

2022/2023

SUPERINTENDENT

Michelle Keylon, Ed.D.

DEPUTY SUPERINTENDENT

Jaared Scott, Ed.D.

ASSOCIATE SUPERINTENDENT

Tracy Skinner

ASSISTANT SUPERINTENDENT

James Edwards

DIRECTORS

Career Planning Center
Danforth Campus
Health Sciences
Information Technology
Portland Campus
Reno Campus
Trade and Industrial

Emily Steele
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Stephanie Hawpe
Sherry Adrian
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Denton Blevins

FRANCIS TUTTLE CAMPUSES

Danforth Campus
3841 E. Danforth Rd.
Edmond, OK 73034
(405) 906-4455

Portland Campus
3500 NW 150 St.
OKC, OK 73134
(405) 717-4304

Reno Campus
7301 W Reno Ave.
OKC, OK 73127
(405) 717-4693

Rockwell Campus
12777 N Rockwell
OKC, OK 73142
(405) 717-7799

FT ATTENDANCE LINES

Danforth Campus
(405) 906-4455

Portland Campus
(405) 717-4986

Reno Campus
(405) 717-4646

Rockwell Campus
(405) 717-4206

or

www.francistuttle.edu/absence-form

Francis Tuttle

STUDENT HANDBOOK

2022-2023 SCHOOL SCHEDULE

Aug. 10, 2022	Classes Begin	June 1, 2023	Summer I Classes Begin
Oct. 12, 2022	1st Nine-Week Period Ends	Dec. 15, 2022	PN Cohort 3 Classes End
Dec. 16, 2022	2nd Nine-Week Period Ends	Dec. 16, 2022	Resp. Care Classes End
Jan. 4, 2023	Respiratory Care Classes Begin	May 12, 2023	Resp. Care (June) Class Ends
Jan. 20, 2023	PN Cohort 3 Classes Begin	June 30, 2023	Summer I Classes End
Mar. 10, 2023	3rd Nine-Week Period Ends	July 3, 2023	Summer II Classes Begin
May 19, 2023	Classes End	July 28, 2023	Summer II Classes End

2022-2023 SCHOOL HOLIDAYS

September 5	Labor Day
October 13-14	Fall Break
November 23-25	Thanksgiving Break
December 19-30	Winter Break/New Year's Break
January 2	Staff Development
January 16	Martin Luther King
March 13-17	Spring Break
May 25-26	Staff Development (School ends 5/19)
May 29	Memorial Day
June 19	Juneteenth
July 4	Independence Day

DAYTIME CLASS SCHEDULE- Rockwell, Reno, Portland

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

For daytime programs, students are allowed a 10-minute break during the second hour of each three-hour block.

DAYTIME CLASS SCHEDULE- Danforth

8:25 a.m. – 11:20 a.m.
12:10 p.m. – 3:05 p.m.

For daytime programs, students are allowed a 10-minute break during the second hour of each three-hour block.

FULL-TIME EVENING COSMETOLOGY, ESTHETICIAN AND NAILS

CLASS SCHEDULE- Rockwell

3:45 p.m. – 9:35 p.m. Monday – Thursday

FULL-TIME EVENING COSMETOLOGY, ESTHETICIAN AND NAILS, PRE-NURSING

CLASS SCHEDULE- Reno

3:45 p.m. – 10:00 p.m. Monday – Thursday
Students will have a scheduled break from 5:35 p.m. to 6:10 p.m.

FULL-TIME EVENING CULINARY CLASS SCHEDULE

4:00 p.m. – 9:00 p.m. Monday – Friday

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Academic Progress Policy

Satisfactory academic progress is defined at the departmental level. Students who do not meet the minimum departmental requirements will be placed on Academic Probation. Terms of the Academic Probation will be determined by the instructor and the Instructional Director of the department.

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 initiate the completion process.

Attendance Policies and Procedures

Francis Tuttle's commitment to prepare students for jobs/careers guides many of the policies and procedures in this handbook and reflects typical workplace standards rather than those found in a school.

Additional guidelines may be required within programs or departments based on accreditation standards.

High School Attendance

An *absence* is defined as missing more than 30 minutes of total class time. Students arriving late or leaving class early, resulting in missing 30 minutes or less of total class time will be marked *tardy*. Each incident will count as one tardy. Three (3) tardies equal one absence.

Satisfactory attendance is expected for successful completion. Students may not exceed the allowed number of absences. This attendance rule also applies for the summer school session. The number of allowed absences is calculated based on the number of instructional days in the summer session. Refer to the Allowable Absences Schedule below.

High School Allowable Absences Schedule

Fall Semester 2022

<i>Start Date</i>	<i>Maximum Absences</i>	<i>Attendance Warning</i>
08/10/2022	8	4

Spring Semester 2023

<i>Start Date</i>	<i>Maximum Absences</i>	<i>Attendance Warning</i>
01/03/2023	8	4

- Students who exceed the attendance policy will be returned to the sending school at the end of the semester and may forfeit credit. Students may appeal absences. Appeal requests are initiated through the office of the Instructional Director. Students returned to the sending school may forfeit the opportunity to return to Francis Tuttle the following semester.
- If students submit acceptable documentation for the following categories, the documented absences will not count toward the maximum number of absences identified in the Allowable Absences

Schedule. Unless otherwise specified, documentation is to be submitted to the Campus Attendance Office within five (5) days of return from absence.

- Pre-approved sending school activities. For approval of sending 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 sending school fund-raising event activities must be pre-approved and are limited to two (2) days of the event.
- Illnesses with documentation, for example, a doctor’s note or positive COVID test for the student or for an immediate family member, or bereavement leave with proper documentation (funeral program or obituary).
- Instructor pre-approved job interviews, job orientations, and professional workshops.

It may be possible for a student to arrange to make up time with the instructor for class time missed, not to exceed 15 hours for part time students and 30 hours for full time students per semester. The makeup time must be completed in the classroom under the instructor’s supervision within the same semester of the course.

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

Adult Attendance

An *absence* is defined as missing more than 30 minutes of total class time. Students arriving late or leaving class early, resulting in missing 30 minutes or less of total class time will be marked *tardy*. Each incident will count as one tardy. Three (3) tardies equal one absence.

Satisfactory attendance is expected for successful completion. Students may not exceed the allowed number of absences. This attendance rule also applies for the summer school session.

The number of allowed absences is calculated based on the number of instructional days in the summer session. Refer to the Allowable Absences Schedule below.

