

# 2017-2018 Handbook

## Superintendent

Mr. Tony Pivec

## Assistant Superintendent

Mr. Roger King

## Board Members

Mr. Monte Madewell

Mr. Darrell Russell

Mr. Marion Schauffler

Mr. Roger Sharp

Mr. Tom Stiles

## Daily Schedule

Stilwell Campus A.M. Session 7:55 – 10:55 P.M. Session 11:55 – 2:55

Muskogee Campus A.M. Session 8:05 – 11:05 P.M. Session 11:55 – 2:55

Sallisaw Campus A.M. Session 8:00 – 11:00 P.M. Session 12:00 – 3:00

Tahlequah (Bill Willis) Campus A.M. Session 8:00 – 11:00 P.M. Session 12:00 – 3:00

## STUDENT POLICY

This handbook is provided to assist the student in becoming acquainted with Indian Capital Technology Center. Each student should keep this handbook as a ready reference to questions, which may arise during the school year. **Please note that student handbook policies are subject to review and change by the ICTC Board of Education at any time. Therefore, ICTC Board of Education policy supersedes student handbook policy.**

[www.ictctech.com](http://www.ictctech.com)

## **VISION**

Indian Capital Technology Center develops world-class leaders for the workplace.

## **MISSION**

Indian Capital Technology Center develops individuals for success in the workplace by providing world-class training.

## **CORE VALUES**

We believe that:

- Every individual deserves to be served with integrity, honesty, and ethical standards.
- We are comprised of highly trained professionals operating as a unified system to serve our customers and provide a strong return on investment (ROI).
- We commit to student/client success by providing quality training opportunities that meet the schedules, delivery methods and skill development needs of our customers.
- We collaborate with secondary education, higher education, industry and the business sector for value added training and services through collaboration that leads to economic and personal growth.
- A continuous School Improvement Plan is in place and serves as a guide for decision making.
- We market to our service area to assure an awareness of access and opportunity for all citizens.
- We strive to meet the needs of our communities.

## **GOALS**

- To provide training and services that are career focused and industry driven to effectively meet customer demand and expectations.
- To utilize Professional Learning Communities in a collaborative manner for continued school improvement.
- To successfully create a system-wide culture that reflects an environment of collaboration, best practices, and professional development.
- To effectively execute ICTC's School Improvement model to enhance technical skills training, student academic achievement, and work readiness skills that are embedded with high expectations for student learning.
- To actively foster partnerships that promote economic development.
- To be effective and diligent in assisting students to secure potential employment in their chosen career path.
- To continuously upgrade and enhance our facilities and equipment to meet industry standards, environmental concerns, and future technical needs.
- To fully invest in human resource development through mission driven employment practices and professional development opportunities for all employees.

## **COMPONENTS OF SCHOOL EXCELLENCE**

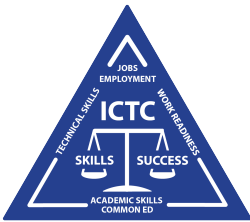
### **Key Improvement Strategies**

The following Eight Components of School Excellence have been identified by Indian Capital Technology Center as essential to implementing and sustaining the district "Continuous School Improvement Model". For the plan to be continuous, it must remain flexible and fluid in application and relevance. The Components are identified and supported by strategies for each area. It is the intent that by implementing each strategy, ICTC will increase the level of performance and outcomes for both students and staff.

At ICTC the following Components, Strategies, and Actions have been identified:

- Embrace Vision — Embrace a common vision and goals - Rigor, Relevance, & Relationships
- Analyze Data — Inform decisions through data systems
- Empower Leaders — Empower leadership teams to take actions & innovate
- Define Learning — Clarify student learning expectations
- Adopt Practices — Adopt effective instructional practices
- Organizational Structure — Address Organizational Structures
- Monitor & Improve — Monitor progress/improve support systems
- Refine Process — Refine process on an ongoing basis

## ICTC School Improvement Model



“Student Success Is Hanging in the Balance”

### THE TRIANGLE

This structure signifies strength and endurance. ICTC’s common educational partners provide students with the base, Academic Skills. This base is supported by two integral sides - Technical Skills and Work Readiness, which are the foundation of Career and Technical education. All three sides are necessary for the development of a well-prepared individual who is College & Career Ready. Their educational experience is reinforced through rigorous and relevant instruction grounded in a relationship of mutual respect, trust, and care. Together the three sides form a triangle, one of the strongest of all geometrical designs known.

