

Francis Tuttle Technology Center

Student Handbook  
2020 - 2021

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# Francis Tuttle

## STUDENT HANDBOOK

### 2020-2021 SCHOOL SCHEDULE

August 17	Classes Begin
October 14	1st Nine-Week Period Ends
December 18	2nd Nine-Week Period Ends
March 12	3rd Nine-Week Period Ends
May 26	Classes End

### 2020-2021 SCHOOL HOLIDAYS

September 7	Labor Day
October 15-16	Fall Break
November 23-24	Staff Development
November 25-27	Thanksgiving
December 21-31, Jan 1	Winter Break
January 4	Staff Development
January 18	Martin Luther King Day
February 15	Staff Development
March 15-19	Spring Break
May 31	Memorial Day
July 5	Independence Day

### DAYTIME CLASS SCHEDULE

8:00 a.m. – 10:55 a.m.  
12:30 p.m. – 3:25 p.m.

### FULL-TIME EVENING COSMETOLOGY, ESTHETICIAN AND NAILS CLASS SCHEDULE

3:45 p.m. – 10:00 p.m.  
Monday - Thursday

### FULL-TIME EVENING CULINARY CLASS SCHEDULE

4:00 p.m. – 9:30 p.m.  
Monday – Friday

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## **ACADEMIC PROGRESS POLICY**

Grades will be based on academic progress whether a student attends in-class or online or a combination of those two. Instructors will record attendance every class session to account for in-class and online students. Remote learning counts and is recorded as being in attendance if the student participates in the online lessons during the allotted time frame.

Students will be placed on Academic Probation if they are not making satisfactory progress. Terms of the Academic Probation will be determined by the instructor and the Instructional Director of the department. If the terms of the Academic Probation are not met, the student may be dismissed for a minimum of the current semester and not greater than the current semester and succeeding semester.

## **COMPLETION/GRADUATION REQUIREMENTS**

In order to complete a career major, students must successfully complete all of the career major's required competencies/hours. Once the student's instructor has confirmed the student has completed the program requirements, the instructor will submit a Change of Status form to indicate the student has completed the program.

## **ATTENDANCE POLICIES AND PROCEDURES**

The 2020-21 school year presents a unique set of circumstances that cause concern about the attendance of students at Francis Tuttle. Safety and the health of our students are of the utmost importance to us and as such, cause us to set certain requirements in place as students first arrive to begin their school day. The following protocols will be followed:

- The temperature of each student will be taken at the beginning of each session.
- Face coverings are required in all buildings at all times on the FT campuses.
- Social distancing of 6 feet will be encouraged at all times.
- Sanitizing gel will be available in all classrooms and at strategic locations throughout the buildings.
- Frequent handwashing is recommended.

### Temperature

Parents are asked to take the temperature of their students prior to sending their student(s) to school. If your student has a temperature above 100.4 degrees, please keep your student at home. If your student has a temperature above 100.4 degrees upon arrival at school, you will be called to pick up your student. It is important that Francis Tuttle has correct phone numbers and names of contacts that may be called in case your student shows signs of illness.

Adult students are asked to take their own temperature and to not attend if they show signs of illness.

## Return to School After COVID-19

In the event a positive COVID-19 case has been identified on campus, the following will take place:

- That individual will remain away from all campuses and self-isolate for a period of no less than 14 days. Contact tracing will occur and anyone who has had close contact (within 6 feet for a period of 15 minutes or more) with someone positive for COVID-19 will also stay home for 14 days after the time of suspected exposure. This is based on the time it takes for the illness to develop.
- Any student who tests positive for COVID-19 or has COVID-19 symptoms may return to school only after three days with no fever and diminished respiratory symptoms **AND** 10 days since symptoms first appeared. Two consecutive negative COVID-19 tests given 24 hours apart would also indicate that a student may return to school. The negative test results should be provided to the district upon return.

## Attendance

If students are well, they are expected to attend classes and be in class on time whether attending in-class or online. If a student is at home because of symptoms of illness, the student may still attend online.

## Absences

An absence is defined as missing more than 30 minutes of class time.

Exempted absences are absences that do not count against a student's chargeable cumulative absences.

Chargeable absences are those that are not exempted and are cumulative to determine a student's record of absences.

## Tardies

Students arriving late or leaving class early, resulting in missing 30 minutes or less of class will be marked tardy. Each incident will count as one tardy. Six (6) tardies equal one absence.

## High School Students:

Parents of high school students are asked to call the Attendance Office to report that their student will be absent on that day. The Attendance Office phone numbers are:

**Rockwell Campus 405-717-4206**

**Reno Campus 405-717-4646    Portland Campus 405-717-4304**

- Pre-approved home school activities, illness with a doctor's note for the student or for an immediate family member, or bereavement leave with proper documentation (funeral program or obituary) are exempted absences.
- NOTE: For approval of home school activities, an activity form must be completed at least three (3) days in advance and must be signed and approved by the instructor. Week-long high school fund-raising event activities must be pre-approved and are limited to two (2) days of the event.
- Instructor pre-approved job interviews, job orientations and professional workshops are exempted absences.
- Agency appointments are to be scheduled after school hours, NOT during school hours.
- **Exempted absence documentation is to be submitted within 5 days of absence.** Any documentation should be submitted to the high school as well as Francis Tuttle. Submit documentation to the program Instructor who will forward it to the Attendance Office.

## Homeschooled Students and Online Students:

Homeschooled students and online students are expected to follow the Francis Tuttle schedule. The Francis Tuttle school calendar and school holidays are listed at the front of this Student Handbook.



## Adult Students:

**Adult students are asked to call their instructor and/or leave a message to report that they will be absent on that day.**

- Students who miss five (5) consecutive days without contacting the school will be withdrawn.
- Illness absences caused by COVID-19 that result in being unable to attend class in person or online and verified with a doctor's note are exempted. Also bereavement leave with proper documentation (funeral program or obituary) is exempted.
- Two leaves of absence may be granted to a student. Each leave must be a minimum of 5 consecutive class days. The two leaves combined total may not exceed 20 class days and must be approved by the instructor and the Instructional Director or Assistant Instructional Director. A leave of absence will be granted only two times in a school year. A student must be enrolled 20 consecutive school days in each school year or following a first leave of absence to be eligible for a leave of absence.
- Students on a leave of absence cannot earn credit for clock hours during their leave; therefore, financial aid disbursements may be delayed up to the number of days in the leave of absence.
- Pre-approved required jury duty, court appearance and military duty are exempted absences.
- Program related pre-approved job interviews, job orientations and professional workshops are exempted absences.
- Agency appointments are to be scheduled after school hours, NOT during school hours.
- **Exempted absence documentation is to be submitted within 5 days of absence.** Submit documentation to the program Instructor who will forward it to the Attendance Office.
- For Francis Tuttle activities, an activity form must be completed at least three (3) days in advance and must be signed and approved by the instructor.