Adult Allowable Absences Schedule

Fall Semester 2022

Start Date	Part-Time Students		Full-Time Students		Evening Students	
	Maximum Absences	Attendance Warning	Maximum Absences	Attendance Warning	Maximum Absences	Attendance Warning
08/10/2022	8	4	16	8	8	4
09/13/2022	6	3	12	6	6	3
10/25/2022	4	2	8	4	4	2

Spring Semester 2023

Start Date	Part-Time Students		Full-Time Students		Evening Students	
	Maximum Absences	Attendance Warning	Maximum Absences	Attendance Warning	Maximum Absences	Attendance Warning
01/03/2023	8	4	16	8	8	4
02/14/2023	6	3	12	6	6	3
03/21/2023	4	2	8	4	4	2

Summer Semester 2023

Start Date	Part-Time Students		Full-Time Students		Evening Students	
	Maximum Absences	Attendance Warning	Maximum Absences	Attendance Warning	Maximum Absences	Attendance Warning
06/01/2023	2	1	4	2	2	1

- Students who miss five (5) consecutive days without contacting the school will be withdrawn.
- Students who exceed the attendance policy will be withdrawn and may forfeit the opportunity to return to Francis Tuttle the following semester.
- Students withdrawn for attendance may seek readmission through the Instructional Director.
- If students submit acceptable documentation for the following categories, the documented absences will not count toward the maximum number of absences identified in the Allowable Absences Schedule. Unless otherwise specified, documentation is to be submitted to the Campus Attendance Office within five (5) days of return from absence.
 - Illnesses with documentation, for example, a doctor’s note or positive COVID test for the student or for an immediate family member, or bereavement leave with proper documentation (funeral program or obituary).
 - Instructor pre-approved job interviews, job orientations and professional workshops.
 - Preapproved required jury duty, court appearance, and military duty.

It may be possible for a student to arrange to make up time with the instructor for class time missed, not to exceed 15 hours for part-time students or 30 hours for full-time students per semester. The makeup time must be completed in the classroom under the instructor’s supervision within the same semester of the course.

- A Leave of Absence (LOA) may be requested by an adult student through the instructor.
 - The request must be submitted in writing on the proper Francis Tuttle Leave of Absence (LOA) form. The LOA forms may be obtained from instructors or in the Office of the Instructional Director. The LOA form must be signed, dated, and include the reason for the leave.
 - A student must be enrolled 20 consecutive school days in each school year, upon reinstatement, or following a first leave of absence to be eligible for a leave of absence.
 - Absences will not accrue as a result of the LOA.
 - 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. **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.**
 - Two leaves of absence may be granted to a student within the school year.
 - Each leave must be a minimum of five (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.

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

Honor Societies

National Technical 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 programs.
- DECA – For students enrolled in Business Marketing & Management and the Entrepreneurship Academy.
- 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 in the Advanced Manufacturing program.
- SkillsUSA – For students enrolled in Trade and Industrial Technology programs, programs at the Portland Campus, and the Occupational Services program.
- TSA – Technology Student Association. For students enrolled in STEM-based programs.

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, unless otherwise approved.

Discipline Policy

Students may be disciplined for violations of this discipline policy. 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. Any conduct occurring outside the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school will also result in disciplinary action.

A variety of disciplinary methods may be utilized and administered by the District administration. Although it is not possible to identify all options, some disciplinary actions are listed below. This list is not all-inclusive and does not limit school officials to implementing a discipline plan in a manner and under circumstances appropriate to the student's conduct or behavior.

- Verbal warning
- Written warning
- Temporary removal from all District campuses and or activities
- Probation
- Suspension
- Dismissal/removal

The suspension shall not extend beyond the current school semester and the succeeding semester. The student suspended for behavioral issues shall have the right to appeal the decision of the administrator in accordance with the student appeal policy. During the time a student is suspended, he/she is excluded from all school activities, including extracurricular activities.

In cases of suspension of a high school student, sending school administrators and parents will be notified.

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 may also be subject to the same suspension from his/her sending school. Students under suspension at their sending school may also be suspended from the District.

The Superintendent or his/her designee and selected administrators shall have the authority to implement disciplinary procedures with any student who is in violation of the policies and procedures of Francis Tuttle.

Behavioral violations include, but are not limited to:

- Adjudicated as guilty of a violent offense as that term is defined in Oklahoma criminal laws.
- Arson, extortion, forgery, gambling.
- Any disruptive use of cell phones during class time.
- Cheating, plagiarism.
- Conduct that threatens or jeopardizes the safety of others, assault upon student or school personnel, either in or away from school.
- Cutting class or sleeping, or refusing to work in class.
- Disruption of the educational process or operation of the school, creating or attempting to create a disturbance or repeated classroom disturbances.
- Driving a vehicle on school property in a reckless or unsafe manner.
- Failure to attend a disciplinary assignment without approval.
- Failure to comply with state immunization records.

- Failure to comply with any Health Science Program’s Clinical Affiliation Agreement stipulations, policies and rules of the clinical site, and/or behavior that threatens the continued relationship between the school and the clinical faculty.
- 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, vaping devices, e-cigarettes or similar 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 the Board of Education policies, rules, or regulations or violation of school rules and regulations.
- Violation of Appropriate Use of Technology Policy.
- Violation of the Internet Use Agreement, 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 student who has assisted, abetted, or distributed any of the above to a high school student shall come within the disciplinary procedures of this policy.

Disciplinary Action for Misuse of School Bathrooms and Changing Facilities

Pursuant to SB615 (2022), each multioccupancy restroom and changing area located in public schools serving students in prekindergarten through twelfth grades shall be designated as either for the exclusive use of the male sex or for the exclusive use of the female sex. “Sex,” for the purposes of this policy is

defined as the physical condition of being male or female based on genetics and physiology, as identified on the individual's original birth certificate.

The District's expectation is that all students, staff, and patrons will comply with SB615, with the appropriate use of multioccupancy restrooms and changing areas that corresponds with their sex, as identified on their birth certificate. If an individual does not wish to comply by using the appropriate restroom or changing room based on sex as defined herein, the District shall provide a reasonable accommodation by providing access to a single-occupancy restroom or changing room.

Individuals who fail to comply may be subject to the disciplinary methods listed in the student discipline policy.

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. 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 (ten) 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 regardless of prescription status 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 (§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 sending 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 in the offices of Instructional Directors in each of the instructional areas.

Transcripts/Certificate Requests

Students desiring a copy of a transcript or certificate must make the request online or in writing with the department administrative assistant 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 <https://www.francistuttle.edu/student-experience/resources/counseling-services>.

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 2022/2023

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 1,000 hours, the student's tuition is \$2,200.00.