### THE SCALES

Scales are the symbol associated with fairness, justice, and balance.

By providing a true balance of the three identified skill areas student success will become more achievable. ICTC will be just and fair by providing the most current training for all students.

### IN SUMMARY

In order for continuous school improvement to take place and maximize return on investment, ICTC educators must have:

The will to act, the courage to act, the persistence to keep acting because “Student Success” is hanging in the balance.

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# GENERAL INFORMATION

## Non-Discrimination Statement

ICTC is an equal opportunity institution in accordance with civil rights legislation and does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, marital or veteran status, or disability in the operation of its educational programs, activities, recruitment, and admission practices. Concerns regarding this policy should be addressed to Sharon Billings, District Compliance Officer at 918-687-6383 or 1-800-375-8324, 2403 N. 41st. Street East, Muskogee, OK 74403. Additionally each campus has a contact where complaints can be reported. Refer to page 41 for additional campus contacts.

## ICTC, District No. 4

Individuals who reside within the boundaries of the following school districts are considered to be In-District patrons and will be subject to In-District Tuition. Those residing outside the boundaries of the following school districts will be considered Out-of-District patrons and will be subject to Out-of-District tuition.

Braggs, Cave Springs, Central, Checotah, Coweta, Fort Gibson, Gans, Gore, Haskell, Hilldale, Hulbert, Keys, Midway, Muldrow, Muskogee, Okay, Oktaha, Parkview, Porter, Porum, Roland, Sallisaw, Sequoyah, Stilwell, Tahlequah, Vian, Wagoner, Warner, Webbers Falls, Watts, and Westville.

## Accreditation

Special accreditation has been earned through the following:

Associated General Contractors (AGC)

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

Joint Review Committee on Education in Radiology Technology (JCERT)

National Automotive Technician Education Foundation (NATEF)

National Center for Construction Education and Research (NCCER)

National Institute for Automotive Service Excellence (ASE)

Accreditation Commission for Education in Nursing (ACEN)

National Restaurant Association (NRA)

Oklahoma Board of Nursing

Partnership for Air-Conditioning, Heating, Refrigeration Accreditation (PAHRA)

State Board of Cosmetology

Oklahoma State Accrediting Agency

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)

Academy of Professional Coders (APC)

Accreditation Council for Occupational Therapy Education (ACOTE)

American Health Information Management Association (AHIMA)

American Welding Society (AWS)

C++ Institute

Cisco Networking Academy – Cisco Systems, Inc.

Commission on Accreditation in Physical Therapy Education (CAPTE)  
Council on Law Enforcement Education & Training (CLEET)  
Department of Labor (Occupational Safety and Health Administration)  
Environmental Protection Agency (EPA)  
Linux Professional Institute  
Oklahoma Construction Industries Board  
Oklahoma State Department of Health  
Project Lead the Way  
Connors State College

At the state level, ICTC is accredited by both the Oklahoma State Board of Career and Technology Education. The career majors and the qualifications of faculty are examined annually by representatives from the ODCTE. ICTC cannot offer credit in any career major which does not meet the standards established by the ODCTE. Additionally, ICTC District No. 4 is under the administration and supervision of the ICTC Board of Education.

### **High School Student Information**

Students attending ICTC can earn up to four credits per school year from their high school as determined by their high school if career major requirements are met. The credits earned at the technology center are issued by the partner school on the high school transcript. Students may attend ICTC in either the morning session or the afternoon session. The remainder of the day is spent at the high school. For enrollment information, contact the high school counselor and/or Counselors at ICTC.

### **Adult Student Information**

Post-secondary adult students must complete an application to be considered for admission. Adults living within the technology center district pay a tuition fee; adults living outside the district may pay double the fee. Adult students may attend either three hours per day (a.m. session or p.m. session) to be considered part time or six hours per day (both sessions) to be considered full time. For enrollment information, contact the Counselors at ICTC.

NOTE: Enrollment for the full-time Adult Health Career majors is limited.-There are defined enrollment procedures for each career major. Student selection is made on the basis of a point system. There are application deadlines for these career majors. Specific admission and career major information is available online at [www.ictctech.com](http://www.ictctech.com).

