



STUDENT INFORMATION HANDBOOK
School Year 2017-2018

Board Approved – 07/13/17

WES WATKINS TECHNOLOGY CENTER

BOARD OF EDUCATION

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**OPERATED IN COOPERATION WITH THE
OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION**

Dr. Marcie Mack – State Director

DISTRICT 25 PARTICIPATING SCHOOLS

Bearden	Moss
Graham - Dustin	Okemah
Hanna	Weleetka
Holdenville	Wetumka
Mason	

STAFF DIRECTORY

Travis Baker/MS	Instructor-Information Technology
Robert Brauer	Bus Driver/Maintenance
Sherry Brauer	Bus Driver/Maintenance
Della Carter/RN	Instructor-Practical Nursing
Dana Chandler/RN,BSN,M.Ed	PN Director/Adult Health Coordinator
Clint Chew/BA	Instructor-Welding Fabrication
Joe Cluck	Maintenance
Cappi Coleman/MS	Instructor-Biomedical Science
Alisha Conley/RN	Instructor-Practical Nursing
April Louderback	Administrative Assistant
Cindy Cross	Administrative Assistant
Jeanne Durrence/BA	Instructor-Digital Media
Steve Enos	Instructor-Electrician
Sandy Fields/BA	Communications & Marketing Officer
Thaddeus Grzymala Jr.	Security Officer/Bus Driver/Maintenance
Tina Harjo/BS	Financial Aid Officer/Perkins Career Advisor
Roger Hennen	Bus Driver/Maintenance
Robin Hinkley	Business Office Administrative Assistant
Bobbie Sue Joslin/LPN	Instructor-Health Science
Steve Killmer/BA	Director of Business & Industry Services
Steve Koger	Network Manager
Tommy Lee	Bus Driver/Maintenance
Michael Lindley/MS	Instructor-Biomedical Science
Ruby McCaslin/MS	Instructor-Math
James Martin	Instructor-Surgical Technology
Kala Miller/BA	Director of Finance
Billy Moore	Instructor-Maintenance and Carpentry
Kelli Ogle/BA	Agricultural Business Management Coordinator
Crystal Orr	Student Records Clerk
Cindy Rose/RN	Instructor-Health Science
Joyce Rogers	Administrative Assistant
Roy Rogers	Bus Driver/Maintenance
Linda Sanford/MS	Instructional Leader
Linda Scott/LPN	Instructor-Multi-Skilled Health Care Provider
Allen Smith/AA	Network Manager Assistant
Karla Smith/BS	Assessment Coordinator
Cheryl Strech	Instructional Assistant
Merida Tomb/MS	Counselor
Wade Walling/MS	Superintendent
Steven Whitehouse	Administrative Assistant
Kevin Winn/AA	Maintenance Supervisor

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ACCREDITATION

Wes Watkins Technology Center District No. 25 (“WWTC”) is fully accredited by the Oklahoma State Department of Education, and the Oklahoma State Board of Career and Technology Education. WWTC is also authorized by the federal government to offer education under the Veterans and Social Security laws.

Some programs at WWTC receive accreditation approval from additional organizations or agencies. These programs are listed below.

PROGRAM	NAME OF ACCREDITING GROUP	STATUS OF APPROVAL
Emergency Medical Services Services	Oklahoma State Department of Health	Full Approval
Practical Nursing	Oklahoma Board of Nursing	Full Approval
Surgical Technology	CAAHEP	Full Approval
Certified Nursing Assistant	Oklahoma State Department of Health	Full Approval

Current or prospective students wishing to review documents describing the institution's accreditation, approval, or licensing should submit a written request to do so to the Superintendent's office. Within ten working days of submission of the request, documents will be made available to the student for inspection.

PHILOSOPHY

Wes Watkins Technology Center recognizes that in today's information and service-based society, the Center should provide the educational opportunities for any high school or adult student who has the desire or could benefit from such training, allowing opportunities to be successful through development of necessary skills, attitude, and knowledge associated with the world of work.

Wes Watkins Technology Center provides an environment and guidance system that is conducive to learning through practice, hands-on application, self-discipline, and self-motivation to obtain the necessary competencies in occupational, economic, social, and intellectual independence in a democratic society.

VISION STATEMENT

Elevating the local economy.

MISSION STATEMENT

A job for every student and workforce for every company.

CORE VALUES

1. We believe in continuous quality improvement
2. We strive to create and foster a culture of character among students and employees
3. We strive to achieve a reputation that makes us stand out as trusted organization and of the upmost quality and ethics
4. We want to be a School of First Choice for students selecting a technology center to attend, and employees choosing a great place to work
5. We prepare students for careers and give them a competitive advantage to compete for the best jobs
6. Wes Watkins Technology Center is a safe environment where parents want to send their children, students and employees are safe and focused on learning
7. We strive to attract, retain and grow jobs and businesses in our area, build a stronger local economy, and a workforce for every company

TITLE VI AND TITLE IX COMPLIANCE NON-DISCRIMINATORY/AFFIRMATIVE ACTION STATEMENT

Wes Watkins Technology Center District No. 25 is in compliance with federal laws and regulations and does not discriminate on the basis of race, color, national origin, religion, sex/gender, age, disability or veteran status. This includes, but is not limited to, admissions, employment, financial aid, and educational services. Inquiries concerning application of this policy may be referred to WWTC, Student Services, 7892 Highway 9, Wetumka, OK 74883, (405) 452-5500. For special accommodations, contact Student Services 48 hours prior to the beginning of class.

If an individual has a complaint against an employee of the Wes Watkins Technology Center, a complaint should be filed in writing within thirty (30) days of the alleged discrimination.

Complaints should be addressed to the Counselor at 405-452-1218 or Director of Business and Industry Services 405-452-1216, at Wes Watkins Technology Center, 7892 Highway 9, Wetumka, OK 74883.

The Oklahoma State Board of Career and Technology Education does not discriminate on the basis of race, color, national origin, sex/gender, age, disability, or veteran status. Inquiries concerning application of this policy may be referred to OSBCTE, Compliance Coordinator, 1500 West Seventh Avenue, Stillwater, OK 74074-4364, 1-800-522-5810 or (405) 377-2000.

SPECIAL NEEDS

Special facilities and services are available to disabled students. Any student, day or evening, who requires special accommodations needs to contact the ADA Director.

DISCRIMINATION, HARASSMENT AND RETALIATION

It is the policy that sexual harassment by an individual under jurisdiction of Wes Watkins Technology Center is expressly prohibited. Persons determined to have engaged in sexual harassment of any kind shall be subject to disciplinary sanctions, which may include dismissal as an employee and/or as a student.

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, technology center sponsored events, or outside of school hours if the conduct affects the education or working environment.

The Superintendent shall select at the beginning of the school year two (2) Title IX Officers, one (1) male and one (1) female. Either officer shall have the authority to handle any case involving allegation of sexual harassment referred to him or her without regard to gender of the complainant. Employees chosen by the Superintendent to be Title IX Officers shall be presented to the Board for final approval.

Definition

“Harassment” means repetitive, unwelcome conduct which is based on a person's real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Examples of harassment include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse; intimidation (physical, verbal, or psychological); impeding or blocking a person's movement; unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities. Demeaning comments about a student's ability to excel in a class historically considered a “boy's” or a “girl's” subject may also constitute harassment.

“Sexual Harassment” is a type of harassment which includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which:

- is made an explicit or implicit term or condition of an employee’s employment or a student’s ability to obtain an education; or
- is used as a basis for decisions impacting either an employee’s employment or a student’s education; or
- has the purpose or effect of unreasonably or substantially interfering with an employee’s work performance or a student’s educational performance, or creating an intimidating, hostile, or offensive environment.

In order to constitute sexual harassment, the conduct at issue must be unwelcome. Sexual conduct between minor students and employees will always be considered unwelcome. Sexual harassment also includes conduct such as rape, sexual assault, stalking, and any other form of sexual violence.

Sexual harassment may occur between persons of the same gender or sex.

Nothing in this policy precludes legitimate, nonsexual physical contact to avoid physical harm to persons or property.

Actions

Sexual harassment actions include, but are not limited to, the following:

1. Unwelcome sexual flirtation, advances, or propositions;
2. Verbal or written abuse of sexual nature, including suggestive jokes and innuendoes;
3. Sexually degrading words used to describe an individual's body;
4. Sexually suggestive objects or pictures in the workplace;
5. Unreasonable differential treatment based on gender.

Reporting

Students who have been harassed or discriminated against, or who witness such conduct, are encouraged to report the offensive conduct to any instructor, counselor, administrator, or board member.

The Superintendent shall select at the beginning of the school year a Title VI Officer. The officer shall have the authority to handle any case involving allegation of racial harassment referred to him or her without regard to race of the complainant. Employee chosen by the superintendent to be Title VI Officer shall be presented to the Board for final approval.

STUDENT BULLYING

Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the School Safety and Bullying Prevention Act, 10 OKLA. STAT § 24-100.2 et seq. ("Act"). WWTC intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in WWTC's policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

Definition of Terms

1. Statutory definition of terms:

"Bully" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

"Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

"Electronic communication" means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

Note: Bullying by electronic communication is prohibited 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 bullying at school.

"At school" means on technology center grounds, in technology center vehicles, at technology center sponsored activities, or at technology center sanctioned events.

2. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the discipline history and physical characteristics of the alleged bully.

3. Types of Bullying

"Physical Bullying" includes harm or threatened harm to another's body or property, including but not limited to threats, tripping, hitting, pushing, pinching, pulling hair,

kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

"Emotional Bullying" includes the intentional infliction of harm to another's self-esteem, including but not limited to insulting or profane remarks or gestures, or harassing and frightening statements.

"Social Bullying" includes harm to another's group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage the target's current relationships, or deprive the target of self-confidence or the respect of peers.

"Sexual Bullying" includes harm of a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target's body; engaging in off-campus dating violence that adversely affects the target's education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target's sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by WWTC.

Understanding and Preventing Bullying

A full copy of this policy will be posted on WWTC's website and included in all handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through WWTC's annual written notice of the availability of the anti-bullying policy. Written notice of the policy will also be posted at various places in all campuses.

Students and staff will be periodically reminded throughout the year of the availability of this policy, WWTC's commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into WWTC's other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. WWTC's bullying coordinator and individuals designated as campus investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and WWTC's strategy for counseling and referral for those affected by bullying. Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Parents and guardians of minors may participate in a parent education component.

Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or campus administrator. The employee will give the student an official report form, and will help the student complete the form, if needed.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the campus director on an official report form. Any staff member who witnesses, hears about, or suspects bullying is required to submit a report.

Bullying Investigators

Each campus will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on WWTC's website, and in the bullying prevention education provided annually to students and staff. WWTC's anti-bullying program is coordinated at the district level by its Bullying Coordinator, Linda Sanford, Instructional Leader.

Investigating Bullying Reports

For any alleged incidents of bullying reported to technology center officials, the designated official will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), (iii) the potential for future violence, and (iv) the reason for the actual or perceived bullying.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). Technology center officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's Bullying Coordinator that an investigation has occurred and the results of the investigation. In the event the investigation reveals that bullying occurred, WWTC's bullying coordinator will refer the student who committed the act of bullying to a delinquency prevention and diversion program through the Office of Juvenile Affairs.

Upon completion of an investigation, the campus director may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The campus director may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a technology center official believes the resource might be of assistance to the student/family. WWTC is not responsible for paying for these services. No technology center employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All technology center employees will act in good faith.

WWTC may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 §1376 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. WWTC may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow technology center officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

Parental Notification for Minor Students

The assigned investigator will notify the parents (minor students only) of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents (minor students only) of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents (minor students only) of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

Parental Responsibilities

All parents/guardians of minor students will be informed in writing of WWTC's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents of minor students.

Parents of minor students will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the administration immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a target of bullying and report those symptoms; and
- Cooperate fully with technology center personnel in identifying and resolving incidents.

Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq., WWTC will identify a Bullying Coordinator--who will serve as the contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and WWTC will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator.

A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of WWTC's Annual Performance Report. Reference: OKLA.STAT. Title 70 § 24-100.2

GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING COMPLAINS ALLEGING DISCRIMINATION, HARASSMENT AND RETALIATION

Definitions

Complaint: A written 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).

Grievant: Any person enrolled in or employed by WWTC 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.

Coordinator(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI 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 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.

Section 504/Title II Coordinators (for questions or complaints based on disability)

Wes Watkins Technology Center

Attention: Counselor

7892 Highway 9

Wetumka, OK 74883

Title VI Coordinators (for questions or complaints based on race, color and national origin)

Wes Watkins Technology Center

Attention: Director of BIS

7892 Highway 9

Wetumka, OK 74883

Title IX Coordinators (for questions or complaints based on sex, pregnancy, gender, gender expression or identity)

Wes Watkins Technology Center

Attention: Director of BIS, Counselor, Instructional Leader

7892 Highway 9

Wetumka, OK 74883

Age Act Coordinators (for questions or complaints based on age)

Wes Watkins Technology Center

Attention: Director of BIS

7892 Highway 9

Wetumka, OK 74883

Any individual who has experienced some other form of discrimination, including discrimination not listed above, may contact:

Wes Watkins Technology Center

Attention: Instructional Leader

7892 Highway 9

Wetumka, OK 74883

Respondent: The person alleged to be responsible for the alleged discrimination 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 WWTC's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

Pre-Filing Procedures

Prior to the filing of a written complaint, the student, parent/guardian of a minor student, employee or patron is encouraged to visit with the campus director or the Coordinator, as applicable, and reasonable effort should be made by WWTC at this level to resolve the problem or complaint.

Filing, Investigation, Hearing and Review Procedures

The Grievant submits a written complaint to one of the Coordinators, as applicable, stating the basis, nature and date of the alleged discrimination, harassment or retaliation, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the superintendent for assignment. Complaint forms are available from the offices of the district's Coordinators.

The Coordinator conducts a complete and impartial investigation within 10 days of receiving the complaint, to the extent reasonably possible, which shall include but not be limited to, interviewing the Grievant and any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to (a) confirm or deny facts; (b) indicate acceptance or rejection of the Grievant's requested action; and (c) outline alternatives.

As to complaints of discrimination by students, parents/guardians of minors, and school employees, the Coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the complaint and only when the disclosure is required or permitted by law. If a Grievant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the district's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with the investigation.

Within five (5) days after completing the investigation, the applicable Coordinator will issue a written decision to the Grievant and Respondent.

If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within five (5) days and request an appeal to the superintendent. The written appeal shall contain a specific statement explaining the basis for the appeal.

Within five (5) days after receiving the appeal request, the applicable Coordinator will refer the matter to the superintendent for a hearing. If the superintendent is the person alleged to have committed the discriminatory act(s), then a different decision maker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent and the superintendent. The hearing will be conducted within 0 days after the Coordinator refers the matter to the superintendent for hearing.

At the hearing, the superintendent will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.

Within five (5) days after completing the investigation the superintendent will issue a written decision to the Grievant and Respondent.

If the Grievant or Respondent is not happy with the decision, he or she must notify the superintendent, in writing, within five (5) days, and request an appeal to the board of education. The written appeal shall contain a specific statement explaining the basis of the appeal.

The Superintendent will notify the board of education, in writing, within five (5) days after receiving the appeal. The clerk will place the appeal on a board agenda within 30 days from the date of notification to the board of education.

The Board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the board meeting, the board may ask for oral or written evidence from the parties and any other individual it deems relevant. The clerk will make arrangements to audiotape any oral evidence presented. Within five (5) days of the meeting, the board will issue a final decision in writing to all parties involved.

General Provisions

Extension of time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the board of education issues a final decision shall be no more than 120 days.

Access to Regulations: Upon request, the Coordinator shall provide copies of any regulations prohibiting discrimination 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.

Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the district. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.

Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.

Corrective Action: After all facts and circumstances are reviewed, the district shall take any and all disciplinary actions to prevent further harassment or discrimination. Possible disciplinary or remedial actions include, but are not limited to: education, training and counseling, transfer, and/or suspension of a secondary student, expulsion of an adult student, and education, training, counseling, transfer, suspension and/or termination of an employee.