## ADULT STUDENT LEAVE OF ABSENCE PROCESS:

1. A Leave of Absence (LOA) may be requested by an adult student through the instructor and the Instructional Director or Assistant Instructional Director in the respective departments.
2. The request must be submitted in writing on the proper Francis Tuttle Leave of Absence (LOA) form. The LOA forms may be obtained in the offices of Instructional Directors in each of the instructional areas.
3. The LOA form must be signed and dated, and must include the reason for the leave.
4. There are no additional absence charges to the student as a result of the Leave of Absence.
5. It is the student's responsibility to contact the Financial Aid Office to determine the effects of any LOA that may be requested and granted.

## **FIELD TRIPS/CAREER TECH STUDENT ORGANIZATION CONTESTS**

**POLICY:** It is policy that field trips/career tech student organization contests are those school-sponsored activities away from the District. Field trips are basically enrichment experiences that complement the normal classroom experiences of the student.

### **PROCEDURES:**

Students must have all field trips approved. An activity form must be completed at least three (3) days in advance of the activity and must be signed and approved by the instructor. All students must be currently enrolled at Francis Tuttle to compete at state-sponsored competitions. Each student, high school and adult, must sign a Code of Conduct agreement prior to participating in a trip away from any of the Francis Tuttle campuses. All students, high school and adult, are required to meet the same standards for respecting instructor/administrative authority when under the supervision of said staff when away from campus on a school trip.

High school students will not be allowed to drive their own vehicle to an approved field trip, unless otherwise approved, and must ride the bus to and from the designated field trip site. Adult students will not be allowed to drive their own vehicle to out of town activities.

## **DISCIPLINE POLICY**

Students may be disciplined, including suspension or withdrawal from school for any of the following acts while on the school campus, school-sponsored field trips or activities, school buses, or attending school activities.

- Arson, extortion, forgery, gambling.
- Any use of cell phones during class time. (Cell phones are to be turned OFF during class time.)
- Cheating, plagiarism.
- Conduct that threatens or jeopardizes the safety of others.
- Conduct that is not consistent with COVID-19 safety protocols listed in the Attendance section of this Student Handbook.
- Cutting class or sleeping, eating or refusing to work in class.
- Disruption of the educational process or operation of the school, creating or attempting to create a disturbance or repeated classroom disturbances.
- Driving a privately owned vehicle on school property in a reckless or unsafe manner.
- Failure to attend assigned detention, alternative school or other disciplinary assignment without approval.
- Failure to comply with state immunization records.
- False reports or false calls.
- Fighting.
- Hazing (initiations) in connection with any school activity.
- Immorality, indecent exposure.
- Inappropriate attire.
- Inappropriate behavior or gestures, inappropriate public behavior.
- Leaving campus during break.
- Obscene language, physical or verbal abuse, profanity, vulgarity.

- Possession of caustic substances.
- Possession of obscene materials.
- Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gunpowder, pellets, etc.).
- Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances. Counterfeit drugs, drug paraphernalia, and chemicals that provide a mood-altering effect are included as controlled substances.
- Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers.
- Theft.
- Threatening behavior whether involving written, verbal or physical actions (including social media).
- Use of hover boards or skateboards while on Francis Tuttle campuses.
- Use of any tobacco products.
- Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the District.
- Using racial, ethnic or sexual epithets which convey abuse or contempt.
- Using language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice.
- Vandalism.
- Violation of Electronic Devices Policy
- Violation of the Board of Education policies, rules, or regulations or violation of school rules and regulations.
- Violation of the Internet Safety Policy and/or the Technology, accessing sites not applicable to program.
- Wearing of gang colors and paraphernalia associated with gangs.
- Willful damage to District property.
- Willful disobedience of a directive of any school personnel, open or persistent defiance of authority to any school personnel, whether in or away from school.

Any high school student who is in violation of the policies and procedures of Francis Tuttle may be suspended by the administration. The suspension shall not extend beyond the current school semester and the succeeding semester. The high school student suspended for behavioral issues shall have the right to appeal the decision of the administrator in accordance with the student appeal policy. **This policy does not permit an appeal based upon academic failure or removal from the school district for unauthorized absences from class.**

In cases of suspension of a high school student, home school administrators and parents will be notified by telephone, letter or other means. During the time a student is suspended, he/she is excluded from all school activities, including extracurricular activities.

Adult students are required to adhere to the same standards of conduct as secondary students. Consequently, the Superintendent or his/her designee and selected administrators shall have the authority to implement disciplinary procedures with any adult student who is in violation of the policies and procedures of Francis Tuttle. The discipline policy applies while on Francis Tuttle property, while in attendance at any Francis Tuttle sponsored activity or while under the general supervision of school personnel, regardless of location.

## APPROPRIATE USE OF TECHNOLOGY POLICY

Technology refers to computers, computing systems, mobile devices, network connections (wired and/or wireless) to internal or external networks, remote connections, software, and subscriptions to external computer services.

Use of the district's technology and Internet access is a privilege, not a right, and must only be in support of educational objectives. Any Internet usage may be logged, monitored, and/or reviewed by Francis Tuttle personnel.

Unacceptable use of the district's technology includes sending or receiving any material in violation of any federal, state, or local regulations. This includes, but is not limited to, copyrighted material, threatening material, obscene material, pornographic material, and/or material protected by trade secret. District technology may not be used for personal gain; advertising products; promoting political points of view; or to vandalize, damage, disable, or disrupt the property of the district, another individual, organization, or the network.

I understand that my usage of I further understand that I will be subject to disciplinary action, up to and including suspension/dismissal for any violation of this agreement.

**Expressly prohibited activities involving district technology include, but are not limited to:**

- Illegal Activities
- Security – Students may not:
  - Initiate unauthorized transmissions of district-owned or maintained information.
  - Use another person's user IDs, passwords, identifying codes, or personal identification numbers.
  - Share your own user IDs, passwords, identifying codes, or personal identification numbers.
  - Access and/or reveal personal addresses, phone numbers, social security numbers, credit card numbers, or personal information of others.
  - Use another person's files, system, or data without permission.
  - Attempt to circumvent or subvert system security measures.
  - Execute any form of network monitoring which will intercept data.
  - Participate in any form of identity spoofing or theft.
- Copyright – Students may not:
  - Download, upload, or transmit copyrighted materials (software, music, movies, etc.) not legally obtained.
  - Make unauthorized copies of copyrighted materials, such as licensed software, music, movies, etc.
  - Remove any proprietary markings, modify, make derivative works of, adapt, translate, decompile, or reverse engineer copyrighted software.