### **Tuition and Fees**

#### **Secondary School Credit Career Majors (3 hours per day):**

1. In-district students under 21 years of age enrolled in secondary education full time:  
No tuition

2. Out-of-district secondary students under 21 years of age enrolled in high school full time: Secondary students who live outside the ICTC district and who are not covered by a reciprocity agreement will be subject to out of district tuition

### **Post-Secondary Adult School Career Majors:**

1. In-District Student:
  - Per hour rate of \$2.00 for each Career Major hour
  - Per hour rate of \$2.25 for Full-Time Adult Health Career Majors hour (Books & Fees NOT Included)
  - Per hour rate of \$3.50 for Heavy Equipment (Books Provided)
2. Out-of-district student:
  - The per hour tuition rate will be doubled unless the student is from another Tech Center District that has a reciprocal agreement with ICTC.

Full-time tuition for the semester must be paid by the end of the second week unless prior arrangements have been made. If a career major extends into part of a semester then the tuition due for that partial semester will be prorated to equal the balance of total tuition due for that career major. ICTC reserves the right to deny continued /re-enrollment if the tuition and/or related fees/expenses are not paid by the beginning of subsequent semester(s). **Balances past due may be turned over to collection agencies and reported to credit bureaus.**

NOTE: All books and safety costs are subject to change to facilitate the instructional process.

### **Refund Policy**

The refund for the Indian Capital Technology Center is as follows: After three (3) weeks attendance in a semester there will be NO REFUND for that semester. An emergency clause enables a person to make a request based on the condition of a serious illness or unforeseen circumstance of the student. This must be documented with a doctor's statement or any other documentation requested by the school and must be approved by the campus director and superintendent. Tuition deposits are non-refundable.

Refunds are made only by nine-week intervals. For example: If you enroll in 1st semester class, withdraw after three weeks, and qualify for the emergency clause, you will get the 2nd nine-week tuition payment refunded. (Example: If full-time tuition is \$1,050.00, you will get a \$525.00 refund. If part-time tuition is \$525.00, you will get a \$262.50 refund).

If a career major extends into part of a semester then any refund for the partial semester would be based on the portion of the tuition that extends into that partial semester. All other rules would then apply for the refund.

## **Fees, Fines, and Charges**

In accordance with the policy of the Board of Education, the following areas may require payment of a fee, fine, or charge by the student:

1. Membership dues in student organizations or clubs and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
2. Security deposits for the return of material, supplies, or equipment.
3. Items of personal use such as student uniforms, career related equipment and supplies, publications, class rings, yearbooks and graduation announcements.
4. Any authorized student health or accident benefit plan.
5. A reasonable fee, not to exceed the actual annual maintenance cost for the use of uniforms and equipment owned or rented by the district.
6. Items of personal apparel that become the property of the student and which are used in extracurricular activities.
7. Parking fees and fees for identification cards if applicable.
8. Fines assessed for lost books or equipment.
9. Other fees, fines, or charges specifically permitted or required by law to include but not limited to background checks and drug screens as required by ICTC Policy.

Payments to schools for lost or damaged district property will be deposited in the school activity fund as a line item account and will be used to purchase replacement materials as necessary.

Students who are financially unable to make payment for lost or damaged instructional materials or district property will be allowed to arrange to work off their debts in a program approved by the superintendent or his designee. All lost or damaged materials, district property, or charges must be paid for before the end of the school year in which the loss or damage occurs or before a student officially withdraws from the school district.

## **Field Trips and Excursions**

Field trips, both in and out of the ICTC district, are an integral part of the learning process in all areas of career education. The Director must approve all trips. ICTC Board approval is required for all out-of-state travel. Students are required to have the appropriate forms filled out prior to taking trips. Students involved in competition must have eligibility checked at the partner school.

## **Breaks**

Students are granted a fifteen-minute break, which is considered a privilege. A snack bar area is provided for the breaks. Food and drinks are not to be taken to classroom or shop area without instructor permission. Each student is expected to place his/her trash, cups, candy wrappers, etc., in the trash receptacles. Please help us keep our school clean.

## **Changing Career Majors**

A student enrolled in one career major and wanting to change to another, can only be considered within the first two weeks of the semester. Changing career majors is based on the availability of space in another career major and/or other factors as approved by



the Student Services Counselor. Interested students should discuss options with an ICTC Counselor.