Retaliation: The district prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the district's discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The district will take steps to prevent the alleged perpetrator or anyone else at the district from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the district will take strong responsive action.

Basis of Decision: At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

Section 504 Due Process Procedures: For information concerning the impartial hearing and review procedures under Section 504, the Grievant should contact:

Wes Watkins Technology Center
Attention: Counselor
7892 Highway 9
Wetumka, OK 74883

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.

Outside Assistance: Individual may also file complaints alleging discrimination, harassment or retaliation with the Office of Civil Rights. The OCR may be contacted at:

U.S. Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106 (816) 268-0550
(816) 268-0599
(Fax) (877) 521-2172 (ITY)
E-mail: OCR.KansasCity@ed.gov

GENERAL INFORMATION

Exposure Control

1. **ALL STUDENTS** will receive safety training in exposure to Bloodborne (i.e. AIDS, Hepatitis B) and Airborne Pathogens (i.e. flue, cold, and virus).
2. **ALL STUDENTS** enrolled in health related programs (Practical Nursing, Surgical Technology, and Health Careers Technology) must have a Hepatitis B inoculation series completed or have signed a waiver prior to clinical training or clinical observation.

Asbestos

No Asbestos Containing Materials (ACM) have been found in any of our buildings on the main campus. A copy of the AHERA Management Plan is available for your inspection at the Superintendent's office. You may make copies of any portion of the plan or the entire plan at a nominal cost to you for reproduction of copies.

Insurance

Due to the nature of the courses offered at WWTC there is a possibility of students being injured while working with the various machinery and equipment used in our classes. We recommend that if you are not covered under family insurance and hospitalization plans, you purchase an accident insurance policy. The Board of Education does **NOT** assume the responsibility for payment of hospital, doctor, or ambulance fees.

Campus Maps

A detailed map of individual campus buildings is located in each classroom. Instructors will orient students on evacuation procedures including fire, lockdown and severe weather drills.

Equipment and Books

You will be working with expensive equipment. Your training program will include care and maintenance of this equipment. Please assume responsibility for keeping equipment, books, classrooms, furniture, and tools from excessive wear and abuse. Broken or damaged equipment should be reported immediately to your instructor so it can be repaired without further damage. **You may be expected to pay for damage resulting from improper use of school property and equipment.**

Inclement Weather

When weather conditions make driving unsafe and when other schools in the area are closed, the Administration will make the decision regarding the operation or closing of WWTC and its programs.

The School Messenger system will be used to notify all students of school cancellations or late starts. It exists so that all students can be contacted as early as possible should it be known that school will not be held the next day. It is the student's responsibility to notify Student Services of correct phone number.

If the decision is made to close the school, the various television stations will be advised as soon as possible. Television Channels KFOR 4 OKC, KTUL 8 Tulsa and KWTN 9 OKC will be contacted. **Due to high calling volume, we may not get through to each station. Please check more than one station.** Therefore, unless an announcement is made to the contrary, all day and evening classes will be open. Announcements must specifically state that WWTC is closed. Closing any other school in the district does not automatically mean the WWTC is closed.

When other conditions, such as power failure, water main break, etc., create an environment which may be unsafe or constitute a health hazard, the same procedures as indicated above will be used to advise those concerned.

Partner School Closings

The school calendar is determined after consultation with partner schools. You are expected to attend WWTC whenever the bus runs, even though other students may be excused because their partner school is closed.

Emergency Procedures

Emergency procedures for fire and weather are posted in each classroom. Students should become familiar with these procedures.

Appearance

It is difficult to find employment for students who go to extremes in dress or appearance. Prospective employers visit our school frequently and are very conscious of the appearance of the students. Therefore, it is necessary to dress as if you were going to work. DRESS FOR SUCCESS.

Dress and personal grooming should not present health or safety problems, cause disruption of the education process, or offend the common standards of our community.

Some departments may require you to wear clothing regularly worn in related occupations. Some examples of unacceptable attire are:

1. Bare feet;
2. See-through clothing;
3. Bare midriffs;
4. Clothing that depicts alcohol or drug use;
5. Muscle shirts, Tank Tops, Undershirts;
6. Excessively short skirts and shorts;
7. Sexually suggestive logos and sayings;
8. House shoes or pajamas - EXCEPTION: High school only – Approved partner school activity.
9. Baggy jeans or sagging jeans;
10. Underwear may not be visible.

Wes Watkins Area Vo-Tech Center Foundation, Inc.

The Wes Watkins Area Vo-Tech Foundation, Inc. is based on the concept that vocational education can be endowed in the same spirit as higher education through a broad based system of district support. The foundation was incorporated in the State of Oklahoma on March 4, 1996. Since that

time we have received approval as a broad based non-profit, publicly supported foundation, with the IRS 501 (c) (3) designation. This designation allows the contributor to take full benefit of the tax advantage offered by supporting a sanctioned foundation.

The foundation is governed by by-laws and a Board of Trustees. Board members are selected to represent a cross section of our district and receive no compensation for this privilege.

The purpose of the Wes Watkins Area Vo-Tech Foundation is to:

1. Strengthen the ability of WWTC to enrich and enhance the quality of education for our students.
2. Enhance academic excellence in our system by providing funding not available through public sources.
3. Build confidence in our technology center.
4. Encourage community and business involvement in WWTC in a positive and supportive manner.
5. To obtain financial and non-financial resources on behalf of WWTC school system.
6. Award excellence in classroom activities by offering scholarships and awards for high achievement.

The resources will be derived from funds the foundation raises to support a permanent endowment. The investment income earned from the endowment fund plus other non-designated contributions will be used to pay for student's educational projects, grants, and scholarships approved by the Foundation's trustees.

CODE OF CONDUCT

In order to have a productive environment in which optimum learning takes place the following code of conduct will be followed. The student/instructor contract is essential to the mission of this school to provide quality educational instruction and services to promote individual success in the workplace.

As the Instructor I will:

1. Be in the classroom at the first bell.
2. Be readily available during all class time.

As the Student I will:

- Be on time for classroom sessions.
- Be actively participating and pursuing successful learning.

- | | |
|---|--|
| 3. Be prepared to facilitate learning in the classroom. | Be prepared by having pencil and needed material each day. |
| 4. Respect you as an individual. | Respect the rights of others. |
| 5. Exhibit a positive attitude. | Assume responsibility for learning. |
| 6. Model the same behaviors that I expect. | Develop acceptable work ethics and behavior. |
| 7. Provide safe and proper environment. | Practice appropriate behavior at all times. |
| 8. Teach safety and sanitation practices. | Observe safety and sanitation practices. |
| 9. Assist with prep for employment including preparing a resume'/portfolio and teaching interview techniques. | Actively participate in learning employability skills. |
| 10. Teach and assist in the development of employability skills. | Actively participate in employability skills training. |
| 11. Develop students interest in community support/student organizations. | Actively participate in community support/student organizations if able. |

STUDENT POLICIES

DRUG AND ALCOHOL POLICY FOR ALL ADULT HEALTH STUDENTS

Wes Watkins Technology Center (“WWTC”), with the intent that all adult students enrolled in health career programs have notice and knowledge of the ramifications of alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the student is on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event, hereby adopts the following policy.

Statement of Purpose and Intent

1. The safety of patients served by the WWTC students enrolled in health career programs is paramount concern to WWTC.

2. Adult students who use drugs or alcohol pose serious safety risks to patients, as well as other students and employees of WWTC and clinical facilities, at which students engage in clinical practice rotations.
3. The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all students.
4. Recent scientific studies demonstrate that the use of alcohol and/or illegal chemical substances reduces an individual's ability to perform beyond the time period of immediate consumption or use.
5. Due to the devastating impact that the use of alcohol and/or illegal chemical substances can have on the safety of patients, students, and employees of WWTC and various clinical facilities at which students enrolled in health career programs may perform clinical work, as well as the adverse effect alcohol and illegal chemical substances can have on a student's ability to perform in a clinical setting, WWTC will not tolerate students who use, possess, distribute, purchase, sell or are under the influence of illegal chemical substances or alcohol.
6. This Policy will apply to all adult students of WWTC who are enrolled in health career programs.
7. Violations of this Policy will subject the adult student to disciplinary action, including, but not limited to, immediate dismissal from WWTC.

Definitions

1. "Illegal chemical substance" or "drug" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization, and all prescribed drugs and over the counter drugs being used for an abusive purpose. By way of example only, the drugs which may be tested for are: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.
2. "Alcohol" means ethyl alcohol or ethanol and includes "low point" beer.
3. "Under the influence" means a student of WWTC who has any alcohol or illegal chemical substance or the metabolites thereof present in the student's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.
4. "Positive" when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health for drug or alcohol testing of students or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.
5. "School property" means any property owned, leased, rented or used by WWTC, including but not limited to school buildings, parking lots and motor vehicles.

6. “Drug or alcohol use test” means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substances or their metabolites in a student’s blood, bodily tissue, fluids, products, urine, breath or hair.
7. “Random selection” or “random selection basis” means a mechanism for selecting students for alcohol and/or drug testing that:
 - A. Results in an equal probability that any student from a group of students subject to the selection mechanism will be selected; and
 - B. Does not give WWTC discretion to waive the selection of any student selected under the mechanism.
8. “Reasonable suspicion” means a belief that a student is using or has used alcohol or drugs in violation of this Policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things:
 - A. Observable phenomena, such as:
 - (1) the physical symptoms or manifestations of being under the influence of alcohol or a drug while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event, or
 - (2) the direct observation of alcohol or drug use while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event;
 - B. A report of drug or alcohol use while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event, provided by reliable and credible sources;
 - C. Evidence that a student has tampered with an alcohol or drug test; or
 - D. Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.

Procedures for Alcohol or Illegal Chemical Substance Testing

1. Any alcohol or drug use test administered under the terms of this Policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing, with all samples to be taken under the supervision of appropriate laboratory employees at a school site or site designated by the laboratory. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible and shall be conducted under reasonably sanitary conditions. The test sample shall be obtained in a manner which minimizes its intrusiveness. In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall; a sample shall be

collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent confirming analysis of the first sample; the test monitor shall not observe any student while the sample is being produced, but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that a student is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the student giving the sample. If a student is determined to have tampered with any specimen or otherwise engaged in any conduct which disrupts the testing process of any student, then the student will be deemed to have violated this policy and will be subject to disciplinary action, including, but not limited to, immediate dismissal from WWTC. The test monitor shall give each student a form on which the student may, but shall not be required to, list any medications he has taken or any other legitimate reasons for his having been in recent contact with alcohol or illegal chemical substances.

2. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use the gas chromatography/mass spectroscopy technique or an equivalent scientifically accepted method of equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by Board rules. A student will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.
3. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules.
4. Upon written request, the student will be furnished with a free copy of all test results performed under this Policy. All test records and results will be confidential and kept in files separate from the student's cumulative records. All tests required of a student by WWTC under this Policy shall be at the adult student's expense.
5. Any student who is subject to disciplinary action as a result of testing positive (with confirmation by a second and different test) for an illegal chemical substance, for being under the influence of alcohol or an illegal chemical substance while on school property, at a school sponsored event, in school vehicles or going to or from a school sponsored event will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the student asserts that the positive test results are caused by something other than consumption of alcohol or an illegal chemical substance by the student, then the student will be given an opportunity to present evidence that the positive test result was produced by something other than consumption of alcohol or an illegal chemical substance. WWTC will rely on the opinion of the laboratory which performed the tests in determining whether the positive test result was produced by something other than consumption of alcohol or an illegal chemical substance.

6. The laboratory reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for WWTC will not report on or disclose to WWTC any physical or mental condition affecting a student which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use of samples to test for any other substances will not be permitted.

Adult Student Alcohol and Drug Use Tests – When Required

1. Adult health career students will be tested for drugs and/or alcohol prior to the start of the fall semester of each school year, and/or upon their admission to a health career program, and/or at the beginning of the health career program in which enrolled.
2. Adult student enrolled in a health career program will be tested for drugs and/or alcohol prior to the start of their participation in any type of clinical practice if required by WWTC or a facility at which the student will participate in clinical practice.
3. Adult students enrolled in health career programs may be tested for drugs and/or alcohol at any time on a random selection basis. The decision of when to conduct drug and/or alcohol testing on a random selection basis is entirely within the discretion of WWTC.
4. Adult student enrolled in a health career program whose behavior while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event creates a reasonable suspicion that the student is under the influence of alcohol or an illegal chemical substance may be required to take an alcohol and/or drug use test. Nothing in this Policy shall require alcohol and/or drug use testing of any student nor prohibit WWTC from disciplining any student in the absence of an alcohol or drug use test of the student.
5. Adult student who refuses or fails to participate in or cooperate with any part of the testing process will be deemed to have violated this policy and will be subject to disciplinary action, including, but not limited to, dismissal from WWTC, to the same extent as if the student tested positive for the presence of alcohol or an illegal chemical substance.

Persons Authorized to Order Alcohol or Drug Testing

1. The following persons have the authority to require alcohol or drug use testing of students under this Policy:
 - A. The Superintendent of WWTC; or
 - B. Any employee of WWTC designated by the Superintendent or the School Board to exercise such authority.

Due Process Procedures

Any secondary school student who is subject to an out-of-school suspension for violation of this Policy shall be afforded appropriate due process procedures consistent with that required to be provided to common high school students under Oklahoma law. ***Adult education students have no due process rights and are subject to immediate dismissal from WWTC without due process procedures.***

Circulation of Policy

This policy shall be given broad circulation to all WWTC adult students enrolled in health career programs, which shall include prominent posting at various places in WWTC.

Approved 06/29/07 Revised 04/10/08
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DRUG-FREE SCHOOL AND WORKPLACE

It is the policy of the Board of Education of WWTC District 25 that all students and employees of the District be aware of the District's program to maintain a drug-free environment.

Students and employees who manufacture, distribute, dispense, possess, or use controlled substances, including anabolic steroids or alcohol, shall be subject to disciplinary action. Such disciplinary action may include long-term suspension or expulsion for student and termination of employment for employees. In addition to suspension, expulsion and/or termination, students and employees are subject to referral for prosecution under applicable laws.

Employees are required as a condition of employment and by Public Law 100-690, to report to their supervisor any criminal convictions for drug-related actions.

1. Any employee convicted of violating a criminal drug statute in this workplace must inform the school of such conviction (including pleas of guilty and nolo contendere) within five (5) days of the conviction occurring. Failure to inform the school subjects the employee to disciplinary action up to and including termination for the first offense.
2. The District must notify federal funding sources within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of such a conviction.
3. The District reserves the right to offer employees convicted of violating a criminal statute in the workplace participation in an approved rehabilitation or drug abuse assistance program. If such a program is offered and accepted by the employee, then the employee must satisfactorily participate in the program as a condition of continued employment.

Various state and federal laws impose severe penalties for the use, possession or sale of controlled substances. The Federal Controlled Substance Act, 21 United States Code Annotated (U.S.C.A.) and the Comprehensive Drug Abuse and Control Act of 1970, 21 U.S.C.A., Section 848, provides federal sanctions and the Uniform Controlled Dangerous Substances Act, Oklahoma Statutes, Title 63, Section 2-101, and others, plus various criminal statutes provide state sanctions.

Chemical dependence is a contagious, progressive disease that does not disappear of its own accord. Because drugs have a destructive impact on the brain, regular users lose control over their behavior, and most of them find it extremely difficult to stop using drugs without outside intervention. Using a drug just "one time" predisposes a person to try it again because that person has apparently violated a taboo with impunity. Any student or employee of this school district who believes that he or she may have a problem with drug abuse may be referred to appropriate

local agencies for counseling, treatment or rehabilitation. For additional information concerning assistance available or for District's Plan of Operation, please refer to the school counselor.