- Content and Language – Students may not:
  - Transmit information which contains obscene, indecent, lewd, or other material which explicitly or implicitly refers to sexual conduct.
  - Use email, messaging services, or social media to bully, harass, or intimidate another person.
  - Use inappropriate language (swearing, vulgarities, etc.)
- Network Disruption – Students may not:
  - Cause security breaches or disruptions of network communication with actions such as network sniffing, ping floods, packet spoofing, Denial of Service (DOS), forged routing information, propagating viruses, or damaging files.
  - Port and/or security scan for malicious intent.

Email – District provided electronic mail (email) is not guaranteed to be private or secure. Email must adhere to Content and Language guideline

### **COPYRIGHT INFRINGEMENT**

Policies and sanctions related to copyright infringement are located on the Francis Tuttle Acceptable Use Agreement that all students must sign.

### **DRESS CODE**

Student dress attire should usually reflect the program in which they are enrolled. In some programs, protective eyeglasses and protective footwear will be a requirement. In many programs, students may be encouraged to purchase clothing applicable to the trade or occupation related to their training.

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

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

Items of clothing that are prohibited are:

- Nude look
- See-through blouses
- Revealing fashions without appropriate concealing undergarments

Any type of wearing apparel that distracts from the classroom atmosphere will be considered inappropriate. Hoodies should be worn at the shoulders when inside buildings for security reasons. Additional guidelines may be required within programs or departments.

## **FREE SPEECH ON CAMPUS**

Francis Tuttle Technology Center (FT) is committed to protecting free speech rights on campus. The free exchange of ideas and opinions is encouraged so long as such exchange does not disrupt FT's educational mission or infringe upon the free speech rights of others.

## **USE OF TOBACCO**

The use of all tobacco products including cigarettes, cigars, pipes, snuff, chewing tobacco or any other form of tobacco product is prohibited on school district property. The use of vapor products or facsimile products is also prohibited on school district property.

"Vapor Products" includes noncombustible products which may or may not contain nicotine as well as any vapor cartridge intended to be used with an E-cigarette, E-cigar, E-Cigarillo, E-pipe or similar devices. This policy is applicable to all campuses including buildings and grounds. This policy also applies to personal vehicles parked on school grounds.

## **POSSESSION OR USE OF WEAPONS**

Students are prohibited from the possession or use of any weapon on school property, at a school function, in a locker, on a school bus, in a personal vehicle or in transit to or from school or any District function.

A weapon under this policy includes, but is not limited to: guns; rifles; pistols; shotguns; any device which throws, discharges or fires objects, bullets, or shells; knives; explosive or incendiary devices; machetes; blackjacks; loaded canes; hand chains; metal knuckles; or any other object that can reasonably be considered a weapon or dangerous instrument; or any object that is used as a weapon or dangerous instrument. Included in this prohibition is any facsimile or counterfeit weapon resembling a weapon.

Any student who knowingly aids, accompanies and/or assists in the violation of this policy shall also be deemed in violation and shall be subject to discipline in the same manner as any student who directly violates this policy.

Students found in violation shall be subject to mandatory discipline. The student shall be suspended for not less than 10 days and not more than a year. Possession of a firearm shall result in a one-year suspension. The District Attorney's office will be notified and prosecution may occur.

## **POSSESSION OF OR UNDER THE INFLUENCE OF NON-INTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES OR CONTROLLED DANGEROUS SUBSTANCES**

**POLICY:** It is policy that any teacher who has reasonable cause to suspect that a student may be under the influence of or said student has in his/her possession any of the following as they are now defined by law shall immediately notify the appropriate administrator or his /her designee of such suspicions:

1. Non-intoxicating beverages (i.e., 3.2 beer, wine coolers);
2. Alcoholic beverages;
3. Controlled dangerous substances; and/or
4. Imitation controlled dangerous substances.

The administrator shall immediately notify the Superintendent or his/her designee. A high school student's parent(s)/guardian(s) will be notified immediately.

### **PROCEDURES:**

Any student suspected of being under the influence of or in the possession of beer or alcohol or under the influence of or in the possession of a controlled dangerous substance on school grounds or during school activities will immediately be referred to an administrator. The administrator shall then immediately notify the parent(s)/guardian(s) of said student of the matter except in the case of an adult student.

The administrator shall suspend a student found to have violated these provisions for a minimum of five (5) days. Depending on the circumstances of the violation, the administrator may recommend a long-term suspension up to the remainder of the semester and the next succeeding semester for a high school student. In the case of an adult student, the administrator may recommend dismissal. The student may be required to seek assessment and/or counseling from a person trained in the treatment of chemical abuse. The student will be responsible for providing verification of compliance with the assessment recommendations.

Any student in possession of imitation controlled dangerous substances will be liable for the same penalty. Counterfeit drugs, drug paraphernalia, and chemicals that provide a mood-altering effect are included as controlled substances.

**A second offense will result in long-term suspension for the high school student or dismissal for the adult student.** Any such disciplinary action may be appealed in accordance with the appropriate high school or adult method of appeal found in this section.

### **Conspiracy/Chain/Sale/Distribution/Delivery of Drugs/Alcohol**

A high school student found to be in the chain of distribution/sale/delivery of drugs or alcohol will incur a long-term suspension for the remainder of the current semester and the next succeeding semester. An adult student will be dismissed.

### **Seizure and Removal of Controlled Dangerous Substance(s)**

A school authority shall immediately deliver any controlled dangerous substance(s), removed or otherwise seized from any minor or other person, to a law enforcement authority for appropriate disposition (Ss 70-24-132)

### **Students on Individualized Education Program (IEP) in Possession**

If a high school student is attending the District with an Individualized Education Program (IEP), a meeting of the student's IEP committee will be convened prior to considering imposing long-term suspension. A meeting will also be held with the student's IEP committee to review the results of any required assessment or counseling as discussed in the above sections.

### **Staff Responsibilities of Students in Possession**

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

NOTE: A student is defined as any individual who is currently enrolled part-time or full-time in any instructional program at Francis Tuttle.

## **STUDENT SEARCHES**

Upon reasonable suspicion, a student or property in the possession of a student, may be detained and searched when on school premises, or while in transit under the authority of the school or while attending any function sponsored or authorized by the school. Searches may be conducted by the school for dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer or for missing or stolen school property.

## **WITHDRAWAL BY STUDENT**

A student desiring to withdraw from Francis Tuttle must notify the instructor. Francis Tuttle will coordinate withdrawals of high school students with the home high schools. All school property is to be returned at the time of withdrawal. All financial obligations must be cleared before final withdrawal.

## **APPEAL OF SUSPENSION OR WITHDRAWAL**

Steps for appeal of suspension or withdrawal are detailed in official Board of Education policy and may be obtained from the Student Administrative Services office.