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/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 ($\frac{1}{4}$) 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 1,000-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 1,000 hrs.	\$2,200.00
<u>Tuition charge for 600 hrs.</u>	<u>(\$1,320.00)</u>
Refund due to student of 400 hrs.	\$880.00

There will not be a tuition adjustment for students withdrawing in the last one-fourth ($\frac{1}{4}$) 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's respective departmental office. Parental permission must be secured before a high school student is released.

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 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 Danforth, 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

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 Professional Development Coordinator 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:
 - a. Investigation form
 - b. Resolution Form
 - c. 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.

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 of race, color, sex, pregnancy, gender, gender identity and expression, national origin, religion, disability and ability, veteran status, sexual orientation, age, or genetic information. 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, sex, pregnancy, gender, gender identity and expression, national origin, religion, disability and ability, veteran status, sexual orientation, age, or genetic information.

Inquiries concerning application of this policy may be directed to either Shari Parish, Human Resources Director or Jaared Scott, Deputy Superintendent, who both serve as District Equity Coordinators 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.
Deputy Superintendent
405.717.4256
Jaared.scott@francistuttle.edu

Assault/Battery Against an Employee

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 IX – Sex Discrimination and Sexual Harassment

POLICY: Francis Tuttle Technology Center will address all incidents of sex discrimination and sexual harassment reported to the technology center's Title IX Coordinator(s) in compliance with Title IX of the Education Amendments of 1972, as amended.

This policy informs all students and all technology center employees of policies and procedures regarding sex discrimination and sexual harassment to which all students, instructional staff, and non-instructional personnel are expected to adhere. In addition, comprehensive information is provided regarding the reporting of sex discrimination and sexual harassment and avenues to seek immediate assistance.

The technology center seeks to create a positive educational environment on and off campus through our academic programs, services, activities, policies and procedures aimed at providing protection against sex discrimination and harassment. To that end, the technology center condemns discrimination in its education programs and activities based on sex or gender, sexual orientation, gender identity or expression, sexual harassment, sexual violence, dating violence, and stalking. Notice of sex discrimination or asexual harassment incident to the technology center's Title IX Coordinator charges the technology center with actual knowledge and triggers its response obligations.

The technology center must respond when sex discrimination and harassment occur in the district's education programs or activities. Education programs and activities include locations, events, or circumstances in which the technology center exercises substantial control over both the respondent and the context in which the discrimination or harassment occurred. Title IX applies to all of the technology center's education programs or activities, whether such programs or activities occur on-campus or off-campus, including online instruction.

Any person may report sex discrimination, including sexual harassment, whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment. Reports may be made in person, by USPS mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address, listed for the Title IX Coordinator.

Individuals are responsible for immediately reporting any knowledge or information concerning sexual harassment to the technology center’s Title IX Coordinator. The technology center encourages victims of sexual harassment to talk with a counselor. Different employees within the scope of technology center’s resources have different abilities to maintain a victim’s confidentiality.

- **Counselors** are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.” Disclosures to these employees will not trigger an investigation into an incident against the complainant’s wishes.
- Technology center **Employees** are required to report all the details of an incident (including the identities of both the complainant and respondent) to the Title IX Coordinator. A report to technology center employees (called “responsible employees”) constitutes a report to technology center and places technology center on notice to take appropriate steps to address the situation.

This policy also applies to retaliation by technology center or any person against any other person for the purpose of interfering with Title IX rights, or because the person has participated or refused to participate in any manner in a proceeding under Title IX that is prohibited.

Assistance Following an Incident of Sexual Harassment

Immediate Assistance:

Persons who have complaints of sexual harassment may file their complaints with the Title IX Coordinator(s):

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

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

Victims of sexual violence should get to a place of safety and call Police. Obtain necessary medical treatment; time is a critical factor for evidence collection and preservation. An assault should be reported directly to a law enforcement officer, and technology center officials will assist in facilitating this process. Filing a police report will not obligate the complainant to prosecute, nor will it subject the reporting party to scrutiny or judgmental opinions from officers. Filing a police report will ensure that a victim of sexual violence receives the necessary medical treatment and tests, at no expense to the complainant to the extent provided for by Oklahoma law, and provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later.

COMPLAINANT OR WITNESS: CALL POLICE (911) FOR IMMEDIATE ASSISTANCE.

Ongoing Assistance:

In order to ensure the safety and well-being of the complainant, technology center may take interim measures such as changing academic schedules, extracurricular activity modifications, addressing transportation issues, withdraw from/retake a class without penalty, academic support (e.g., tutoring), leave of absence, counseling, campus escort services, distance learning arrangements, work schedule modifications, or similar measures. In addition, while an investigation is pending, technology center may initiate a “no contact order” between the parties that carries a sanction of short- or long-term suspension (for secondary students) or removal (for adult students) if violated.

The technology center offers internal counseling options. Technology center officials and representatives are available to facilitate access to support services. Several service organizations in Oklahoma have provided telephone numbers and made available other services for students, staff and campus community members. Technology center will assist any interested person, needing assistance, in contacting these agencies.

Statewide Support Services:

- Oklahoma Safeline - 1-800-522-7233 (SAFE)
- Oklahoma Safeline - Oklahoma City Metro Area - 405-522-7233 (SAFE)
- National Domestic Violence Hotline - 1-800-799-7233 (SAFE)
- Rape, Abuse & Incest National Network Hotline - 1-800-656-4673 (HOPE)
- Communication Services for the Deaf (TTY) - 1-800-252-1017 (TTY)
- Communication Services for the Deaf (Voice) - 1-866-845-7445 (Voice)
- Oklahoma Coalition Against Domestic Violence/Sexual Assault 405-524-0700 (M-F/9-5)

Title IX Coordinator and Staff

- Title IX Coordinator has primary responsibility for overseeing the process of coordinating technology center’s compliance efforts, receiving complaints, investigations, hearing, sanctions, appeals, and education and training associated with this policy. To file a complaint or submit questions concerning actions governed by this policy contact the Title IX Coordinator.
- Title IX Investigators may include but not be limited to technology center administration. The primary responsibility of the investigator relates to formal complaints. The investigator is to collect statements and any evidence directly related to any allegations of a Title IX policy violation as directed by the Title IX Coordinator. Investigators will receive appropriate Title IX training.
- Title IX Hearing Officer (decision-maker) may include a technology center administrator, legal counsel or specially designated officer. The primary responsibility of the hearing officer is to ensure both parties receive due process in the event allegations of a Title IX policy violation are directed to a hearing by the Title IX Coordinator. Hearing Officers will receive appropriate Title IX training.

