STUDENT HANDBOOK

Non-Discrimination Policy

FRANCIS TUTTLE

2026-2027

ABOUT FRANCIS TUTTLE

Mission, Vision, Core Values 4
Campuses 4
Attendance Lines 4
Board of Education and Superintendent 5
School District Map 6
Administration and Leadership Team 7
School Calendar 8
Class Schedules 9

STUDENT EXPECTATIONS

Attendance Policies and Procedures 10
- High School Attendance 10
- Adult Attendance 12

Student Probation 13
Discipline Policy 14
- High School Student Behavior and Discipline 14
- Adult Student Behavior and Discipline 20

Gun-Free School Student Suspension 24
Disciplinary Actions for Bullying 25
Hazing 26
Possession of or Under the Influence of Alcohol/Drugs 27
Tobacco Products on School Property 27
Student Searches 27
Dress Code 28
Freedom of Expression 29
Permission to Leave 29
Driving Privileges 29
Student Transportation by Employees 29
Acceptable Use of Electronic and Digital Communications Devices 29
Copyright Infringement 32
Completion/Graduation Requirements 32
Withdrawal by Student 32

STUDENT LIFE

Student Recognitions 33
Student Ambassadors 33
Student Organizations 34
Supplemental Classroom Experiences 36
Prior Learning Assessments 37
Constitution Day and Citizenship Day 38

STUDENT SERVICES

Francis Tuttle Foundation 40
Transcripts/Certificates 41
FERPA 41
Career Guidance and Counseling Services 42
Special Services 43
Tuition 43
Financial Aid and Scholarships 44
Availability of Consumer Information 45

CAMPUS HEALTH & SAFETY

Health Services 46
Administration of Medication 46
Diabetes Management Plan 48
Seizure Action Plan 48
Service Animals 49
Classroom/Student Visitation 51
Nondiscrimination 51
Discrimination, Harassment, and Retaliation 52
Title IX – Sex Discrimination and Sexual Harassment 55
Use of Multiple Occupancy Restrooms and Changing Areas 63
Internet and Technology Safety 64
Annual Security Report and Drug/Alcohol Prevention Program 65

ABOUT FRANCIS TUTTLE



Please Note:

While this printed handbook provides essential information, the online version is the most current and authoritative source. For the latest updates, policies, and resources, please refer to the digital edition available on our website at:

https://www.francistuttle.edu/student-experience/resources/student-handbook

MISSION & VISION

Our **MISSION** is: *We prepare our customers for success in the workplace.*
Our **VISION** is: *to be the first choice for programs and services in career and technology education.*

CORE VALUES

SERVICE *"We care about our customers & take pride in our community through acts of service."*

TRUST *"We value honesty & integrity, keep our commitments, & pledge to do the right thing."*

ASPIRATION *"We seek excellence through visionary thinking, embrace change & taking risks."*



RESPONSIBILITY *"We are accountable in the way we respond to each other, our community & our environment."*

RESPECT *"We regard every individual as a person of worth, dignity & value."*

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) 717-4203

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 & EMAIL

Danforth Campus
(405) 906-4455
DFattend@francistuttle.edu

Portland Campus
(405) 717-4986

Reno Campus
(405) 717-4646
RNattend@francistuttle.edu

Rockwell Campus
(405) 717-4206
RKattend@francistuttle.edu

or www.francistuttle.edu/absence-form

OUR BOARD MEMBERS



Meredith Hines
Board: President
Zone 2



David Gillogly
Board: Vice President
Zone 3



Anthonhy Garcia
Board: Clerk
Zone 4



Kurt Loeffelholz
Board: Member
Zone 1



Kathy Reeser
Board: Member
Zone 5

OUR SUPERINTENDENT:

Dr. Michelle Keylon, Ed.D.



Welcome to Francis Tuttle Technology Center!

On behalf of our Board of Education and dedicated staff, I am pleased to welcome you to a community focused on preparing students for success in both their careers and their lives. At Francis Tuttle, we are committed to providing high-quality, relevant education that equips students with the knowledge, skills, and confidence needed to thrive in today's workforce and beyond.

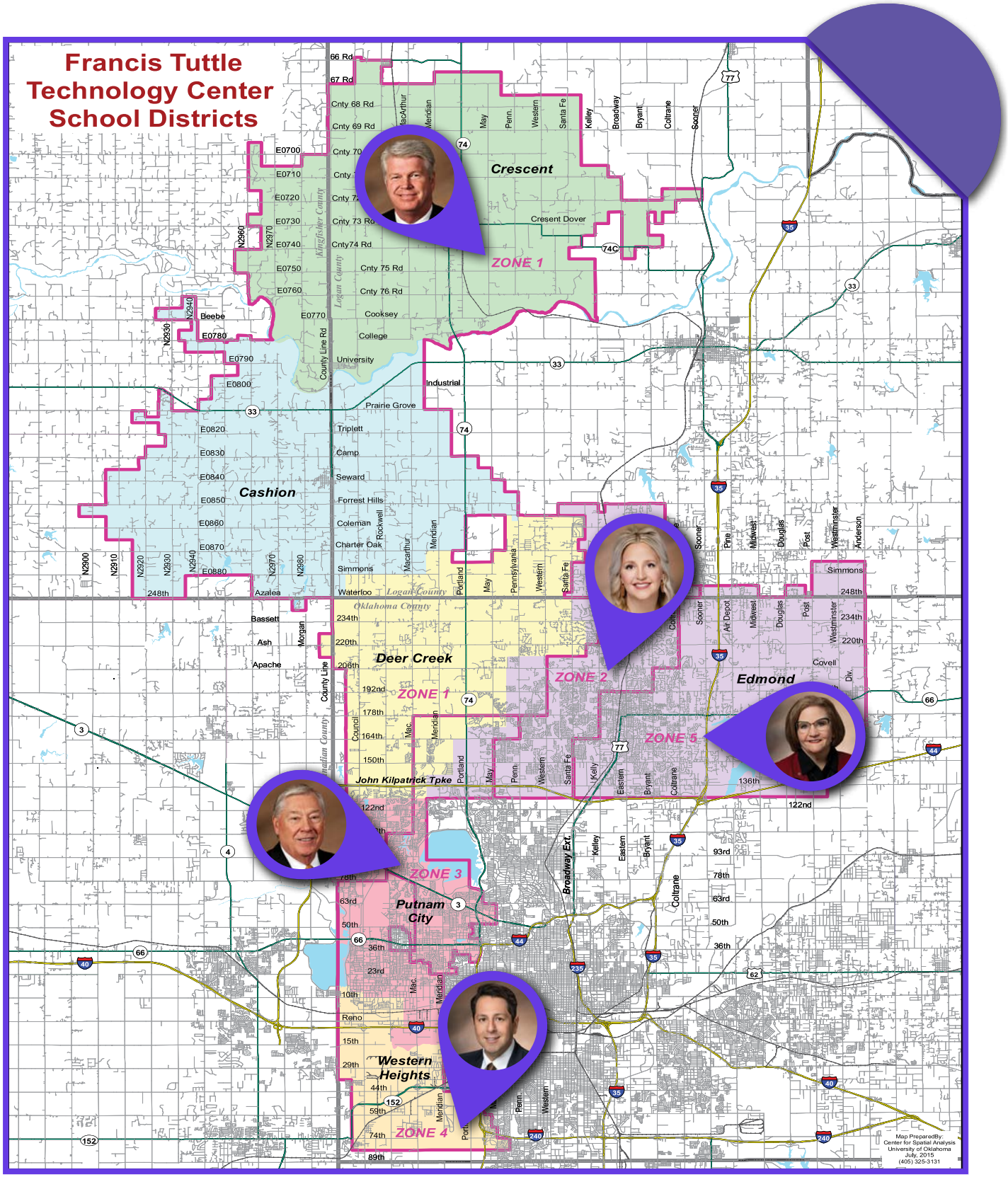
Whether you are a high school student beginning to explore career pathways or an adult learner enhancing your skills, you are an important part of our mission. Our programs are designed to reflect real-world expectations, combining hands-on learning, industry partnerships, and supportive instruction to help you achieve your goals.

We also recognize that each student's journey is unique. Our faculty and staff are here to support you academically and personally, helping remove barriers and connecting you with the resources you need to succeed.

I encourage you to take full advantage of the opportunities available at Francis Tuttle. Get involved, challenge yourself, and make the most of your experience. We are proud to be a part of your educational journey and look forward to celebrating your accomplishments.

Welcome to Francis Tuttle—we are glad you are here.

Dr. Michelle Keylon, Ed.D.
Superintendent
Francis Tuttle Technology Center


Francis Tuttle Technology Center School Districts
Crescent
ZONE 1
Cashion
Deer Creek
ZONE 1
ZONE 2
Edmond
ZONE 5
ZONE 3
Putnam City
Western Heights
ZONE 4
Logan County
Oklahoma County
Kingfisher County
Canadian County
Map Prepared By:
Center for Spatial Analysis
University of Oklahoma
July, 2015
(405) 325-3131

ADMINISTRATION & LEADERSHIP TEAM



Dr. Jaared Scott
Deputy Superintendent



Dr. Tracy Skinner
Associate Superintendent



Shannon Meeks
CFO/District Treasurer



Dr Jason Brunk
Executive Director, Human Resources



Sherry Adrian
Director, Instructional Support



Denton Blevins
Director, Trade & Industrial Programs



Stephanie Harris
Director, Health Sciences Center



Stacie Maple
Director, Skilled Trades Programs



Ryan Rennels
Director, Academies



Khaaliq Salim
Director, Danforth Campus



Broderick Steed
Director, Information Technology & Education Programs



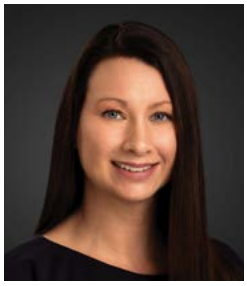
Christina Rosas-Ward
Director, Reno Campus



Matt Bilyeu
Director, Facility Management



Toby Blair
Director, Career Planning Center



Jessica Bullock
Director, District Marketing & Communications



Andrew Hammontree
Director, Student Administrative Services



Trey Keoppel
Director, Campus Operations



Minna Lairet
Director/Construction Project Specialist, Facility Development



Kirsten Lindsay
Director, Workforce & Economic Development



Ken Thomas
Director, Information Technology Services

SCHOOL CALENDAR



INSTRUCTIONAL DAYS

1st Qtr. – Aug. 13 – Oct. 14 (44 days) 2 PD
2nd Qtr. – Oct. 19 – Dec. 18 (40 days)
3rd Qtr. – Jan. 5 – Mar. 12 (48 days) 1 PD
4th Qtr. – Mar. 22 – May 14 (40 days) 2 PD
(172 days)

SCHOOL CLOSED

July 3 Independence Day
Sept. 7 Labor Day
Nov. 23-27 Thanksgiving Break
Dec. 21-Jan 1 Winter/New Year's Break
Jan. 18 Martin Luther King Day
May 31 Memorial Day
June 18 Juneteenth

INSTRUCTIONAL INFORMATION

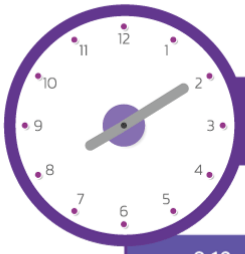
Instructors Report - Aug. 3
Classes Begin – Aug. 13
Classes End – May 14
Last Day for 10 mo. Instructors - May 31
Summer Classes Begin - June 1
Summer Classes End - June 29

Special Key

- SD – Staff Development
- H – Holiday
- No school-NS; Break-Fall, Thanksgiving, Winter, or Spring
- Year St – Start of Year
- New Start
- EOY – End of Year

2026-27

CLASS SCHEDULES



CLASS SCHEDULE
DANFORTH CAMPUS

DAYTIME:	Full-Time EVENING:
8:10 a.m. – 11:15 a.m.	*Cosmetology, Esthetician*
12:30 p.m. – 3:35 p.m.	3:45 p.m. – 10:00 p.m., Mon – Thr
(10-minute break during each 3-hr block)	(35-minute break from 5:35-6:10 p.m.)



CLASS SCHEDULE
RENO CAMPUS

DAYTIME:	Full-Time EVENING:
7:55 a.m. – 11:00 a.m.	*Cosmetology, Esthetician, Nail Technician*
12:30 p.m. – 3:35 p.m.	3:45 p.m. – 10:00 p.m., Mon – Thr
(10-minute break during each 3-hr block)	(35-minute break from 5:35-6:10 p.m.)



CLASS SCHEDULE
ROCKWELL CAMPUS

DAYTIME:	Full-Time EVENING:
7:55 a.m. – 11:00 a.m.	*Cosmetology, Esthetician, Nail Technician*
12:30 p.m. – 3:35 p.m.	3:45 p.m. – 10:00 p.m., Mon – Thr
(10-minute break during each 3-hr block)	(35-minute break from 5:35-6:10 p.m.)
	Culinary
	4:00 p.m. – 9:00 p.m., Mon – Fri



CLASS SCHEDULE
PORTLAND CAMPUS

DAYTIME:
7:55 a.m. – 11:00 a.m.
12:30 p.m. – 3:35 p.m.
(10-minute break during each 3-hr block)

- Please refer to Project HOPE program information for specific calendars.
- Please refer to Practical Nursing & Respiratory Care program handbooks for program-specific calendars.





ATTENDANCE POLICIES AND PROCEDURES

(Board Policy 6004, Adopted 07/01/2026)

Class attendance is a critical component of learning. Students are expected to attend and participate fully in scheduled class meetings.

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 and/or leaving class early, resulting in missing a total of 30 minutes or less of class time will be marked tardy. Three (3) tardies equal one absence.

Satisfactory attendance is expected for successful completion. To remain in good standing, 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

Start Date	Maximum Absences	Attendance Warning
Fall Semester: 08/13/2026	8	4
Spring Semester: 01/05/2027	8	4
Summer Semester: 06/01/2027	2	1

- Students who exceed the maximum allowable absences may be returned to the sending school at the end of the semester and may forfeit credit.