Legal References: O. S. 70-1210-221 et seq. Public Law 101-226

PLAN OF OPERATION

WWTC, in recognition of the devastating effects that the unlawful use of drugs, alcohol and other controlled substances has on individuals, families and society in general; and in compliance with Public Law 101-226 and Public Law 100-690, establishes the following provisions and information to implement a Drug-Free School and Workplace:

WWTC, in total commitment to the Position stated below; and in conjunction with Public Laws 101-226 and 100-690, will publish and distribute annually to all students and employees the provisions of its drug awareness and prevention program. This publication will include:

The Position Statement

Provisions and information associated with unlawful alcohol, drug and controlled substance abuse, describing:

1. The legal sanctions
2. The disciplinary sanctions by WWTC
3. The health risks
4. Available counseling and treatment programs
5. Employee responsibilities for reporting criminal drug statute convictions

WWTC will conduct a biannual review of the program to determine effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently and fairly enforced, and will submit all required reports, certifications, and copies of its Anti Drug Program to the specified and appropriate entities.

Position

WWTC exists for the primary function and purpose of enhancing the lives and career opportunities of those served, through career and technology training and other self-improvement aspects of the curriculum. Therefore, philosophically, all negative manners would have to be discouraged. However, in the case of the unlawful possession, use, manufacture, or distribution of illicit drugs, alcohol, or controlled substances, WWTC, as a matter of policy, strictly prohibits and will not tolerate these activities by students and/or employees while on District property, including grounds, buildings, parking lots, and vehicles; or while participating in District activities or business while off campus.

Provisions

WWTC's Drug-Free School and Workplace Program will operate under the following provisions:

1. WWTC retains control over all District property, including buildings, grounds, parking lots, and vehicles. Lockers/desks or any other property assigned to students/ employees will be on a joint control basis, with the right to inspect at any time retained by WWTC. The district will occasionally use trained dogs to search for drugs, alcohol, contraband or weapons on school property without notice.
2. Upon reasonable suspicion, a search of a person's cold weather outer garments, purses, containers, or other items of concealment will be conducted by law enforcement officers or by designated school personnel.
3. Students/Employees that are under the influence of drugs, alcohol, or other controlled substances (excluding medication prescribed by a doctor for their treatment), while on District property or involved with District activities, will be in violation of WWTC' Drug-Free School and Workplace policy prohibiting the use of such substances, regardless of where the substances were actually consumed or used.
4. The unlawful possession, use, manufacture, or distribution of illicit drugs, alcohol, or controlled substances is prohibited by State and Federal criminal law that contains strong penalties. WWTC will report all violations to the appropriate law enforcement authorities, including the Hughes County Sheriff's department.
5. Violation of WWTC's Drug-Free School and Workplace policy by high school students will result in notification of parents/ guardians in addition to the appropriate law enforcement authorities.
6. Disciplinary actions by WWTC will be administered fairly, in compliance with State and Federal statutes, and in compliance with WWTC's commitment to non-discrimination, as established in the Non-discrimination policy. Disciplinary actions may include any or all of the following:
 - A. Suspension (in the case of employees, without pay)
 - B. Probation, pending proof of satisfactory participation in an appropriate drug/alcohol abuse treatment program, at the student's/employee's expense
 - C. Expulsion for students
Termination for employees
 - D. Referral for prosecution
7. Employees of WWTC are required as a condition of employment and by Public Law 100-690 to report to their supervisor, any criminal convictions for drug related actions.
 - A. Any employee convicted of violating a criminal drug statute in this workplace must inform the school of such conviction (including pleas of guilty and nolo contendere) within five (5) days of the conviction occurring. Failure to inform the school subjects the employee to disciplinary action up to and including termination for the first offense.
 - B. WWTC must notify federal funding sources within ten (10) days after receiving notice from the employee or otherwise receives actual notice of such a conviction.
 - C. The school reserves the right to offer employees convicted of violating a criminal statute in the workplace participation in an approved rehabilitation or drug abuse assistance programs. If such a program is offered and accepted by the employee

then the employee must satisfactorily participate in the program as a condition of continued employment.

Individuals who desire information or referral from another source should contact the Department of Mental Health at the following phone numbers:

1. Oklahoma City Reach-Out Hotline 1-800-522-9054
2. Project Safe (Battered Women) 1-800-821-9953

This agency provides referral, education and advocacy services at no cost, on a statewide basis.

STUDENT RIGHT TO KNOW AND CAMPUS SECURITY

WWTC has a Campus Police Officer. This Officer maintains a daily incident log. Administration is initial contact should action be required.

Plan of Operation

Wes Watkins Technology Center District #25, hereinafter, "WWTC," in compliance with Public Law 101-542, otherwise known as The Student Right-to-Know and Campus Security Act, will make available to current and prospective students information described within Public Law 101-542. WWTC will prepare, publish and distribute this information annually to all current students and employees, and to any prospective applicant for enrollment or employment upon request, prior to the prospective applicants enrolling or entering into any financial obligation. WWTC will conduct biennial review of the procedures and statistics to determine effectiveness and availability of up-to-date information.

Provisions

1. Previous academic year completion and graduation rates of certificate seeking, full-time students. (See page 28)
2. Previous academic year rate at which individuals who complete a program at WWTC pass applicable licensure or certification examinations required for employment in a particular professional skill. (See page 28)
3. Previous academic year rate at which individuals who complete or graduate from an occupationally specific program, and who enter the labor market following completion of such a program, obtain employment in the occupation for which they are trained. (See page 28)
4. Current campus policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus.
 - A. Notify appropriate administration at (405) 452-5500
 - B. In event of serious injury, an ambulance will be called unless the victim, in a rational state, requests to be transported by private car to hospital. Any member of

- the administrative staff or Health Occupations Staff is authorized to call an ambulance.
- C. In case of accidental or criminal activities of an emergency, Administration and Campus Police Officer will be notified and Police, Fire or Ambulance will be called as necessary.
5. Current policies concerning security and access to campus facilities and security considerations used in the maintenance of facilities.
- A. Fire and Disaster Crisis Plan - The signal for fire and disaster evacuation will be the sounding of the alarm system. The alarm will be a steady tone sounded for at least two (2) minutes.
- B. Tornadoes/Severe Thunderstorms/High Winds – Announcement will be broadcast over the intercom and 2-way radio system to take cover. An “all clear” will be announced when the threat of severe weather is over.
- C. When weather conditions make driving unsafe and when other schools in the area are closed, the Administration will make the decision regarding the operation or closing of the WWTC and its programs. If the decision is made to close the school, the calling network will take effect. When conditions, such as power line failure, water main break, etc., create an environment which may be unsafe or constitute a health hazard, the same procedures as indicated above will be used to advise those concerned.
- D. The south entrance doors will stay locked at all times. Students and visitors must enter Building 100 through the West entrance. Visitors must report to Student Services to sign in prior to visiting any class or building.
6. Description of programs designed to inform students and employees about prevention of crimes.
- A. Staff development designed to inform students and employees about prevention of crimes.
- B. Student orientation at the beginning of the school year will address the campus policies and procedures concerning crime prevention and safety on campus.
7. Statistics concerning the occurrence on campus, during the most recent school year, and during the two preceding school years for which dates are available, of the following criminal offenses reported to campus security authorities or local police agencies:
- | | | | |
|----|-------------------------|------|-----------|
| A. | Murder & Manslaughter - | None | 1988-2016 |
| B. | Sex Offenses-Forcible - | None | 1988-2016 |
| | Non-Forcible - | None | 1988-2016 |
| C. | Robbery - | None | 1988-2016 |
| D. | Aggravated Assault - | None | 1988-2016 |
| E. | Burglary - | None | 1988-2016 |
| F. | Motor Vehicle Theft - | None | 1988-2016 |
| G. | Hate Crimes | None | 1988-2016 |
| H. | Arson | None | 1988-2016 |

8. Off-campus student organizations are not recognized by WWTC and no need exists to monitor such supposed organizations.
9. Statistics concerning the number of arrests for the following crimes occurring on campus:
 - A. Liquor law violations - One 1988-2016
 - B. Drug abuse violations - One 1988-2016
 - C. Weapon possessions - None 1988-2016

10. Student Right-To-Know Statistics

	2012-13	2013-14	2014-15	2015-16
Total Enrollment	231	200	199	173
Completers	143	122	146	128
Retention & Completion	86.74%	80.65%	83.40%	85.92%
Completers placed in job related position	84.12%	88.03%	98.41%	88.49%
Completers needing licensure	14	20	19	11
Passed Licensure (%)	36.00%	70.83%	68.42%	100.00%

11. WWTC, in compliance with Public Law 101-226 and Public Law 100-690, established the following provisions to implement a Drug-Free School and Workplace:

- A. The right to inspect assigned lockers or any other property at any time.
- B. Students/employees that are under the influence of drugs or alcohol while on District property will be in violation of the drug-free policy regardless of where substances were actually consumed or used.
- C. WWTC will report all violations to the appropriate law enforcement authorities, including the Hughes County Sheriff's Department.
- D. Violation of WWTC's Drug-Free policy by high school student will result in notification of parents in addition to the appropriate law enforcement authorities.
- E. Disciplinary actions may include any or all of the following:
 - (1) Suspension
 - (2) Probation
 - (3) Expulsion for students/Termination for employees
 - (4) Referral for prosecution
- F. Employees are required as a condition of employment and by Public Law 100-690 to report to their supervisor any criminal convictions for drug related offenses.
- G. Individuals who desire information or referral from another source should contact the Department of Mental Health at the following phone numbers:
 - (1) Teen-Line Hotline 405-271-TEEN or 1-800-522-8336
(12 noon-12 midnight)

(2) Mental Health & Substance Abuse Reachout - 1-800-522-9054

These agencies provide referral, education and advocacy services at no cost, on a statewide basis.

- H. Information is provided about specific types of drugs, how to recognize and avoid them and the immediate and long-term effects.

ENROLLMENT

High School Students

Permanent residents of the WWTC District 25, who are attending classes in an Oklahoma high school, shall be exempt from paying tuition.

Adult Students

WWTC shall admit persons who are above compulsory school age who have the need or can benefit from the training offered at the school. High school diploma or GED is not required except for the Practical Nursing Program and the Surgical Technology Program. However, participation in the Federal Financial Aid program requires a high school diploma or GED. All students will be assessed and counseled in regard to class selection. Minimum scores in reading and/or math may be required in certain programs. Adult tuition will vary for students in and out-of-district and according to length of program.

Returned Check

It is the policy of the Board of Education of WWTC District #25 to charge a service charge in the amount of ten dollars (\$10) on any returned check made payable to the district.

Directory Information Policy

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

1. Recognition lists;
2. Graduation programs; and
3. Press releases.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a prior written consent. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide

military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their minor child’s information disclosed without their prior written consent.

If you do not want WWTC to disclose directory information from you or your minor child’s education records without your prior written consent, you must notify the superintendent in writing. WWTC has designated the following information as “directory information,” and it will disclose that information without prior written consent:

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

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that affords parents of minor students and "eligible students" over 18 years of age certain rights with respect to the student's education records. They are:

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

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

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

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

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

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

Any questions concerning parental and/or student rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Director of Instruction. The school's FERPA policy is contained in the Board of Education's Policies and Procedures Manual. A copy of the school's FERPA policy is available upon request. A copy of the school's Policies and Procedures Manual is located in the student services office, the Superintendent's office, and other staff offices throughout the school.

Approved: 08/12/14

Students, Drugs, and Alcohol

1. Illegal and Illicit Drugs and Alcohol
 - A. Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful, resulting in poor academic performance, poor social interactions, and jeopardy to future job prospects.
 - B. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, non-intoxicating alcoholic beverages (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while on school vehicles, or at any school-sponsored event.
 - C. "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student.
 - D. "Mood-altering substances" include, but are not limited to, paint, glue, aerosol sprays, salts, incense, and other substances which may be used as an intoxicating substance.

- E. Violation of this policy will result in imposition of disciplinary measures, pursuant to WWTC's policy on student behavior.
- F. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities:

2. Necessary Medications

- A. Students may not retain possession of and self-administer any medication at school for any reason except as permitted by the school's policy on the administration of medicine to students. See policy page 76.
- B. Minor students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the campus director with a parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.
- C. Violations of this rule will be reported to a minor student's parents, and may result in discipline which can include suspension.

3. Distribution of Information

- A. Information for students and the parents of minor students about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the campus director at each site.
- B. Copies of this policy shall be included in the student handbook.

Student Residency Policy

Please refer to the Wes Watkins Technology Center's Policy Manual.

Protection of Pupil Rights

Please refer to the Wes Watkins Technology Center's Policy Manual.

Possession of Stolen Property

If a student is found in possession of (or it can with reason be determined the student has had in his/her possession but disposed of) school or other's property, the following action may be taken:

1. The student may be suspended from WWTC until a conference can be held with the student's parents (if high school student), instructor and school administration.
2. The parents and partner school may be notified of the action and a date for the conference may be scheduled (if high school student).

3. Law enforcement may be asked to assist if school administrators deem it advisable.

Legal Reference: O. S. 70-24-102

Tobacco and E-Cigarettes or Nicotine Vapor Products Policy

WWTC prohibits the use of all (smoke and smokeless) tobacco products and e-cigarettes or nicotine vapor products on campus, in rented or leased facilities and in all WWTC owned, leased, and operated vehicles and during all school-sponsored activities. Possession of tobacco products by secondary students is prohibited.

This policy shall apply to all employees, students, contracted personnel, volunteers, visitors, vendors, and guests without exception.

The tobacco and e-cigarettes or nicotine vapor products use/possession warning shall be given to all students at the start-of-year class orientation meetings, and at the time of enrollment for new students throughout the school year. The tobacco and e-cigarettes or nicotine vapor products use/possession warning announcement is the first and only warning given and any violation will cause a 3-day suspension per occurrence.

Possession of Dangerous Weapons, Controlled Substances, Alcoholic and Non-alcoholic Beverages

The Superintendent or his/her designee shall have the authority to detain and authorize the search of any student or students on any school premises or while in transit under the authority of the school or any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances as defined in the Uniform Controlled Dangerous Substances Act.

1. Any student found to be in possession of any of the following:
2. Non-intoxicating beverages (low-point beer);
3. Alcoholic beverages, or a controlled dangerous substance;
4. Dangerous weapons;
5. Missing or stolen property, if missing or stolen from the school facility, may be suspended by the Instructional Leader, Maintenance and Transportation Director or his/her designee not to exceed the current school semester and the succeeding semester. Law enforcement officials may be asked to assist if school administration deems it necessary.

In accordance with federal law, any student found to be in possession of a firearm shall be expelled from school for a period of not less than one year. Superintendent may modify the expulsion on a case-by-case basis.

Legal Reference: O. S. 70-24-102 20 USC 3351

Laser Penlight Pointers

It is the policy of the Board of Education that no student shall possess or use laser penlight pointers while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school.

Any student possessing such a device will be subject to the following:

1. First Offense – Warning and confiscation of device until student leaves campus, letter to parents or adult student describing policy and rules with copy filed in student’s personal record.
2. Second Offense – Confiscation of device, conference with student and parent, if applicable, and possible suspension from campus.

Pepper Gas and Self-Defense Chemicals

It is the policy of the Board of Education that no student shall possess or use pepper gas and self-defense chemicals while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school.

Any student possessing such a device will be subject to the following:

1. First Offense – Warning and confiscation of device until student leaves campus, letter to parents or adult student describing policy and rules with copy filed in student’s personal record.
2. Second Offense – Confiscation of device, conference with student and parent, if applicable, and possible suspension from campus.

Internet and Safety Pursuant to the Children’s Internet Protection Act Policy

It is the policy of WWTC 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)].

Definitions

Key terms as defined in the Children's Internet Protection Act:

Access to Inappropriate Material

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.

Inappropriate Network Usage

Any individual who uses WWTC's resources to access the Internet or engage in any electronic or digital communication is required to participate in WWTC's education efforts (undertaken pursuant to the Children's Internet Protection Act) and comply with the district's acceptable use policy.

Supervision and Monitoring

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

Personal Safety

Employees and students shall not use the school's technology resources in any manner that jeopardizes personal safety. Students and employees must follow WWTC's policies, including the acceptable use policy which details WWTC's safe use standards.