## **TRANSCRIPTS/CERTIFICATE REQUESTS**

Students desiring a copy of a transcript or certificate must make the request in writing with the department secretary for the career major in which the student is enrolled. All financial obligations must be cleared before a transcript/certificate will be issued.



## **CAREER GUIDANCE AND COUNSELING SERVICES**

The Career Planning Center (CPC) offers a variety of services to facilitate student development in the academic, career, and personal/social areas. The CPC staff includes certified and licensed professional counselors. For more information regarding guidance and counseling services, see the Francis Tuttle website at [www.francistuttle.edu](http://www.francistuttle.edu).

### **Special Services Advisor**

A Special Services Advisor is available to provide accommodations to qualifying students. IEP and 504 services are available. **Contact** Bryan Roybal at 405-717-4968.

## **TUITION POLICY FOR CAREER TRAINING PROGRAMS 2020/2021**

Tuition is \$2.20 per clock hour times the number of hours in the student's career major. For example, if the career major has 1000 hours, the student's tuition is \$2200.00.

### **Payment Options**

It is the student's responsibility to pay their tuition or make financial arrangements prior to the start of their program. Students have several options:

- Pay tuition in full
- Set up a payment plan – with a required down payment. Please contact the cashier for more information at (405)717-4224
- Approved federal student aid or scholarship (Confirmed financial aid recipients may qualify for tuition and book deferrals)
- Students who receive outside funding that covers tuition should notify the cashier

### **Transfer Hours/Advanced Standing Credit**

Students will receive a tuition credit for any transfer hours accepted by his or her instructor. If a student transfers from another educational institution with coursework in his or her program area, the student must submit a transcript to the program advisor. The advisor will work with the program instructor to determine what credits will transfer to the current program requirements.

If a student tests out of a course, the student will receive advanced standing for the course and will receive a tuition adjustment for the corresponding clock hours.

### **Out-of-State Tuition Policy**

Students from out of state are charged \$4.40 per clock hour times the number of hours in the student's career major. Please note that once students are on out-of-state tuition, they will remain on out-of-state tuition. If the student changes to a new career major, the student may request a change with their advisor to the in-state tuition rate.

## **Tuition Adjustments for Withdrawals**

Students who withdraw, prior to the last one-fourth (1/4) of their career major, are only responsible for paying for the hours they were scheduled to attend prior to their withdrawal.

### Example

If a student was enrolled in a 1000-hour career major and withdraws after he/she was scheduled to complete 600 hours, the student would be credited for 400 hours.

Tuition for the Major of 1000 hrs.	\$2200.00
Tuition charge for 600 hrs.	(\$1320.00)
Refund due to student of 400 hrs.	\$880.00

There will not be a tuition adjustment for students withdrawing in the last one-fourth (1/4) of their career major or for those students completing their career major early.

## **PERMIT TO LEAVE**

Checking out early can be accomplished through the Student Administrative Services office in the Campus Center or with the student's respective Instructional Director. Parental permission will be secured before a high school student is released.

## **CLASSROOM/STUDENT VISITATION**

It is policy that all visitors to classrooms or students register in the Student Administrative Services Office at the Rockwell campus or the school office at the Portland or Reno campuses.

## **TRANSPORTATION**

Bus transportation is provided to each high school in the district. Students riding the bus are expected to conduct themselves on the school bus the same as in the classroom. The bus driver has the same authority as the instructor.

## **DRIVING PRIVILEGES**

Cars must be parked properly upon arrival and not moved until the end of the class session. Students may not leave the campus during breaks. Students will not be permitted to loiter in the parking lots or sit in their cars before or after school, during break or lunch period. The speed limit for all automobiles is posted. If, at any time, students violate the rules and regulations concerning their use of personal vehicles, driving privileges may be revoked and the student will be required to find other means of transportation. Security personnel in the parking lots have the same authority as the instructor.

## **HEALTH SERVICES**

Francis Tuttle Technology Center does not provide the services of a school nurse. Home high schools, from which our high school students come, do provide school nurse services. In the event of emergency situations, an emergency service provider may be called. Every attempt to contact parent(s)/guardians(s) of high school students will be made. Adult students may request the Center to contact a designated person or emergency service.

### **SELF-ADMINISTERED MEDICATION**

#### **Self-Administration of Asthma or Anaphylaxis Medication**

In keeping with the provisions of Section 1-116 of Title 70 of the Oklahoma Statutes, a student shall be allowed to self-administer asthma or anaphylaxis medication. Said student shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication, including but not limited to an Epinephrine injector, at all times. (70-1-116.3)

1. "Medication" means a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label.
2. "Self-Administration" means a student's use of the medication pursuant to prescription or written direction from a physician.

#### **Inhaler Availability**

In keeping with Senate Bill 381, effective July 1, 2019:

1. A minimum of two inhalers with spacers and holding chambers will be maintained in the administration office of each of the Francis Tuttle campuses at Portland, Reno and Rockwell.
2. Prescription for the inhalers is in the name of the Francis Tuttle Technology Center.

#### **Self-Administration of Replacement Pancreatic Enzymes**

In keeping with Senate Bill 48, effective July 1, 2019, a student shall be permitted to self-administer replacement pancreatic enzymes to treat cystic fibrosis.

## **DIABETES MANAGEMENT PLAN**

### **Procedures:**

A diabetes medical management plan shall be developed for each student with diabetes who will seek care for diabetes while at school or while participating in a school activity.

For a student with diabetes the following applies:

1. The principal in concert with the Assistant Instructional Director and/or Instructional Director of each respective area shall make an effort to seek school employees who may or may not be health care professionals to serve as volunteer diabetes care assistants to assist the student with the management of their diabetes care as provided for in the diabetes medical management plan for the student.
2. Each school site in which a student with diabetes is enrolled shall make an effort to ensure that a volunteer diabetes care assistant is available at the school to assist the diabetic student when needed.
3. A school employee shall not be subject to any penalty or disciplinary action for refusing to serve as a volunteer diabetes care assistant.
4. A school district shall not restrict the assignment of a student with diabetes to a particular school site based on the presence of a volunteer diabetes care assistant.
5. Each volunteer diabetes care assistant shall at all times have access to a physician identified by the diabetic student. (70-1210.196.4)

## **STUDENT/EMPLOYEE SAFETY**

The Board of Education, administration and staff of Francis Tuttle are committed to providing a safe learning and working environment. The school is in compliance with all local, state and federal regulations pertaining to the safety of the facilities, equipment and materials. Each student must pass a safety examination before beginning to use equipment which might be hazardous.

## **BULLYING/INTIMIDATION/HARASSMENT/STALKING**

**POLICY:** It is the policy of the District that bullying/intimidation/harassment/stalking of students by other students, personnel, parents or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation or attending school activities. It also applies to any form of communication specifically directed at students or school personnel at any time that concerns bullying, intimidation, harassment or stalking.