- Students may appeal their absences through the office of the Instructional Director. If the appeal is denied, then the student will be withdrawn at the end of the semester and will not be allowed to return to Francis Tuttle the following semester. If the appeal is approved, the student will be on Attendance Probation for the remainder of the semester. If the student does not follow the terms of the appeal, as defined by the Instructional Director and/or the Assistant Instructional Director, then the student will be withdrawn and 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 activities. An activity form must be completed at least three (3) days in advance and must be signed and approved by the instructor and parent. Activity forms may be obtained from 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 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.
    - Required court appearance.

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 per semester. The makeup time must be completed in the classroom under the instructor's supervision within the same semester of the course.

Online students affiliated with a sending school (Cashion, Crescent, Deer Creek, Edmond Memorial, Edmond North, Edmond Santa Fe, Putnam City Original, Putnam City North, Putnam City West, or Western Heights High School) and homeschooled students follow the schedule from the sending school in the district where they reside. All other 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 and/or leaving class early, resulting in missing a total of 30 minutes or less of class time will be marked *tardy*. Three (3) tardies equal one absence.

Satisfactory attendance is expected for successful completion. To remain in good standing, 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 2026

	Part-Time Students		*Full-Time Students*		*Evening Students*	
Start Date	*Maximum Absences*	*Attendance Warning*	*Maximum Absences*	*Attendance Warning*	*Maximum Absences*	*Attendance Warning*
08/13/2026	8	4	16	8	8	4
09/17/2026	6	3	12	6	6	3
10/22/2026	4	2	8	4	4	2

Spring Semester 2027

	Part-Time Students		*Full-Time Students*		*Evening Students*	
Start Date	*Maximum Absences*	*Attendance Warning*	*Maximum Absences*	*Attendance Warning*	*Maximum Absences*	*Attendance Warning*
01/05/2027	8	4	16	8	8	4
02/11/2027	6	3	12	6	6	3
03/25/2027	4	2	8	4	4	2

Summer Semester 2027

	Part-Time Students		*Full-Time Students*		*Evening Students*	
Start Date	*Maximum Absences*	*Attendance Warning*	*Maximum Absences*	*Attendance Warning*	*Maximum Absences*	*Attendance Warning*
06/01/2027	2	1	4	2	2	1

- Students who miss five (5) consecutive days without contacting the school will be withdrawn.
- Students who exceed the maximum allowable absences will be withdrawn and may forfeit the opportunity to return to Francis Tuttle the following semester. Withdrawn students must reapply for admission.
- Students may appeal their absences through the office of the Instructional Director. Once students exceed the maximum allowable absences, they will have two weeks to appeal their absences. If the appeal is denied or the student does not submit an appeal, then the student will be withdrawn and will not be allowed to return to Francis Tuttle the following semester. If the appeal is approved, the student will be on Attendance Probation for the remainder of the semester. If the student does not follow the terms of the appeal, as defined by the Instructional Director and/or the Assistant Instructional Director, then the student will be withdrawn and 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.
  - 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.

Leave of Absence

- A **Leave of Absence** (LOA) may be available for adult students.
  - A student **must be in good standing** and enrolled 20 consecutive school days in each school year to be eligible for a leave of absence.
  - A leave of absence must be a minimum of five (5) consecutive school days.
  - LOA requests must be initiated by the student and communicated with the student's instructor.
  - The request must be submitted on the proper Francis Tuttle Leave of Absence (LOA) form. Instructions for completing the LOA form may be obtained from instructors. The LOA form must be signed, dated, and include the reason for the leave.
  - 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.
    - To be eligible for a second leave of absence, a student must be in good standing, enrolled for another 20 consecutive school days after the first leave of absence.
    - The two leaves combined total may not exceed 20 school days and must be approved by the instructor and the Instructional Director.

STUDENT PROBATION

Students may be placed on probation when their academic performance, attendance, or behavior does not meet the expectations of Francis Tuttle Technology Center. Probation is intended to provide students with an opportunity to improve and successfully continue in their program.

When a student is placed on probation, specific expectations and conditions will be outlined in a probation plan. These expectations are designed to support student success and may include performance goals, attendance requirements, behavior expectations, or other corrective actions.

Academic Probation

(Board Policy 6005, Adopted 07/01/2026)

Students must maintain a grade average of 60% or above. Students whose grade average is less than 60% will be placed on Academic Probation. Grades are not appealable.

Terms of the Academic Probation will be determined by the instructor and the Instructional Director of the department. If the terms of the Academic Probation are not met, the student may be dismissed from the program for a minimum of the current semester and a maximum of the current semester and the following semester.

Attendance Probation

Students who do not meet attendance expectations or who exceed allowable absences may be placed on Attendance Probation.

The terms of Attendance Probation will be determined by the Instructional Director (and/or designee) and may include specific attendance requirements, documentation expectations, and/or restrictions on future absences. Students are expected to follow all conditions outlined in the probation plan. Failure to meet the terms of Attendance Probation may result in withdrawal from the program or additional disciplinary action.

Behavioral Probation

Students who demonstrate behavior that does not meet the expectations outlined in the Student Code of Conduct may be placed on Behavioral Probation.

The terms of Behavioral Probation will be determined by the Instructional Director (and/or designee) and may include specific behavior expectations, participation requirements, or other corrective actions designed to support appropriate conduct. Failure to meet the terms of Behavioral Probation may result in further disciplinary action, including suspension, dismissal, or removal from the program.

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
- Removal from activities or events
- Probation
- Suspension
- Dismissal/removal

High School Student Behavior and Discipline

(Board Policy 6008, Adopted 07/01/2026)

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Francis Tuttle. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion and opportunity demand including respect for and obedience to school policies and procedures.

This policy applies to secondary students and does not permit an appeal based upon academic failure or removal from the district for unauthorized absences from class.

The Superintendent or his/her designee and selected administrators shall have authority to implement disciplinary procedures with any secondary student who violates the District's standards of conduct.

Secondary Student Behavior Code

The following behaviors are prohibited while on District property, while in attendance at any District sponsored activity, while under the general supervision of school personnel regardless of location, while in school vehicles, or while going to or from District events and will result in disciplinary action, which may include in-school placement options or out-of-school suspension.

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized, or electronic message
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing, or

distributing or causing or allowing to be broadcast, published, or distributed, any message or material

6. Academic Misconduct, including, but not limited to, cheating, plagiarism, unauthorized collaboration, alteration of academic materials or other academic misbehavior
7. Complicity in misconduct by others, including, but not limited to, attempting to or encouraging others to commit prohibited conduct. Apathy or acquiescence in the presence of prohibited conduct is violative of this policy.
8. Conduct that threatens or jeopardizes the safety of others
9. Cutting class or sleeping, eating, or refusing to work in class
10. Disorderly conduct, including behaving in a disorderly, lewd, indecent manner or breaching the peace on school property or in school-sponsored activities. Examples include, but are not limited to, obscene language, profanity, inappropriate behavior or gestures, indecent exposure, nonconsensual photography, video, or audio recording of another person on school premises or at school-sponsored events when recording causes or is likely to cause injury or distress
11. Disruption of the educational process or operation of the school — as to disruptive behavior in the classroom specifically, engaging in behavior that a reasonable person would view as substantial or repeated interference with the instructor's ability to teach the class or the ability of other students to benefit from instruction
12. Extortion
13. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
14. Failure to comply with state immunization records
15. False reports or false calls
16. Fighting
17. Forgery, fraud, or embezzlement
18. Gambling
19. Gang related activity or action
20. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication, or physical acts
21. Hazing (whether involving initiations, admission into, affiliations with, or as a continued involvement in a group or organization or not) in connection with any school activity, regardless of location. Hazing includes, but is not limited to, any activity that recklessly or intentionally endangers the mental or physical health or safety of a student. Likewise, engaging in any action or activity that causes or is likely to cause physical or mental discomfort or distress that may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants is violative of this policy.
22. Immorality
23. Inappropriate attire, including violation of dress code
24. Intimidation or harassment because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
25. Physical or verbal abuse, including, but not limited to, physically restraining, or transporting someone against their will
26. Possession or distribution of a caustic substance (unrelated to course work)
27. Possessing, distributing, or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
28. Possession of synthetic urine, a warmer or any other item with the intent to use that item to tamper with a drug or alcohol test
29. Possession, without prior authorization, of a wireless telecommunication device
30. Possession, threat or use of a dangerous weapon [1] and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
31. Possession, claimed possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their

intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.

32. Possession, claimed possession, or distribution of illegal and/or drug related paraphernalia
33. Possession, claimed possession, distribution, or claimed distribution of supplements, prescription medicine and/or non-prescription medicine while at school and school related functions without prior administrative approval
34. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
35. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
36. Theft
37. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
38. Truancy
39. Use, possession, claimed possession, distribution or selling marijuana or marijuana related products in any form. "Marijuana" is defined as provided for in the Technology Center's policy on *Medical Marijuana, Hemp & Cannabidiol (CBD).*
40. Use, possession, claimed possession, distribution, or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, and lighters, and vapor products which includes noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. A vapor product also includes any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor products not included are any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.
41. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a technology center employee, or the technology center
42. Using racial, religious, ethnic, sexual, gender or disability-related epithets
43. Use of the school's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law
44. Vandalism
45. Violation of board of education policies, procedures or rules or violation of school policies and procedures including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
46. Vulgarity
47. Willful damage to school property
48. Willful disobedience of a directive of any school official
49. In addition, conduct occurring outside of the normal school day or off technology center property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with technology center equipment, if the communication is specifically directed at students or technology center personnel and concerns harassment, intimidation or bullying at school.

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

The Oklahoma Legislature established the *School Safety and Bullying Prevention Act* with the express intent of prohibiting bullying in all schools. In addition

to the prohibition listed in the student discipline code above, the board has adopted a separate policy prohibiting bullying and outlining the technology center's plan to address it.

Student Privileges While Under Disciplinary Proceedings

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

"Extracurricular activities" include, but are not limited to, all technology center sponsored teams, clubs, organizations, ceremonies, student government, etc.

Secondary Student Suspension

(Board Policy 6009, Adopted 07/01/2026)

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

Behavior or Conduct that May Result in Suspension:

Students may be suspended for:

1. violation of a technology center policy (which includes but is not limited to any policy, procedure, rule, directive, etc.);
2. possession of an intoxicating beverage, low-point beer, as defined by OKLA. STAT. tit. 37, § 163.2, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a technology center employee, or the technology center during school activities;
3. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in suspension as provided in the technology center's policy related to firearms;
4. Students who are suspended under categories 1 or 2 will be provided with an education plan as outlined below. No education plan will be required for students who are suspended under category 3.

Violent Acts Toward School Personnel

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

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

Technology Center's Obligations Prior to Suspension

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

Pre-Suspension Conference

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

At the conference the administrator shall read the policy that the student is charged with having violated and

shall discuss the student's conduct. The student shall be asked whether he/she understands the policy and be given a full opportunity to explain and discuss his/her conduct.

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

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

Conferences with Parents

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

At the conference, the administrator will read the policy the student is charged with having violated and will briefly outline the student's conduct. The administrator will also explain the reason for rejecting other disciplinary options. The parent should be asked by the administrator if he/she understands the policy and the charges against the student. The parent will be informed of their right to appeal the suspension. For suspensions in excess of five days the district will work with the student's home high school to create an education plan

Records

The administrator will keep written records of each suspension conference. The records will contain the date of the conference, names of participants, time and duration of the conference, and the basis for rejecting alternative disciplinary options.

Suspension Terms

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

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

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

Short-Term Suspension Appeals

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

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

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

Hearing the Appeal

1. The superintendent or designee shall appoint a review committee consisting of not less than three certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.
2. The superintendent or designee shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent whenever possible. The parent/student will be notified in writing of the date, time and place of the hearing. The administrator shall attend the hearing. Either party choosing to have legal counsel at the hearing shall give the other party twenty-four (24) hours advance notice. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
3. The committee will conduct a full investigation of the student's suspension in an informal manner. The administrator will briefly outline the student's conduct, read the policy that the student's conduct violated, and present any evidence and witnesses that support the suspension decision. The parent/student will be asked by the committee if they understand the policy and charges against the student. The parent/student will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.
4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent, the administrator and the superintendent.
5. The decision of the committee shall be final and nonappealable.

Long-Term Suspension Appeals

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

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

Appeals to the Superintendent or Designee ("Superintendent")

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

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

At the conclusion of the conference the superintendent will state whether he/she shall terminate or modify the suspension. In all cases the parent shall be advised of the right to have the suspension reviewed by the board of education or a board-appointed hearing officer.

Appeals to the Board of Education or Designated Hearing Officer

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

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

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

1. The board president or the appointed hearing officer should:
   a. Announce that the next agenda item is a suspension review hearing.
   b. Ask whether the parent/student wants the hearing to be open to the public or in executive session. The offer of an open hearing and the response is to be made a part of the minutes of the meeting. If the parent/student requests a closed hearing, a motion to go into executive session per their request should be made and voted on.
2. The board president or hearing officer should advise the parent/student:
   a. That they are entitled to legal counsel, if they desire it.
   b. That the administration will present its witnesses first and that after each witness the parent or their legal counsel will be given an opportunity to cross-examine.
   c. That the parent/student will be given an opportunity to call any relevant witnesses and present any relevant evidence, subject to cross-examination by the administration's legal counsel.
   d. That the board or its hearing officer will consider the evidence and documents and reach a decision that will be recorded by vote in open session.
   e. That the parent/student may ask any questions about the procedure.
3. Administration may call witnesses and present documents subject to cross-examination.
4. Parent/student may call any witnesses and present documents subject to cross-examination.
5. After each witness is presented board members or the hearing officer may ask the witness questions.
6. Parent/student's closing statement.
7. Administration's closing statement.
8. Deliberate in private. (If the hearing is not in executive session, the board or its hearing officer may deliberate in executive session only with permission of the parent/student.)
9. Return to open session and vote. After adopting a motion making certain findings of fact the board must make a motion to: (1) affirm the suspension; (2) modify the suspension (increase or decrease severity of the suspension); or (3) revoke the suspension. If the hearing is before a hearing officer, no motions will be required as a part of the hearing process; otherwise, the hearing officer will have the same obligations as the board when rendering a decision.