Illegal Activities

Engaging in illegal and prohibited activities involving use of the school's technology is prohibited. The emerging and fast-paced developments in technology make it impossible for WWTC to anticipate every potential use or misuse of its technology resources. Accordingly, users are instructed that WWTC's technology not to be used for illegal activities. Among other things, users are expected to abide by the following:

1. Users shall not plagiarize works that are found on the Internet or any other electronic resources. Plagiarism is presenting the ideas or writings of others, as one's own.
2. Users shall respect the rights of copyright owners. Copyright infringement occurs when the user inappropriately reproduces a work that is protected by a copyright. Users shall not illegally copy protected works, or make copies of such works available. Users are responsible for observing any copyright or licensing agreement that may apply when downloading materials. Users may not download any material for which a fee or license agreement is required without the approval of appropriate technology center supervisory personnel. Users shall not install any software (including public domain software or freeware) which is not on WWTC's approved software list.
3. Technology center staff will not support or maintain any computer operating system or application software that does not meet technology center standards.
4. Illegal installation of copyrighted software is prohibited. Illegal copying of software from any technology center computer, network, or program diskette is prohibited. Computer software and data protected under copyright laws may not be downloaded or uploaded to a computer owned or leased by WWTC without the written consent of the copyright holder. Any software or data located on a computer or file server owned or leased by WWTC found to be in violation of copyright laws will be removed.

5. Users shall not attempt to gain unauthorized access or attempt to go beyond authorized access to technology center resources or to any other computer system. This includes attempting to log in through another person's account or access another person's files.
6. Users shall not make deliberate attempts to disrupt WWTC's computer system or other portions of the technology resources or destroy data by spreading computer viruses or by any other means.
7. Users shall not congest WWTC's technology resources or interfere with the work of others within or outside of WWTC when accessing the Internet, including the transmission or posting of messages that are intended or likely to result in the loss of the recipient's work or systems.
8. Users shall not use WWTC's technology resources to engage in any activities which interfere with the operation of WWTC or its educational programs or compromise the safety and security of WWTC's technology resources.

Security of WWTC's Technology

WWTC spends substantial monies to provide students and staff with technology resources appropriate for the diverse educational and training interests associated with education objectives in a technology rich world. Users are required to adhere to the highest standards of use to avoid compromise or destruction of WWTC's resources. Security with respect to WWTC's technology resources requires adherence to the following:

1. Users shall access the Internet in a manner which does not compromise the security and integrity of WWTC's technology resources, such as allowing intruders or viruses into WWTC's technology resources. Users wishing to download any document, file or software from non-technology center sources must observe technology center policies and procedures for virus checking and system security.
2. Users are responsible for their individual logon passwords and e-mail account passwords and should take all reasonable precautions to prevent others from being able to use these passwords. Users shall not share e-mail passwords, provide e-mail access to an unauthorized user, or access another user's e-mail without authorization.
3. A computer logged into WWTC's wide area network or internet should not be left unattended. Users are responsible for all transactions made under their User ID and Password.
4. Users must immediately notify the e-mail administrator if they identify a possible security problem.
5. Users are responsible for the appropriate storage and backup of their data.
6. The administration, faculty or staff of WWTC may request a system administrator to deny, revoke or suspend specific user accounts for violation of these policies or procedures.

Inappropriate Communications

Inappropriate communications are prohibited and can result in removal of access, or other disciplinary action. Users must adhere to the following directives:

1. Users shall not use, view, download, copy, send, post or access obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful information, communications, language, images or video, or material that advocates illegal acts, violence, or discrimination towards others. Restrictions against inappropriate language, images or

video apply to public messages, private messages, material posted on web pages, and files stored or created on WWTC's technology resources.

2. If a user mistakenly accesses inappropriate information, the user must immediately inform his/her teacher or the network supervisor of the location of that information.
3. Parent or guardians should instruct the secondary school student user if there is additional material that they think it would be inappropriate for their child to access. WWTC fully expects that secondary school student users will follow the instructions of their parents or guardians in this matter.
4. Users shall not post information that could cause damage or pose a danger of disruption of the operations of the technology resources or WWTC.
5. Users shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by another person to stop any activity which that person finds harassing, the user must stop immediately. Individuals who believe they are the victim of harassment should immediately contact their supervisor, campus administrator, or the Superintendent.
6. Users shall not knowingly or with reckless indifference post messages that are false or defame or libel any person or organization, or that infringe the privacy rights of others.

Acceptable Use of Internet and Electronic and Digital Communications Devices Policy

The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, tweeting, 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, WWTC provides Internet access at the campus and at its administrative offices. WWTC intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. This policy outlines WWTC's expectations regarding Internet access. The ability to access the Internet while on technology center property is a privilege and not a right. Access cannot be granted until an individual has completed an "Internet Access Agreement" and access may be revoked at any time.

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 are often 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 WWTC - 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. WWTC's IT 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 WWTC'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 director or IT director.

Although WWTC's IT department has taken appropriate steps to block offensive material, users may unwittingly encounter offensive material. All users of WWTC'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 director or IT 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, tweets, 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 or dismissal from school. Depending on the nature of the electronic or digital communication, students may also be subject to civil and criminal penalties.

Acceptable Use – Employees. Employees agree to access material in furtherance of educational goals, including research and professional development. Employees are also permitted to judiciously use WWTC's electronic resources for limited personal use, provided that the use is of no cost to WWTC, does not preempt business activity, impede productivity, or otherwise interfere with work responsibilities. Electronic or digital communications made using technology center owned equipment must be professional in nature and cannot be used for the exercise of the employee's free speech rights.

Any electronic or digital communication in which the employee can be identified as an employee of WWTC - regardless of whether the communication is made with technology center owned

equipment or during work hours - must be a professional communication. Accordingly, if the individual is identifiable as a technology center employee, electronic or digital communications must not contain sexual, harassing, discriminatory or immoral content. Further, the communication cannot promote the use of tobacco, drugs, alcohol or be otherwise inconsistent with WWTC's objectives.

Employees are permitted to utilize electronic or digital communications with students provided the communication is available to all students of a specific group. For example, a teacher may create a dedicated site for all his/her students, or an activity sponsor may send a group text to all members of the team. In order to engage in any electronic or digital communications with students, an employee must make arrangements through the campus director prior to the start of the year/season and must provide the parents of minor students with a written plan for the electronic or digital communications. Any employee who engages in unauthorized or inappropriate electronic or digital communication with students is acting outside the scope of his/her employment with WWTC.

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 WWTC's electronic resources for commercial activity, charitable endeavors (without prior administrative approval), product advertisement or political lobbying.

Parental Consent. Parents of minor students must review this policy with their student and sign the consent form prior to a minor student being granted Internet access.

Privilege of Use. WWTC'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 safety training program administered by WWTC.

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

1. **Appropriate Language.** Users must refrain from the use of abusive, discriminatory, vulgar, lewd or profane language in their electronic or digital communications.
2. **Content.** Users must refrain from the use of hostile, threatening, discriminatory, intimidating, or bullying content in their electronic or digital communications.
3. **Safety.** Minor students must not include personal contact information (name, address, phone number, address, banking numbers, etc.) in their electronic or digital communications. 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 teacher.
4. **Privacy.** Users understand that WWTC 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.

5. System Resources. Users agree to use WWTC's electronic resources carefully so as not to damage them or impede others' use of WWTC's resources. Users will not:

- install any hardware, software, program or app without approval from the IT department
- 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

6. 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 their instructor for assistance in citing sources as needed.

Limitation of Liability. WWTC 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 WWTC's technology resources. WWTC 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 should notify the IT director immediately but should not demonstrate the problem to others or attempt to identify potential security problems. Users are responsible for their individual account and should not allow others to use their account. Users should not share their access code or password with others. If a user believes his/her account has been compromised, he/she must notify the IT director immediately. Any attempt to log on to WWTC'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 WWTC'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 WWTC's electronic resources. Further, no user may use WWTC's electronic resources to hack 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:

1. 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 written material, taken as a whole, appeals to an obsessive interest in sex by minors.

2. Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.
3. 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.
4. 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.
5. 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.
6. Disruptive 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 WWTC'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 WWTC'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 attached to this policy.

Cyber Bullying and Internet Safety

People can be bullied in lots of ways, including through cyber bullying. Cyber bullying is when someone sends or posts things (words, pictures, recordings) that are mean, embarrassing or make people feel scared, embarrassed or uncomfortable. Even if they don't do this at school sometimes cyber bullying makes things at school hard. No student is allowed to disrupt school through cyber bullying.

Cyber bullies work in lots of ways. But here's some of their most common:

- Send or post mean messages
- Make up websites or accounts with stories, cartoons, pictures or "jokes" that are mean to others
- Take embarrassing pictures or recordings (without asking first)
- Send or post stuff to embarrass others
- Hack into other people's accounts or read their stuff
- Hack into other people's accounts and send or post their private stuff
- Pretend to be somebody else to get someone to give them private information
- Send threats

If someone is cyber bullying you, there is something you can do about it:

Don't respond to and don't ignore a cyber bully. Instead, tell an adult you trust. If cyber bullying follows you to school, tell your teacher or counselor. Even if what the bully does is embarrassing, don't delete it. Instead, get a copy so you can prove what happened. Have an adult help you contact a company representative (cell phone company, Yahoo, Facebook, Twitter, etc.) about blocking or removing the bad stuff.

You can't always stop people from being mean, but there are ways to help yourself:

- Don't give out your personal information in electronic or digital communications
- Don't tell anyone but your parents what your login name, password or PIN number is
- Don't post or send embarrassing pics or recordings (even on your own sites) - bullies love to copy your stuff

Suggestions for Parents:

- Help your child understand how permanent electronic or digital communications are
- Talk to your child about understanding, preventing and responding to cyber bullying
- Contact your student's school for help if you suspect your child is being cyber bullied - or if you suspect your child is engaging in cyber bullying

Social Networking Sites

Most teenagers visit websites to communicate with friends and meet new people. Facebook.com is a social networking site, one of many that has become increasingly popular with students. Facebook allows students to create a personal website (for free), post pictures, add comments, and use it to meet "on-line friends". The website often includes their full name, telephone number, address, school name, and a picture.

About 68 million people reportedly use Facebook and millions more use other social networking sites, such as: Friendster; SnapChat.com; Twitter, Instagram, and YouTube. The danger lies in that the Internet is vast, public, and constantly expanding. And, if students have not developed

critical thinking skills, are unsupervised or create websites that are not monitored, they can be at risk of unknowingly communicating with predators, spammers or pornographers.

As such sites proliferate, students should be warned not to post identifying information to the site and never to meet someone in person they have met through the site unless an adult accompanies them. And, parents should conduct frequent reviews of site to ensure that identifying information or pictures have not been posted.

Facebook will cooperate in shutting down a site created solely to harass another individual.

Personal Wireless Devices

WWTC requires that all individuals devote their full attention to education while at school or during education activities. Accordingly, WWTC expects both employees and students to limit their use of personal wireless devices at school. Wireless devices include, but are not limited to, cell phones, laptops, recorders, Google Glass, etc.

Google Glass and similar technology is prohibited on campus by all individuals at all times. Other personal wireless devices shall be turned off and out-of-sight in locations such as restrooms, locker rooms, changing rooms, etc. ("private areas"). The use of any audio/visual recording and camera features are strictly prohibited in private areas. Students who observe a violation of this provision shall immediately report this conduct to a teacher, administrator or campus director. Employees who observe a violation of this provision shall immediately report this conduct to a supervisor or the campus director.

Students

It is WWTC's policy that students who possess a personal wireless device at school must keep that device turned off and out of sight during class time. No student will be permitted to access his/her personal wireless device during class time except with teacher permission due to an emergency or for instructional projects. Students may use their personal wireless devices during breaks and lunch.

Students who violate this policy will have their personal wireless device confiscated until after a parent conference, and may lose the privileges of possessing such a device for the remainder of the school year. Students are also subject to other disciplinary action.

Students may not use any personal wireless device to:

- send or receive answers to test questions;
- record conversations or events during the school day, on technology center property or at technology center activities;

- threaten, harass, intimidate, or bully;
- take, possess, or distribute obscene or pornographic images or photos;
- engage in lewd communications;
- violate technology center policies, handbook provisions, or regulations

Search of Students

The Superintendent or his/her designee authorizing a search shall have the authority to detain the student or students to be searched if there is reasonable suspicion related to a specific student, and to preserve any dangerous weapons or controlled dangerous substances that might be in their possession. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to the conduct of any warrantless search. Students shall not have any reasonable expectation of privacy towards school administrators or their designee in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time without notice to the students.

Legal Reference: O. S. 70-24-102, SLO 489

Disruption of Normal Operation

The Superintendent or his/her designee shall have the authority to order any person out of the school buildings and off the school property for a time period of six months when it appears that the presence of such person is a threat to the peaceful conduct of school business and school classes.

At the time such person is directed to leave the school, he/she will be informed of their right and given written notice of the procedure for requesting an appeal hearing. The request for an appeal hearing must be made in writing to the Superintendent within one (1) week from the date the person was required to leave. The appeal hearing will be held within one (1) week of the date such request is made.

Legal Reference: O. S. 70-24-131, 132

DISEASE PRECAUTION

AIDS

It is the policy of this school that the Superintendent will, upon being advised or forming a reasonable belief that a student of this school has AIDS, meet with the parent(s), legal representative or legal guardian of a minor student; or the student, or the student's legal representative if the student is eighteen (18) years of age or more; to ascertain whether the student has AIDS.

If the representative(s) of the student or the student confirms that the student has AIDS, the Superintendent will request that the State Department of Health convene a confidential meeting of a multidisciplinary team to make a recommendation to the Board of Education concerning the affected student's participation in the programs offered by this school in which the affected student is, or wishes to be, enrolled.

Should the State Department of Health fail or refuse to convene such a meeting within a reasonable time, the Superintendent will convene such a meeting and request the attendance of all those individuals noted in the definition of "multidisciplinary team" hereafter. Such meeting shall be held if at least five (5) of the designated individuals are in attendance and the student, the medical profession and the school are represented.

The Board of Education will follow the recommendation of the multidisciplinary team to the fullest extent possible.

Definitions as used in this policy:

"AIDS" shall mean those clinical and immunologic characteristics referred to as "AIDS-Related Complex" (ARC) and shall include "Human T-Lymphotropic Virus Type III" (HTLV-III); "Lymphadenopathy-Associated Virus" (LAV); "AIDS-Associated Retrovirus" (ARV); and "Human Immunodeficiency Virus" (HIV).

"Multidisciplinary Team" shall mean that group of individuals provided for in Title 63, O.S. 1-502.2(B)1 and shall include, but not be limited to, the following:

1. The parent(s), legal representative or legal guardian of a minor student; or the student or the student's legal representative if the student is eighteen (18) years of age or more.
2. The physician of the student.
3. A representative from the Superintendent's office.
4. A representative from the State Department of Education.
5. A representative from the Oklahoma Department of Career and Technology Education.
6. A representative from the State Department of Health.
7. A physician chosen by the school.

"Confidential Meeting" shall mean a meeting that is exempt from the requirements of Title 25, O.S. 301-314 and Title 51, O.S. 24A.1-24A.19 as provided for in Title 63, O.S. 1-502.2.

Bloodborne Pathogens

In the Exposure Control Policy of WWTC it is stated that information regarding bloodborne pathogens is to be distributed to the students. Many of the programs in the healthcare field will discuss this subject in depth; the following is an outline that summarizes the information needed to operate under Standard Precautions if exposure to bloodborne pathogens occurs.

In the course of your vocational program the chance of exposure to bloodborne pathogens is a possibility. The classes, which have been identified as a higher risk are Practical Nursing, Surgical Technology, Health Science Clusters, and Building and Grounds/Power Products

Technology. Everyone has the potential to be exposed; these classes are identified due to the nature of the coursework.

A bloodborne pathogen is an infectious process that is transmitted in body fluids. These include blood, sputum, semen, vaginal secretions, saliva, any body fluid visibly contaminated with blood, and internal body fluid. Standard Precautions teaches you to assume all body fluid types is potentially infectious.