Bullying is intimidation by threats of or actual physical violence, the creation by whatever means of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

As used in the School Bullying Prevention Act, bullying, intimidation and harassment means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another person, damage another's property, or insult or demean another in such a way as to disrupt or interfere with the school district's educational mission or the education of any student. This

includes, but is not limited to threatening behavior, harassment, intimidation, bullying and stalking by students at school and by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

Examples of prohibited behavior include, but are not limited to, the following:

1. Verbal, physical or written abuse;
2. Intimidation by threats of or actual physical violence;
3. Repeated remarks of a demeaning nature;
4. The use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice;
5. Implied or explicit threats concerning one's grades, achievements, etc.;
6. Demeaning jokes, stories or activities directed at the student;
7. To have the effect of insulting or stigmatizing an individual;
8. Unwelcome physical contact.

Harassment includes but is not limited to harassment on the basis of race, gender, creed, color, national origin, religion, marital status or disability.

The Superintendent shall develop procedures providing for:

1. Prompt and thorough investigation of allegations of bullying;
2. The expeditious correction of the conditions causing such bullying;
3. Initiation of appropriate corrective actions;
4. Notification of students, teachers and parents or guardian of students attending the technology center.

Violations of this policy may result in disciplinary actions. Sanctions may range from reprimands to suspension, expulsion and/or termination if an employee of the District.

If a student's actions are determined to constitute prohibited bullying, intimidation, harassment or stalking, the Superintendent may, as a condition or part of any disciplinary action that is taken:

1. Recommend that available community mental health care options be provided to the student. The Superintendent may further require the student (if eighteen (18) or over) or the parent or guardian of the student to allow the mental health care provider to disclose any information concerning students who have received mental health care pursuant to this policy that indicates an explicit threat to the safety of students or school personnel as a condition of being allowed to return to school.
2. Contact law enforcement if an incident reported involves an immediate threat to school safety or immediate harm to the safety of an individual student.
3. Recommend the referral of a person who commits an act of bullying to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs.

## **PROCEDURES:**

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

1. The matter should immediately be reported to the Instructional Director or Assistant Director of the area. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address is to be provided. As much detailed information as possible is to be provided in written form to allow for a thorough investigation of the matter.
2. Prompt investigation of allegations of harassment will be conducted by the appropriate administrator.
3. Appropriate corrective actions will be taken.
4. Reporting forms will be completed:
  1. Investigation form
  2. Resolution Form
  3. Reporting Form
5. The Bullying, Harassment, or Intimidation Reporting Form will be submitted to the Campus Administrator who is the Bullying Coordinator.
6. Actions will be reviewed and Reporting Forms kept on file.

## **INTERNET SAFETY**

**POLICY:** It is the policy of the district to make Internet access available to students on an educational and noncommercial basis only.

To ensure internet safety, it is the policy of the district to:

1. Prevent the transmission of inappropriate material via the Internet, electronic mail, or other forms of direct or indirect electronic communications.
2. Prevent unauthorized access and other unlawful online activity.
3. Prevent unauthorized online disclosure, use, or dissemination of personal identification information.
4. Comply with the Children's Internet Protection Act (CIPA).

## **PROCEDURES:**

To the extent practical, steps shall be taken to promote the safety and security of users of the online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct or indirect electronic communications.

Specifically, as required by CIPA, prevention of inappropriate network usage includes:

1. Unauthorized access, including 'hacking,' and other unlawful activities, and
2. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Technology protection measures (i.e., 'Internet filters') are used to block or filter the Internet or other forms of electronic communications that provide access to inappropriate information. Blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

### Tips to Stay Safe Online

1. Don't say anything online that you wouldn't say to a stranger in public.
2. Don't provide any personal information that could put you in danger if the person you are chatting with isn't who they have led you to think they are. Remain as anonymous as possible.
  - a. Do not share private information such as your real name, names of family members, address, telephone number, Social security number, user name, passwords, or credit card numbers over the internet.
  - b. Choose a screen name that doesn't let people know anything about you.
3. Make sure your computer is protected with security such as antivirus software, a spam blocker, and a pop-up blocker.
4. Don't visit websites that promote violence, hate, or sexual material.
5. Don't open email messages or attachments from people you don't know or don't expect.
6. Watch out for scams, offers that are too good to be true, and threats that something bad will happen if you don't provide personal information.
7. Be particularly suspicious of anyone who tries to turn you against your family and friends.
8. Be sure that you know everyone who is receiving messages from you – anything that you send can be forwarded or saved indefinitely without your permission.
9. Be very careful about meeting people in person that you meet online. If you do decide to meet in person, tell a trusted family member or friend that you intend to meet this person and give them a copy of the details you have received.

Follow these guidelines to use social networking sites safely and responsibly:

- **Assume that everyone has access to your profile** (parents, teachers, future employers, and law enforcement) even if you have your profile restricted to "friends only." Don't discuss things you wouldn't want them to know about. Don't use language you wouldn't use in front of your family. Finally, make sure you set your profile to "private" so that you can control who has easy access to your information. If you choose to identify information such as your hobbies or music preferences, be aware that this information can result in harassment from others who disagree with your preferences.
- **Use discretion when putting pictures and content online.** Your friends might think that picture of you acting silly at the party last night is hilarious, potential employers may react differently. And remember that when someone else takes your picture, it may end up on their profile for all to see.
- **Assume people will use the information on your profile to cause you harm.** Don't put anything online you wouldn't want your worst enemy to know. And don't add people as "friends" unless you know them in real life.

## **Cyberbullying**

The National Crime Prevention Council's definition of cyberbullying is "when the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person." Cyberbullying can be as simple as continuing to send e-mail to someone who has said they want no further contact with the sender, but it may also include threats, sexual remarks, hate speech, ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact aimed at humiliation.

If you are cyberbullied:

- Don't reply to messages from cyberbullies – even though you may really want to; this is exactly what cyberbullies want. They want to know that they've got you worried and upset. They are trying to control you and put fear into you. Don't give them that pleasure. Do not keep this to yourself! Do not erase or delete messages from cyberbullies – you don't have to read it, but keep it, it is your evidence. You may, unfortunately, get similar messages again, perhaps from other accounts. The police, your ISP, and/or your cellular provider can use these messages to help you.
- Decide whether or not you can handle the situation by yourself. Reach out for help if what you try does not work.
- Depending on how bad the cyberbullying is, the steps you can take include:
  - Calmly and strongly tell the cyberbully to stop and to remove any harmful material or you will take further action.
  - Ignore or block the communications.
  - File a complaint with the website, ISP, or cellular provider.
  - Get help from your school counselor, administrator, or other resource person.