Attendance at School Pending Appeal Hearing

Pending an appeal of the student suspension, the student will have the right to attend school under such "in-house" restrictions as the administrator deems proper, except that at the discretion of the administrator, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the administrator the student's continued presence in the building will constitute an immediate danger to the health or safety of students, employees, technology center property, or would be a substantial disruption of the educational process.

Student Privileges While Under Suspension

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

Adult Student Behavior and Discipline

(Board Policy 6010, Adopted 07/01/2026)

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

student's conduct violates the approved standards or when a student, for other reasons, cannot fulfill program requirements essential to successful course completion.

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

References in Policy
Reference to "administrator" means a director or the technology center staff member to whom the administration has delegated the responsibility for student discipline.

Reference to the "superintendent" refers to the superintendent or the superintendent's designee.

Reference to the "review committee" refers to three administrators and/or instructors. The composition of the committee reserved to the district's discretion. No administrator or instructor is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.

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

Post-Secondary Student Behavior Code

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

1. Arson
2. Altering or attempting to alter other individuals' food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message.
5. Cheating
6. Conduct that threatens or jeopardizes the safety of others
7. Cutting class or sleeping, eating or refusing to work in class
8. Disruption of the educational process or operation of the school
9. Extortion
10. Failure to attend assigned detention, alternative school or other disciplinary assignment, without approval
11. Failure to comply with state immunization equirements
12. False reports or false calls
13. Fighting
14. Forgery, fraud, or embezzlement
15. Gambling
16. Gang related activity or actions
17. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication, and physical acts
18. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
19. Immorality
20. Inappropriate attire, including violation of dress code
21. Inappropriate behavior or gestures
22. Indecent exposure
23. Intimidation or harassment because race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
24. Obscene language
25. Physical or verbal abuse

26. Plagiarism
27. Possession or use of a caustic substance (unrelated to course work)
28. Possession, distribution or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
29. Possession or use, without prior authorization, of a wireless telecommunication device
30. Possession of synthetic urine, a warner or any other item with the item to use that item to tamper with a drug or alcohol test
31. Possession, threat or use of a dangerous weapon, including firearms, and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
32. Possession, claimed possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind-altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
33. Possession, claimed possession, distribution, or claimed distribution of a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act
34. Possession, claimed possession, or distribution of illegal and/or drug related paraphernalia.
35. Possession claimed possession, or distribution, or claimed distribution of supplements, prescription medicine and/or non-prescription medicine while at school and/or school related functions without prior administrative approval.
36. Profanity
37. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions.
38. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
39. Theft
40. Threatening behavior, including but not limited to gestures, written verbal, or physical acts, or electronic communications
41. Truancy
42. Use, possession, claimed possession, distribution or selling marijuana or marijuana related products in any form. "Marijuana" is defined as provided for in the Technology Center's policy on Medical Marijuana, Hemp & Cannabidiol (CBD)
43. Use, possession, claimed possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, and vapor products which includes noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. A vapor product also includes any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigarillo or electronic device. Vapor product not included are any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.
44. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a technology center employee, or the technology center.
45. Using racial, religious, ethnic, sexual, gender or disability- related epithets
46. Use of the school's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violated of law.
47. Vandalism
48. Violation of board of education policies, procedures or rules or violation of technology center policies

and procedures including, but not limited to, disrespect, lingering in restrooms, running in halls, bring unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying, or defacing technology center property

49. Vulgarity
50. Willful damage to technology center property
51. Willful disobedience of a directive of any technology center official

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

The Oklahoma Legislature established the School Safety and Bullying Prevention Act with the express intent of prohibiting bullying in all schools. In addition to the prohibition listed in the student discipline code, above, the board has adopted a separate policy prohibiting bullying and outlining the district's plan to address it. In addition, conduct occurring outside of the normal school day or off technology center property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include removal from school. This includes but is not limited to electronic communications, whether or not such communication is specifically directed at students or technology center personnel and concerns harassment, intimidation or bullying at school.

Failure to Meet or Comply with Essential Course Requirements

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

Students Attending the Technology Center by Virtue of a Special Program

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

Immediate Removal of a Student

Whenever an alleged violation of the Post-Secondary Student Behavior Code is reported to an administrator, he or she will ascertain whether the immediate removal of the student is required. This determination will be based on whether the student's continued presence on campus would create, in the administrator's judgement, a dangerous and/or disruptive situation with regard to the continued operation and management of the school system

Actions Taken Following Violations of the Post-Secondary Student Behavior Code

1. Upon notice of an alleged violation, the administrator will review the evidence relevant to the violation.
2. The administrator will summarize the findings in a written document, which will include the decision as to the student's innocence or guilt and recommended discipline, if applicable.
3. If immediate dismissal of the student is necessary before an administrator can summarize the findings, the investigation of the violation of post-secondary student behavior code must be held as soon as possible. The student will be contacted not later than 72 hours of the dismissal to review the evidence relevant to the violation. The administrator will summarize the findings in a written document, which will include the decision as to the student's innocence or guilt and recommended discipline, if applicable.
4. The imposition of discipline will commence following the issuance of the written document.

5. If all or any portion of the administrator's decision is not agreed to, the student has the right to appeal the decision to the Post Secondary Student Appeal Committee. An appeal is commenced by letter to the superintendent's office or delivered within 72 hours (not to include weekends or holidays) of the decision rendered by the administrator.
6. The Superintendent or designee, upon receipt of notice of the appeal, shall schedule the appeal committee hearing as soon as possible. Pending the committee hearing, the administrator shall have made a decision regarding whether the student shall be permitted to attend class or participate in extracurricular activities until such time as the review committee has met and rendered its decision with respect to the student's appeal.
7. At the appeal committee hearing, the administrator shall first present his/her evidence and be subject to cross-examination by the members of the committee. This will be followed by the student's evidence. The appeal committee shall have the authority to sustain, overrule, or modify the administrator's decision. Such decision shall be communicated orally after the hearing or in writing to all parties within three business days following the decision.
8. If all or any portion of the appeal committee's decision is not agreed to, the student has the right to appeal the decision to the Superintendent. An appeal is commenced by letter to the superintendent's office or delivered within 72 hours (not to include weekends or holidays) of the decision rendered by the review committee. At the hearing, the administrator shall first present his/her evidence and be subject to cross-examination by the superintendent or the superintendent's designee. This will be followed by the student's evidence. The superintendent or the superintendent's designee shall have the authority to sustain, overrule, or modify the review committee's decision. The decision of the superintendent or the superintendent's designee shall be final and non-appealable. Such decision shall be communicated orally after the hearing or in writing to all parties within three business days following the decision. An oral decision, when rendered immediately following the hearing, shall be followed by issuance of the written decision, which shall be placed in the mail within three (3) business days of announcing the decision.

Modification of Corrective Action

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

A. Seriousness of the offense.

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

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

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

E. Other circumstances as the administrator may deem relevant.

Readmission

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

Notification of Policy

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

Administrative Actions

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

GUN FREE SCHOOL STUDENT SUSPENSION

(Board Policy 6013, Adopted 07/01/2026)

Any student who is determined to have brought a weapon to any one of the District's campuses shall be suspended out-of-school for a period of not less than one year.

Any out-of-school suspension imposed under this policy may be modified for any student on a case-by-case basis by the Superintendent.

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

- The term 'weapon' means a firearm as such term is defined in Section 921 of Title 18 of the United States Code. *This 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.*

- The term 'determined to have brought a weapon to a school under the jurisdiction of the School District' means any student being in possession or control of a weapon on property owned, leased or rented by the District, including, but not limited to, school buildings, parking lots and motor vehicles *(including school buses, school vehicles, and personal vehicles)* and any student who is in possession or control of a weapon at any District sponsored function regardless of whether such function is conducted on District property.

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

It is also policy to refer to the appropriate criminal justice or juvenile delinquency system any student who violates this policy. Any firearm seized from a student by any school employee shall immediately be delivered to a law enforcement authority for disposition pursuant to applicable law.

Any out-of-school suspension initiated pursuant to this policy shall be subjected to the procedural safeguards set forth in the District's policy for the out-of-school suspension of students.

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

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 disciplinary action.

DISCIPLINARY ACTIONS FOR BULLYING

(Board Policy 6012, Adopted 07/01/2026)

The 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. 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:

- Verbal, physical or written abuse;
- Intimidation by threats of or actual physical violence;
- Repeated remarks of a demeaning nature;
- The use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice;
- Implied or explicit threats concerning one's grades, achievements, etc.;

- Demeaning jokes, stories or activities directed at the student;
- To have the effect of insulting or stigmatizing an individual;
- Unwelcome physical contact.
- Harassment includes but is not limited to harassment on the basis of race, color, religion, sexual orientation, gender or gender identity, national origin, age, marital status, veteran status, or disability.

The Superintendent or designee shall develop procedures providing for:

- Prompt and thorough investigation of allegations of bullying;
- The expeditious correction of the conditions causing such bullying;
- Establishment of adequate measures to provide confidentiality in the complaint process;
- Initiation of appropriate corrective actions;
- Identification and enactment of methods to present reoccurrence of the harassment; and
- 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 or designee 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 or designee 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 a reported incident 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.

Procedure for Investigating:

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.

HAZING

(Board Policy 6030, Adopted 07/01/2026)

In compliance with the Stop Campus Hazing Act, the District prohibits the act of hazing. Any person who participates in, facilitates, or conceals hazing will be subject to disciplinary action.

Hazing means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that (1) is committed in the course of an initiation into, an affiliation with, or the

maintenance of membership in, a student organization; and (2) causes or creates a risk, above the reasonable risk encountered in the course of participation in the organization, of physical or psychological injury.

POSSESSION OF OR UNDER THE INFLUENCE OF ALCOHOL/DRUGS

(Board Policy 6015, Adopted 07/01/2026)

Any teacher who has reasonable suspicion 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:

- Non-intoxicating beverages (i.e., 3.2 beer, wine coolers);
- Alcoholic beverages;
- Controlled dangerous substances; and/or
- 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.

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

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)

Every 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.

TOBACCO PRODUCTS ON SCHOOL PROPERTY

(Board Policy 9007, Adopted 07/01/2026)

The use of all tobacco products which includes cigarettes, cigars, pipes, snuff, chewing tobacco or any other form of tobacco product is prohibited on any District property. The use of e-cigarettes or facsimile products is also prohibited on school district property.

STUDENT SEARCHES

(Board Policy 6014, Adopted 07/01/2026)

The superintendent or designees are authorized to detain and search any student and any property in the student's possession while on technology center premises, at technology center activities, or in transit under authority of the technology center, for any item possession of which by the student is illegal or prohibited by technology center policy, or for property believed to have been stolen from another student, an employee, or the technology center. The search shall be conducted according to the following guidelines:

Reasonableness

1. The decision to search must be based upon a reasonable suspicion that:
   a. A violation of the law or school policy or rules has occurred or is occurring;
   b. The student to be searched has committed the violation; and

c. Particular evidence of the violation will be discovered in the search.

2. In deciding whether a suspicion is reasonable, all the circumstances surrounding the case should be considered, including:

a. The student's age, history, and record in school;
b. The prevalence and seriousness of the suspected violation;
c. The school officials' prior experience in detecting the problem or recognizing suspicious behavior;
d. The need to make a search without delay and further investigation;
e. The specificity and source of the information used as justification for the search; and
f. The particular instructor or official's experience with the student.

Scope

1. The scope or extent of the search shall be reasonably related to the kind of objects being searched for, and not excessively intrusive in light of the student's age and sex and the nature of the suspected violation. When practical, the search shall be conducted by an individual the same gender as the student.
2. A search commenced to discover a particular kind of item may be expanded or continued for additional items if circumstances warrant.
3. No student's clothing, except cold weather outerwear, shoes, and hand and head coverings, except religious head coverings, shall be removed prior to or during the conduct of any warrantless search.

Discovered Items

1. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by technology center authorities. These items will immediately be turned
over to law enforcement officials for disposition as they see fit.
2. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.
3. The Superintendent may designate school personnel to transport any dangerous weapons, controlled dangerous substances, alcoholic beverages, or missing or stolen property that might be in a student's possession from a school site to a centralized location within the technology center or to local law enforcement offices for lawful disposal. While in transport, the designated school personnel shall carry their school identification and a letter from the superintendent confirming their authority to transport the items for disposal. All items transported for disposal shall be transported in a locked container.

Refusal to Submit to Search

A student who refuses to peaceably submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusals.

Reports

The person conducting the search shall prepare a report to be maintained in the office of superintendent and administrator's office, including the date, time, place, names of witnesses, purpose, basis, and result of the search.

DRESS CODE

(Board Policy 6003, Adopted 07/01/2026)

Student dress attire should 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 pants, 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 apparel that distracts from the classroom atmosphere will be considered inappropriate. Additional guidelines may be required within programs or departments. For health and safety reasons, appropriate footwear is necessary. Hair should be neat, clean, and well-groomed at all times.

FREEDOM OF EXPRESSION

(Board Policy 6016, Adopted 07/01/2026)

Any student who wishes to engage in noncommercial expressive activity on campus shall be permitted to do so freely, as long as the student's conduct is not unlawful and does not materially and substantially disrupt the functioning of the technology center.

"Expressive activities" include, but are not limited to, any lawful verbal, written, audiovisual or electronic means by which individuals may communicate ideas to one another, including all forms of peaceful assembly, protests, speeches and guest speakers, distribution of literature, carrying signs and circulating petitions.