In your instruction program three control mechanisms are mandatory for avoiding an exposure:

1. Engineering controls, such as good hand washing and containers for sharp objects that are leak proof and puncture resistant.
2. Work practice controls, meaning you are practicing safety in all aspects of your program. (This will be gone over extensively in the classroom)
3. Following Standard Precautions, which means you treat any body fluid as infected and use protective equipment such as gloves, goggles/face shields and gowns or clothes covering if exposed to body fluids.

If a fellow student is injured, do not attempt to give first aid treatment. Instead, report all injuries immediately to your instructor.

Meningococcal Vaccines

1. What is meningococcal disease?

Meningococcal disease is a serious bacterial illness. It is a leading cause of bacterial meningitis in children 2-18 years old in the U.S. Meningitis is an infection of the fluid surrounding the brain and spinal cord. Meningococcal disease also causes blood infections.

About 1,000–2,600 people get meningococcal disease each year in the U.S. Even when they are treated with antibiotics, 10-15% of these people die. Of those who survive, another 11-19% loses their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes.

Anyone can get meningococcal disease. But it is most common in infants less than one year of age and people with certain medical conditions, such as lack of a spleen. College freshmen who live in dormitories and teenagers 15-19 have an increased risk of getting meningococcal disease.

Meningococcal infections can be treated with drugs such as penicillin. Still, about 1 out of every ten people who get the disease dies from it, and many others are affected for life. This is why preventing the disease through use of meningococcal vaccine is important for people at highest risk.

2. Meningococcal Vaccine - There are two kinds of meningococcal vaccine in the U.S.:

- A. Meningococcal conjugate vaccine (MCV4) was licensed in 2005. It is the preferred vaccine for people 2-55 years of age.
- B. Meningococcal polysaccharide vaccine (MPSV4) has been available since the 1970s. It may be used if MCV4 is not available, and is the only meningococcal vaccine licensed for people older than 55.

Both vaccines can prevent 4 types of meningococcal disease, including 2 of the 3 types most common in the U.S. and a type that causes epidemics in Africa. Meningococcal vaccines cannot prevent all types of the disease. But they do protect many people who might become sick if they didn't get the vaccine. Both vaccines work well, and protect about 90% of people who get them. MCV4 is expected to give better, longer-lasting protection. MCV4 should also be better at preventing the disease from spreading from person to person.

3. Who should get meningococcal vaccine and when?

A dose of MCV4 is recommended for children and adolescents 11-18 years of age. This dose is normally given during the routine preadolescent immunization visit (at 11-12 years). But those who did not get the vaccine during this visit should get it at the earliest opportunity. Meningococcal vaccine is also recommended for other people at increased risk for meningococcal disease:

- A. College freshmen living in dormitories.
- B. Microbiologists who are routinely exposed to meningococcal bacteria.
- C. U.S. military recruits.
- D. Anyone traveling to, or living in, a part of the world where meningococcal disease is common, such as parts of Africa.
- E. Anyone who has a damaged spleen, or whose spleen has been removed.
- F. Anyone who has terminal complement component deficiency (an immune system disorder).
- G. People who might have been exposed to meningitis during an outbreak.

MCV4 is the preferred vaccine for people 2-55 years of age in these risk groups. MPSV4 can be used if MCV4 is not available and for adults over 55.

4. How many doses?

People two years of age and older should get one (1) dose. Sometimes a second dose is recommended for people who remain at high risk. Ask your provider.

MPSV4 may be recommended for children three months to two years of age under special circumstances. These children should get two (2) doses, three (3) months apart.

5. Some people should not get meningococcal vaccine or should wait.

Anyone who has ever had a severe (life-threatening) allergic reaction to a previous dose of either meningococcal vaccine should not get another dose.

Anyone who has a severe (life threatening) allergy to any vaccine component should not get the vaccine. Tell your provider if you have any severe allergies.

Anyone who is moderately or severely ill at the time the shot is scheduled should probably wait until they recover. Ask your provider. People with a mild illness can usually get the vaccine.

Anyone who has ever had Guillain-Barre´ Syndrome should talk with their provider before getting MCV4.

Meningococcal vaccines may be given to pregnant women. However, MCV4 is a new vaccine and has not been studied in pregnant women as much as MPSV4 has. It should be used only if clearly needed.

Meningococcal vaccines may be given at the same time as other vaccines.

6. What are the risks from meningococcal vaccines?

A vaccine, like any medicine, could possibly cause serious problems, such as severe allergic reactions. The risk of meningococcal vaccine causing serious harm, or death, is extremely small.

Mild Problems – As many as half the people who get meningococcal vaccines have mild side effects, such as redness or pain where the shot was given. If these problems occur, they usually last for 1-2 days. They are more common after MCV4 than after MPSV4. A small percentage of people who receive the vaccine develop a fever.

Severe Problems – Serious allergic reactions, within a few minutes to a few hours of the shot, are very rare. A serious nervous system disorder called Guillain-Barre´ Syndrome (or GBS) has been reported among some people who received MCV4. This happens so rarely that it is currently not possible to tell if the vaccine might be a factor. Even if it is, the risk is very small.

7. What if there is a moderate or severe reaction?

What should I look for? – Any unusual condition, such as a high fever, weakness, or behavior changes. Signs of a serious allergic reaction can include difficulty breathing, hoarseness or wheezing, hives, paleness, weakness, a fast heart beat or dizziness.

What should I do? – Call a doctor, or get the person to a doctor right away. Tell your doctor what happened, the date and time it happened, and when the vaccination was given. Ask your doctor, nurse, or health department to report the reactions by filing a Vaccine Adverse Event Reporting System (VAERS) form or you can file this report through the VAERS web site at www.vaers.hhs.gov, or by calling 1-800-822-7967. *VAERS does not provide medical advice.*

8. The National Vaccine Injury Compensation Program

A federal program exists to help pay for the care of anyone who has had a rare serious reaction to a vaccine. For information about the National Vaccine Injury Compensation Program, call 1-800-338-2382 or visit their website at www.hrsa.gov/vaccinecompensation.

9. How can I learn more?

- A. Ask your doctor or nurse. They can give you the vaccine package insert or suggest other sources of information.
- B. Call your local or state health department.
- C. Contact the Centers of Disease Control and Prevention (CDC):
 - 1. Call 1-800-232-4636 (1-800-CDC-INFO)
 - 2. Visit CDC's National Immunization Program website at www.cdc.gov/vaccines
 - 3. Visit CDC's meningococcal disease website at www.cdc.gov/ncidod/dbmd/diseaseinfo/meningococcal_g.htm
 - 4. Visit CDC's Traveler's Health website at www.cdc.gov/travel

Information obtained through the Department of Health and Human Services Centers for Disease Control and Prevention.

Students enrolled in a health program will be required to show proof of the following immunizations:

- Tetanus (within last 10 years) Tdap
- MMR #1 or titer if indicated by physician. A titer must be indicated for each: Measles, Mumps, Rubella, and Varicella. MMR and Varicella vaccinations must be separated by 28 days. MMR has to be taken 2 or 3 days after the second dose of TB.
- MMR #2 or titer if indicated by physician. A titer must be indicated for each: Measles, Mumps, Rubella, and Varicella. MMR and Varicella vaccinations must be separated by 28 days. MMR has to be taken 2 or 3 days after the second dose of TB.
- Varicella Vaccination #1 or titer (Chicken Pox). A titer must be indicated for each: Measles, Mumps, Rubella, and Varicella. MMR and Varicella vaccinations must be separated by 28 days. MMR has to be taken 2 or 3 days after the second dose of TB.
- Varicella Vaccination #2 or titer (Chicken Pox). MMR and Varicella vaccinations must be separated by 28 days. MMR has to be taken 2 or 3 days after the 2nd dose of TB.
- Influenza or H1 N1 Vaccination
- Hepatitis B (HBV) #1
- Hepatitis B (HBV) #2
- Hepatitis B (HBV) #3
- TB Skin Test (PPD)

SAFETY

Safety Practices

You may be participating in activities that have some element of danger. Your instructor will explain the safety practices necessary for each course and will expect you to observe them while you are engaged in these activities.

It shall be the policy of WWTC to maintain emergency information for all students which will inform the school of the home and business phone numbers of parents or the closest relative (as applicable).

Safety Goggles/Glasses

It shall be the policy of WWTC that the school will provide safety goggles as approved by the American National Safety Institute (ANSI Z87.1-1989) for all students using materials and machines that may damage the vision of such students because of flying particles, intense light, severe heat, or other harmful effects. Any student not following policy will be subject to:

1. First Offense: Student will be given a written warning.
2. Second Offense: Student will have a student/parent conference with administrator.
3. Third Offense: Student may be temporarily suspended (3-10 days)
4. Fourth Offense: Student may be suspended for the remainder of the semester.

Legal Reference: O.S. 70-24-117

Hard Hats

It shall be the policy of WWTC that the school will provide hard hats as approved by the National Safety Council for all students using material and machines that may damage the head from falling and/or flying materials or other harmful effects.

Failure to use hard hats may result in the following:

1. First Offense: Student will be given a written warning.
2. Second Offense: Student will have a student/parent conference with administrator.
3. Third Offense: Student may be temporarily suspended (3-10 days)
4. Fourth Offense: Student may be suspended for the remainder of the semester.

SECONDARY STUDENT BEHAVIOR AND DISCIPLINE

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at school. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

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

1. Arson
2. Altering or attempting to alter another individual's food or beverage.
3. Assault (whether physical or verbal) and/or battery.
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, national origin, religion, disability, veteran status, sexual orientation, or age 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, national origin, religion, disability, veteran status, sexual orientation, or age by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material.
6. Cheating
7. Conduct that threatens or jeopardizes the safety of others.
8. Cutting class or sleeping, eating or refusing to work in class.
9. Disruption of the educational process or operation of the school.
10. Extortion
11. Failure to attend assigned detention, alternative school or other disciplinary assignment, without approval.
12. Failure to comply with state immunization requirements.
13. False reports or false calls.
14. Fighting.
15. Forgery, fraud or embezzlement.
16. Gambling.
17. Gang related activity or actions.
18. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication and physical acts.
19. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location.
20. Immorality.
21. Inappropriate attire, including violation of dress code.
22. Inappropriate behavior or gestures.
23. Indecent exposure.
24. Intimidation or harassment because of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, or age, 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. Obscene language.
26. Physical or verbal abuse.
27. Plagiarism.
28. Possession or distribution of a caustic substance (unrelated to course work).
29. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting).
30. Possession, without prior authorization, of a wireless telecommunication device.
31. Possession, threat or use of a dangerous weapon, including firearms, and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.).

32. 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 or distribution of illegal and/or drug related paraphernalia.
34. Possession of prescription and/or non-prescription medicine while at school and school related functions without prior administrative approval.
35. Profanity.
36. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions.
37. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers.
38. Theft.
39. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, electronic communication or physical acts.
40. Truancy.
41. Use, possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, personal vaporizers, electronic nicotine delivery systems, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product.
42. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a technology center employee or WWTC.
43. Using racial, religious, ethnic, sexual, gender or disability-related epithets.
44. Use of the school's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law.
45. Vandalism.
46. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property.
47. Vulgarity.
48. Willful damage to school property.
49. Willful disobedience of a directive of any school official.

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to 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.

The Oklahoma Legislature established the *School Bullying Prevention Act* (O.S 70 § 24-100.2) with the express intent of prohibiting peer student harassment, intimidation, bullying and threatening behavior. These terms include, but are not limited to any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will:

1. Harm another student;
2. Damage another student's property;
3. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
4. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

The Board has also adopted a policy prohibiting harassment, intimidation, bullying and threatening behavior that defines and explains this conduct and WWTC's plan to address it.

Approved: 08/12/14

SUSPENSION OF HIGH SCHOOL STUDENTS

This policy applies only to out-of-school suspensions and, unless otherwise noted, all references to "suspension" in this policy mean out-of-school suspension. References to "parent" in this policy means a student's parent(s) or legal guardian(s).

Behavior or Conduct that May Result in Suspension:

Secondary students may be suspended for:

1. Violation of a school regulation (which includes but is not limited to any policy, rule, regulation, directive, etc.);
2. Possession of an intoxicating beverage, low-point beer, as defined by OKLA STAR. Tit. 37, § 163.2, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities;
3. Any student who is determined to have:
 - brought a weapon to a school under the jurisdiction of the district; or
 - possessed a weapon within two thousand (2,000) feet of public school property; or
 - possessed a weapon at a school eventshall be suspended out of school for a period of not less than one calendar year.

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 school employee or person volunteering for the school shall be suspended for the remainder of the current semester and the next consecutive semester.

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.

Immediate Suspension Without a Pre-Suspension Conference

1. A student may be suspended without a pre-suspension conference only in situations when the Instructional Leader reasonably believes that the student's continued presence in the building will constitute an immediate danger to the health or safety of students, school employees, school 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.
2. All suspensions will have a definite start and end date. 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 school district's Gun-Free Schools Student Suspension policy. Short-term suspensions are those suspensions of ten (10) or fewer school days.
3. A parent/student may appeal the suspension to the superintendent and board of education or a hearing officer appointed by the Board. The Instructional Leader 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.

Long Term Suspension – Right of Appeal

A parent or the student may appeal the administrator's suspension decision for a suspension of more than ten (10) school days to the superintendent and, following the appeal to the Superintendent, to the Board of Education, or, if appointed by the Board, a hearing officer.

If no appeal is received within five (5) calendar days after the administrator's decision is received by the parent or student, the administrator's suspension decision will be final and non-appealable. The plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for high school graduation.

Gun-Free Schools and Secondary Student Suspension Policies are available in full by request to campus administration.

STUDENT VEHICLE USE AND PARKING

The WWTC Board of Education will permit student use and parking of motor vehicles on the campus. **Students do not have free access to the parking lot during class time.** Students will not park vehicle in driveway or disabled parking areas. The vehicle will only be used during class hours in the event of an emergency. Students may use either parking lot. **WWTC is not responsible for damage or loss to personal property or vehicle.**

Students are permitted to park on the campus as a matter of privilege, not of right. District personnel may conduct routine patrols of student parking areas and inspect vehicles when on district's property. The interior and exterior of a student's vehicle may be searched when a district authority has reason to believe that illegal or unauthorized drugs, weapons or other contraband is within or upon vehicle. **Such searches may be conducted without notice, without consent and without a search warrant.**

Safety is a major concern on our campus.

NOTE: There is a 15 mph speed limit on campus. Follow all signs including speed limited and arrows. Make sure you follow flow patterns and one-way roads.

NOTE: If you must leave your vehicle overnight, please notify Student Services and provide them with the make, model, and tag number. Otherwise, it may be towed away. WWTC is not responsible for the contents or safety of the vehicle.

STUDENT SERVICES

Guidance Services

The WWTC Guidance and Advisement team is eager to assist you with your career planning needs. Guidance and Advisement services are available to all students throughout the year. These services include:

1. A certified school counselor to work individually with you on educational options that meet your career goals.
2. A customer-friendly Student Services staff to assist you with questions about your career plan and educational needs.
3. An Assessment Coordinator that provides placement and abilities testing and state and national certification testing.
4. Financial aid services provided by an experienced Financial Aid Officer to ensure students receive maximum support to meet educational funding requirements.

5. An internal Career Advisor that works collaboratively with the instructional staff and students on individualized plans of study to ensure the success of ALL students.
6. A Career Advisor/Recruiter working with partner school staff and students in career exploration, interest inventories, and four and six year plans of study.

Career Portfolios

All students at WWTC will develop a portfolio. The portfolio represents a student-managed collection of accomplishments and progress toward career goals.

Financial Aid Services

A Financial Aid Officer is available to you for financial aid counseling. Regular business hours are Monday–Thursday from 8:00 a.m.–4:30 p.m. and 8:00 a.m.–3:30 p.m. on Fridays. For appointments please call 405-452-1222.

Career Advancement Center

The Career Advancement Center (CAC) is an important component of the enrollment process at WWTC. All students are assessed in the areas of ability, achievement, interests, and learning styles. The CAC is also a place where all students can receive extra help to advance in reading, writing, technology, communication, and math skills. Individual plans for academic improvement area developed based on student assessment (pre and post testing), career interests and educational goals. Students perform research, career exploration and planning, resume and portfolio development in the CAC. Certification, through competency and career readiness assessments, is an essential part of students' success in the chosen career program.