Definitions

The technology center defines sex discrimination and sexual harassment broadly to include any of three types of misconduct on the basis of sex (or gender), all of which jeopardize the equal access to education that Title IX is designed to protect:

1. Any instance of quid pro quo harassment by a district's employee;
2. Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; and
3. Any instance of sexual assault, dating violence, domestic violence, or stalking as defined by Federal law.

Offenses prohibited under the technology center's policy include, but are not limited to: sex discrimination (including sexual orientation discrimination and gender identity or gender expression discrimination), sexual harassment, sexual violence to include non-consensual sexual contact, non-consensual sexual intercourse, sexual coercion, domestic/dating violence, stalking, and sexual exploitation.

- A. **Sex Discrimination:** includes sexual harassment and is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their education or employment, or school-related benefits, on account of sex or gender (including sexual orientation, gender identity, and gender expression discrimination). It may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.
- B. **Sexual Harassment:** is unwelcome and discriminatory speech or conduct undertaken because of an individual's gender or is sexual in nature and is so severe, pervasive, or persistent, objectively and subjectively offensive that it has the systematic effect of unreasonably interfering with or depriving someone of educational, institutional, or employment access, benefits, activities, or opportunities. Students, vendors and visitors who are subject to or who witness unwelcome conduct of a sexual nature are encouraged to report the incident(s) to the Title IX Coordinator or any technology center employee. Technology center employees who witness or learn of such conduct are required to report it to the Title IX Coordinator.
 1. **Hostile Environment:** Sexual harassment includes conduct that is sufficiently severe, pervasive, or persistent, objectively and subjectively offensive that it alters the conditions of education or employment or institutional benefits of a reasonable person with the same characteristics of the victim of the harassing conduct. Whether conduct is harassing is based upon examining a totality of circumstances, including but not limited to the following:
 - The frequency of the conduct;
 - The nature and severity of the conduct;
 - Whether the conduct was physically threatening;
 - Whether the conduct was deliberate, repeated humiliation based upon sex;
 - The effect of the conduct on the alleged victim's mental or emotional state from the perspective of a reasonable person;
 - Whether the conduct was directed at more than one person;
 - Whether the conduct arose in the context of other discriminatory conduct;

- Continued or repeated verbal abuse of a sexual nature, such as gratuitous suggestive comments and sexually explicit jokes; and
 - Whether the speech or conduct deserves constitutional protections.
2. **Quid Pro Quo Sexual Harassment** exists when individuals in positions of authority over the complainant engage in the following behaviors:
- Make unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
 - Indicate, explicitly or implicitly, that failure to submit to or the rejection of such conduct will result in adverse educational or employment action or where participation in an educational program or technology center activity or benefit is conditioned upon the complainant's submission to such activity.

Examples of Harassment:

- An instructor insists that a student have sex or engage in sexual acts with him/her in exchange for a good grade. This is harassment regardless of whether the student agrees to the request.
- A student repeatedly sends sexually oriented jokes around in an email list that the student created, even when asked to stop, causing one recipient to avoid the sender on campus or in connection with classes or district sponsored events in which both are involved.
- An instructional assistant probes for explicit details, and demands that students respond to him or her, though the student is clearly uncomfortable and hesitant.
- An administrator asks a student for nude or semi-nude pictures to be sent via Snapchat or other social media.
- An adjunct instructor provides explicit details of his sexual past or describes his sexual relationship with his spouse or girlfriend.
- An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to his clear discomfort and embarrassment.

C. **Sexual Violence** refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by district employees, other students, or third parties.

1. **Nonconsensual Sexual Contact** is any intentional touching, however slight, whether clothed or unclothed, of the victim's intimate body parts (primarily genital area, groin, inner thigh, buttock or breast) with any object or body part, without consent and/or by force. It also includes the touching of any part of a victim's body using the perpetrator's genitalia and/or forcing the victim to touch the intimate areas of the perpetrator or any contact in a sexual manner even if not involving contact of or by breasts, buttocks, groin, genitals, mouth or other orifice. This definition includes sexual battery and sexual misconduct.
2. **Nonconsensual Sexual Intercourse** is defined as any sexual intercourse or penetration of the anal, oral, vaginal, genital opening of the victim, including sexual intercourse or penetration by any part of a person's body or by the use of an object, however slight, by

one person to another without consent or against the victim's will. This definition includes rape and sexual assault, sexual misconduct, and sexual violence.

Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator. Sexual penetration means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.

3. **Sexual Coercion** is the act of using pressure (including physical pressure, verbal pressure or emotional pressure), alcohol, medications, drugs, or force to have sexual contact against someone's will or with someone who has already refused. This includes rape, sexual assault, sexual exploitation and sexual misconduct.
4. **Dating Violence** is violence between individuals:
 - The party is or has been in a social relationship of a romantic or intimate nature with the victim;
 - The existence of such a relationship shall be determined based on a consideration of the following factors:
 - Length of the relationship
 - Type of relationship
 - Frequency of interaction between the persons involved in the relationship
- D. **Advisor** - a person who has agreed to assist a complainant or respondent during the Title IX process. The advisor may be a person of the student's choosing, including but not limited to a technology center faculty or staff member, a friend or an attorney.
- E. **Complainant** - an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- F. **Respondent** – an individual who has been reported to be the perpetrator of conduct that could constitute sex discrimination or sexual harassment.
- G. **Formal complaint** – a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation(s) of sexual harassment and stating the date, time, place, name(s) of person(s) involved (e.g., the accused, witnesses) and sufficient details to make a determination regarding basic elements of the formal complaint process.
- H. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district with which the formal complaint is filed.
- I. **Supportive measures** - individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment.

Consent

Consent is the act of willingly agreeing to engage in sexual contact or conduct. Individuals who consent to sex must be able to understand what they are doing. Under this policy, “No” always means “No,” and the absence of “No” may not mean “Yes”.