## **Certificates**

A certificate of completion is available to any student who is in good standing and successfully completes their educational career plan. Additional certificates may also be earned.

**STUDENTS WITH AN UNPAID BALANCE SHALL NOT RECEIVE A CERTIFICATE OF COMPLETION UNTIL BALANCE IS PAID IN FULL.**

## **Campus Security Policies/Procedures and Student Right-to-Know**

It is the intention of ICTC to provide a safe and secure facility dedicated to the promotion of a learning atmosphere for all students attending classes in their chosen career major.

The procedure for reporting any crime taking place or that has taken place on the ICTC property is as follows:

1. Report the incident to the Director or Assistant Director and include as many details about the crime as you have knowledge of (should not be hear-say information). If neither the Director nor the Assistant Director is available and the crime is not an emergency, please fill out the crime report and leave with the receptionist.
2. The Director or Assistant Director will determine what action needs to be taken, given the severity of the crime.

The CAMPUS CRIME REPORT is available for review in the Financial Aid Office of each campus and on the school web site at [www.ictctech.com](http://www.ictctech.com). An annual security report/statistic report is updated every year by October 1st.

## **FACILITIES/SERVICES AVAILABLE TO STUDENTS**

### **Academic Center**

The Academic Center provides instruction for secondary and adult students in upgrading their skills. Upon entering a career major, students are tested by the Academic Center instructor to determine their skill levels. The Academic Center instructor will provide computer-assisted and/or individualized instruction to meet the needs of the student. A student should attend the Academic Center until his/her skills are appropriate to meet the educational plan of the student.

Instruction in the Academic Center is directly related to the career tech major in which the student is enrolled. The Academic Center services are available on each campus.

### **Guidance and Counseling Services**

Professional staff members are available to advise students who desire help with personal and/or career-related concerns. A variety of assessment systems are available

to help identify interest, aptitude, and competencies and to assist students in choosing career goals. Guidance and counseling assistance is available to all students whether their concerns are educational, career, or personal in nature.

## **Career Placement Services**

Career development is a lifelong process that includes self-awareness, career exploration, skill development, and training. All ICTC campuses offer career placement services to all students, graduates, and other qualified individuals within the ICTC district.

The Career Center coordinates and maintains regular contact with students, instructors, Workforce Oklahoma, colleges and universities, military and local businesses to assist in the career advisement of students. The Career Placement Specialist on each campus maintains a referral listing of organizations, local companies, colleges and universities, and military. All students and alumni may visit the Career Center for assistance in searching for employment and to obtain available referrals to all organizations.

Career development activities such as interest, aptitude, and worker trait assessment, resume writing, interviewing skills, dressing for success, portfolio development, job shadowing, on-the-job training, leadership training, and career development seminars may be scheduled throughout the year.

## **Services to Students with Disabilities**

Any student with a disability requiring specific information regarding services should call Student Services. Facilities on all ICTC campuses continue to pursue A.D.A. compliance.

Students with disabilities, who are enrolling in a full-time or part-time class at ICTC and wish to request accommodations for their disabilities, must obtain a Request for Accommodation Form from their instructor or Student Services. The written request for accommodations must be made two weeks prior to the assessment in order for reasonable accommodations to be made. Other accommodations requested will be reviewed and a decision will be made as soon as possible. Completion of the necessary documentation is the responsibility of the student making the request and for notifying the Student Services District Administrator at the time of assessment scheduling.

The disclosed disability must be documented by a qualified professional in a field related to the disability (i.e., a physician in the case of a physical disability, a psychologist or psychiatrist in the case of a mental illness). Prior to delivery of service, ICTC staff must approve the request. Action on accommodations will be provided in a timely manner with regard to obtaining assistive technology, additional personnel, supplementary services, etc. Accommodations must be related to the documented disability.

## **Financial Aid**

The primary purpose of financial aid programs at ICTC is to provide assistance to students who without such assistance would be unable to pursue their education. ICTC believes the primary responsibility for financing education lies first with the student and

his/her family (parents or spouse). When the total resources they can provide do not meet expenses, ICTC, as a third partner, will provide all assistance possible so the student will not be denied an education. A needs analysis system must evaluate families in a consistent and equitable manner while recognizing that special circumstances can and do alter a family's ability to contribute.