Students shall have the right to assemble on school property subject to the following conditions:

- Prior approval must be obtained from the administration twenty-four (24) hours in advance of the meeting;
- The time and place of the meeting shall be determined by the administrator; and
- Such meetings shall be scheduled before or after school hours to avoid interrupting, distracting or disrupting the normal operation of the District.

PERMISSION TO LEAVE

Checking out early can be accomplished through the attendance office. Parental permission must be secured before a high school student is released.

DRIVING PRIVILEGES

Students are expected to operate their vehicle safely and in a way that does not disturb the campus environment. Vehicles 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 and will be enforced. 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.

STUDENT TRANSPORTATION BY EMPLOYEES

(Board Policy 6031, Adopted 07/01/2026)

To ensure student safety and maintain professional boundaries, district employees are prohibited from accompanying or transporting a single student on any trip, activity, or transport in a one-on-one setting. At least two students, or two authorized adults, must be present at all times during school-related travel or activities.

Exceptions may only be made in emergency situations or when explicitly approved in advance by administration, with appropriate parent/guardian consent and documented supervision plans. All staff are expected to adhere to this policy to protect the well-being of students and employees and to uphold ethical standards of conduct.

ACCEPTABLE USE OF ELECTRONIC AND DIGITAL COMMUNICATIONS DEVICES

(Board Policy 9008, Adopted 07/01/2026)

The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, posting, etc.) but is intended to cover any new form of electronic or digital communication which utilizes a computer, phone or other digital or electronic device.

As a part of the resources available to students and employees, the technology center provides Internet access at each site and at its administrative offices. The technology center intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. This policy outlines the technology center's expectations regarding Internet access. The ability to access the Internet while on school property is a privilege and not a right. Access cannot be granted until an individual has agreed to comply with this acceptable use policy, and access may be revoked at any time.

In addition to Internet access, the technology center also provides selected employees with a computer or other digital device. This equipment is loaned to the employee for the convenience of the district and must be returned to IT Services at the conclusion of the employee's employment, or upon request of the superintendent or IT Services director. The equipment must be returned in the same condition as it was issued, minus normal wear and tear. In the event the equipment

is damaged, lost or stolen, the employee must notify his/her supervisor immediately and may be required to reimburse the technology center for the damages.

Any individual using technology center resources to engage in electronic or digital communications has no expectation of privacy. Further, employees and students must be cognizant of the fact that electronic or digital communications which occur on private equipment often are permanently available and may be available to school administrators.

Employees and students are expected to use good judgment in all their electronic or digital communications - whether such activities occur on or off campus or whether the activity uses personal or school technology. Any electronic or digital communication which can be considered inappropriate, harassing, intimidating, threatening or bullying to an employee or student of the technology center - regardless of whether the activity uses technology center equipment or occurs during school/work hours - is strictly forbidden. Employees and students face the possibility of penalties, including student suspension or dismissal and employee termination, for failing to abide by technology center policies when accessing and using electronic or digital communications.

The Internet provides users the ability to quickly access information on any topic – even topics which are considered harmful to minors. The technology center's IT Services department has attempted to filter this access in order to protect students from harmful content. In the event inappropriate material is inadvertently accessed, students should promptly report the site to their instructor so that other students can be protected. No individual is permitted to circumvent the technology center's privacy settings by accessing blocked content through alternate methods. In the event an employee needs access to blocked content, he/she should make arrangements through the campus or IT Services director.

Although the technology center's IT Services Department has taken appropriate steps to block offensive material, users may unwittingly encounter offensive material. All users of the technology center's electronic resources are required to exercise personal responsibility for the material they access, send or display, and must not engage in electronic conduct which is prohibited by law or policy. If a student inadvertently accesses or receives offensive material, he/she should report the communication to the assigned instructor. If an employee accesses or receives offensive material, he/she should report the communication to the campus or ITS director. No individual is permitted to access, view or distribute materials which are inappropriate or create a hostile environment.

Internet Access - Terms and Conditions

Acceptable Use - Students. Students agree to access material in furtherance of educational goals or for personal leisure and recreational use which does not otherwise violate this policy. No student may make an electronic or digital communication which disrupts the education environment - even if that communication is made outside of school or on personal equipment. Types of electronic or digital communications which can disrupt the education environment include, but are not limited to:

- Sexting
- Harassing, intimidating, threatening or bullying posts, blogs, images, texts, etc.
- Distributing pictures, recordings or information which is harmful or embarrassing

Students who engage in electronic or digital communications which disrupt the education environment are subject to disciplinary action, including suspension from school. Depending on the nature of the electronic or digital communication, students may also be subject to civil and criminal penalties.

Prohibited Use. Users specifically agree that they will not use the internet to access material which is: threatening, indecent, lewd, obscene, or protected by trade secret. Users further agree that they will not use the technology center's electronic resources for commercial activity, charitable endeavors (without prior administrative approval), product advertisement or political lobbying.

Privilege of Use. The technology center's electronic resources, including Internet access, is a privilege which can be revoked at any time for misuse. Prior to receiving Internet access, all users will be required to successfully complete an Internet training program administered by the technology center. This program will be age appropriate and be based on the individual's status as an employee or student.

Internet Etiquette. All users are required to comply with generally accepted standards for electronic or digital communications, including:

A. **Appropriate Language.** Users must refrain from the use of abusive, discriminatory, vulgar, lewd or profane language in their electronic or digital communications.

B. **Content.** Users must refrain from the use of hostile, threatening, discriminatory, intimidating, or bullying content in their electronic or digital communications.

C. **Safety.** Minor students must not include personal contact information (name, address, phone number, address, banking numbers, etc.) in their electronic or digital communications unless directed to do so by their instructor for educational purposes. Minor students must never agree to meet with someone they met online and must report any electronic or digital communication which makes them uncomfortable to their instructor. Adult students are also encouraged to follow these safety precautions.

D. **Privacy.** Users understand that the technology center has access to and can read all electronic or digital communications created and received with technology center resources. Users agree that they will not use technology center resources to create or receive any electronic or digital communications which they want to be private.

E. **System Resources.** Users agree to use the technology center's electronic resources carefully so as not to damage them or impede others' use of the technology center's resources. Users will not:

- install any hardware, software, program or app without approval from the IT Services
- download large files during peak use hours
- disable security features
- create or run a program known or intended to be malicious
- stream music or video for personal entertainment

F. Intellectual Property and Copyrights. Users will respect others' works by giving proper credit and not plagiarizing, even if using websites designed for educational and classroom purposes (See www.copyright.gov/fls/fl102.html). Users agree to ask an instructor for help citing sources as needed.

Limitation of Liability. The technology center makes no warranties of any kind, whether express or implied, for the services provided and is not responsible for any damages arising from use of the technology center's technology resources. The technology center is not responsible for the information obtained from the use of its electronic resources and is not responsible for any charges a user may incur while using its electronic resources.

Security**.** If a user notices a potential security problem, he/she must notify his/her instructor or the IT Services department immediately but should not demonstrate the problem to others or attempt to identify potential security problems. Users are responsible for their individual accounts and must not allow others to use their accounts. Users must not share their access codes or passwords with others. If a user believes his/her account has been compromised, he/she must notify the instructor or IT Services director immediately. Any attempt to log on to the technology center's electronic resources as another user or administrator, or to access restricted material, may result in the loss of access for the remainder of the school year or other disciplinary measures.



Vandalism. No user may harm or attempt to harm any of the technology center's electronic resources. This includes, but is not limited to, uploading or creating a virus or taking any action to disrupt, crash, disable, damage, or destroy any part of the technology center's electronic resources. Further, no user may use the technology center's electronic resources to hack or vandalize another computer or system.

Inappropriate Material. Access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material. Access will be denied for material which is:

A. Obscene to minors, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (ii) when an average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to an obsessive interest in sex by minors.

B. Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.

C. Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.

D. Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.

E. Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information or advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs", insults and abuse.

F. Disruptive to school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

Application and Enforceability

The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Access Agreement executed by each user. By executing the Internet Access Agreement, the user agrees to abide by the terms and conditions contained in this policy. The user acknowledges that any violation of this policy may result in access privileges being revoked and disciplinary action being taken. For students, this means any action permitted by the technology center's policy on student behavior. For employees, this means any action permitted by law, including termination of employment.

Education of Students Regarding Appropriate On-Line Behavior

In compliance with the Protecting Children in the 21st Century Act, Section 254(h)(5), the technology center provides education to minors about the appropriate use of the technology center's electronic resources, including interacting with others on social networking and chat sites, and cyber bullying. As a part of that education, guidelines on cyber bullying and internet safety for students are made available to students.

COPYRIGHT INFRINGEMENT

Policies and sanctions related to copyright infringement are located on the Francis Tuttle website at www.francistuttle.edu/about/consumer-information

COMPLETION/GRADUATION REQUIREMENTS

(Board Policy 6006, Adopted 07/01/2026)
In order to complete a career major, students must successfully complete all of the career major's required competencies. Once the student's instructor has confirmed the student has completed the program requirements, the completion process will be initiated.

WITHDRAWAL BY STUDENT

(Board Policy 6007, Adopted 07/01/2026)
A student desiring to withdraw from Francis Tuttle must notify the program 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.

DIGITAL AND ELECTRONIC COMMUNICATIONS WITH HIGH SCHOOL STUDENTS

(Board Policy 3012, Adopted 09/09/2024 and revised 09/14/2026)

Pursuant to Oklahoma law, school personnel engaging in electronic or digital communication with an individual high school student must include the individual high school student's parent or legal guardian in the communication, unless the communication is on a school-approved platform and is related to school and academic matters. In the case of an emergency where other parties cannot be immediately included in digital or electronic communications, the high school student's parent or legal guardian shall be subsequently notified of the communication as soon as possible.



STUDENT RECOGNITIONS

National Technical Honor Society

The mission of NTHS is to honor student achievement and leadership, promote educational excellence, and enhance career opportunities for members. Students in NTHS display outstanding achievement in career and technical education. Francis Tuttle has one of the most active NTHS chapters in the nation. Students who meet academic, attendance, and citizenship requirements may be nominated by their instructor. Membership is extended to students who qualify.

Superintendent's Leadership Academy

SLA offers students an opportunity to develop leadership skills and enhance their potential to meet the challenges of a diverse and changing world. Members take part in community service projects and team building experiences. Students fill out an application and are interviewed in order to be selected.

Superintendent's Student Advisory Council

The Superintendent's Student Advisory Council (SSAC) provides an important opportunity for selected students to meet directly with the Superintendent during lunch meetings. These sessions bring together students from across the district to share feedback on current program happenings, highlight areas where we are excelling, and discuss opportunities to improve the overall student experience at FT. Through open dialogue, the Council helps ensure student voices are heard and play a meaningful role in shaping a positive learning environment.

STUDENT AMBASSADORS

Student Ambassadors are leaders in their program who promote the value of CareerTech education with others. They represent Francis Tuttle by visiting district schools and connecting with prospective students during campus tours, providing a first-hand look at student life and hands-on learning experiences.

Ambassador Program Requirements:

- Maintain good standing in grades, attendance, and behavior.
- Demonstrate strong knowledge of their CareerTech program
- Exhibit effective communication and interpersonal skills

How to Apply

- Obtain instructor recommendation and approval
- Participate in a required Ambassador training/selection session

STUDENT ORGANIZATIONS

Co-Curricular 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 competitions at the local, district, state, and national levels

BPA	**Business Professionals of America.** For students enrolled in programs within the Business Management and Administration; Finance; and Information Technology career clusters.
DECA	For students enrolled in programs within the Marketing career cluster.
FCCLA	**Family, Career & Community Leaders of America.** For students enrolled in programs within the Human Services; Education and Training; and Hospitality and Tourism career clusters.
HOSA	**Future Health Professionals.** For students enrolled in programs within the Health career cluster.
SkillsUSA	For students enrolled in programs within the Agriculture, Food, and Natural Resources; Architecture and Construction; Arts, Audio/Video Technology and Communication; Human Services; Law, Public Safety, Corrections, and Security; Manufacturing; and Transportation career clusters.
TSA	**Technology Student Association.** For students enrolled in programs within the Science, Technology, Engineering and Math career cluster.



Co-Curricular Student Organization Leadership Activities

All co-curricular student organization leadership activities, including competitions, must be pre-approved prior to registering students for participation. Each student participating in an approved event will submit an activity form at least three (3) days in advance of the activity and the form must be signed and approved by the instructor and a representative(s) from the sending school. All students must be currently in good standing at Francis Tuttle to participate in state or national activities. Each student, high school and adult, must sign a Guidelines for Responsible Behavior 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 sponsored trip.

All students, high school and adult, will not be allowed to drive their own vehicle to a school sponsored activity unless otherwise pre-approved. All students must utilize the transportation provided by the school district unless otherwise pre-approved.

Only eligible students will be allowed to participate in regional, state, and national standing and leadership and competition activities. Students can be deemed ineligible if their grades, attendance, and/or discipline record do not meet Francis Tuttle's standards.

All student organization officers must be in good standing with the District. Students withdrawn for any reason will forfeit their office. Students who apply for a student organization office must meet the prerequisites set by the individual student organization. All officer candidates must be approved by the office of the instructional director.

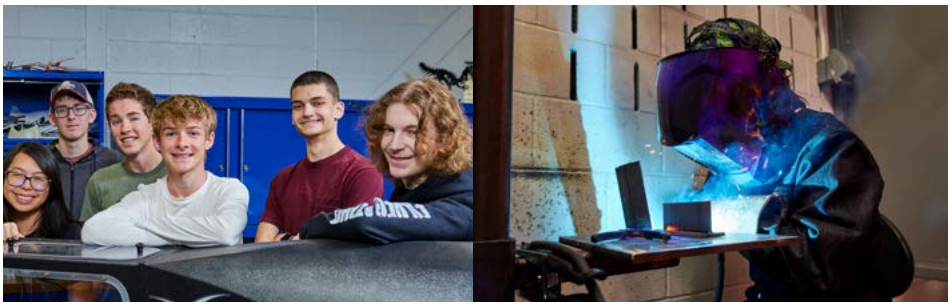
To attend an **international or national leadership competition,** the following conditions apply:

1. Student must be in good standing.
2. Student must meet eligibility requirements.
3. Students must win first place in a state competition that is also offered at the international/national level.
4. State competitions that do not result in a designated place, but instead are deemed as qualifying competitions for nationals, do not meet the criteria of item 3 in this list.
5. Students are expected to attend the entire conference, including all general sessions, award sessions, and any workshops provided.
6. Students that hold a state or national office are eligible to attend.