The Career Advancement Center is open from 8:00 a.m.-4:30 p.m., Monday through Friday.

Job Placement

Job placement and counseling services are available to you for help in finding employment. Upon completion of your program and within the following year, as the instructor becomes aware of job openings related to your training area, you will be contacted and informed of any job openings, job fairs and other information that might assist you in job opportunities. Refer to wwtech.edu for links to current employment opportunities.

Voter Registration Forms

Due to the passage of the Higher Education Act of 1998, educational facilities must make available to every enrolled student who is an eligible, but a non-registered voter, the opportunity to register to vote. Registration forms will be available at the Student Services counter.

Under the HEO (Sec. 493(a)(1)) WWTC also provides the following link to the Oklahoma Voter Registration Form:

http://www.ok.gov/elections/Voter_Registration/Voter_Registration_Application_Form/

Constitution Day

In 2004, Sen. Robert Byrd, (D-WV) inserted language into the Consolidated Appropriations act of 2005, requiring educational institutions receiving federal funds, as well as federal agencies, to implement an annual education program related to the United States Constitution beginning on September 17, 2005. September 17th is the date which commemorates the 1787 signing of the Constitution. On May 24, 2005, the U.S. Department of Education issued a Notice of Implementation, indicating that all educational institutions receiving federal funding must provide an educational program pertaining to United States Constitution. For the purpose of this requirement, "educational institutions" includes but is not limited to "local educational agencies" and "institutions of higher education" receiving Federal funding. Section 111 (b) of the Consolidated Appropriations Act of 2005, designates September 17th as the date on which educational institutions are required to hold "Constitution Day programming", however, during the years when September 17th occurs on a Saturday, Sunday, or holiday, the program must be held during either the preceding or following week. (Federal Register/Vol. 70, No. 99/Tuesday, May 24, 2005).

WWTC distributes pocket size constitution booklets to students in addition to educational activities.

Admission Requirements for Alternative Education Students

To apply for admission from Crossroads Academy Alternative Education Consortium to a high school program at WWTC, the procedures listed below should be followed:

1. Apply for admission through the Student Services Department.
2. To provide **SUFFICIENT EVIDENCE** of an individual participating in an alternative education plan, the following requirements apply:
 - A. Residence Requirements – The applicant must be a resident of WWTC District No. 25 and be in an alternative plan through a partner school. No tuition is charged for high school in-district students.
 - B. Age Requirement – The student must be sixteen years of age (unless special arrangements are made) before November 1 in the year which he/she plans to attend WWTC.
 - C. Program Requirement – Alternative Education students wishing to enroll in a program of study at WWTC will be considered for admission upon completion of the steps listed below:

- (1) Complete two (2) weeks of enrollment in the alternative school with 100% attendance.
 - (2) Complete an assessment process within two (2) weeks after expressing an interest in enrolling in a program at WWTC.
 - (a) Complete application process.
 - (b) Shadow a program at WWTC.
 - (c) Complete an interest and learning assessment.
 - (d) Enrollment is subject to space availability.
- D. Other Requirements – Recommendation must be made by Crossroads Academy Consortium administration.
- E. Transportation – Transportation to and from WWTC will be the responsibility of the individual and must be within the guidelines of the policies of WWTC.

Student Organizations

As part of your training program, several trade related student organizations exist at WWTC. The purpose of these organizations is to develop leadership, pride in craftsmanship, and social skills. Meetings are held during the school day and are considered part of your course.

The student organizations are Business Professionals of America (BPA), Health Occupations Students of America (HOSA), and Skills USA (SUSA)

As the year progresses, you will be informed of the various organizations, meetings and activities.

Only First (1st) place winner in competitive events will attend national competition and have expenses paid by the district. Under no circumstances will second (2nd), third (3rd) or other place winner will be allowed to attend.

BPA

The mission of Business Professionals of America is to contribute to the preparation of a world class workforce through the advancement of leadership, academic, citizenship, and technological skills.

SkillsUSA

The mission of SkillsUSA is to empower its members to become world-class workers, leaders and responsible American citizens.

HOSA

A national student organization endorsed by the U.S. Department of Education and the Health Science Technology Education Division of ACTE. Health Occupations Students of America's two-fold mission is to promote career opportunities in the healthcare industry and to enhance the delivery of quality health care to all people. HOSA's goal is to encourage all health occupations instructors and students to join and be actively involved in the HSTE-HOSA Partnership.

Student of the Month/Student of the Year

Student of the Month is an activity in recognition of our student's accomplishments. Students are nominated by the program instructor through use of the nomination form. Interviews are conducted by a three (3) member panel. Scores are based on appearance, self-confidence, expression, personality, application, attendance, grades, and extracurricular activities. Each Student of the Month participant receives a certificate of participation.

Winners of the Student of the Month can participate in Student of the Year competition if student meets academic and attendance standards. An essay is required and interviews are conducted by a three (3) member panel comprised of business men and women outside WWTC.

Student of the Month and Student of the Year winners receive various prizes. These programs are worthwhile learning experiences and a way to provide the recognition of achievement that our students deserve.

Gold Star Ambassadors

The Gold Star Ambassadors (GSA) are students who have applied to serve as representatives for WWTC.

As a GSA, students attend leadership training classes and assist with meetings, the job fair, 8th Grade Expo, and Sophomore Showcase, Student of the Month assemblies, and many other events throughout the year. The GSA's are also responsible for planning and presenting the Veterans Day assembly each year.

National Technical Honor Society

The purpose of this organization is to promote the ideals of honesty, service, leadership, career development, and skilled workmanship among the students of WWTC. Students are nominated for membership by their instructor during the period set forth by the sponsor. To be eligible for membership, a student must maintain no less than a 95% average in their program and high school students must maintain a 3.5 grade point average at their home school. Adult students must be attending full-time. Students may not have more than four (4) absences during the semester being evaluated. Students must start within two (2) weeks of date each semester starts.

Breaks/Daily Schedule

A student break area is provided for your convenience. There is one 10 minute break period during each three-hour class session. Food and drink may be consumed in your classroom, at the discretion of your instructor. **This is a privilege which may be removed. During your break you should not visit other instructional areas or go to the parking lot.** Safety is a major concern on our campus.

A typical daily schedule is listed below.

Morning Hours: 8:00 a.m. to 11:05 a.m. Afternoon Hours: 12:05 p.m. to 3:10 p.m.
Breaks: 10 Minutes 10 Minutes
Adult health programs have their schedule. See program information packets.

Note: Misuse of breaks may result in loss of privileges.
STUDENT RECORDS

Your student records include competency profiles, grades, attendance, work experience, attitude, personal appearance, character, and safety consciousness. These records assist us in answering inquiries from prospective employers. Transcripts, certificates and other scholastic records will be maintained permanently or as required by governing agencies.

WORK-BASED EXPERIENCE (WBE)

Definition

It is the policy of WWTC to provide structured and meaningful Work-Based Experience (WBE) for students. The board recognizes the value of providing students with WBE in addition to the traditional training received in the classroom, laboratory and/or shop setting. Students will participate in on-campus or on-site occupationally-related activities, along with business/industry personnel, when students demonstrate the appropriate level of readiness.

The following options are approved for WBE in all programs:

1. Clinical. In most cases, a group of students assigned to worksites with the instructor being available on-site.
2. Cooperative Education. A paid part-time work experience in which the student is released from school for part of the day.
3. Enterprise. A small business operated within the program that replicates a business in the larger community.
4. Expert in Residence. An industry expert regularly visits the school to work with students and instructors, and hosts them at worksite (also by on-line visits).
5. Internship. An on-the-job training experience that is highly selective and intensive. May require a commitment to additional training beyond high school or subsequent employment at the worksite, which may include mentoring or on-line experience, and service learning.
6. Integrated project. A special project integrating studies/experiences from two (2) or more program areas of WWTC, exploring career directions and connections.
7. Job Shadowing. A student “shadows” an employee at a worksite to learn about a particular skill, occupation or industry.

WBE shall be limited to nine (9) weeks in one (1) semester, no more than four (4) days a week on the job site with one (1) full day on campus.

Guidelines and contract are available from your instructor at the appropriate time in your curriculum plan.

COURSE MATERIAL

Most of the materials needed in your training program are furnished for high school students. Adult students will receive an itemized list of fees in their career program handbook. However, students must furnish materials for personal projects. You may not charge equipment and materials to the school or leave school in order to pick up supplies. Most of these supplies are available through our bookstore.

COLLEGE HOURS

College hours may be available to students through prior learning assessments. Please see Instructional Leader or Counselor for this information.

EARLY RELEASE

When a student needs to leave the campus for an appointment or emergency, he/she must check out through Student Services. A telephone call from the parent or guardian will be required before a high school student is permitted to leave. If the high school student leaves at the same time as their home school bus, it will not be considered an absence or tardy.

HIGH SCHOOL ATTENDANCE POLICY

The success of business is greatly affected by the dependability and productivity of its employees. Therefore, each student is expected to attend school regularly and to be punctual, in order to derive maximum benefit from the instructional program. Regular attendance will reinforce the development of desired work attitudes, such as punctuality, responsibility, and self-discipline. Students are encouraged to take care of personal business and routine health care needs on their own time. Several days are allocated throughout the school year for holidays and breaks. (Please refer to the school calendar for time-off from school.)

In order to prepare WWTC class completers for employment, it is necessary to maintain an accurate attendance record for each student. The following procedures will be enforced in order to implement the attendance policy:

A student's absences may not exceed five (5) days per nine (9) weeks. Students who exceed five (5) days per nine (9) weeks will receive an "F".

Three tardies equal one absence. Arriving more than 30 minutes late is an absence; leaving more than 30 minutes early is an absence.

Authorized participation of partner school activities shall not affect the high school student's perfect attendance. Absences exempt for high school students are referred to his/her home school. Confirmation from your partner school administrator is required.

Emergency leave (hospitalization of student or death in the immediate family) will be considered on an individual basis. Documentation of an emergency must be presented to a WWTC

administrator as soon as the student returns to school. Emergency leave cannot exceed ten (10) consecutive days and may be used only **one** time per year.

A complete record of attendance for all students shall be kept on file by WWTC as required by federal and state regulations.

ADULT ATTENDANCE POLICY

The success of business is greatly affected by the dependability and productivity of its employees. Therefore, each student is expected to attend school regularly and to be punctual, in order to derive maximum benefit from the instructional program. Regular attendance will reinforce the development of desired work attitudes, such as punctuality, responsibility, and self-discipline. Students are encouraged to take care of personal business and routine health care needs on their own time. Several days are allocated throughout the school year for holidays and breaks. (Please refer to the school calendar for time-off from school.)

In order to prepare WWTC class completers for employment, it is necessary to maintain an accurate attendance record for each student. The following procedures will be enforced in order to implement the attendance policy:

A student's absences may not exceed five (5) days per nine (9) weeks. Students who exceed five (5) days per nine (9) weeks will be dismissed.

Three tardies equal one absence. Arriving more than 30 minutes late is an absence; leaving more than 30 minutes early is an absence. In the case of inclement weather, if the school district in which the adult student resides is closed, administrative approval will be given for that absence. Payment periods and completion dates will be adjusted for students receiving Pell funding

Absences EXEMPT are Jury Duty and Subpoenas

A complete record of attendance for all students shall be kept on file by WWTC as required by federal and state regulations.

Perfect Attendance

To be eligible for perfect attendance, student must start career program within first two (2) weeks of school and have perfect attendance through May 1st. Activities for high school students and WWTC school activities will not affect perfect attendance eligibility. However, all other home school excused absences will affect eligibility for perfect attendance.

ASSIGNMENTS

Writing

In keeping with WWTC and Technology Centers That Work mission and goals, all student-produced literacy assignments will be expected to reflect clear content and organized structure. Grade could be affected if work does not exhibit acceptable writing skills.

Plagiarism

Work presented by student must be his/her own work and wording should reflect a student's individual work. Students who present work that is not theirs will receive a 0 (zero) grade for their assignment.

Cheating

All students are expected to do their individual work on tests and written assignments given by their teacher. Using other means, such as, notes on tests, copying others work will be given a 0 (zero) for their assignment. Violation of this policy could result in failure of entire course or suspension.

GRADING

Instructor will assess the letter grade earned by student for the given semester.

GRADING SCALE

A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: Below 60 W: Withdrawn

WWTC STUDENT TRAVEL

High school and adult students are required to ride vehicles provided by WWTC to all field trips and activities.

BUSES – HIGH SCHOOL STUDENTS

School bus transportation to and from the high school is furnished for in-district high school students. Students riding the bus should be on time, courteous, and thoughtful of drivers. School bus infractions may result in student's inability to ride WWTC school bus.

STUDENT DRIVERS

Students are expected to obey all traffic regulations. Disobeying traffic regulations may jeopardize your driving privileges.

ADULT STUDENT BEHAVIOR

Purpose

WWTC serves adult 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. Schools laws that prescribe procedures applicable to secondary students are, in some instances, not applicable to adult students. Accordingly, WWTC has established a separate policy applicable to adult students that explains the standards of conduct and civility expected of adult students and also explains the actions that may be taken when adult conduct violates those standards. Adults are held to standards of conduct that are no less than those which attach to secondary students attending WWTC. 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.

NOTHING IN THIS POLICY IS TO BE CONSIDERED A CONTRACT BETWEEN WWTC AND ANY ADULT STUDENT NOR IS ANY PROVISION DEEMED TO REQUIRE ANY TYPE OF DUE PROCESS OR OTHER PROCEDURES PRIOR TO DISMISSAL/REMOVAL OF ANY STUDENT FROM ANY PROGRAM OR COURSE. FAILURE OF WWTC TO IMPLEMENT OR ABIDE BY THIS POLICY CREATES NO RIGHTS IN ANY ADULT STUDENT. THIS POLICY IS SIMPLY TO SERVE AS A GUIDELINE FOR USE BY WWTC ADMINISTRATORS.

Procedures

1. Immediate Removal / Dismissal of a Student

Whenever an alleged violation of the *Adult Student Behavior Code* is reported to an administrator, he/she will ascertain whether the immediate removal/dismissal of the student is required. If dismissal is found necessary, the administrator shall document the justification in a report and immediately forward it to the superintendent, and contact the student.

2. Evidentiary Hearing

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

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

3. Decision

Once the evidentiary hearing has been held, the administrator will summarize the findings in a written report, which will include the decision as to the student's innocence or guilt

and recommended discipline, if applicable. This decision will be announced orally at the conclusion of the hearing with a written report to follow, or within three (3) business days of the conclusion of the hearing, by issuance of the written report. The imposition of discipline will commence following announcement of the decision or issuance of the written report, whichever occurs first.

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

4. Appeal

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

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

ADULT STUDENT BEHAVIOR CODE

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

1. Arson
2. Altering or attempting to alter another individual's food or beverage.
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, 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. Cheating
7. Conduct that threatens or jeopardizes the safety of others.
8. Cutting class or sleeping, eating or refusing to work in class.
9. Disruption of the educational process or operation of the school.
10. Extortion
11. Failure to attend assigned detention, alternative school or other disciplinary assignment, without approval.
12. Failure to comply with state immunization requirements.
13. False reports or false calls.
14. Fighting.
15. Forgery, fraud or embezzlement.
16. Gambling.
17. Gang related activity or actions.
18. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication and physical acts.
19. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location.
20. Immorality.
21. Inappropriate attire, including violation of dress code.
22. Inappropriate behavior or gestures.
23. Indecent exposure.
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. Obscene language.
26. Physical or verbal abuse.
27. Plagiarism.
28. Possession or use of a caustic substance (unrelated to course work).
29. Possessing, distributing or viewing obscene materials including electronic possession, distribution or viewing (sexting).
30. Possession or use, without prior authorization, of a wireless telecommunication device.
31. Possession, threat or use of a dangerous weapon, including firearms, and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.).
32. 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 intoxication substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content..