- A. Consent is informed, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity.
- B. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity.
- C. Previous relationships or consent does not imply consent to future sexual acts.
- D. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity.
- E. In order to give effective consent, one must be of legal age and have the capacity to consent. Incapacity may result from mental disability, intellectual disability, unconsciousness/sleep, age, or use of alcohol, drugs, medication, and/or other substances. Consent given by someone who one should know to be, or based on the circumstances, reasonably should have known to be, mentally or physically incapacitated, is not consent. Incapacitation is a state where someone cannot make rational, reasonable decisions because he or she lacks capacity to give knowing consent. Note: indications of consent are irrelevant if the initiator knows or should reasonably have known of the incapacity of the other person. Examples of when a person should know that another is incapacitated include, but are not limited to the following:
 - The amount of alcohol, medication or drugs consumed
 - Imbalance or stumbling
 - Slurred speech
 - Lack of consciousness or inability to control bodily functions or movements, or vomiting
 - Mental disability or incapacity
 - Use of alcohol, medications, or other drugs will not excuse behavior that violates this policy

Reporting

A. Mandatory Reporting

All technology center employees are responsible for taking all appropriate actions to prevent sex discrimination or sexual harassment, to correct it when it occurs, and must promptly report it to the Title IX Coordinator. Failure to do so may result in disciplinary action up to and including termination. All technology center employees are considered responsible employees with a duty to report any incident to the Title IX Coordinator. The only exception to the mandatory duty to report is a licensed counselor for whom the report is considered a privileged exchange.

B. Confidential Reporting

Resources are available through staff and counselors. Victims’ advocates are available to speak with any person who wishes to report an incident and remain anonymous. All forms of sexual harassment should be reported, no matter the severity. In addition, the technology center should be made aware of possible threats to the campus community in order to issue timely warnings.

C. Reporting to the Police

The technology center strongly encourages anyone to report sexual violence and any other criminal offenses to the police. This does not commit a person to prosecution, but will allow the gathering of information and evidence. The information and evidence gathered preserve future options regarding criminal prosecution, technology center disciplinary actions and/or civil actions against the respondent.

- If the incident happened on campus, it can be reported to the technology center's SRO or SRO Officer at 405-717-4616. If the incident happened anywhere else, it can be reported to the local law enforcement with jurisdiction in the location where it occurred. Please know that the information you report can be helpful in supporting other reports and/or preventing further incidents.
- Reporting for Faculty and Staff (Non-Student) Instances: Faculty and staff shall report any instances of sexual harassment by another faculty or staff member to the Title IX Coordinator. As stated above, the technology center also strongly encourages reporting any instances to the police.
- Employee Obligation to Report (Student Instances): In compliance with Title IX, employees who become aware of a student instance of sexual harassment shall immediately report such instance to the Title IX Coordinator, including the name(s) of the persons involved.

D. Student Reporting

Students shall report any instances of sex discrimination or sexual harassment to any technology center employee and/or the Title IX Coordinator. Only victims or their parents or guardians can file a formal complaint of sexual harassment. A complaint should be filed as soon as possible. If either the complainant or the respondent is a student, the incident will be addressed through the Title IX process. The report can be made in person, by phone, mail, or email using the contact information listed for the Title IX Coordinator or by any other means that result in the Coordinator receiving the report. The report can be made any time, even during non-business hours.

Procedures:

After receiving a report or notice of an incident, the Title IX Coordinator will promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. A complainant's wishes with respect to whether the technology center investigates will be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

The technology center will promptly take necessary steps to protect the complainant and ensure safety as necessary, including taking interim steps before the final outcome of any investigation once a report or knowledge of sexual harassment has occurred. In some instances, the technology center may implement an emergency removal of a student when a safety and risk analysis indicate that an imminent threat exists to the physical health or safety of a party. A party subject to an emergency removal shall have an opportunity to challenge the decision immediately following the removal. An employee may be placed on administrative leave or suspended during the pendency of the grievance process. Periodic updates on the status of the investigation will be provided to the complainant. If the school determines that sexual violence occurred, the technology center will continue to take steps to protect the complainant and ensure safety at school or related activities. The technology center will provide the complainant with available

resources, such as victim advocacy, academic support, counseling, disability services, health and mental health services, and assistance in reporting a crime to local law enforcement.

Written Notice of Complaint

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview.

Written notice includes:

- a. Notice of the grievance process, including any informal resolution process;
- b. Notice of the allegations, including sufficient detail (i.e., names of known parties, the conduct alleged to be sexual harassment, and the date and location of the conduct, if known) to allow the respondent to prepare a response;
- c. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
- d. Notice of the parties' right to have an advisor (who may be, but is not required to be, an attorney) and to inspect and review evidence; and
- e. Notice that knowingly making false statements or providing false information in the grievance process is a violation of the code of conduct of students or a violation of performance and conduct standards for employees.

Investigation

An investigator will be designated to investigate the allegations contained in the complaint or which are developed in the course of the investigation. The burden of gathering evidence and burden of proof must remain on the technology center—not on the parties.

An investigation will be conducted by a technology center Title IX official. This investigation will include:

- Meeting personally with the complainant (unless extraordinary circumstances prevent a personal meeting);
- Meeting personally with the respondent (unless extraordinary circumstances prevent a personal meeting);
- Presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made;
- Collecting any physical evidence;
- Meeting personally with any witnesses (unless extraordinary circumstances prevent a personal meeting with one or more witnesses);
- Reviewing any documentary evidence; and
- Preparing a report of the investigation.

The investigation of complaints will be adequate, reliable and impartial. The investigation process can take up to 60 days. When investigating a complaint and throughout the grievance process, the technology center must do the following:

1. Ensure that the burden of proof and of gathering evidence rests on technology center rather than the parties;

2. Provide an equal opportunity for the parties to present witnesses and evidence;
3. Not restrict either party's ability to discuss the allegations or gather and present evidence;
4. Provide the parties with the same opportunities to have others present during interviews or related proceedings, including an advisor;
5. Provide, to a party who is invited or expected to attend, written notice of the date, time, participants, purpose, and location of any investigative interview, hearing or other meeting with enough time to allow the party to prepare and participate;
6. Provide both parties and their advisors an equal opportunity to review all evidence directly related to the allegations in the formal complaint (both exculpatory and inculpatory) at least 10 days prior to the completion of the final investigation;
7. Ensure that if the technology center obtains additional information from or about the respondent or complainant, during the course of the investigation, that was not included in the original notice to the parties—both parties will be provided written notice of additional allegations and a reasonable opportunity to respond in writing to the new information or documents;
8. Prepare a written report that fairly summarizes the relevant evidence and provide the report to both parties and their advisors for review and written response at least 10 days before a hearing or determination of responsibility; and
9. Ensure that parties will have at least 10 calendar days to respond to the investigator's report; any response will be considered in connection with any hearing that is conducted.

The Title IX Coordinator will determine if a Title IX hearing is necessary. In making this determination, the Coordinator will consider whether both parties request or consent to a hearing and will agree to participate in a hearing. If it is determined that the technology center will proceed with a hearing, the complainant and the respondent will be notified in writing of the hearing.