SUPPLEMENTAL CLASSROOM EXPERIENCES

Supplemental classroom experiences can include guest speakers, field trips, work-based learning experiences, and other pre-approved activities that directly relate back to the instructional outcomes of the program.

To participate in activities away from Francis Tuttle's campuses, high school students must have an activity form completed at least three (3) days in advance of the activity and must be signed and approved by the instructor.

Each student, high school and adult, must sign a Guidelines for Responsible Behavior 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.

All students, high school or adult, will not be allowed to drive their own vehicle to a school sponsored activity unless otherwise pre-approved. All students must utilize the transportation provided by the school district unless otherwise pre-approved.

PRIOR LEARNING ASSESSMENTS

Students who complete selected programs at Francis Tuttle Technology Center and earn an approved industry certification may be eligible to receive college credit through Prior Learning Assessment (PLA) at participating Oklahoma colleges and universities.

PLA provides students with the opportunity to:

- Convert career and technical training into college credit
- Save time and money on a future degree program
- Begin college with coursework already completed

The amount of PLA credit awarded, eligibility requirements, and the process for adding credit to a college transcript are determined by each participating college or university. PLA credits are typically added to a student's college transcript after the student has completed a minimum number of credit hours at that institution, as defined by the college.

Some colleges may also require a transcription or processing fee to add PLA credits to the transcript. Students are encouraged to contact their chosen college or university directly for specific PLA policies, credit limits, residency requirements, and applicable fees.





CONSTITUTION DAY AND CITIZENSHIP DAY

(Board Policy 6027, Adopted 07/01/2026)

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

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

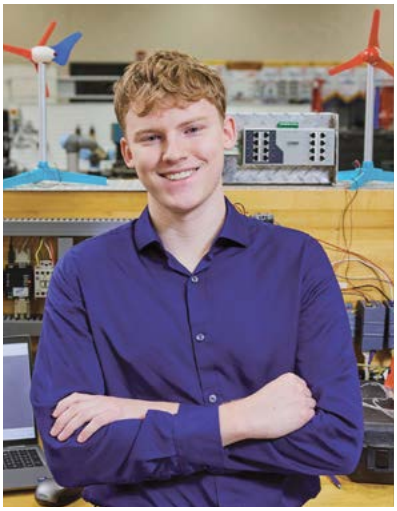
WAYS TO STAY CONNECTED!

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ANXIOUS? STRESSED? DEPRESSED?
Call SAM: 1.855.225.2726
988 Suicide & Crisis Lifeline

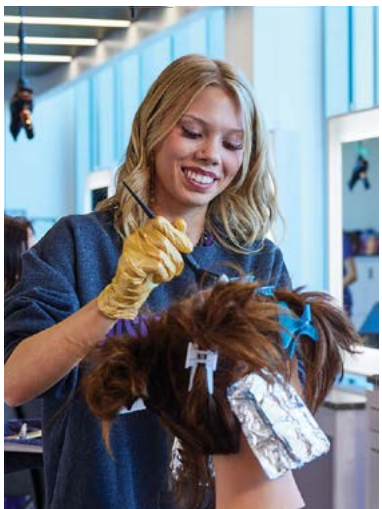










STUDENT **SERVICES**

FRANCIS TUTTLE FOUNDATION

THE FRANCIS TUTTLE FOUNDATION
raises private support to enhance student opportunities at Francis Tuttle Technology Center. The Foundation helps remove barriers that may prevent students from completing training and successfully transitioning into employment.

Scholarships and Financial Assistance

The Francis Tuttle Foundation awards scholarships to students each year. Funding is provided through donations from Francis Tuttle staff, corporations, and community members.

Scholarship funds may be used to assist with:

- Transportation
- Tuition
- Uniforms
- Equipment
- Living expenses

The average scholarship award is approximately $300 per student per year.
Students are required to meet with a counselor or career advisor prior to submitting an application.
Students requesting assistance with payment of a bill must provide documentation of the expense at the time of the meeting.

Types of Support

Foundation grants are intended to address unmet financial needs for school-related expenses or emergency situations that may place a student's program completion at risk.
Grant funds may be applied to:

- Tuition
- Uniforms
- Equipment (including kits and tools)
- Books
- Testing and certification fees
- Living expenses such as car repair, medical expenses, utilities, housing, clothing, or childcare

All payments are made directly to the school or vendor. Funds are not issued directly to students.

Eligibility Requirements

To qualify, students must:

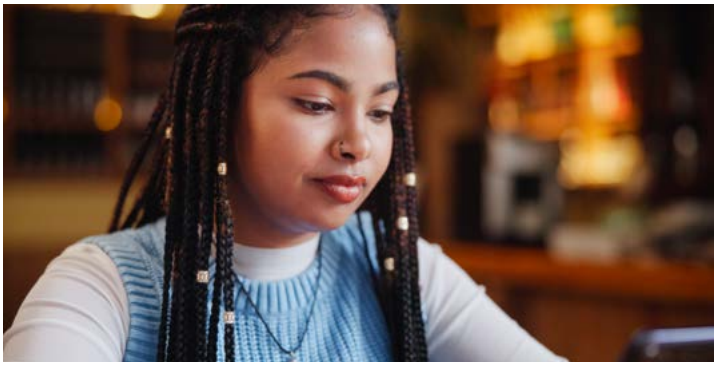
- Be accepted into and making satisfactory progress in a career major
- Have completed at least four (4) weeks
- of instruction (exceptions apply to uniforms, books, and kits)
- Meet with a career advisor and follow application procedures
- Receive a positive recommendation from the instructor and advisor
- Provide a clear explanation of need and documentation of expenses

Additional requirements for adult students:

- Submit FAFSA results or explanation of ineligibility
- If not eligible for a Pell Grant, establish a payment plan and make at least one payment
- Requests involving living expenses must include an invoice or estimate from the vendor.

Financial Aid Information

Students may qualify for federal financial aid, including Pell Grants, which are awarded based on financial need. Students are encouraged to complete the **Free Application for Federal Student Aid (FAFSA) at studentaid.gov.**



TRANSCRIPTS/CERTIFICATES

Adult students desiring a copy of an official academic transcript must request their transcript through Parchment at https://www.francistuttle.edu/student-experience/resources/transcript-request Please note that high school students should request their transcript through their sending school.

Students requesting a copy of their certificate of completion must make the request online https://www.francistuttle.edu/student-experience/counseling-services-resources/certificate-completion-request-form in writing with the department administrative assistant for the program in which the student was enrolled.

THE FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

(Board Policy 6017, Adopted 07/01/2026)

The Family Education 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/guardians 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/guardians or eligible students have the right to inspect and review the student's education records maintained by the school. Francis Tuttle will assume either parent has a right of access to records regardless of custody orders unless Francis Tuttle Technology Center has been provided with evidence that the right of access has been revoked. Documents such as court order or other legally binding document relating to such matters as divorce, separation or custody that specifically revoke the right to inspect and review records must be provided to Francis Tuttle Technology Center to prevent access to student records. Francis Tuttle Technology Center is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents/guardians or eligible students to review the records. Schools may charge a fee for copies. Parents/guardians or eligible students should submit a written request that identifies precisely as possible the records he or she wishes to inspect. The written request should be submitted to the Office of Student Administrative Services or the Campus Director. Access will be provided within no more than 45 days of the request.
- Parents/guardians or eligible students have the right to request amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights. The parent/guardian or eligible student must submit a written request to the Office of Student Administrative Services or the Campus Director clearly identifying the part of the record they want changed and specifying why it is inaccurate, misleading or otherwise in violation of a student's privacy rights. 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;
- Officials of another school, school system or institute of post-secondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is related to the student's enrollment or transfer;
- 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;
- Francis Tuttle accrediting organizations
- To comply with as judicial order or lawfully issued subpoena;

- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State law;
- Requests subject to Section 8528 of the Elementary and Secondary Education Act as it relates to Military Recruiters and High Education;
- Directory information, providing that the parent or eligible student has not refused to allow Francis Tuttle Technology Center to designate the items(s) as directory information

Francis Tuttle may disclose, without consent, 'directory' information limited to a student's name, grade level, certificates/honors/awards earned and participation in Francis Tuttle Technology Center student organizations. However, schools must tell parents/guardians and eligible students about directory information and allow parents/guardians and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents/guardians and eligible students annually of their rights under FERPA. The actual means of notification (special letter, student handbook, or newspaper article) is left to the discretion of each school. Francis Tuttle Technology Center will make the annual notice accessible to non-English speaking parents/guardians or disabled parents/guardians of minor students and eligible students.

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

Parents/guardians of minor students and eligible students have the right to exclude directory information and personally identifiable information from public access by notifying the Office of Student Administrative Services in writing of any or all the items they refuse to permit Francis Tuttle Technology Center to designate as directory information about that student. The designation will remain in effect until it is modified by the written direction of the minor student's parent/guardian or by the eligible student.

All rights and protections given parents/guardians under FERPA and this policy transfer to the student when the student reaches age 18 or enrolls in a postsecondary school. The student then becomes an eligible student.

Release Psychological Evaluation Information

The following process relative to parent(s)/guardian(s) and student access to information contained in any psychological evaluation shall be followed:

Upon parent/guardian or student eighteen (18) or older request for review or inspection of psychological evaluations, the school official should refer said parties to an Examining Agency (Regional Guidance Center, Child & Family Service Center, RESC, etc.) for interpretation of the evaluation by the professional examiner (psychologist, psychiatrist, psychometrist.)

Complaints

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

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

CAREER GUIDANCE & 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/admissions/advisors.



SPECIAL SERVICES

A Special Services Advisor is available to provide accommodations to qualifying students. IEP and 504 services are available.

- Danforth campus: Contact Shonda Keller at 405-906-4401.
- Reno campus: Contact Sheila Carter at 405-717-4384.
- Rockwell & Portland campuses: Contact Bryan Roybal at 405-717-4968.

For more information about students with special needs, see the Francis Tuttle website at https://www.francistuttle.edu/admissions-costs/advisors/students-special-needs

TUITION

Tuition Policy for Career Training Programs 2026/2027

(Board Policy 6018, Adopted 07/01/2026)

Tuition Calculation for Career Training Programs Tuition for Career Training programs is based upon the career major. The tuition is calculated based upon the standard length of the career major multiplied by the current tuition rate. When a student enrolls in a career major program, the entire tuition for that program will be added to their account.

In-state tuition is $3.00 per clock hour times the number of hours in the student's career major. For example, if the career major has 960 hours, the student's tuition is $2,880.00.

Transfer Hours/Advanced Standing Credit

Students can receive a tuition adjustment for any transfer hours accepted by their instructor. If a student transfers from another educational instruction with coursework in his or her program area, the student must submit a transcript to the advisor. The advisor will work with the instructor to determine what credits will transfer to the career major requirements, an adjustment for the transfer hours will be applied to the student's account.

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

Students from out-of-state are charged twice the normal rate for career major tuition. The student retains their out of state status as long as they remain in a particular career major. If the student changes to a new career major, the student may request a change to in-state status with their advisor.

Students from out of state are charged $6.00 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 Due Date

Tuition is due prior to the student's start date

Acceptable Methods or Arrangements of Payment

- Payment in full
- Approved financial aid or scholarship
- Documented funding agreement from an outside agency, or
- Payment plan established with the required down payment

Please contact the cashier at (405) 717-4224 for more information about payment plans.

Payment Plans for Career Training Programs

The balance of the tuition shall be paid prior to the first day of class unless the student establishes a Payment Plan with the required down payment. All payment plans have certain fees including: initial processing fee; late payment fee and NFS fees. The amount and nature of the fees will be disclosed to the student prior to establishing the payment plan.

A change of status can be initiated by the Cashier's office for non-payment of tuition or payment plan installments.

Tuition Adjustments for Withdrawals

(Board Policy 6019, Adopted 10/11/21 and revised 07/01/2026)

The district shall refund a credit balance for students who withdraw, after all adjustments and fees are posted, to the person who paid on the account. For students who receive federal financial aid, the District follows the Federal Title IV Return of Funds policy.

Process:

Students who withdraw prior to the last one-fourth (¼) 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. $3,000.00
Tuition charge for 600 hrs. ($1,800.00)
Refund due to student of 400 hrs. $1,200.00

There will not be a tuition adjustment for students withdrawing in the last one-fourth (¼) of their career major or for those students completing their career major early.

High School Student Out-Of-District Tuition for Regular Programs

(Board Policy 6020, Adopted 07/01/2026)

The District is required to charge out-of-district tuition per the guidelines established by the Oklahoma Department of Career & Technology Education. An out-of-district high school student is defined as "any secondary student who does not reside in the technology center district." OAC 780:15-3-6

If a tuition-paying student is dropped or withdraws during the first two weeks of the program, seventy-five percent (75%) of the semester tuition is refunded. After two weeks, there is no refund of tuition.

FINANCIAL AID & SCHOLARSHIPS

Francis Tuttle offers a variety of financial aid and scholarships to adult students attending an eligible Career Training program. Institutional scholarships are awarded in the form of tuition waivers.

Tuition Waivers

(Board Policy 6021, Adopted 07/01/2026)

Tuition for career training programs and certain WED open enrollment classes will be waived for students meeting specified criteria.