33. Possession of illegal and/or drug related paraphernalia.
34. Profanity.
35. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions.
36. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers.
37. Theft.
38. Threatening behavior, including but not limited to gestures, written, verbal or physical acts, or expression, electronic communication.
39. Truancy.
40. Use, possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, personal vaporizers, and electronic nicotine delivery systems, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product.
41. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee or the school.
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, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property.
46. Vulgarity.
47. Willful damage to school property.
48. Willful disobedience of a directive of any school official.

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

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include removal from school. This includes but is not limited to 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 .

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

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

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

WWTC'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 WWTC's disciplinary code.

Students Attending WWTC by Virtue of a Special Program

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

Approved: 08/12/14

APPLICATION PROCEDURE

Adult Students

The following have to be completed during the application process to be considered class ready:

1. Schedule a CR101 Assessment test by calling 405-452-1215.
2. Supply a copy of your High School Diploma, Transcript, or GED.
3. Review test scores with the Career Advisor.
4. Meet with the Financial Aid Officer.
5. Fill out an application.

6. Complete orientation paperwork online.
7. Wait for your acceptance letter and start date.

The Practical Nursing and Surgical Technology career programs have different entrance requirements.

Note: If you need accommodations regarding a documented disability and require special education needs, you should speak with a Student Service representative and request a Special Needs Information Packet.

High School Students

Please see high school counselor for application procedures.

TRANSFER OF CREDIT (PRIOR LEARNING CREDIT)

Students accepted into a WWTC program who have attended other technical training facilities or post-secondary education facilities may have prior learning credit that can be accepted if taken within last three (3) years. Transcripts of prior learning credit will be reviewed for transfer of credit and prior learning credit will be given when applicable. A review of prior learning credit is initiated by the student by informing Student Services staff and/or counselor. Application is made and credit is reviewed for approval. Students enrolling at WWTC who have previous educational experiences will be asked to provide a transcript indicating both courses taken and grades received at previous institutions.

If prior learning credit is granted to a student the credit would be documented in the student's file, and the student will not be charged tuition or fees (if applicable) for these courses. The student's transcript will show the letters "AS" which will indicate they received "advanced standing".

Note: A student that receives prior learning credits will have fewer hours than students enrolled for the complete program. Therefore, these students can be assessed at different times and will complete their program sooner than someone enrolled for the complete program. Please check with your instructor to see when you will complete your program once you find your application for Prior Learning Credit has been granted.

PRIOR LEARNING CREDIT FOR VETERANS

WWTC will award credit (toward completion of a career program) to students honorably discharged from the Armed Forces of the United States within three years of initial enrollment. This credit will be based on educational experiences, training, and/or work experience which replace the learning/competency attainment that would take place in a recognized course offered by WWTC. The Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education will be the guide used for comparing experiences to educational requirements.

REQUIREMENTS FOR CONTINUING ENROLLMENT

A student is expected to make progress toward satisfactory completion of their program in order to be eligible to continue. A student who fails to attend class regularly or otherwise demonstrates a lack of appropriate concern for satisfactory progress and conduct may be dismissed from the school. Students not meeting SAP who receive Title IV Federal funding will be placed on financial aid probation.

Progress is defined as making a C or above in your career program. For post-secondary students receiving federal financial aid, please see the Satisfactory Academic Progression policy on how these requirements may affect your financial aid. See Consumer Information Handbook for this policy.

VA SATISFACTORY ACADEMIC PROGRESS POLICY

VA students are expected to maintain satisfactory academic progress consistent with curriculum and maintain a grade average of 75%. Any VA student not maintaining an average of 75% will be placed on Academic Probation for 30 days and the VA will be notified of this action. While on Academic Probation every effort will be made to help the student meet the minimum grade requirements. If satisfactory progress cannot be achieved after this period the student will be suspended and VA education benefits terminated.

VA ACADEMIC PROBATION POLICY

For VA students, academic progress will be reviewed at the beginning of every calendar month. VA students who do not maintain satisfactory academic progress will be placed on Academic Probation for 30 days and the VA will be notified of this action. While on Academic Probation every effort will be made to help the student meet the minimum grade requirements. VA education benefits will be terminated if the student does not meet minimum academic progress standards at the end of the probationary period.

A VA student may be placed on Academic Probation for reasons other than falling grades (conduct and attendance). Continued abuse of school policies, regulations, conduct or attendance, may result in the student being suspended and VA education benefits will be immediately terminated. Program re-enrollment will be at the discretion of the school administration and per school readmission policies.

Approved: 12/10/15

READMISSION OF ADULT STUDENTS

A student who has been withdrawn or been dismissed is eligible to reapply to a WWTC career program 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. A student may be considered for re-admittance the following semester. A maximum of one re-admittance in the same career program will be allowed.

When a Title IV Financial Aid student is dismissed or withdraws for any reason, the student may no longer be eligible for the full amount of funds the student was scheduled to receive. Upon returning, the student may owe money to WWTC for the amount returned by the school to the Department of Education.

CRIMINAL BACKGROUND CHECK AND SEX OFFENDER REGISTRY (for Health Occupation Education Students)

WWTC seeks to provide eligible students with clinical opportunities consistent with their occupational choices. These clinical opportunities may be an elective of the student or may be a requirement essential to successful class completion. In either case the clinical site will require a criminal record background check of the student prior to the student's commencement of the clinical experience. The purpose of background checks is to ensure the safety and security of patients and the public and to ensure that, upon class completion, the student will meet the requirements for professional certification and/or licensure required by the profession. In accordance with this requirement, WWTC has established the following student requirements:

1. To be considered for placement in a clinical site requiring a criminal record background check, the student must comply with the request for a background check and must also present a satisfactory check. Any reference to a background check in this policy includes a *Sex Offender Registry* check.
2. The background check must be conducted by the Oklahoma State Bureau of Investigation (OSBI) if the student has resided in Oklahoma for at least the last year; and/or by an authorized agency in another state if the student has resided in Oklahoma less than one year.
 - a. The cost of and arrangements for the background check or checks are the responsibility of the student.
3. International students are subject to the same criminal history information review as required in paragraph 2 above. It may be necessary for the student to contact his/her embassy or utilize a commercial investigative service in order to comply with this requirement. International students are responsible for obtaining required background checks at the student's expense.
4. Faculty members are required, upon initial hiring, to have criminal background checks that comply with this policy and must obtain a new check following any breaks in employment, if other than the normal summer break or authorized leaves.
5. If more than three (3) months has passed from the date of the student's background check and the clinical rotation, a new background check must be obtained. Similarly, if the student leaves the program and is later readmitted, another background check must be completed.
6. Students may obtain the *Criminal History Information (CHI) Request* from the OSBI or from the Program Department's secretary. The student is responsible for insuring that he/she obtains a records check that includes a *Sex Offender Registry (SOR)* check. In order to obtain a SOR check, the student must check the space on the CHI Request for this registry check.

7. An original copy of the OSBI check must be submitted to the school on the form supplied by the OSBI. No photocopies, faxed copies, or forms completed by employment service providers will be accepted.
8. Students should understand that by enrollment in the program they agree to obtain a criminal background check in accordance with this policy and also understand that information obtained based on their background checks as well as a copy of background records may be furnished to the clinical site(s).
9. WWTC reserves the right to request additional information from its students concerning offenses committed in other states, expunged offenses, municipal offenses and pending offenses.
10. A copy of the OSBI report or reports, copies of court records and related correspondence shall be included in the student's permanent record.

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WWTC'S PROCEDURE FOR REVIEWING CRIMINAL RECORD CHECKS

WWTC shall ensure that all background checks are examined for the purpose of: (1) ensuring the student's compliance with the District's policy concerning criminal records background checks; (2) ensuring the safety and security of patients and the public; and (3) ascertaining the student's eligibility to continue in the health related program and participate in clinical rotations.

WWTC personnel assigned to review background checks shall examine the report(s) to determine:

1. Whether the report discloses any criminal history on file with the OSBI or any other agency.
2. Whether in the sex offenders section of the report shows that there is no sex offender record or registration.
3. The examiner shall specifically inspect the criminal history to determine felony charges and/or registration as a sex offender and no other charges or convictions.
4. If the review of the report indicates a felony charge or registration on the Sex Offenders Registration list, WWTC shall request the student obtain certified copies of court records related to the charge. If the student declines to obtain the records, WWTC shall obtain those records from the courthouse in the county in which the charges were filed. The purpose of obtaining the records will be to determine whether a charge filed as a felony was reduced to a misdemeanor and to determine the judgment and sentence rendered by the court.
5. If the student has a history of felony charge or charges or registration as a sex offender, the examiner will review the case with the appropriate administrative official and with its clinical facility or facilities to determine whether the student will be able to commence or complete the clinical rotation. The clinical facility and WWTC will decide whether there is evidence that placement of the student in clinical rotations could jeopardize the safety of others.
6. Based on the information obtained, the evaluation of the criminal history on the safety and security of others, and the student's ability to complete the clinical requirements of the

program, WWTC will notify the student of the effect of the record and any related information on the student's continuation in the program or any restrictions placed on the student.

7. In the event a decision is made that the student, for reason arising out of the criminal records check, cannot fulfill the course objectives, the student will be advised of the determination, the basis for the determination, and opportunities for alternative programs (if any). If the effect of the criminal records check is to disqualify the student from the program the student may appeal the decision using the procedures provided for adult students suspended, dismissed, or removed from school.

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Approved 08-12-04

ADMINISTRATION OF MEDICINE POLICY

Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications to students.

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

The term "legal custodian" means a parent, a court appointed guardian or a person having legal custody.

Except as provided below, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the student's parents and may result in discipline including suspension.

Medicine shall not be administered to students by teachers or administrators except pursuant to the provisions of this policy.

Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer such medications.

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

A student who has a legitimate health need for a medicine shall deliver the medicine to the school nurse or school administrator in its original container with the written authorization of the student's parent or guardian for administration of the medicine. The parent's authorization must identify the student, the medicine, and include or refer to the label for instructions on administration of the medicine.

The medicine will be administered to the student only by the school nurse, an administrator or a designated employee pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. A new authorization form must be completed for each change of

medication. If there are no changes, the authorization must be renewed yearly. If a student brings medications to school without a properly completed authorization form the school will inform the student's legal custodian of WWTC's policy and the inability to give the medication. The student's legal custodian may, however, come to the school and dispense the medication to the student. When medication is completed and/or at the end of the school year the authorization form will be placed in the student's health folder and will be deemed part of the student's health record. Forms for parental authorization of administration of medicines are available in the office of the principal.

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

Medications must be stored in a separate locked drawer and not readily accessible to persons other than the persons who will administer the medication. Medications requiring refrigeration will be refrigerated in a secure area.

Any person administering medicine to a student will be annually trained by October 1 of each year by a school nurse to administer medication. Only those successfully completing the training will be authorized to give medication. A current list of those authorized to give medication will be kept at each school and by the school nurse. Training will include:

1. review of state statutes and school regulations (including this policy) regarding administration of medication by school personnel;
2. procedures for administration, documentation, handling and storage of medication;
3. medication needs of specific students, desired effects, potential side effects, adverse reactions and other observations;

Students who are able to self-administer specific medications (inhalers, etc.) may do so provided such medication and special equipment are transported and maintained under the students' control within all of the following guidelines:

1. A licensed physician or dentist provides a written order that the student has a particular medical condition (asthma, etc.), is capable of and has been instructed in the proper method of, self-administration of medication. It is the student's legal custodian's responsibility to contact the physician and have the physician complete and sign the required order;
2. There is a written legal custodian authorization for self-administration of medication;
3. Parents and guardians who elect to have the student self-medicate are accepting that WWTC, its agents and employees shall incur no liability for any adverse reaction or injury suffered by the student as a result of the self-administration of medication and/or using the specialized equipment;
4. The written authorization will terminate at the end of the school year and must be renewed annually;
5. If the legal custodian and physician authorize self-medication, WWTC is not responsible for safeguarding the students' medications or specialized equipment such as asthma inhalers;

6. Students who self-medicate are prohibited from sharing or playing with their medication, special equipment, i.e., inhalers, etc. If a student engages in these activities the legal custodian will be contacted and a conference will be scheduled with the legal custodian, student, nurse and other appropriate persons.
7. Students will not be allowed to self-administer:
 - A. narcotics
 - B. prescription pain killers
 - C. Ritalin
 - D. other medication hereafter designated in writing by WWTC
8. Students may self-administer injectables only in the school office in the presence of authorized school personnel.
9. WWTC strongly recommends that students who must self-medicate should wear Medic Alert bracelets or necklaces.
10. The legal custodian will provide any emergency supply of their student's inhaled asthma medication to be administered by school personnel according to state law.

Nonprescription medication will only be administered by school staff with written authorization of the legal custodian. The nonprescription medication will be administered according to label directions or written instructions from the student's physician. The medication must be in the original container that indicates:

1. student name (affixed to the container)
2. ingredients
3. expiration date
4. dosage and frequency
5. administration route, i.e., oral, drops, etc.
6. other directions as appropriate

Aspirin (acetylsalicylic acid) and products containing salicylic acid will only be administered with written instructions of the student's physician. It is the responsibility of the legal custodian to maintain the supply.

Prescription medication will only be administered by school staff with written authorization and instructions. Prescription medication must be in original container that indicates:

1. student name
2. name and strength of medication and expiration date
3. dosage and directions for administrations
4. name of the licensed physician or dentist
5. date, name, address and phone number of the pharmacy

It is the responsibility of the legal custodian to maintain the supply.

Any medication that is not reclaimed by the legal custodian by the last official day of school closing or reclaimed within seven days of being discontinued by the prescribing physician will be destroyed by the designated employee or the school nurse in the presence of a witness according to the following procedures:

1. Medication will be destroyed in a non-recoverable fashion.
 - A. Liquid medication will be poured into a sink or toilet.

- B. Pills or tablets will be poured into toilet.
2. The following information will be charted on the student's health card and signed by the designated employee and a witness:
- A. Date of destruction
 - B. Time of destruction
 - C. Name and quantity of medication destroyed
 - D. Manner of destruction of medication
3. Any and all controlled substances will be destroyed according to state law. The designated employee will advise the principal and school nurse if discontinuance of medication is appropriate and assist in informing the legal custodian before mailing a discontinuance letter. Legitimate reasons for discontinuing administration of medication would include but not be limited to:
- A. A legitimate lack of space or facility to adequately store specific medication;
 - B. Lack of cooperation by the student, parent of guardian and/or prescribing doctor and WWTC;
 - C. An unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be deleterious to the health and well-being of the student;
 - D. Any apparent change in the medication's appearance, odor, or other characteristics that question the quality of the medication; and
 - E. The medication expiration date has passed.

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WITHDRAWAL POLICY

Adult students who wish to terminate their enrollment before the end of the school year will need to officially withdraw from their career program. These forms may be obtained through Student Services. Students are required to speak with their advisor/instructor about their intentions of withdrawing and must speak with the Financial Aid Officer.

Secondary student withdrawals will be coordinated with the partner school principal and/or counselor.

Students who do not complete a withdrawal form are considered an unofficial withdrawal. WWTC will use the students last day of academically related attendance as their withdrawal date. When a Title IV Financial Aid student is dismissed or withdraws for any reason, the student may no longer be eligible for the full amount of funds the student was scheduled to receive. Upon returning, the student may owe money to WWTC for the amount returned by the school to the Department of Education. The student will receive a letter from financial aid notifying them of money owed/balance.

REFUND POLICY

If a student withdraws within the first week of enrollment period, eighty percent (80%) of paid tuition for current enrollment period will be refunded. If a student withdraws within the first two weeks of enrollment period, fifty percent (50%) will be refunded. A refund request after the third week of enrollment period will be denied. The school will not have a buy-back policy for books.

Persons requesting a refund should expect a minimum of three (3) weeks from the date of refund request approval to receipt of refund check.

Approved 06/14/07

COMPLETION REQUIREMENTS

In order to qualify for a certificate of completion from WWTC, a student must:

1. Be within the limits of the Attendance Policy and
2. Complete specific requirements of the career program with a passing grade.

If an adult student completes a program before the allotted time (seat), the Financial Aid Officer will have to complete a Return to Title IV for hours that the student were paid and did not attend. Students may owe funds to WWTC or the Department of Education.

