the assistant to seek emergency assistance; and

Understanding the recommended schedules and food intake for the student’s meals and snacks, the effect of physical activity on blood glucose and the proper action to be taken if the student’s schedule is disrupted.

To continue as Designee, the Designee must annually demonstrate competency in the above training. The human resources department or its designee will maintain a copy of the training guidelines and the records associated with the training.

With permission from the student or the parent(s) of a minor student, the technology center will provide each technology center employee responsible for supervising or transporting a student with diabetes a form with the following information:

- Student’s name;

- Telephone number of a contact person in case of an emergency involving the student; and

- Potential emergencies that may occur due to the diabetes and appropriate responses to such emergencies.

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

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

- Performing blood glucose level checks;

- Administering insulin through the student’s insulin delivery system;

- Treating hypoglycemia and hyperglycemia;

- Unless changed in accordance with this policy, possessing on his or her person at any time, any supplies or specialized equipment necessary to monitor and care for his or her diabetes; and

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

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

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

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

No technology center employee will be subject to any penalty or disciplinary action for refusing to serve as a Designee. No technology center employee will be subject to any disciplinary proceeding resulting from any action taken in compliance with this policy. Any employee acting in accordance with this policy and law will be immune from civil liability unless the employee’s actions rise to the level of reckless or intentional conduct.
ADMINISTRATION OF MEDICINE TO MINOR STUDENTS

Purpose

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

Definitions

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

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

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

Policy

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

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

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

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

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

Medications will be stored in a separate locked drawer or cabinet that is readily accessible
only to the persons who will administer the medication. Medications requiring refrigeration
will be refrigerated in a secure area.

Any person administering medicine to a minor student will participate in training by
October 1 of each year conducted by a school nurse or other health care professional. The
training will include:

• Review of state statutes and school rules and regulations (including this
  policy) regarding administration of medication by school personnel;

• Procedures for administration, documentation, handling and storage of
  medication; and

• Medication needs of specific minor students, desired effects, potential side
effects, adverse reactions and other observations.

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

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

• A licensed physician or dentist must provide a written order that the minor
  student has a particular medical condition (asthma, anaphylaxis, etc.), is
  capable of and has been instructed in the proper method of self-
  administration of medication. It is the parent's responsibility to contact the
  physician and have the physician complete and return the required order.

• The parent must provide a written authorization for self administration of
  medication.

• Parents who elect self medication understand and agree that the technology
  center, its agents and employees shall incur no liability for any adverse
  reaction or injury the minor student suffers as a result of self-administration of
  medication and/or use of specialized equipment.

• The written authorization will terminate at the end of the school year and must
  be renewed annually.
• If the parent and physician authorize self medication, the technology center is not responsible for safeguarding the minor students’ medications or specialized equipment.

• Minor students who self medicate are prohibited from sharing or playing with their medication or special equipment. If a minor student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, minor student, nurse and other appropriate persons.

• Minor students will not be allowed to self administer:
  ▪ Narcotics;
  ▪ Prescription pain killers;
  ▪ Medication used to treat ADD/ADHD or other psychological or behavior disorders; and
  ▪ Other medication hereafter designated in writing by the technology center.

• Except as otherwise provided by an individual minor student’s school health plan, minor students may self administer non-diabetes and non-anaphylaxis-related injectables only in the campus director’s office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the technology center’s diabetes care and management policy.

• Minor students who self medicate are encouraged to wear Medic Alert bracelets or necklaces.

• The parent will provide an emergency supply of a minor student’s inhaled asthma medication or anaphylaxis medication to be administered by school personnel, as required by state law.

Nonprescription Medication

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

• Minor student name (affixed to the container);

• Ingredients;

• Expiration date;

• Dosage and frequency;

• Administration route, i.e., oral, drops, etc.; and
• Other directions as appropriate.

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

**Prescription Medication**

Technology center staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

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

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

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

- Date of destruction;
- Time of destruction;
- Name and quantity of medication destroyed; and
- Manner of destruction of medication

Any and all controlled substances will be destroyed according to state law.

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

- A legitimate lack of space or facility to adequately store specific medication;
- Lack of cooperation by the minor student, parent and/or prescribing doctor and the technology center;
• An unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be harmful to the health and well being of the minor student;

• Any apparent change in the medication’s appearance, odor, or other characteristics that raise reasonable doubts about the quality of the medication; and

• The medication expiration date has passed.

Reference: OKLA. STAT. tit. 70 § 1-116.2, 70 § 1-116.3
SAFETY DRILLS

The board of education has appointed a committee composed of the superintendent and other designated personnel for the purpose of developing and maintaining the technology center’s emergency plans. A crisis plan will be developed to provide guidance for those responsible for the safety of students and property.

A minimum of 10 safety drill activities per year will be planned and implemented by the superintendent, the fire marshal, or other civil authorities, to ensure orderly movement of students to the safest available space(s) should an emergency occur. Whenever drills occur, all individuals on campus will fully participate in the drills. The following drills will be conducted each school year:

- Lockdown (2 drills per year at different times of day)
- Fire (1 drill within the first 15 days of the start of each semester)
- Intruder (1 drill within the first 15 days of the start of each semester)
- Tornado (1 drill in September and 1 drill in March)
- Other drills such as terrorism, suicide, weapons, etc. (2 drills per year)

The Facility Director and/or designee are responsible for documenting each of the safety drills which are conducted and filing a copy of the documentation in the campus office, with the technology center’s main administrative office, and with the Institute for School Security Resources.

Emergency preparedness will be discussed with teachers and students at least once per semester or as deemed necessary by the appropriate administrator. Each classroom shall post a copy of rules, evacuation signals, evacuation routes and emergency procedures. Teachers will discuss these procedures with each class during student orientation.

All teachers and staff members shall make themselves familiar with safety procedures. During an actual emergency or a safety drill, teachers are responsible for following all procedures, including ensuring that doors and windows are closed appropriately, electrical circuits and gas jets are turned off, order is maintained, and all students are either accounted for or promptly reported missing to the campus director.

In the case of building evacuations, all meeting areas will be at least 50 feet away from buildings and driveways.

Reference: OAC 210: 35-13-115; OKLA. STAT. tit. 63 § 176