- Eligible Oklahoma National Guard or any reserve component, and certain veterans of any branch of the United States military are exempt from paying tuition.
- Next Step tuition waivers are available for one career training program up to the age of 21. To qualify, students must have a diploma from one of Francis Tuttle Technology Center's partner schools or have lived within the Francis Tuttle Technology Center school district upon high school graduation.
- Aspire tuition waivers are available for students with a documented financial need.
- The Superintendent's scholarship waiver is available through an application process.

For more information financial assistance, please visit https://www.francistuttle.edu/admissions-costs/financial-aid

Satisfactory Academic Progress Standards for Federal Financial Aid

Federal regulations require adult students receiving Federal Financial Aid to maintain Satisfactory Academic Progress (SAP) to remain eligible for financial aid. To meet the standards, students must have a cumulative grade of at least a "C" and demonstrate they are completing their academic program (career major) within 143% of the major's published timeframe. To review the full policies on SAP, please visit https://www.francistuttle.edu/sap

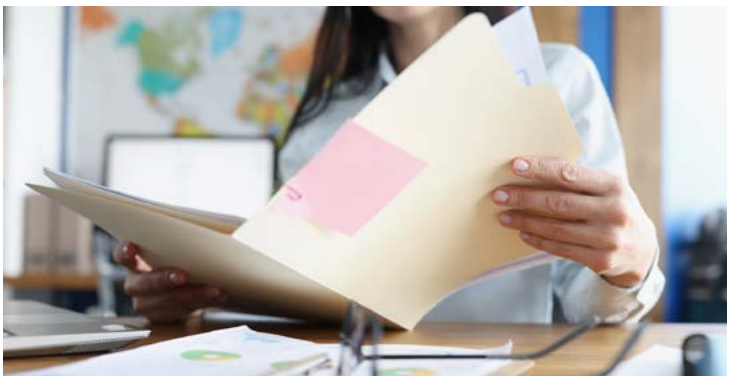
AVAILABILITY OF CONSUMER INFORMATION

Students may request copies of consumer information in writing from Student Administrative Services at datateam@francistuttle.edu. 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
- Financial Assistance available to students, and the requirements for continued eligibility
- Methods and frequency of financial aid disbursements
- Institutional information including academic programs and courses with their facility locations, instructional personnel, and information on whether the program leads to licensure or certification.
- Accreditation information for any associations, agencies, or governmental bodies that accredit, approve, or license the institution and its programs; procedures for obtaining or reviewing documents describing the accreditation, approval, or licensing; and procedures for filing complaints with the accreditor and state agency
- Annual Security/Clery Report with campus crime and safety information
- Contact information regarding Institutional or Financial Aid
- Information regarding cost of attendance, procedures to withdraw, institutional refund policies, return of Title IV funds for Federal Student Aid recipients, the net price calculator, academic support, disability services, job placement rates, transfer of credit policies, and copyright infringement policies
- Drug and alcohol abuse prevention
- Admissions and enrollment information
- Voter registration form







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.

ADMINISTRATION OF MEDICATION

(Board Policy 6023, Adopted 07/01/2026)

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 a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label.
2. "Self-administration" means a student's use of medication pursuant to prescription or written direction from a physician.
3. The parent or guardian will provide written authorization and instructions for the self-administration of medication through the use of the Authorization for the Administration of Medication form.
4. The permission for self-administration of asthma, anaphylaxis or replacement pancreatic enzyme medication is effective for the school year for which it is granted and shall be renewed each subsequent school year.

Inhaler Availability

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

- A minimum of two inhalers with spacers and holding chambers will be maintained in a secure location at each of the Francis Tuttle campuses.
- Prescription for the inhalers is in the name of the Francis Tuttle Technology Center
- The superintendent, or superintendent designee, will designate personnel at each campus location to:
    - Be responsible for obtaining and maintain an adequate supply of inhalers with spacers and holding chambers from the district office;
    - Ensure appropriate training on the administration of the inhalers with spacers and holding chambers for designated staff members;
    - Distribute and maintain annual parent/guardian consent forms.
- Technology center employees are still required to call 911 in the event of an emergency, including any time an employee believes a student is experiencing respiratory distress
- Francis Tuttle must notify a student's parent/guardian after administration of an inhaler.

- The parent/guardian must provide written consent and waive liability related to the good-faith use of the inhaler. No inhaler shall be given if the proper consent from the parent/guardian is not on file with 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 pancreatic enzymes to treat cystic fibrosis.

Glucagon Availability

In keeping with Senate Bill 147, effective July 1, 2023, the board of education has authorized the superintendent, or superintendent designee, to obtain a prescription for Glucagon in the name of the school district.

If Francis Tuttle Technology Center obtains a prescription, the school district will:

- Inform, in writing, the parent/guardian of each student with a diabetes medical management plan that a school employee who has volunteered and successfully completed training to be a diabetes care assistant may administer, with parent/guardian written consent, but without a healthcare provider order, Glucagon to a student with diabetes whom the trained school employee in good faith believes is having a hypoglycemic emergency or if the student's prescribed Glucagon is not available on site or has expired;
- Designate the employee responsible for obtaining Glucagon for each school site from a licensed physician with prescriptive authority; and
- Maintain Glucagon at each of the Francis Tuttle campuses in accordance with the manufacturer's instructions.

Technology center employees are still required to call a student's parent/guardian and 911 in the event of an emergency, including any time an employee believes a student is experiencing a hypoglycemic emergency.

A waiver of liability executed by a parent/guardian must be filed with the school district prior to administering Glucagon. Written consent and waiver of liability shall be effective for the school year in which it is granted and shall be renewed each subsequent school year.

Administration of Emergency Opioid Antagonist (e.g., Naloxone)

In accordance with Oklahoma Statute, 70, §1210.196.3, any person designated by the Superintendent, or Superintendent designee, may administer, regardless of whether there is a prescription or standing order in place, an emergency opioid antagonist for a suspected opioid overdose by a student or other individual exhibiting signs of an opioid overdose.

The Superintendent, or Superintendent designee, may authorize one or more technology center employees to receive training offered by the Department of Mental Health and Substance Abuse Services, a law enforcement agency or any other entity in recognizing the signs of an opioid overdose and administering an emergency opioid antagonist. The Superintendent, or Superintendent designee, may designate persons to receive this training who have been required to receive annual training in cardiopulmonary resuscitation and the Heimlich maneuver (70 Okla. Stat. §1210.199).

Furthermore, if a person or persons designated and trained to administer an emergency opioid antagonist are absent, the Superintendent, or Superintendent designee, may authorize any person, regardless of whether there is a prescription or standing order in place, to administer an emergency opioid antagonist to a student or other individual exhibiting signs of an overdose.

Any person administering an emergency opioid antagonist to a student or other individual at a technology center site or technology center-sponsored event, in a manner consistent with addressing opioid overdose, shall be covered by Oklahoma's Good Samaritan Act. In the event of a suspected overdose, the technology center and its employees or designees shall be immune from civil liability in relation to the administration of an emergency opioid antagonist.

Any first responder who administers or provides an emergency opioid antagonist in good faith and in a manner consistent with addressing opioid overdose is not liable for any civil damages as a result of any acts or omissions by such first responder except for committing gross negligence or willful wanton wrongs in administering or providing such emergency opioid antagonist. Pursuant to OKLA. STAT. tit. 63, § 1-2506.1, for purposes of this section a "first responder" shall include medical personnel at schools including any public or charter schools, technology center schools and institutions of higher education. "Medical personnel at schools" means a certified school nurse or any other nurse employed by or under contract with a center, any

licensed practitioner of the healing arts, or any person designated by the center administration to administer an emergency opioid antagonist.

As used in this section, "emergency opioid antagonist" means a drug including, but not limited to, naloxone that blocks the effects of opioids and that is approved by the United States Food and Drug Administration for the treatment of an opioid overdose.

DIABETES MANAGEMENT PLAN

(Board Policy 6024, Adopted 07/01/2026)

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.

The plan shall be developed by the personal health care team of each student, which shall consist of the Instructional Director, Special Services Advisor, the parent or guardian of the student (or self-representing adult student), add to the extent practicable (or with guidance from), the physician responsible for the diabetes treatment of the student.

For a student with diabetes the following applies:

- The principal in concert with the Assistant Instruction Director and/or Instruction 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.
- 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.
- A school employee shall not be subject to any penalty or disciplinary action for refusing to serve as a volunteer diabetes care assistant.
- 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.
- Each volunteer diabetes care assistant shall at all times have access to a physician identified by the diabetic student. (70-1210.196.4)

Glucagon Availability

In keeping with Senate Bill 147, effective July 1, 2023, the board of education has authorized the Superintendent, or Superintendent designee, to obtain a prescription for Glucagon in the name of the school district.

If Francis Tuttle Technology Center obtains a prescription, the school district will:

Inform, in writing, the parent/guardian of each student with a diabetes medical management plan that a school employee who has volunteered and successfully completed training to be a diabetes care assistant may administer, with parent/guardian written consent, but without a healthcare provider order, Glucagon to a student with diabetes whom the trained school employee in good faith believes is having a hypoglycemic emergency or if the student's prescribed Glucagon is not available on site or has expired;

Designate the employee responsible for obtaining Glucagon for each school site from a licensed physician with prescriptive authority; and

Maintain Glucagon at each of the Francis Tuttle campuses in accordance with the manufacturer's instructions.

Technology center employees are still required to call a student's parent/guardian and 911 in the event of an emergency, including any time an employee believes a student is experiencing a hypoglycemic emergency.

A waiver of liability executed by a parent/guardian must be on file with the school district prior to administering Glucagon. Written consent and waiver of liability shall be effective for the school year in which it is granted and shall be renewed each subsequent school year.

SEIZURE ACTION PLAN

(Board Policy 6029, Adopted 07/01/2026)

Francis Tuttle shall have at least one school employee at each campus who has met the training requirements necessary to:

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

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

1. Provide the school with written authorization to administer the medication at school;
2. Provide a written statement from the student's health care provider containing appropriate information as laid out in Oklahoma Statue 70-1210.183.E.2
3. Provide the prescribed medication to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy intact; and
4. Collaborate with school personnel to create a seizure action plan.

The written authorization, written statement and seizure action plan shall be kept on file in the office of the Special Services or school administrator and shall be distributed to any school personnel or volunteers responsible for the supervision or care of the student.

The written authorization for the administration of seizure rescue medications shall be effective for the school year in which it is granted and may be renewed each subsequent school year.

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

As used in the Seizure-Safe Schools Act, "seizure action plan" means a written, individualized health plan designed to acknowledge and prepare for the health care needs of a student diagnosed with a seizure disorder.

SERVICE ANIMALS

(Board Policy 6032, Adopted 07/01/2026)

The technology center acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a service animal in its facilities and programs and intends to comply with all state and federal laws, rules and regulations regarding the use of service animals by technology center employees, students and visitors with disabilities.



Definitions

"Service animal" is defined by the Americans with Disabilities Act (ADA) as any service dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Service animal is limited to the animals defined under the ADA and does not include any other species of animal, wild or domestic, trained or untrained. Service animal does not include an animal used or relied upon for crime deterrence, emotional support, well-being, comfort, or companionship.

"Employee" is defined as a person who is employed by the technology center on a part-time or full-time basis, with or without compensation, and elected or appointed members of the technology center's board of education.

"Student" means an individual who is currently enrolled at the technology center, and includes the parents and guardians of an individual who is (a) under the age of 18, or (b) otherwise unable to manage their own affairs.

"Visitor" means an individual other than an employee or student who is present in areas of technology center property that have been made available by the technology center to the general public and/or specified members of the public, including, but not limited to family members of students/employees and individuals attending a public event held on technology center property.

Requirements for Employees, Students, and Visitors

The use of service animals by employees, students, and visitors with disabilities is subject to the following requirements:

A. The employee, student, or visitor will submit a notification of the intent to use a service animal to the technology center's superintendent. The notification will identify whether the service animal is required because of the person's disability, and, if so, identify and describe the manner in which the service animal will meet the individual's particular need(s).

B. Notifications for the use of service animals on technology center property by an employee, student, or visitor will, whenever possible, be made at least one week prior to the proposed use of the service animal.

C. As part of the technology center's consideration of the use of a service animal, the technology center may require certification of proper vaccinations verified by a veterinarian.

D. The technology center's review of use of a service animal may include consideration of a student's IEP or Section 504 records. The technology center may also request a meeting with the employee, student, or visitor.

E. The use of a service animal on technology center property may be subject to a plan that introduces the service animal to the school environment, any appropriate training for staff and students regarding interaction with the service animal, and other activities or conditions deemed necessary by the technology center. The technology center's approval of the use of a service animal on technology center property is subject to periodic review, revision, or revocation by technology center administration.

F. It is the responsibility of the employee, student, or visitor who uses a service animal pursuant to this policy to serve as the handler or arrange for a third-party handler to provide proper handling of the service animal. Any cost incurred to handle the service animal will be the responsibility of the employee, student, or visitor who uses the service animal.

G. Service animals will be allowed in technology center vehicles when:

1. The inclusion of the service animal is documented as required on technology center transportation forms; and
2. The service animal is under the control of the handler at all times, including entering and exiting the vehicle.

Control and Supervision of Service Animals

A. The owner/handler of a service animal must be in full control of the animal at all times.

B. Service animals must always be on a leash or other form of restraint mechanism, unless impracticable or unfeasible due to the disability of the employee, student or visitor.

C. The responsibility for the care and supervision of the service animal rests solely on the employee, student or visitor. The technology center is not responsible for providing any staff member to walk the service animal or provide any other care or assistance to the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the building administrator.

D. Pursuant to federal law, the technology center retains discretion to exclude or remove a service animal from its property and transportation if:

1. The service animal is out of control and/or the service animal's handler does not effectively control the service animal's behavior;
2. The service animal is not housebroken;
3. The service animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications; or,
4. Permitting the service animal would fundamentally alter the nature of the service, program, or activity.