## **Sexual Harassment/Sexual Assault and Battery:**

Francis Tuttle Technology Center policy strictly prohibits any form of Sexual Harassment, and Sexual Assault or Battery. Any person who is victim to a sexual assault should have as their first priority to seek a place of safety and seek medical assistance if needed. It is also vitally important that the assault be reported in a timely manner to an FTTC staff member, who will then notify a Title IX Coordinator.

General Prohibitions:

- A. Conduct of a sexual nature may include the following:
  1. Verbal or physical sexual advances, including subtle pressure for sexual activity, or propositions of a sexual nature;
  2. Touching, pinching, patting, or brushing against;
  3. Unwarranted displays of sexually suggestive or sexually explicit objects or pictures;
  4. Sexual assault;
  5. Comments regarding physical or personality characteristics of a sexual nature; and
  6. Sexually oriented "kidding", "teasing", double meanings, and jokes.
- B. Conduct of a sexual nature may constitute sexual harassment when the allegedly harassed person has indicated, either orally or by his or her conduct, that it is unwelcome.



All complaints of sexual harassment shall be initiated by filing a written complaint with one (1) of the Title IX Coordinators. Any school employee contacted by a person who believes he/she has been sexually harassed shall advise the person so contacting them to notify a Title IX Coordinator immediately. Said school employee shall also notify a Title IX Coordinator that he or she has been contacted and shall provide the Title IX Coordinator with the name of the person contacting him or her.

The complaint must include the following information: name of complainant, address of complainant, telephone number of complainant, name of accused, position at Francis Tuttle of the accused, dates, times, locations, names of any witnesses, and description of the incident or incidents alleged to have occurred.

In the course of any disciplinary proceeding of an alleged sex offense, both the accuser and the accused will be entitled to the same opportunities to have others present. In addition, both the accuser and the accused will be informed of the outcome of the proceeding and any sanctions imposed following such proceeding.

The Sexual Assault Prevention Program policy and information will be included on the website, [www.francistuttle.edu/studentLife/campusServices/counselingServices](http://www.francistuttle.edu/studentLife/campusServices/counselingServices). Students will be informed about the FT CARE line and process and informed about the Student Resource Officer's presence on campus. Students will be informed that Francis Tuttle Technology Center personnel will assist the student in notifying the authorities if the student requests assistance.

### **Disciplinary Action:**

Any student who is guilty of immorality or violation of the regulations of a public school may be suspended by the administration. The suspension shall not extend beyond the current school semester and the succeeding semester. The student suspended shall have the right to appeal the decision of the administration in accordance with the student appeal policy.

In addition to the policy, a student shall be subject to disciplinary actions, including suspension from school, when charges are filed in any court (municipal, state or federal) which accuse a student of commission of a criminal offense occurring on or off school premises at any time, and is determined that the filing of said charges cause, in the opinion of the school administration, a possibility that the continued attendance of the student at school could have a direct and adverse immediate effect on discipline, operation, general welfare, educational environment or safety of the school.

Students who have been suspended are not to ride school buses or to be present at any school-sponsored activities or on any school premises of the District. Any high school student suspended from the District is also subject to the same suspension from his/her home school. Students under suspension at their home school are also automatically suspended from the District.

## NON-DISCRIMINATION POLICY

The District complies with the Civil Rights Laws (Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (“ADA”), the Age Discrimination in Employment Act, and Section 504 of the Rehabilitation Act of 1973) in assuring the students, parents, patrons, and employees of the District that the District does not discriminate on the basis race, color, religion, sexual orientation, gender or gender identity, national origin, age, marital status, veteran status, or disability. The Superintendent is designated by the Board to coordinate the District's efforts to comply with this assurance. The purpose of this Grievance Procedure is to provide for an orderly method of resolving grievances based upon charges of discrimination on the basis of race, color, religion, sexual orientation, gender or gender identity, national origin, age, marital status, veteran status, or disability.

Inquiries concerning application of this policy may be directed to either Shari Parish, Human Resources Director or Jaared Scott, Assistant Superintendent of Instruction, who both serve as Coordinator of Title IX and Section 504 responsibilities for all campuses of Francis Tuttle.

Francis Tuttle Technology Center  
12777 North Rockwell Avenue  
Oklahoma City, Oklahoma 73142-2789

Shari Parish  
Human Resource Director  
405.717.4284  
Shari.parish@francistuttle.edu

and/or

Jaared Scott, Ed. D.  
Associate Superintendent  
405.717.4256  
Jaared.scott@francistuttle.edu

## REGULATIONS INVOLVING SEXUAL HARASSMENT, NON-DISCRIMINATION GRIEVANCE AND TITLE IX OFFICERS

The Superintendent or his/her designee shall investigate immediately and thoroughly all allegations of sexual harassment. The Superintendent shall appoint the Human Resources Director and the Assistant Superintendent of Instruction as the two (2) Title IX Officers. One (1) Title IX Officer shall be male and one (1) Title IX Officer shall be female. Either officer shall have the authority to handle any case involving allegation of sexual harassment referred to him/her without regard to gender of the complainant.

### Sexual Harassment

**POLICY:** It is the policy that sexual harassment by any individual under the jurisdiction of the District is expressly prohibited. Persons determined to have engaged in sexual harassment of any individual shall be subject to disciplinary sanctions, which sanctions shall include dismissal as an employee and/or as a student.

## **PROCEDURES:**

Sexual harassment is hereby defined as verbal or physical sexual conduct made by a student or employee of the District to any other student or employee of the District, if such conduct has the purpose or effect of interfering with an individual's work performance or compensation or an individual's educational performance or class grade or creating an intimidating, hostile or offensive environment for any individual. No specific intent to sexually harass an individual need be present for sexual harassment to be present.

The Superintendent shall direct the Title IX Officers to make the intent and procedures of the sexual harassment policy and sexual harassment procedure known to all employees and all students of the District. The Superintendent shall do this by directing appropriate procedures to be followed by said officers.

All complaints of sexual harassment shall be initiated by filing a written 'grievance' with one (1) of the Title IX Officers. Any District employee contacted by a person who believes that person has been sexually harassed shall advise the person so contacting them to notify a Title IX Officer immediately. Said District employee shall also notify a Title IX Officer that he/she has been contacted and shall provide the Title IX Officer with the name of the person contacting him/her. The claimant should follow the Grievance Process listed in this section.

### **Confidentiality**

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

### **Sexual Assault or Battery**

If criminal charges for sexual assault or battery have been filed by any employee or student based upon the same facts that constitute an allegation of sexual harassment under this policy, the following shall occur:

- In the case of an employee, the employee shall be suspended with pay; and
- In the case of a student, the student shall be suspended.

Other than said suspensions, no action shall be taken by the District until the judicial system enters a final order in the case. Dismissal with prejudice by any District attorney shall be considered a final order by the judicial system.