All information (whether written or oral) that an applicant and/or applicant's family reveals in the process of seeking assistance is confidential. Access is restricted to financial aid personnel. Application materials become the property of the institution upon submission and are maintained in student files. A student is entitled to examine his/her file within 10 working days after a written request to do so is filed with the Financial Aid Officer.

### **Student Eligibility**

To receive federal student financial aid a student must:

- Have a valid (ISIR) Institutional Student Information Record (a.k.a. FAFSA)
- Be a regular student enrolled in an eligible career major of at least 600 clock hours.
- Be a U.S. Citizen or eligible non-citizen. Eligible non-citizens may be required to furnish proof of their immigration status.
- Maintain Satisfactory Academic Progress (SAP) in the course of study he/she is pursuing
- Not owe a refund on any grant, is not in default on any student loan, and has not borrowed in excess of loan limits under Title IV programs at any institution.
- Agree to use all Title IV money received only for expenses related to study at ICTC.
- Have a valid social security number
- Have an official high school transcript, GED, or have passed the Ability to Benefit Test prior to July 1, 2012 or a notarized home school affidavit.
- If you are applying under Ability to Benefit please speak with the financial aid office.

These are general eligibility requirements. Eligibility requirement specific to programs are discussed in program sections.

### **Satisfactory Academic Progress (SAP) Policy**

Students are considered to be making satisfactory academic progress at the time of enrollment. Satisfactory academic progress will be checked for each student receiving financial aid at the end of each payment period (typically 450 hours). Unsatisfactory academic progress will result in the student losing eligibility to receive student financial aid. The student would be notified of this in writing should this occur.

### **Qualitative Standards**

Students must maintain a cumulative grade of "C-" or better. All students should refer to their student handbook for the ICTC academic grading policy.

### **Quantitative Standards**

Students must show adequate pace of progression toward graduation from their career major. Pace of progression is cumulative, and is calculated by the number of clock hours attended divided by the number of clock hours scheduled to attend. A student's pace of

progression should not be less than 88.5%, hours attended, each payment period in order to finish their course within the maximum time frame. The maximum timeframe that a student should not exceed is 113% of the published length of the career major in which the student is enrolled. [For example, a student enrolled in a 900 clock hour career major that is scheduled to last 10 months will not be allowed longer than 11.3 months to complete the career major. This 11.3-month time frame would not include the summer months when class is not in session. Pace of progression should not be less than 88.5%, or 398 hours attended for the 450 hour payment period.]

All coursework will be counted toward the completion of the program of enrollment regardless of receiving funding from financial aid.

Students must also complete all the hours in a payment period before the next payment period's Pell Disbursement can be made.

### **ICTC Veterans Addendum**

**Below you will find additional requirements and information for those students receiving VA Education Benefits.**

#### **Financial Aid requirements to keep VA Education Benefits**

- Students receiving Veterans' Education Benefits must meet all applicable academic progress standards as defined for Title IV aid to continue to receive their benefits.

#### **Attendance policy, Transfer Credit, and Requirements for Reinstatement of Financial Aid**

- Students utilizing VA benefits must maintain an 85% attendance rate, or will become ineligible for those benefits
- Per federal law all prior transcripts and training records must be turned in to be evaluated, whether or not prior credit is granted, to be eligible for VA benefits
- A student who has had Veterans Education Benefits terminated due to falling below Satisfactory Academic Progress may apply to be reinstated once the student has completed one semester of training in an approved program with a grade of C- or better. Any student receiving Veterans Education Benefits that becomes suspended from school will have their benefits terminated for at least one semester. Any Students who have 10 or more consecutive days of non-attendance will be automatically dropped and their benefits terminated. If a student must withdraw from ICTC for personal reasons, the student may return and may receive Veterans Education Benefits they are entitled to as long as they are meeting all SAP eligibility requirements. If a student drops or withdraws before Veterans Education Benefits are certified they will not be entitled to a post-withdraw disbursement of those funds.
- A student who's Veteran Education Benefits have been terminated at any time during the semester may owe a debt to the VA and/or the institution

- Students utilizing VA benefits may be in debt to the VA if they withdraw or are terminated early

### **Attendance Policy: Absences related to active military service**

Indian Capital Technology Center has a policy in place to aid you in the event you are called to active military service. It is not applicable to annual training for reservists or National Guard personnel, which falls under our regular absence policies. You **must provide a copy of your military orders**. A student called to active duty who is otherwise passing their career major may be “withdrawn passing” by their campus counselor, this would allow the student to return to their career major and/or receive prior credit once their term of service is up, if the student chooses to return.