Mandatory or Permissive Dismissal

Mandatory dismissal must occur when it is determined in the course of the investigation that allegations in a formal complaint: (1) did not occur in the technology center's program or activity; (2) did not constitute sexual harassment as defined, or (3) did not occur against a person within the United States. Both parties must receive written notice of a mandatory dismissal and reasons.

Permissive dismissal may occur at any time during the investigation or hearing when: (1) a complainant notifies the Title IX Coordinator in writing that they would like to withdraw; (2) the respondent is no longer enrolled or employed by the technology center; or (3) specific circumstances prevent the technology center from gathering evidence sufficient to reach a determination. Both parties must receive written notice of a permissive dismissal and reasons.

The technology center may still address allegations of misconduct under the Student Code of Conduct or employee disciplinary procedures.

Technology Center Action

- A. Informal resolution is available in some circumstances. Informal resolutions are unavailable unless a formal complaint of sexual harassment is filed. Informal resolution may include conflict resolution or a restorative agreement between the parties with a trained Title IX Officer presiding over the informal resolution conference. Participation in informal resolution is never mandatory, and will only take place with the full consent of both parties involved. Informal resolution may only be used:

1. When a formal complaint of sexual harassment is filed;
2. Prior to a Notice of Hearing being issued;
3. When a Title IX Officer determines this is a suitable option for resolving the concern, and both the complainant and respondent agree to use the process;
4. When the complaint does not involve sexual violence as defined in the Title IX Policy; and
5. When both parties acknowledge receipt of written notice of their rights under this policy and both parties provide written, voluntary consent.

Informal resolution is not available when the complaint alleges a technology center employee sexually harassed a student.

Because the outcomes of voluntary resolution conversations are mutually developed and agreed upon by parties involved, an appeal of the process and its result is not permitted. However, either the Complainant or the Respondent may withdraw from informal resolution at any time prior to the entry of a voluntary resolution agreement and proceed with the Title IX hearing. If the parties are unable to agree on a voluntary resolution, the matter will be referred by the Title IX Coordinator to a Title IX Hearing. No offers to resolve the conflict that were made or discussed during the informal voluntary resolution process maybe introduced during the Title IX Hearing.

B. Title IX Hearing

The technology center has determined that the hearing process will be conducted through written exchanges, if the parties are secondary students, but a live hearing will not be conducted.

The Title IX Hearing Officer's responsibilities include but are not limited to the following, regardless of whether a hearing is conducted through written exchanges or a live hearing:

- Read and understand the Title IX Policy and Procedures, which include the hearing process;
- Read and understand all of the information of the Title IX case provided by the Coordinator prior to the hearing as part of a hearing packet;
- Read and understand the procedures of the Title IX hearing (live or non-live) provided by the Coordinator prior to the hearing as part of a hearing packet;
- Have a clear understanding of the incident(s) in question before making a decision;
- Decide the outcome and sanctions if needed based on the information presented, hearing notes, and the technology center Title IX Policy;
- Maintain copies of all notes made. The hearing officer will inform the parties of the decision at the live hearing and send a letter as described in this policy;
- Ensure that parties have had ample time and opportunity to ask questions and obtain responses before the hearing officer renders a decision (live or non-live); and
- Ensure that the determination (decision) includes a statement of and rationale as to each allegation, a determination of responsibility, any disciplinary sanctions, and whether remedies to restore equal access to the technology center's educational programs or activities will be provided to the complainant.

Complainant's Rights:

- Be given a written explanation of the allegations and the hearing process;
- Have access to evidentiary material in advance of the hearing;
- Be present during the entire live hearing or fully aware of the process used in a non-live hearing;
- Be accompanied by an advisor during the hearing. The advisor is limited to advising the student and may not present the case, or make statements during the proceedings. Students should provide technology center with the name and contact information for the student's advisor as soon as practical but at least three (3) business days prior to the hearing;
- Be given, as applicable, a timely live or non-live hearing;
- Be assured of exclusion of evidence of the victim's past sexual history from discussion during the hearing. The past sexual history of the victim with persons other than the respondent shall be presumed irrelevant;
- Be permitted to clarify that evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent (remember secondary students cannot consent to sexual harassment) or preclude a finding of sexual harassment;
- Be provided written notification of the outcome of the hearing including any sanctions, remedies/accommodations for the complainant, additional remedies for the school community;
- Be provided written notification of any internal or external counseling services that may be available;
- Be provided written notification of options for changing academic, extracurricular, transportation, school-site, or work-site situations, if reasonable;
- Be provided written notification of an avenue for appeal.

Respondent's Rights:

- Be given written notice of the allegations and the hearing process;
- Be given access to evidentiary material in advance of the hearing;
- Be present during the entire hearing if a live hearing is conducted or fully aware of the process utilized in a non-live hearing;
- Have no violation presumed until found responsible;
- Be given a timely hearing;
- Be accompanied by an advisor during the hearing. The advisor is limited to advising the student and may not present the case, or make statements during the proceedings. Students should provide the technology center with the name and contact information for the student's advisor as soon as practical but at least three (3) business days prior to the hearing;
- Be informed that evidence of the victim's past sexual history will be excluded from discussion during the hearing or hearing process. Similarly, the past sexual history of the victim with persons other than the respondent shall be presumed irrelevant;
- Be provided written notification of the outcome of the hearing including any sanctions, remedies/accommodations for the complainant or respondent, additional remedies for the school community;

- Be provided written notification of internal or external counseling services that may be available;
- Be provided written notification of options for changing academic, extracurricular, transportation, school-site, or work-site situations, if reasonable; and
- Be provided written notification of an avenue for appeal.

Live Hearings

A live hearing will not be conducted unless students who are parties to the complaint are at least 18 years of age, extraordinary circumstances are present, or adult program students are the parties. The complainant and respondent will be notified in writing of the hearing date, the alleged policy violation(s) and issued a notice to appear at the hearing. The Notice of Hearing will be hand-delivered or mailed to the physical or electronic addresses of the parties. Parties are responsible for ensuring that a current physical and electronic mail address is included in technology center records. The live hearing will include opening statements, each party's evidence and witnesses, cross-examination, and closing statements. Students are permitted to have an advisor accompany the Student throughout the disciplinary hearing. Students should provide technology center with the name and contact information for the Student's advisor at least 3 business days prior to the hearing. Parties are present during the disciplinary hearing (except during deliberations of the hearing officer). Parties are permitted to make statements, present witnesses and present evidence during the hearing which evidence has been previously collected and approved for relevance during the investigative process.