Dismissal of the case by the judicial system, or a finding of innocence by the system, shall not be determinative by the District. However, the record in the judicial case, if available, must be considered by the Title IX Officer.

## **ASSAULT OR BATTERY INVOLVING EMPLOYEES**

**POLICY:** It is policy that any employee upon whom an assault, battery, assault and battery, aggravated battery or aggravated assault and battery is committed while in the performance of any duties as a District employee shall immediately notify either the Superintendent or a building administrator.

### **PROCEDURES:**

The campus administrator shall immediately notify the Superintendent of the incident. A report of the incident must state:

- The name of the person who committed the offense;
- The person upon whom the offense was committed;
- The nature of the offense;
- The date(s) and time(s) of the offense; and
- Any other information necessary to a full report and investigation of the matter.

The Superintendent or his/her designee will investigate the incident and take appropriate action based upon the results of that investigation. The Superintendent will notify the State Department of Education in writing of all such incidents for the previous year by July 1, of each year. The Superintendent's report must include a description of the incident and the final disposition of the incident.

The District's decision to report or not to report a particular incident to law enforcement does not preclude the employee from making a report to law enforcement.

No employee will be subject to any civil liability for any statement, report or action taken in reporting or assisting in reporting a battery or assault and battery committed upon the employee while in the performance of any duties unless such report or assistance was made in bad faith or with malicious purpose.

### **FELONY CHARGES MAY BE FILED AGAINST ANY PERSON(S) COMMITTING AN AGGRAVATED ASSAULT OR BATTERY UPON ANY DISTRICT EMPLOYEE.**

For purposes of the policy, a District employee means a teacher, director or any duly appointed person employed by the District or employees of a firm contracting with the District for any purpose, including personnel not directly related to the teaching process and school board members during school board meetings.

**TITLE VI, TITLE VII, TITLE IX, SECTION 504, AMERICANS WITH DISABILITIES ACT, AND AGE DISCRIMINATION IN EMPLOYMENT ACT GRIEVANCE PROCEDURE (BOE Approved June 29, 2016)**

**POLICY:** The District complies with the Civil Rights Laws (Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (“ADA”), the Age Discrimination in Employment Act, and Section 504 of the Rehabilitation Act of 1973) in assuring the students, parents, patrons, and employees of the District that the District does not discriminate on the basis race, color, religion, sexual orientation, gender or gender identity, national origin, age, marital status, veteran status, or disability. The Superintendent is designated by the Board to coordinate the District's efforts to comply with this assurance. The purpose of this Grievance Procedure is to provide for an orderly method of resolving grievances based upon charges of discrimination on the basis of race, color, religion, sexual orientation, gender or gender identity, national origin, age, marital status, veteran status, or disability.

**DEFINITIONS:**

District Equity Coordinators: The Director of Human Resources shall coordinate compliance efforts and investigate complaints of discrimination on the basis of race, color, religion, sexual orientation, gender or gender identity, national origin, age, marital status, veteran status, or disability under Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (“ADA”), the Age Discrimination in Employment Act, and Section 504 of the Rehabilitation Act of 1973 with respect to employees. The Assistant Superintendent of Instruction shall coordinate compliance efforts and investigate complaints of discrimination on the basis of race, color, religion, sexual orientation, gender or gender identity, national origin, age, marital status, veteran status, or disability under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (“ADA”), the Age Discrimination in Employment Act, and Section 504 of the Rehabilitation Act of 1973 with respect to students. Prior to acting as a District Equity Coordinator, he/she will be trained in the Federal laws prohibiting discrimination. A District Equity Coordinator may delegate any duties specified in this policy to another District employee as the District Equity Coordinator deems appropriate. The District Equity Coordinators may be contacted at

Shari Parish  
Director of Human Resources  
12777 N Rockwell Ave  
Oklahoma City, OK 73142  
sparish@francistuttle.edu  
405-717-4284

Jaared Scott, Ed.D.  
Associate Superintendent  
12777 N Rockwell Ave  
Oklahoma City, OK 73142  
jaared.scott@francistuttle.edu  
405-717-4256

- A. Site Equity Officers: The Instructional Directors, Assistant Instructional Directors, and Campus Administrator shall serve as the site equity officer to receive and investigate complaints of discrimination or harassment made by students. The Director/Assistant Director or Campus Administrator may designate an employee of the school of the same gender as the Claimant to investigate claims of gender discrimination. Prior to acting in the role of Equity Officer, he/she will be trained in the Federal laws prohibiting discrimination.

- B. Complaint: A written complaint alleging that a policy, procedure, or practice of the District discriminates on the basis of race, color, sexual orientation, gender or gender identity, national origin, religion, age, or disability.
- C. Day: Day means a working day; the calculation of days in processing a complaint shall exclude Saturdays, Sundays, school closings, and holidays.
- D. Claimant: An employee or a student of the District or any other person who submits a complaint alleging discrimination on the basis of race, color, religion, sexual orientation, gender or gender identity, national origin, age, marital status, veteran status, or disability.
- E. Respondent: The person alleged to be responsible for the violation alleged in the complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

## **PROCEDURES:**

The District shall promptly investigate discrimination complaints; take appropriate action against any student or employee who violates this policy; and take any other action reasonably calculated to end and prevent further discrimination against students, employees, or others. All employees shall cooperate with any investigation of alleged discrimination conducted under this procedure or by an appropriate state or federal agency.

### **Informal Pre-filing Procedures:**

Prior to the filing of a formal Complaint, any student, employee or other person who believes he or she has been discriminated against on the basis of race, color, religion, sexual orientation, gender or gender identity, national origin, age, marital status, veteran status, or disability is encouraged to visit with the Equity Coordinator or Equity Officer and to make a reasonable effort to informally resolve the problem or concern. In the event the Claimant is under the age of 18, the Equity Coordinator or Equity Officer will notify his/her parent(s).

### **Formal Complaint Procedures:**

- A. Any student, employee or other person who believes he or she has been discriminated against on the basis of race, color, religion, sexual orientation, gender or gender identity, national origin, age, marital status, veteran status, or disability, who desires to proceed with a complaint, shall, within twenty (20) days of an alleged violation, submit a written complaint to the Equity Coordinator or Equity Officer.
- B. In addition to taking action with respect to a written complaint, an Equity Coordinator or Equity Officer may investigate allegations of discrimination without a written complaint according to the procedures set forth in this Policy whenever an Equity Coordinator or Equity Officer deems such action to be appropriate.