Example: A student is enrolled in a 600 clock hour program and completes those course hours in 500 clock hours (seat time). Return of Title IV calculation would be done for the 100 hours the student did not complete. Students should speak with the financial aid officer if they are unsure of how this will affect any money you would have to pay to WWTC and/or Department of Education.

DEFINITION OF FULL-TIME STUDENT – Adult Student

A full-time adult student at WWTC attends six (6) hours per day (30 hours per week). Adult students who attend three (3) hours per day (15 hours per week) are considered half-time students.

Students may request to move from half-time to full-time enrollment status or from full-time to half-time enrollment status. Requests may be considered at beginning of semester.

TRANSCRIPT

Students admitted to any career program of WWTC acknowledge and agree that before they may receive a transcript from WWTC for any course work they must pay all sums in full that are owed to WWTC.

FINANCIAL AID PROGRAMS

The following are the financial aid programs available, if a student qualifies:

Federal Pell Grant (Pell) program: This is a need-based program, and eligibility is pre-determined by the Department of Education.

Oklahoma Tuition Aid Grant program (a state/federally funded program): The program is administrated by the Oklahoma State Regents for Higher Education. The OTAG program is funded with both state and federal government monies.

Other forms of financial assistance available at WWTC are below:

Bureau of Indian Affairs (BIA)	Wetumka Alumni Association Scholarship
Montgomery G.I. Bill - Active Reserve	ESA Scholarship
Oklahoma G.I. Bill (Senate Bill 530)	Physician Manpower
Oklahoma National Guard Tuition Waiver	Williams Scholarship
Oklahoma Promise	WWTC Thirteenth Year Scholarship
Otha Grimes Scholarship	Workers Compensation
Tribal Agencies	WWAVTC Foundation
Veterans Administration Vocational Rehabilitation	Workforce
Vocational Rehabilitation	

***If a student owes tuition or fees the amount may be deducted from OTAG or scholarships**

2017–2018 WWTC CAREER PROGRAMS

- λ CUSTOMER SERVICE
- λ CUTTING PROCESSES TECHNICIAN
- λ DENTAL ASSISTANT

λ DIGITAL MEDIA
λ ELECTRICAL APPRENTICE
λ EXECUTIVE ADMINISTRATIVE ASSISTANT
λ FINANCIAL CLERK
λ FULL CHARGE BOOKKEEPER
λ HOME HEALTH CARE NURSING AIDE
λ INFORMATION TECHNOLOGY NETWORK SUPPORT SPECIALIST
λ LICENSED PRACTICAL NURSE
λ LONG TERM CARE AIDE
λ MULTI-SKILLED HEALTHCARE PROVIDER
λ NURSING ASSISTANT
λ PHLEBOTOMIST
λ PIPE WELDER
λ PLTW BIOMEDICAL SCIENCE ACACEMY
λ PLTW COMPUTER SCIENCE STEM ACACEMY
λ RADIOLOGY AIDE
λ RESIDENTIAL ELECTRICIANS ASSISTANT
λ RESIDENTIAL HVAC INSTALLER
λ RESIDENTIAL HVAC TECHNICIAN
λ SERVICE CAREERS BUILDING MAINTENANCE-ENTRY
λ SERVICE CAREERS BUILDING MAINTENANCE TECHNICIAN
λ SERVICE CAREERS BUILDING MAINTENANCE-ADVANCED
λ SERVICE CAREERS CARPENTRY-ENTRY LEVEL
λ SERVICE CAREERS LEAD CARPENTER
λ SERVICE CAREERS CARPENTRY – ADVANCED
λ SMAW STRUCTURAL WELDER
λ STRUCTURAL WELDER
λ SURGICAL TECHNOLOGIST
λ VETERINARY ASSISTANT
λ WEBMASTER

WES WATKINS TECHNOLOGY CENTER 2017-2018

JULY						
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9	10	11	12	13	14	15
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30	31					
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DECEMBER						
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- Begin/End Semester
- Professional Development Day
- Holiday (Campus Closed)
- School Break (Campus Closed)
- Snow Day (Campus Closed)

JUNE/JULY
June 30 Campus Closes at 1:30 pm (Fogging)
July 3 Campus Closed
July 4 Independence Day

AUGUST
Aug 1-2 August Conference (OKC)
Aug 3-8 In-Service
Aug 9 First Semester Begins

SEPTEMBER
Sept 4 Labor Day

OCTOBER
Oct 6 1st Quarter Ends
Oct 9 2nd Quarter Begins
Oct 18-20 Fall Break

NOVEMBER
Nov 20-24 Thanksgiving Break

DECEMBER
Dec 19 First Semester Ends
Dec 20-Jan 2 Christmas Break

JANUARY
Jan 3 Second Semester Begins
Jan 15 Snow Day

FEBRUARY
Feb 19 Snow Day

MARCH
March 2 3rd Quarter Ends
March 5 4th Quarter Begins
March 19-23 Spring Break
March 30 Snow Day

APRIL
April 27 Snow Day

MAY
May 17 Second Semester Ends
May 18-31 In-Service
May 28 Memorial Day

1ST SEMESTER = 86 DAYS / 530 HOURS
2ND SEMESTER = 89 DAYS / 549 HOURS
TOTAL TAUGHT = 175 DAYS / 1079 HOURS
IN-SERVICE = 15 DAYS / 120 HOURS

APPROVED 02/09/2017 BOARD MEETING

JANUARY						
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FEBRUARY						
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MARCH						
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APRIL						
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JUNE						
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**WES WATKINS TECHNOLOGY CENTER
APPLICATION PORTION OF DOCUMENT**

INTERNET ACCESS

User Full Name (please print): _____
Home Address: _____

Home Phone: _____
Work Phone: _____

I understand and will abide by the Terms and Conditions for Internet access. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

User Signature: _____ Date: _____

PARENT OR GUARDIAN (if you are under the age of 18, a parent or guardian must also read and sign this agreement.) As the parent or guardian of this student, I have read the Terms and Conditions for Internet access. I understand that this access is designed for educational purposes and that Wes Watkins Technology Center has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for Wes Watkins Technology Center to restrict access to all controversial materials and I will not hold Wes Watkins Technology Center responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to grant access for my child and certify that the information contained on this form is correct.

Parent or Guardian (please print): _____

Signature: _____ Date: _____

SPONSOR (Must be signed if the applicant is a student). As the sponsor of this student, I have read the Terms and Conditions for Internet access. I agree to instruct the student on acceptable use of the network and proper network etiquette. However, since the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student's use of the network.

Sponsor Name (please print): _____

Signature: _____ Date: _____

Approved 09-11-03
Revised 06-30-09

**WES WATKINS TECHNOLOGY CENTER
AVAILABILITY OF INSURANCE**

Name: _____
(Please Print)

Date: _____

Career Program:

Due to the nature of the courses offered at Wes Watkins Technology Center, there is a possibility of students being injured while working with the various machinery and equipment used in our classes. For this reason, we recommend that all students have insurance, either through the school (if offered) or through their own family insurance. The Board of Education does **NOT** assume the responsibility for payment of hospital, doctor, or ambulance fees.

ACKNOWLEDGMENT

I have received, read and understand the Availability of Insurance.

Student Signature

Date

Parent/Guardian Signature (High School Students Only)

Date

**WES WATKINS TECHNOLOGY CENTER
MENINGOCOCCAL VACCINES**

I have received, read and understand the Meningococcal Vaccines information provided to me in the Student Handbook.

Student Signature

Date

Parent/Guardian Signature (High School Students Only)

Date

**WES WATKINS TECHNOLOGY CENTER
PERMISSION OF HIGH SCHOOL STUDENT OVER 18 YEARS OF AGE**

I, *(please print)* _____, give permission to my parent or guardian to obtain, discuss, or meet with school personnel on my grades, attendance, code of conduct or other pertinent information.

Student Signature _____
Date

Parent/Guardian Signature _____
Date

VIDEO/RECORDED VOICE/PHOTOGRAPHY RELEASE

I hereby give and grant to Wes Watkins Technology Center and the Oklahoma Department of CareerTech the video/recorded voice/photographs, in which I appear, including the right to edit or use a portion of such video/recorded voice/photographs that positively promotes the image and benefits of career and technology education through educational, trade materials and/or the OK. Dept. of CareerTech web site.

I hereby waive any right, to inspect or approve the finished video/recorded voice/photographs, or any finished materials, copy or other matter, which may be used in conjunction with, or the manner in which any of the same are used, reproduced, published, or displayed.

I further release the Oklahoma Department of CareerTech from any liability whatever that may occur or be produced in the taking, reproducing, publishing, showing, or displaying of said video/recorded voice photographs, and agree that the OK. Dept. of CareerTech shall be the owner of the photographs and all rights to them, may copyright the video/recorded voice/photographs in its own name, and may grant to others permission to use them.

I further understand that I am not to receive payment for said video/recorded voice/photographs and that these video/recorded voice/photographs will not discredit or distort my person in any way.

Name: (Please Print) _____

Address: _____
Mailing Address City State ZIP

Home Phone: _____ Cell Phone: _____ Email Address: _____

If the above named person is a minor, the parent or guardian shall consent to the above authorization and release by signing below.

Student Signature _____
Date

Parent/Guardian Signature _____
Date

**WES WATKINS TECHNOLOGY CENTER
STUDENT SAFETY PLEDGE FORM**

Student Name: _____ Program: _____
(Please Print Legibly)

It is understood that each student will be given proper instruction, both in the use of the equipment and in correct safety procedures concerning it, before being allowed to operate it. The student must assume responsibility for following safe practices, and we therefore ask he/she subscribe to the following safety rules.

1. I promise to follow all safety rules for the shop/lab.
2. I promise never to use equipment without first having permission from the instructor.
3. I will not ask permission to use a particular piece of equipment unless I have been instructed in its use, and have made 100% on the safety test for that piece of equipment.
4. I will report any accident or injury to the teacher immediately.

Student Signature	Date
-------------------	------

High School Student - I hereby give my consent to allow my child to operate all equipment necessary in carrying out the requirements of the course in which he/she is enrolled.

Parent/Guardian Signature	Date
---------------------------	------

PARENT'S PERMISSION FOR WWTC ACTIVITIES – High School Only

I, the undersigned, a parent or guardian of student (*Student Name*) _____ request that said student be permitted to engage in school-approved activities for school year 2017-2018.

As a prerequisite consideration, I agree:
That only general supervision of the pupil in the activity can be given, that neither school district nor any of its employees are liable for any injury of the pupil from such activity, including use of school chartered bus, or private conveyance; and to hold the school district and all of its employees harmless for any claim for damages made by or grown out of the above activity, including all expense of defending same.

Parent/Guardian Signature	Date
---------------------------	------

*Please return to Wes Watkins Technology Center with parent/guardian signature. This form must be on file before a high school student is allowed on any WWTC activity.

STUDENT SIGNATURE PAGE

All students shall have access to this handbook and may request a copy.

I have read the student handbook. I agree to abide by the policies outlined in the Student Handbook.

Student Name *(Please Print Legibly)*

Student Signature

Date

Parent/Guardian Signature

Date

VEHICLE REGISTRY INFORMATION

Student Name: _____

If you plan to drive a vehicle to and from WWTC, please provide the following information:

Primary Vehicle:

Make: _____

Model: _____

Tag #: _____

Secondary Vehicle: (If applicable)

Make: _____

Model: _____

Tag #: _____

Student Signature

Date

Parent/Guardian Name (Please Print Legibly)

Parent/Guardian Signature

Date

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**WES WATKINS TECHNOLOGY CENTER
TRANSPORTATION AUTHORIZATION**

1st Contact Name (Please Print)

Phone #

2nd Contact Name (Please Print)

Phone #

3rd Contact Name (Please Print)

Phone #

The above individuals may call to have someone pick up their child or pick up their child themselves. They also give the below person(s) authorization to pick their child up from Wes Watkins Technology Center:

NAME

PHONE #

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date

EMERGENCY INFORMATION

PLEASE LIST TWO EMERGENCY CONTACTS: (High school students must be parent or guardian:

Name: _____ Relation: _____ Phone: _____

Name: _____ Relation: _____ Phone: _____

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**WES WATKINS TECHNOLOGY CENTER
EMERGENCY INFORMATION**

Student Name *(Please Print Legibly)*

Date

For use in emergency situations only, please fill out the following information:

MEDICAL PROBLEMS

PRESCRIPTION/MEDICATIONS

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Let's Get E-Rate Funds for our School!"

**PLEASE COMPLETE THE
ATTACHED
HOUSEHOLD SURVEY***



We need everyone to return this survey in order for the survey to be considered valid.

THIS WILL HELP OUR SCHOOL GET \$\$\$ FOR:

Telecommunications

Internet Access

Technology

Maintenance

***This information will remain confidential and will be reported only as a total group, not by individual families, and will not be used for any other purposes except E-Rate.**

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Survey Number: _____
 [For School Use Only]

E-Rate Household Survey Spring/Fall 2017¹

Please complete and return to the school office within two weeks.



Your Address: _____ City _____ ST _____ Zip _____

Circle your household size below, then answer the following questions:

Household Size (Circle One)	Est. Annual Income (As Reported to IRS)	Monthly Income	If Paid Two times per mo.	If Paid Every Two Weeks	Weekly Income
1	\$ 22,311	\$ 1,860	\$ 930	\$ 859	\$ 430
2	30,044	2,504	1,252	1,156	578
3	37,777	3,149	1,575	1,453	727
4	45,510	3,793	1,897	1,751	876
5	53,243	4,437	2,219	2,048	1,024
6	60,976	5,082	2,541	2,346	1,173
7	68,709	5,726	2,863	2,643	1,322
8	76,442	6,371	3,186	2,941	1,471
Each add'l family member add:	7,733	645	323	298	149

- Is your income equal to or less than any of the amounts listed next to the number you circled? Yes _____ No _____
- Are your children eligible for free or reduced lunches, breakfasts, snacks or milk at their school(s)? Yes _____ No _____
- Is your family eligible for the Supplemental Nutrition Assistance Program (SNAP) – food stamps? Yes _____ No _____
- Does your family qualify for medical assistance under Medicaid? Yes _____ No _____
- Is your family receiving Supplementary Security Income (SSI)? Yes _____ No _____
- Does your family receive housing assistance (section 8)? Yes _____ No _____
- Does your family receive home energy assistance (LIHEAP)? Yes _____ No _____

2. Please list all students in your household that attend school. (Enter the grade they will be entering in this fall. Write on back to list more than 5 students)

Name	Grade	School Attending in Fall 2017

3. Certification: I certify that the above information is, to the best of my knowledge, true and complete.

Signed: _____ Date: _____

¹Income Eligibility Guidelines for Reduced Priced Meals. Effective from July 1, 2017 to June 30, 2018 (Federal Register/ Vol.82, No. 67/ Monday, April 10, 2017/ Notices, pg. 17184)

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**Wes Watkins Technology Center
SchoolMessenger© System**

SchoolMessenger is one of the means that WWTC will use to notify students, parents of high school students, partner schools, and WWTC employees of school closings and delayed starts. **SchoolMessenger** will also be used to broadcast emergency messages and notifications to keep students, parents, and employees informed.

We do not use **SchoolMessenger** for marketing, nor do we share your information.

How to opt-in to receive text messages:

1. Text the word “YES” to 68453 from each wireless device on which you wish to receive texts; *or*
2. Scan the QR code to the right.

How to opt-out of receiving text messages:

1. Do not Opt-in, and do not reply to the Opt-in Invitation message.
2. Text “STOP” to 68453 at any time.

The Opt-in Invitation message sent by SchoolMessenger from 68453 will read:

*<<Insert Customer Name>> text messages. Reply Y for aprx 3
msgs/mo.
Txt HELP 4info. Msg&data rates may apply. See schoolmessenger.com/tm*



The Opt-in invitation is sent once and only once to any cell number that has not previously opted in or out of the SchoolMessenger system.

To continue receiving informational text messages from the school district reply “YES” to the Opt-in Invitation message. If you do not reply, you will not receive any future texts from **SchoolMessenger**.