Non-Live Hearings

Non-live hearing parties will have similar rights and responsibilities, except that the hearing officer will conduct the hearing via written or oral exchanges and neither the complainant nor the respondent will confront one another and no cross-examination will occur. However, both parties will be invited to submit questions, receive answers, and present relevant written arguments in connection with the parties' claims and defenses. Parties will have at least 10 days to respond to the receipt of information or documents to which they wish to respond. The investigator's report, all submissions by the parties, the exchange of information, documents and arguments will provide the basis for the hearing officer's decision.

All Hearings

Witnesses and evidence must be directly related to the claims. Parties will be notified in any instance in which responses, information or documents are not available because of a privilege (not waived by the party who asserts the privilege) or irrelevant information is involved (.e.g., information involving prior sexual behavior or sexual predisposition is irrelevant; a privilege such as an attorney-client or doctor-patient or other privilege bars introduction of certain evidence). The standard of proof used in technology center Title IX Hearings is the preponderance of the evidence, which means the determination to be made is whether it is more likely than not a violation occurred. This is different than proof beyond a reasonable doubt, which is required for a criminal prosecution.

Outcomes

If it is determined under the preponderance of evidence standard (more likely than not to have occurred) that the respondent is not responsible for a Sexual Harassment policy violation—the complaint will be dismissed.

If it is determined under the preponderance of evidence standard that the respondent is responsible for a Sexual Harassment policy violation the following sanctions will be considered. The listing of sanctions below is not intended to be exclusive; actions may be imposed singularly or in combination when a violation of this policy is found.

Discrimination (includes gender discrimination) may include the following sanctions on the student(s) found responsible:

- Restriction – A limitation on a student’s privileges for a period of time and may include but not be limited to, the denial of the use of facilities or access to parts of campus, denial of the right to represent the technology center, or denial of participation in extracurricular activities.
- Service Project – Community service or an education class or project beneficial to the individual and campus or community.
- Probation – A specified period of time during which the student is placed on formal notice that the student is not in good social standing with the technology center and that further violations of regulations will subject the student to suspension from the technology center.
- Suspension – If warranted by the severity of the incident, removal from classes or programs and other privileges or activities for a definite period of time not to exceed (for secondary students) the remainder of the semester in which the incident occurred and the following semester and until the conditions which are set forth in the hearing outcome letter are met. Students who are suspended from the technology center are not permitted on campus or in campus buildings, facilities or activities at any time for any reason during the period of suspension, unless otherwise directed by the Superintendent or the Superintendent’s designee. Conditions to conclude a suspension and reinstatement process will be stated in the written notification. Notation on the student’s transcript will not be made; however, a permanent record of the action will be maintained in the student’s record.
- Removal – If warranted by the severity of the incident, adult students may be removed from the technology center with no right to return to classes or programs or a future right to apply to return. Conditions to which the adult student is subject will be stated in the written notification of outcome. Notation on the student’s transcript will not be made; however, a permanent record of the action will be maintained in the student’s record.

Sexual Harassment may include the following sanctions on the student(s) found responsible.

- Restriction – A limitation on a student’s privileges for a period of time and may include but not be limited to the denial of the use of facilities or access to parts of campus, denial of the right to represent technology center.
- Service Project – Community service or an education class or project beneficial to the individual and campus or community.
- Behavioral Change Requirement – Required activities including but not limited to, seeking academic counseling, substance abuse assessment, decision making class, writing a reflection paper, etc.
- Probation – Students are prohibited from participating in or holding leadership positions in any extracurricular activities not directly associated with academics (e.g., Skills USA, tech demonstration events, student organizations/clubs/associations, or other sanctioned events or competitions). Students must apply to be removed from probation by submitting documentation of their significant active efforts to become good citizens of the community and engage in responsible, productive behavior.
- Suspension – If warranted by the severity of the incident, removal from classes, programs, and other privileges or activities for a definite period of time not to exceed the remainder of the semester in which the incident occurred and the following semester, if a secondary student, and for a longer period of time, if an adult student, and until the conditions which are set forth in the hearing outcome letter are met. Students who are suspended or removed from technology center

are not permitted on campus or in campus buildings, facilities or activities at any time for any reason during the period of suspension or removal, unless otherwise directed by the Superintendent or the Superintendent's designee. Conditions to conclude a suspension or removal and reinstatement process will be stated in the written notification. Notation on the student's transcript will not be made; however, a permanent record of the action will be maintained in the student's record.

- Removal – If warranted by the severity of the incident, adult students may be removed from the technology center with no right to return to classes or programs or a future right to apply to return. Conditions to which the adult student is subject will be stated in the written notification of outcome. Notation on the student's transcript will not be made; however, a permanent record of the action will be maintained in the student's record.

Sexual Violence may include the following sanction on the student(s) found responsible.

- Long-term Suspension or removal – Suspension of student status for an indefinite period not to exceed the maximum period permitted by law. Secondary students may only be suspended for the rest of the current semester and the succeeding semester; adult students may be suspended for a period to be determined or may be removed from the technology center with no right to return. The conditions for readmission, if any, shall be stated in the hearing outcome letter. In addition, a student, though readmitted to the district by operation of law, may be denied the opportunity to participate in extracurricular activities for as long as the student is enrolled in the technology center. Notation on the student's transcript will not be made; however, a permanent record of the action will be maintained in the student's record. Removal should be reserved and used only in cases involving the most severe instances of misconduct.

Both parties will be notified of the outcome in writing at the same time by certified mail or other agreed upon form of notice within five business days after the hearing. Both parties have the right to appeal the decision reached through the hearing process within five days after receipt of the hearing decision.

Appeal Procedures

An appeal is not a new hearing, but is a review of the record of the original hearing. It serves as a procedural safeguard for the student or other party. The burden of proof shifts from the technology center to the party found responsible for the policy violation. The appealing party must show one or more of the listed grounds for an appeal.

- A. Appeals must be submitted in writing to the Superintendent within five (5) technology center calendar days of receiving the decision. Failure to file an appeal within the prescribed time constitutes a waiver of any right to an appeal.
- B. The appeal must cite at least one of the following criteria as the reason for appeal and include supporting argument(s):
 1. The original hearing was not conducted in conformity with prescribed procedures and substantial prejudice to the complainant or the respondent resulted.
 2. The evidence presented at the previous hearing was not "sufficient" to justify a decision against the student or group.
 3. New evidence which could have substantially affected the outcome of the hearing has been discovered since the hearing. The evidence must not have been available at the time of the original hearing. Failure to present information that was available is not grounds for an appeal.
 4. The sanction is not appropriate for the violation. This provision is intended to be utilized when a determined sanction is inherently inconsistent with technology center procedures or

precedent. Simple dissatisfaction with a sanction is not grounds for overturning a sanction under this provision.