Liability

An employee, student or visitor accompanied by a service animal will be responsible for any damage to technology center or personal property and any injuries

to individuals caused by the service animal. Individuals who use a service animal on technology center property will hold the technology center harmless and indemnify the technology center from any such damages.

Requirements for Service Animals

Vaccination: Service animals must be immunized against diseases common to that type of animal. [Okla. Admin. Code 310:599-3-9.1] All vaccinations must be current. Dogs must wear a rabies vaccination tag.

Licensing: All service dogs must be licensed as required by state and/or local law.

Identification: It is recommended, but not required, that service animals have proper identification.

Owner ID and Other Tags: Dogs may be required to wear a current dog license and rabies-vaccination tag, unless the dog is permanently and uniquely identified with a microchip implant or tattoo.

Collar: A service dog used by a person who is deaf or hard-of-hearing must wear an orange identifying collar. [Okla. Stat. tit. 7, § 19.1(C)]
Cleanup Rule: The handler of the service animal, whether it be the employee, student or a third party, must clean up after the animal defecates or urinates, as well as follow any municipal ordinance applicable thereto.

Grooming: All service animals must be treated for, and kept free of, fleas and ticks. All service animals must be kept clean and groomed to avoid shedding and dander.

CLASSROOM/STUDENT VISITATION

(Board Policy 6025, Adopted 07/01/2026)

All visitors to classrooms or to students must register with the District upon arrival.

Visitors are required to check in at a designated entrance using a SchoolSafe ID kiosk. Visitors must present a valid government-issued ID, which will be scanned through the system to complete the registration process. Upon successful check-in, a visitor badge will be issued.

Visitor badges must be worn in a clearly visible location at all times while on campus.

Visitors who do not have a valid badge or who fail to follow check-in procedures may be denied access to campus.

NONDISCRIMINATION

(Board Policy 2001, Adopted 06/12/2026 and revised 01/12/2026)

There will be no discrimination in the district because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment.

The following people have been designated to handle inquiries regarding the district's nondiscrimination policies:

Jason Brunk, Ed.D., Executive Director Human Resource
12777 N Rockwell Ave
Oklahoma City, OK 73142
405.717.7799
Jason.brunk@francistuttle.edu

Tracy Skinner, Ed.D., Associate Superintendent
12777 N Rockwell Ave
Oklahoma City, OK 73142
405.717.4984
Tracy.skinner@francistuttle.edu

Jaared Scott, Ed. D., Deputy Superintendent/COO
12777 N Rockwell Ave
Oklahoma City, OK 73142
405.717.4256
Jaared.scott@francistuttle.edu

Outside Assistance may be obtained from:

U.S. Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
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DISCRIMINATION, HARASSMENT AND RETALIATION

(Board Policy 2002, Adopted 07/01/2026)

The technology center is committed to providing all students and employees with a safe and respectful school environment. Both state and federal law specifically prohibit harassment of or by employees and students in connection with the district.

The district prohibits discrimination, harassment or retaliation based on real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. This prohibition applies to students, employees and board members in any aspect of the district's programs, including during school hours, extracurricular activities, and technology center sponsored events, or outside of school hours if the conduct affects the education or working environment.

In accordance with OKLA. STAT. tit. 70 § 24-163, the district uses the International Holocaust Remembrance Alliance's Working Definition of Antisemitism, as adopted May 26, 2016, to evaluate harassment and discrimination against Jews.

GRIEVANCE PROCESS FOR DISCRIMINATION, HARASSMENT AND RETALIATION

The purpose of this grievance procedure is to provide for an orderly method of resolving grievances based upon charges of discrimination, harassment, or retaliation based on real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Definitions

Complaint: A written or verbal complaint alleging any action, policy, procedure or practice that discriminates on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information
(including harassment and retaliation).

Claimant: Any person enrolled in or employed by the District or a parent/guardian of a minor student, or member of the public who submits a complaint alleging discrimination based on race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information (including harassment or retaliation). For purposes of this policy, a parent or guardian's complaint or grievance shall be handled in the same manner as a minor student's complaint would be.

District Equity Coordinator(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI and Title VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act, the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title VI, IX, Section 504/Title II and the Age Act is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons, but each coordinator will receive relevant training in order to perform his/her duties. The District Equity Coordinators may be contacted at:

Jason Brunk, Ed.D., Executive Director Human Resource
12777 N Rockwell Ave
Oklahoma City, OK 73142
405.717.7799
Jason.brunk@francistuttle.edu

Tracy Skinner, Ed.D., Associate Superintendent
Associate Superintendent
12777 N Rockwell Ave
Oklahoma City, OK 73142
405.717.4984
Tracy.skinner@francistuttle.edu

Jaared Scott, Ed. D., Deputy Superintendent/COO
12777 N Rockwell Ave
Oklahoma City, OK 73142
405.717.4256
Jaared.scott@francistuttle.edu

Site Equity Officers: The Instructional Directors, Assistant Instructional Directors shall serve as the site equity officer to receive and investigate complaints of discrimination or harassment made by students. The Director/Assistant Director 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.

Respondent: The person alleged to be responsible for the alleged discrimination or harassment contained in a 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.

Day: Day means a working day when the technology center's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

Procedures

The District shall promptly investigate complaints of discrimination, harassment, and retaliation; 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, harassment, and retaliation against students, employees, or others. All employees shall cooperate with any investigation of alleged discrimination, harassment, and retaliation conducted under this procedure or by an appropriate state or federal agency.

Informal Pre-Filing Procedures:
Prior to the filing of a written complaint, the student or employee is encouraged to visit with the Site Equity Officer or District Equity Coordinator, as applicable, and reasonable effort should be made at this level to resolve the problem or complaint. 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 expression or identity, national origin, religion, disability, 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 District Equity Coordinator or Site Equity Officer.

B. In addition to taking action with respect to a written complaint, a District Equity Coordinator or Site Equity Officer may investigate allegations of discrimination without a written complaint according to these procedures set forth in this Policy whenever a District Equity Coordinator or Site 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 District Equity Coordinator or Site 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 District Equity Coordinator or Site 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) business days of receiving the Complaint, the District Equity Coordinator or Site Equity Officer, shall notify the Respondent of the Complaint in writing.

G. As soon as possible, but within no more than ten (10) business days of notification, the Respondent shall submit to the applicable District Equity Coordinator or Site Equity Officer, 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) business days of receiving the Respondent's answer, the applicable District Equity Coordinator or Site 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 District Equity Coordinator or Site Equity Officer. The investigation should be concluded within thirty (30) days but the District Equity Coordinator or Site Equity Officer may extend the period of time for an investigation by notifying the Claimant and the Respondent.

I. Within ten (10) business days after completion of the investigation, the applicable District Equity Coordinator or Site 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 District Equity Coordinator or Site 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) business days of receipt of a decision from the applicable District Equity Coordinator or Site 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) business 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 District Equity Coordinator or Site 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 District Equity Coordinator or Site Equity Officer.

M. Within ten (10) business 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 District Equity Coordinator or Site 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.

Notice: The district will notify all students, parents or guardians, members of the public and employees of the name, office and telephone number of each Coordinator and this Grievance Procedure in writing via school publications and/or postings at each campus to which employees or students are assigned.

TITLE IX – SEX DISCRIMINATION AND SEXUAL HARASSMENT

(Board Policy 2004, Adopted 01/12/2026)

Title IX prohibits discrimination on the basis of sex in education programs and activities that receives federal financial assistance. Title IX applies to employees and students.

The technology center condemns discrimination in its education programs and activities based on sex. Any technology center employee with actual knowledge of conduct that constitutes sex discrimination and/or sexual harassment is directed to notify the Title IX Coordinator as soon as possible.

This policy applies to individuals working or participating in the technology center's education programs and activities in locations where the technology center exercises substantial control over both the respondent and the context in which discrimination or harassment occurred. Title IX may apply to any of the technology center's education programs or activities in the United States. Reports of violations of this policy may be made in person, by mail, by telephone, or by email, 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 email 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.

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12777 N Rockwell Ave
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405.717.4984
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12777 N Rockwell Ave
Oklahoma City, OK 73142
405.717.4256
Jaared.scott@francistuttle.edu

Availability of Other Complaint Procedures

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 policy:

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,
https://www.eeoc.gov/contact-eeoc

GRIEVANCE PROCESS FOR SEX DISCRIMINATION AND SEXUAL HARASSMENT

The following Title IX procedures establishes the processes for reporting sex discrimination, sexual harassment, and related retaliation, provides the grievance process procedure for a Title IX formal complaint for sexual harassment, sets forth supportive measures for a complainant and, as appropriate, a respondent, and a range of possible sanctions should a respondent be found responsible for sexual harassment.

Definitions

A. ***Actual Knowledge***: Notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or to any technology center employee or official of the technology center who has authority to institute corrective measures on behalf of the technology center. This standard is not met when the only official of the technology center with actual knowledge is the respondent.

B. ***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.

C. ***Complainant:*** An individual who is alleged to be the victim of conduct that could constitute sexual harassment.

D. ***Title IX Coordinator(s):*** Employee(s) of the technology center who has/have primary responsibility for overseeing the process of coordinating the technology center's compliance efforts, receiving complaints, conducting investigations, imposing sanctions, facilitating appeals, and providing education and training associated with this policy. The Title IX Coordinator(s) will further monitor the technology center's education programs and activities for barriers to reporting information about conduct that constitutes sex discrimination and take steps reasonably calculated to address such barriers. The Coordinator should not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent that may affect the outcome of the grievance process.

E. ***Formal complaint:*** A written document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the technology center 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 detail to satisfy the basic elements of a Title IX claim under this policy. 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 technology center.

F. ***Respondent:*** An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

G. ***Sex Discrimination:*** 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, employment, or school-related benefits, on account of sex or gender (including on the basis of a student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom). This may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex even if those acts do not involve conduct of a sexual nature.

H. ***Sexual Harassment:*** Conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the technology center conditioning the provision of an aid, benefit, or service of the technology center on an individual's participation in unwelcome sexual conduct ("quid pro quo");
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the technology center's education program or activity ("hostile environment"); or
3. Sexual assault, dating violence, domestic violence, or stalking as defined by federal law.

Whether conduct creates a hostile environment is a fact-based inquiry that includes, but is not limited to, the following:

- The degree to which the conduct affected the complainant's ability to access the technology center's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the technology center's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and
- other sexual harassment in the technology center's education program or activity.

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.

Examples of Supportive Measures:

- Counseling
- Extension of deadlines and other course-related adjustments
- Campus escort services
- Restrictions on contact applied to one or more parties
- Leaves of absence
- Increased security measures and monitoring of technology center premises
- Training and education programs related to sexual harassment

J. ***Title IX Hearing Officer (Decision Maker):*** The individual may be a technology center administrator, legal counsel, or a specially trained officer but cannot be the Coordinator or Investigator. 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. The Hearing Officer should not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent that may affect the outcome of the grievance process.

K. ***Title IX Investigators:*** An individual charged with collecting statements and any evidence directly related to any allegations, as directed by the Title IX Coordinator. Investigators may include but not be limited to technology center administration. The Investigator should not have a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that may affect the outcome of the grievance process.

L. ***Working days:*** Days on which the technology center administration's office is open.

Reporting

All forms of sex discrimination, including sexual harassment, may be reported to the Title IX Coordinator, any technology center employee, or to law enforcement, no matter the severity. A report of sex discrimination and/or sexual harassment should be made as soon as possible but may be made at any time, regardless of length of time between alleged sex discrimination and/or sexual harassment, and the decision to report it. However, a delay in reporting may compromise subsequent investigation. The technology center will take reasonable steps to protect the privacy of the parties and witnesses during the pendency of the grievance process, provided that the steps do not restrict the ability of the parties to obtain and present evidence, consult with family members or other advisors, or otherwise prepare for or participate in the grievance procedures;

Although anyone may report sexual harassment, only alleged victims of sexual harassment or their parent or guardian may file a formal complaint.

No employee or student may discourage an individual from reporting alleged sex discrimination, including sexual harassment.

All technology center employees are mandatory reporters and are required to immediately report to the Title IX Coordinator any allegations of sexual harassment. Failure to do so may result in disciplinary action up to and including termination of employment.

Pre-Investigation / Initial Response

Unless the Title IX Coordinator reasonably determines the conduct alleged could not constitute sex discrimination and/or sexual harassment, after receiving notice allegations involving purported sex discrimination and/or sexual harassment, the Title IX Coordinator will promptly contact the complainant, if known or identifiable, to notify them of receipt of the allegations of sex discrimination and/or sexual harassment.

The technology center will treat complainant and respondent equitably and offer supportive measures as appropriate. For complainants, this means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge before or after the filing of a formal complaint or where no formal complaint has been filed. For a respondent, this means at a minimum following the grievance procedure for sexual harassment before the imposition of disciplinary sanctions or other actions that are not supportive measures.
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 been reported.

Emergency Removal. In some instances, the technology center may implement an emergency removal of a student when an individualized safety and risk analysis indicates that an immediate threat exists to the physical health or safety of an individual arising from the allegations of sexual harassment. A party subject to an emergency removal shall have an opportunity to challenge the decision immediately following the removal. By no means does this provision modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Administrative Leave. A non-student employee may be placed on administrative leave during the pendency of the grievance process. By no means does this provision modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

Periodic updates on the status of the investigation will be provided to both the complainant and respondent.

Sex Discrimination without Harassment

If the allegations involve conduct that could constitute sex discrimination but not sexual harassment, the Title IX Coordinator will initiate an investigation in compliance with technology center policy.

Sexual Harassment

If the allegations involve conduct that could constitute sexual harassment, the Coordinator will contact the complainant to confidentially 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 regarding 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.

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);

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. A statement that retaliation by the parties or district is prohibited;

f. A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of the evidence; and

g. 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.

Dismissal of a Formal Complaint

The technology center must investigate the allegations in a formal complaint.

Mandatory Dismissal. A formal complaint must be dismissed when it is determined the conduct alleged in the formal complaint: 1) would not constitute sexual harassment as defined herein even if proved; 2) did not occur in the technology center's program or activity; or 3) did not occur against a person within the United States.