- C. The complaint shall state the Claimant's name, the nature of the alleged violation, the date of the alleged violation, the names of persons responsible, any witnesses to the alleged action, and the requested action or relief sought.
- D. Upon the receipt of the complaint, the Equity Coordinator or Equity Officer shall authorize or undertake an investigation. In the event the Claimant is under the age of 18, the Equity Coordinator or Equity Officer will notify the parent(s) of the student.
- E. The Equity Coordinator or Equity Officer may determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the claimant from the person who allegedly harassed or discriminated against the claimant, suspending the implementation of a policy, practice, or procedure and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified.
- F. Within ten (10) days of receiving the Complaint, the Equity Coordinator or Equity Officer, shall notify the Respondent of the Complaint in writing.
- G. Within ten (10) days of notification, the Respondent shall submit to the applicable Equity Coordinator or Equity Office, a written answer which shall confirm or deny the facts upon which the allegation is based, indicate acceptance or rejection of the Claimant's requested action, and/or outline alternatives. The Respondent may also identify witnesses who should be contacted to provide input during the investigation.
- H. Within ten (10) days of receiving the Respondent's answer, the applicable Equity Coordinator or Equity Officer shall initiate an appropriate investigation which may include, but is not limited to, interviewing both the Claimant and the Respondent and any witnesses identified by either party, identifying any documents or tangible evidence in support of or opposition to the complaint, and conducting any further investigation deemed appropriate by the Equity Coordinator or the Equity Officer. The investigation should be concluded within thirty (30) days but the Equity Coordinator or Equity Officer may extend the period of time for an investigation by notifying the Claimant and the Respondent.
- I. Within ten (10) days after completion of the investigation, the applicable Equity Coordinator or Equity Officer shall render a written decision as to the complaint and shall provide a copy of the written decision to the Claimant and the Respondent. The written decision shall be a summary report containing a synopsis of the evidence, findings of facts, determination of policy violation, and resolution. Additionally, if the Equity Coordinator or Equity Officer determines that the allegations of the complaint are in violation of the policy, prompt and appropriate action shall be taken to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or termination.

- J. Within ten (10) days of receipt of a decision from the applicable Equity Coordinator or Equity Officer, if unsatisfied with the decision, either the Claimant or the Respondent may submit a written request to the Superintendent for a review by the Board of Education.
- K. Within ten (10) days of receiving a request for review by the Board, the Superintendent shall notify the Board of the request, shall place an agenda item for a review of the complaint on the next regularly scheduled Board meeting, and shall notify the Claimant and the Respondent of the date of the Board's review.
- L. The review by the Board shall involve a review of all documents submitted to the Equity Coordinator or Equity Officer, and, if the Board desires, a statement from the Claimant and the Respondent or the representatives of either of the parties. The Board shall render a decision which either modifies, affirms, or reverses the decision of the Equity Coordinator or Equity Officer.
- M. Within ten (10) days of conducting the review, the Board or the Board's designee shall provide the Claimant and the Respondent with written notice of the Board's decision on the complaint. The Board's decision shall be final and non-appealable.

**Extension of Time:** Except as otherwise provided, any time limits established by this policy and these procedures may be extended by mutual consent of the parties involved.

**Confidentiality of Records:** All records, complaints, notes, documents, and statements made during or relating to allegations of discrimination shall be maintained on a confidential basis by the Equity Coordinator or Equity Officer, and no information concerning any complaint shall be documented in an employee's personnel file. However, in the event official proceedings relating to such allegations are initiated by a party or the District, such records may become public in accordance with law. Information pertaining to complaints shall be maintained for three (3) years after resolution of the Complaint.

**Non-retaliation Provision:** No person filing a complaint nor anyone participating in the complaint process under this policy will be subjected to any form of reprisal, retaliation, intimidation or harassment because he or she has utilized this complaint procedure in good faith or because he or she has in any way participated in any investigation or hearing involving or related to any complaint filed under this policy. The School District will discipline or take appropriate action against any student, employee, agent, or representative of the District who is determined to have engaged in such retaliatory behavior.

**Office for Civil Rights:** Any person may file a complaint with the Office for Civil Rights:

U.S. Department of Education  
Office for Civil Rights  
One Petticoat Lane  
1010 Walnut, Suite 320  
Kansas City, MO 64106-2106  
Phone: (816) 268-0550  
Fax: (816) 268-0599  
Email: OCR.KansasCity@ed.gov



## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

The school will maintain a record in a student's file listing to whom personally identifiable information was disclosed and the legitimate interests the part had in obtaining the information. This does not apply to school officials with a legitimate educational interest or to directory information.

## **ANNUAL SECURITY REPORT AND DRUG/ALCOHOL PREVENTION PROGRAM**

Francis Tuttle Technology Center is committed to assisting all staff and students in providing for their own safety and security. The annual crime security report is available on the Francis Tuttle Technology Center website at <http://www.francistuttle.edu/securityreport>. This report contains information regarding crime prevention, School Resource Officer authority, crime reporting policies, disciplinary procedures, and other matters of importance related to security and safety on our campuses. It also contains information about crime statistics for the three previous calendar years concerning reported crimes that occurred on our campuses and on public property within or immediately adjacent to and accessible from the campus.

Information about the alcohol abuse and drug prevention is available at [www.francistuttle.edu/drugprevention](http://www.francistuttle.edu/drugprevention). This report includes information on legal sanctions, health risks, and sanctions associated with drug and alcohol abuse.

## **AVAILABILITY OF CONSUMER INFORMATION**

The following information is available at the Francis Tuttle web site, [francistuttle.edu/consumerinfo](http://www.francistuttle.edu/consumerinfo). Students may also request copies of consumer information in writing from the Career Planning Center. Information includes:

- Completion/Graduation rate for First-time, Full-time postsecondary students
- Institutional information including academic programs, cost of attendance, procedures to withdraw, institutional refund policy, return of Title IV funds, academic support, licensing and accreditation, disability services, and transfer of credit policies
- Financial Assistance available to students and how to maintain continued eligibility for financial assistance
- Admissions and enrollment information
- Voter registration form

## **HONOR SOCIETIES**

### **NATIONAL CAREER TECH HONOR SOCIETY**

#### **MU ALPHA THETA**

Membership is extended to students who qualify.

## **STUDENT ORGANIZATIONS**

Francis Tuttle pays for all students to be members of Career Tech student organizations and encourages participation. These organizations offer leadership development activities as well as skills and competition at the local, district, state and national levels.

- BPA - BUSINESS PROFESSIONALS OF AMERICA. For students enrolled in Information Technology.
- DECA – For students enrolled in Business Marketing and Professional Sales.
- FCCLA - FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA. For students enrolled in Early Care and Education of Children, Culinary Arts and Occupational Services.
- HOSA – Future Health Professionals. For students enrolled in Health Sciences.
- ISA – INSTRUMENTATION SYSTEMS AND AUTOMATION. For students enrolled at the Portland Campus.
- SkillsUSA - For students enrolled in Industrial and Technical, Portland Campus, and Occupational Services.
- TSA – TECHNOLOGY STUDENT ASSOCIATION. For students enrolled in STEM based programs.