- C. The Superintendent will review the record of the original hearing, including documentary evidence. It is the Superintendent's discretion to convert any sanction imposed to a lesser sanction, to rescind any previous sanction, or to return a commended sanction to the original hearing officer for review/or reconsideration. If there is new evidence (unavailable at the time of the hearing through no fault of the parties) which is believed to substantially affect the outcome, or evidence presented at the previous hearing was "insufficient" to justify a decision against the student or group, or a finding that a substantial procedural error resulting in prejudice occurred, the matter may be remanded to either a rehearing of the entire matter or reconsideration of specific issues. If remanded to the original hearing officer, either or both students may appeal the hearing officer's decision to the Superintendent and the procedures set out above shall control the appeal.
- D. The final decision will be communicated in writing by the Superintendent to both parties. The decision will be communicated within ten (10) calendar days of receiving the hearing officer's decision.
- E. The decision of the Superintendent on appeal shall be final.

Retaliation

The Federal civil rights laws, including Title IX, make it unlawful to retaliate against an individual for the purpose of interfering with any right or privilege secured by these laws. This means that if an individual brings concerns about possible civil rights problems to a technology center's attention, including publicly opposing sexual harassment or filing a sexual harassment complaint with the technology center or any State or Federal agency, it is unlawful for the technology center to retaliate against that individual for doing so. It is also unlawful to retaliate against an individual because he or she testified, or participated in any manner, in an OCR or technology center's investigation or proceeding. Therefore, if a student, parent, instructor, sponsor, administrator, or other individual complains formally or informally about sexual harassment or participates in an OCR or technology center investigation or proceedings related to sexual harassment, the technology center is prohibited from retaliating (including intimidating, threatening, coercing, or in any way discriminating against the individual) because of the individual's complaint or participation. Individuals who, apart from official associations with technology center, engage in retaliatory activities will also be subject to technology center's policies insofar as they are applicable to third party actions.

The technology center will take steps to prevent retaliation against a student who filed a complaint on his or her own behalf or reported on behalf of another student, or against those who provided information as witnesses. Complaints of retaliation will follow the same process of investigation, hearing, and appeal.

If it is determined under the preponderance of evidentiary standard (more likely than not to have occurred) that a student is responsible for retaliation the following sanction will be imposed.

- Suspension or Removal – Removal from classes and other privileges or activities for a definite period of time not to exceed the maximum period permitted by law and until the conditions which are set forth in the hearing outcome letter are met. Suspension of secondary students is limited to the current and succeeding semester; adult students may be suspended for a designated period of time or removed from the district with no right to return to a district program. Students who are suspended or removed from technology center are not permitted on campus or in campus buildings, facilities or activities at any time for any reason during the period of suspension, unless otherwise directed by the Superintendent or the Superintendent's designee. Conditions applicable to the suspension, removal or reinstatement process will be stated in the written notification.

Notation on the transcript is not made; however, a permanent record of the action is maintained in the student's record.

Technology Center Officers and Designees

The designation of a technology center official responsible for prescribed actions shall automatically include the official's designee in instances where an official is unable, unavailable or it appears that the official may have a conflict of interest that causes the official to recuse from involvement in the matter. The official's designee shall have the same authority as the official in matters involving this policy. In connection with an appeal the Superintendent may appoint a neutral individual, not employed by the technology center, to consider and decide the appeal.

Recordkeeping Protocol

The technology center will document all reports and complaints of sex discrimination and provide copies of those reports to the Title IX Coordinator. The technology center Title IX Office will maintain a secured electronic file system of all Title IX cases, reports, and complaints by academic year. The cases will include all information related to the individual case, which includes but is not limited to the initial complaint, letters sent to all parties, response from the respondent, immediate or other assistance, investigation notes, informal resolution agreement (if applicable), notice of hearing, committee selection, hearing notes, hearing decision, written notice of the outcome, and any recordings made of the live hearing or in the course of the investigation. The time period to maintain the case records will be no less than seven (7) years from the date of technology center's final action or decision (whether through report of the investigation, informal resolution, hearing, or appeal). The confidential reporting of the number of incidents and types will be sent to technology center Security for the preparation of the Annual Crimes Report.

In addition to seeking criminal charges through local law enforcement, members of the technology center community may also file complaints with the following entities regardless of whether they choose to file a complaint under this procedure:

Office for Civil Rights
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline: (800) 421-3481
Email: OCR@ed.gov

Office for Civil Rights:
Kansas City Field Office:
OCR.KansasCity@ed.gov, (816) 268-0550;
Washington D.C.: OCR@ed.gov 1-800-421-3481
Equal Employment Opportunity Commission:
Oklahoma City Field Office: 1-800-669-4000;
Washington D.C.: 1-800-669-4000,
Eeoc.gov/contact

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 of race, color, sex, pregnancy, gender, gender identity and expression, national origin, religion, disability and ability, veteran status, sexual orientation, age, or genetic information. 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, sex, pregnancy, gender, gender identity and expression, national origin, religion, disability and ability, veteran status, sexual orientation, age, or genetic information.

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 Deputy Superintendent 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
shari.parish@francistuttle.edu
405-717-4284

Jaared Scott
Deputy 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, sex, pregnancy, gender, gender identity and expression, national origin, religion, disability and ability, veteran status, sexual orientation, age, or genetic information 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, sex, pregnancy, gender, gender identity and expression, national origin, religion, disability and ability, veteran status, sexual orientation, age, or genetic information, 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 <https://www.francistuttle.edu/about/consumer-information/campus-safety>.

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 <https://www.francistuttle.edu/sites/default/files/2020-08/Drug-and-Alcohol-Prevention-Program.pdf>
This report includes information on legal sanctions, health risks, and sanctions associated with drug and alcohol abuse.

Availability of Consumer Information

Students may also request copies of consumer information in writing from the Career Planning Center. The following information is available at the Francis Tuttle web site, <https://www.francistuttle.edu/about/consumer-information>:

- Completion/graduation rates, retention rates, and student body diversity for first-time, full-time postsecondary students.
- The rights and responsibilities of students receiving federal student aid, including information on satisfactory academic progress.
- Methods and frequency of financial aid disbursements.

- Institutional information including academic programs, cost of attendance, procedures to withdraw, institutional refund policies, return of Title IV funds, the net price calculator, academic support, licensing and accreditation, disability services, job placement rates, 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.