Permissive Dismissal. A formal complaint may be dismissed if, during the investigation or hearing, 1) a complainant notifies the Coordinator in writing that they would like to withdraw the formal complaint or any allegations therein; 2) the respondent is no longer enrolled or employed by the technology center; or 3) specific circumstances prevent the technology center from gathering sufficient evidence to reach a determination as to the formal complaint or the allegations therein.

Upon either a mandatory or permissive dismissal, the technology center will promptly notify the complainant of the basis for the dismissal and provide the procedures to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the technology center will also promptly notify the respondent of the dismissal, the basis for the dismissal and the complainant's opportunity to appeal. Notification of dismissal should be in writing and delivered simultaneously to the parties.

Dismissal of a formal complaint does not prevent the technology center from addressing allegations or

taking action under another technology center policy, including but not limited to a different provision of the technology center code(s) of conduct.

Investigation

An investigator will be designated to investigate the allegations contained in the formal complaint or which are developed in the course of the investigation. In the event the technology center decides to investigate allegations about the complainant or respondent that are not included in the written notice, the technology center must provide notice of additional allegations to the parties and given them a reasonable opportunity to respond in writing to the new information or evidence.

The burden of gathering evidence and burden of proof must remain on the district—not on the parties. The following evidence will not be considered by the technology center and excluded as impermissible:

- Evidence that is protected under a privilege as recognized by federal or state law unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the technology center obtains that party's or witness's voluntary, written consent for use in the technology center's grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless the evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sexual harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sexual harassment or preclude determination that sexual harassment occurred.

The Investigator will endeavor to complete the investigation within 60 days. This timeline can be affected by one or both parties' right to have at least 10 days to review and respond to evidence and the draft investigative report or other good cause such as the unavailability of parties, party advisors, witnesses and evidence, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.

In the investigation process, the Investigator will:

- Provide a party who is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with sufficient time for the party to prepare to participate.
- Meet personally with the complainant (unless extraordinary circumstances prevent a personal meeting).
- Meet personally with the respondent (unless extraordinary circumstances prevent a personal meeting).
- Presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made.
- Provide an equal opportunity for the parties to present fact witnesses and other relevant evidence that is not otherwise impermissible.
- Not restrict either party's ability to discuss the allegations or to gather and present evidence.
- Provide the parties with the same opportunities to have others present during interviews or related proceedings to have others present during interviews or related proceedings, including an advisor.
- Collect any physical evidence.
- Meet personally with any witnesses (unless extraordinary circumstances prevent a personal meeting with one or more witnesses).
- Review any documentary evidence.
- Prepare a written report of the investigation that fairly summarizes the relevant evidence.

Party Review of Evidence and Report.

Parties and advisors will have an equal opportunity to review all evidence directly related to the allegations in the formal complaint (both exculpatory and inculpatory), including evidence upon which the technology center does not intend to rely in reaching a determination, and will be given at least 10 calendar days prior to the completion of the final investigation to meaningfully respond.

Parties and advisors will have the opportunity to review the investigative report and to issue a written response at least 10 calendar days before a hearing or determination of responsibility.

Pre-Determination Process

Secondary Students

- After the technology center has sent the investigative report to the parties and before reaching a determination regarding responsibility, the Title IX Decision Maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow up questions from each party.
- Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concerns specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- The Title IX Decision Maker must explain to the party proposing questions any decision to exclude a question as not relevant.
- The Decision-maker may offer the parties and their Advisors the opportunity to discuss procedural and substantive topics prior to making a determination, including reviewing proposed written questions for relevance, discussing responses to written questions, determining whether evidence is relevant or directly related, etc.
- After reviewing all procedural and substantive issues with the parties and their Advisors, the Decision-maker notifies all parties of any decisions reached during the Pre-Determination Meeting(s).

Post-Secondary Students (Live Hearing)

A live hearing will not be conducted unless students who are parties to the complaint are at least 18 years of age and adult program students. 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. Parties are permitted to be accompanied by an advisor. Parties should provide technology center with the name and contact information for their advisor at least 3 business days prior to the hearing. Advisors must be permitted to ask the other party and any witnesses any relevant questions and follow-up questions, including those challenging credibility. Such cross-examination should never be conducted by a party personally. Parties are present during the hearing (except during deliberations of the hearing officer). At the request of either party, the technology center must hold the hearing with the parties located in separate rooms with technology enabling the Hearing Officer and parties to simultaneously see and hear the other party or witness answering questions. Before a complainant, respondent, or witness answers a cross-examination or other questions, the Hearing Officer must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

If a party does not have an advisor present at the live hearing, the technology center must provide without fee or charge to that party an advisor of the technology center's choice. If a party or witness does not submit to cross-examination at the live hearing, the Hearing Officer is not to rely on any statement of that party or witness in reaching a determination regarding responsibility. However, the Hearing Officer cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions. The hearing must be recorded or transcribed and made available to the parties for inspection and review.

Determination

Within five working days of the conclusion of the hearing, the Hearing Officer will issue a written determination regarding responsibility, applying the preponderance of evidence standard (whether it is more likely than not a violation occurred), to the parties simultaneously by mailing the determination by certified mail or other agreed form of notice. Preponderance of evidence requires significantly less proof than beyond a reasonable doubt, which is required for a criminal prosecution.

The written determination will include:
Identification of the allegations potentially constituting sexual harassment;

- A description of the procedural steps taken form the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

- Findings of facts supporting the determination for each individual allegation;
- Conclusions regarding the application of the technology center's code of conduct to the facts;
- A statement of, and rational for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the technology center imposes on the respondent, and whether remedies designed to restore preserve equal access to the technology center's education program or activity will be provided to the complainant;
- The technology center's procedures and permissible basis or bases for the complainant and respondent to appeal.

The determination becomes final either on the date that the technology center provides the parties the written determination of the result of the appeal if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Appeal Procedures

A complainant or respondent may appeal the determination for any of the following reasons:

- Procedural irregularity that affected the outcome.
- New evidence that was not reasonably available at the time the determination or dismissal was made that could affect the outcome of the matter.
- The Coordinator, Investigator, or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Appeals must be submitted in writing to the Superintendent within five (5) working days of receiving the decision and reference the reason(s) for the appeal as identified above with supporting argument(s). Failure to file an appeal within the prescribed time constitutes a waiver of any right to an appeal.

When an appeal is filed, the technology center will notify the non-appealing party in writing.

The Superintendent, or designee if Superintendent was Hearing Officer, Investigator, or Coordinator, will review the record of the original hearing, including documentary evidence and give each party a reasonable, equal opportunity to submit a written statement in support of or challenging, the outcome.

It is the Superintendent's (or designee's) discretion to affirm, overturn, or modify the determination. The Superintendent/designee may convert any sanction imposed to a lesser sanction, to rescind any previous sanction, or to return a recommended 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, or a finding that a substantial procedural error resulting in prejudice occurred, the matter may be remanded for either a rehearing of the entire matter or reconsideration of specific issues. If remanded to the original Hearing Officer, either or both parties may appeal the Hearing Officer's decision to the Superintendent/designees and the procedures set out above shall control the appeal.

Appeal Decision. The final decision will be communicated in writing by the Superintendent to both parties describing the result of the appeal and the rationale for the result. The decision will be communicated to both parties simultaneously within ten (10) working days of receiving the appeal request.

The decision of the Superintendent or designee on appeal shall be final.

Informal Resolution

An informal resolution to a complaint is available in some circumstances. Informal resolutions are unavailable unless a formal complaint of sexual harassment is filed. Informal resolutions may be entered into any time prior to determining whether sexual harassment occurred. 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 written consent of both parties involved. The technology center may, in its sole discretion, decline to offer an informal resolution in certain circumstances.

Before informal resolution may be commenced written notice to the parties must be provided, disclosing the allegations and the requirements of the informal resolution process including when an informal complaint would preclude the parties from resuming a formal complaint arising from the same allegations.

No appeal is available from an informal resolution, but at any time prior to agreeing to a resolution, any party has a right to withdraw from the formal resolution process and resume the grievance process. and any consequences resulting from participating in the informal resolution process including the records that will be maintained or could be shared. Further, 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 may be introduced during the Title IX Hearing.

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 violation of this policy, the complaint will be dismissed.

If it is determined under the preponderance of evidence standard that the respondent is responsible for sexual harassment under the jurisdiction of this policy, the Title IX Coordinator will 1) coordinate remedies to complainant and other persons identified having had equal access limited by the discrimination; 2) coordinate disciplinary sanctions on the respondent including notification to complainant; and 3) take other appropriate, prompt and effective steps to ensure sex harassment does not continue or reoccur.
The following sanctions may be considered where a respondent is found responsible for sexual harassment. The sanctions below are not intended to be exclusive; actions may be imposed singularly or in combination when a violation of this policy is found.

Student Respondent.

- Restriction – A limitation on 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 he/she is not in good social standing with the technology center and that further violations of technology center policies will subject the student to suspension from school.
- Suspension – If warranted by the severity of the incident, removal from classes 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 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 Superintendent or 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.
- Long-term Suspension – Suspension of student for an indefinite period not to exceed the maximum period permitted by law, typically reserved for a sexual violence/assault finding. The conditions for readmission, if any, shall be stated in the hearing outcome letter. In addition, a student, though readmitted to the school 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.
- Dismissal/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.

Employee Respondent.

Employees found to have violated this policy will be subject to sanctions up to and including dismissal from employment.

Retaliation

Retaliation against an individual for reporting or participating in the Title IX grievance process is strictly prohibited. Retaliation in this context means intimidation, threats, coercion or discrimination for the purpose of interfering with any right or privilege secured by Title IX. Retaliatory conduct includes filing a charge against an individual for code of conduct violations that arise out of the same facts or circumstances or a report or formal complaint of sexual harassment if done so in bad faith. Complaints alleging retaliation may be filed pursuant to the grievance process included herein, and sanctions may be imposed against an individual determined responsible for retaliation in accordance with this policy.

Nothing in this definition or this policy precludes the district from requiring an employee to participate as a witness in, or otherwise assist with, an investigation, proceeding, or hearing under this policy.

Designees

The designation of a technology center official responsible for prescribed actions under this policy 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.

Availability of Other Complaint Procedures

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, https://www.eeoc.gov/contact-eeoc

Distribution

The technology center shall: prominently display on its website the required contact information for the Title IX Coordinator; post training materials used to train Title IX Coordinators and related Title IX Officials, Investigators, and Hearing Officers on its website; and notify applicants for employment, parents or legal guardians of elementary and secondary school students, and employee organizations—of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator.

USE OF MULTIPLE OCCUPANCY RESTROOMS AND CHANGING AREAS

(Board Policy 2005, Adopted 01/12/2026)

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.

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.

Definitions and Expectations

"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.

"Multiple occupancy restroom or changing area" is defined as an area in a public school or public charter school building designed or designated to be used by more than one individual at a time, where individuals may be in various stages of undress in the presence of other individuals. The term may include but is not limited to a school restroom, locker room, changing room, or shower room.

"Individual," for the purposes of this policy is defined as any student or employee of the District.

If a student refuses to comply with the use of the appropriate restroom or changing room based on sex as defined herein or the single-occupancy restroom or changing room accommodation, the student shall be disciplined pursuant to the District's student behavior policy.

If a district employee refuses to comply with the use of the appropriate restroom or changing room based on sex as defined herein or the single-occupancy restroom or changing room accommodation, the employee shall be disciplined pursuant to the appropriate District policy and Oklahoma law based on the employee's position within the District.

This procedure does not apply to individuals entering the multioccupancy restroom or changing facility designated for the opposite sex under the following circumstances:

- For custodial, maintenance, or inspection purposes; or
- To render emergency medical assistance.



INTERNET AND TECHNOLOGY SAFETY

(Board Policy 9009, Adopted 07/01/2026)

It is the policy of the technology center to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic or digital communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 U.S.C. §254(h)] and Oklahoma law [Okla. Stat. tit. 70, § 11-202]

Definitions

The determination of what is "inappropriate" for minors shall be determined by the technology center. It is acknowledged that the determination of such "inappropriate" material may vary depending upon the circumstances of the situation and the age of the students involved in online research and activity.

The terms "minor," "child pornography," "harmful to minors," "obscene," "technology protection measures," "sexual act," and "sexual contact" shall be defined in accordance with the Children's Internet Protection Act, Oklahoma law, and any other applicable laws/regulations as appropriate and implemented by the technology center.

Technology Protection Measures

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

Training Requirement

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

Supervision and Monitoring

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

Personal Safety

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

Certification and Verification

The technology center shall provide certification, pursuant to the requirements of the Children's Internet Protection Act, to document the technology center's adoption and enforcement of its Internet and Technology Safety Policy, including the operation and enforcement of technology protection measures for all technology center computers with Internet access.

The technology center shall also obtain verification from any provider of digital or online library database resources that all the resources they provide to the technology center are in compliance with Oklahoma
law and the technology center's Internet and Technology Safety Policy. If any provider of digital or online library resources fails to comply, the technology center shall withhold payment, pending verification of compliance. If any provider of digital or online library resources fails to timely verify compliance, the technology center shall consider the provider's act of noncompliance a breach of contract.

Employee Liability

Employees of the technology center shall not be exempt from prosecution for willful violations of state law prohibiting indecent exposure to obscene material or child pornography as provided under Oklahoma law [Okla. Stat. tit. 21, § 1021].



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 drug and alcohol abuse prevention program is available at: https://www.francistuttle.edu/about/consumer-information

This report includes information on legal sanctions, health risks, and sanctions associated with drug and alcohol abuse.


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CHECK US OUT ON SOCIAL MEDIA!
@FTTECHOKC
@FRANCISTUTTLE
francistuttle.edu
405.717.4900
OKLAHOMA CareerTech
OKLAHOMA'S WORKFORCE LEADER