If you are called to active duty and stop attending classes without notifying your instructor or the Institution, you will be withdrawn from your career major as part of our regular attendance policy. Upon receipt of appropriate documentation, a change of grade may be processed with the campus Director’s permission.

### **Refund Policy, Emergency Clause**

For VA students Unforeseen Circumstances may include an emergency call to active duty. You must provide a copy of your military orders. Refunds of VA Educational Benefits will be made to the VA were applicable within 30 days.

### **Bursar/Registrar**

Students may contact this office to make payments on tuition and fees related to career major expenses. Financial aid payments will also be disbursed through this office.

### **Motor Voter Act**

Voter registration forms will be available in lobby of all ICTC campuses.

NOTE: Consumer and gainful employment information is available at [www.ictctech.com](http://www.ictctech.com).

## **STUDENT EXPECTATIONS**

### **Student Attendance**

The ICTC Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum amount of time in order to receive credit for any course and/or career major in which the student is enrolled. Exceptions to this requirement will be considered by the campus director for secondary students and a committee for adult students on an individual, case by case basis.

The superintendent is directed to establish an attendance regulation, which supports this policy. (Policy FDC-R1)

## **Attendance Policy Regular Full-Time Program Students (Regulation)**

Attendance is especially important in career tech programs. Prospective employers are always interested in the attendance practices of Indian Capital Technology Center (ICTC) graduates. ICTC works closely with business and industry to establish attendance standards that will help our students become employable. Therefore, ICTC encourages excellent attendance of students. Excellent attendance is defined as one (1) or fewer absences per semester. Perfect attendance 0 absences and no more than 2 tardies.

A student of Indian Capital Technology Center should have good attendance during any grading period in order to receive a grade/credit for a course. Daily attendance records are maintained and attendance may be tied to grades earned in the training program.

Student must not accumulate 10 or more absences for part-time students or 20 or more absences for full-time, all-day students during a semester. An accumulation of 10 or more absences by part-time students or 20 or more absences by full-time students will result in the student not receiving credit for the semester. Any part-time student who has 10 or more absences or full-time student who has 20 or more absences may appeal thru the proper channels (see policy FDC). Each student in a full-time career major who exceeds the attendance limit will be allowed one (1) appeal per semester by an ICTC Appeals Committee to be done within ten (10) days of reaching ten (10) absences for part-time students or twenty (20) absences for full-time students. Areas of appeal may include but are not limited to: major medical condition/procedure of student or immediate family member, death in immediate family, and subpoena for court appearance as a witness and/or jury duty. Note: ICTC events (i.e. CTSO Leadership Conferences, CTSO Competitions, School-Related absence, and Suspensions) are not considered an absence.

The grades and attendance for students attending all-day (excluding full-time adult health career majors, see policy FDC-R2) will be averaged for the a.m. and p.m. sessions for compliance with the above described policy.

It is each student's responsibility to be aware of the number of absences they have accumulated to avoid exceeding the maximum number allowed. It is also the student's responsibility to check with instructors concerning make-up work and/or make-up time as applicable. Students are expected to be in class every day of school and take care of personal business on their own time. A school calendar can be obtained from the counselor for your convenience.

Please take note of the dates school is not in session and schedule doctor appointments and personal business during these times. Doctor appointments and other types of appointments are not excused.

### **Tardies:**

When tardy, students should report to the attendance clerk or designee. Students returning to class late from break will be counted tardy. If a student arrives more than one (1) hour after class begins, this will be considered an absence. Three (3) tardies will accrue to equal one (1) absence.

**Leave Early:**

Students leaving class early (less than one hour) will be recorded as (LE) leave early. If a student leaves early and misses over one (1) hour, an absence will be recorded. Three (3) leave earlies or any combination of leave earlies or tardies that equals three (3) will accrue to equal one (1) absence.

**Inclement Weather:**

When the student's assigned ICTC campus is closed, students are not expected to attend class.

**Transportation:**

ICTC provided transportation shall follow the ICTC school calendar. Additionally, during inclement weather, if ICTC is in session and a home school is not, normal transportation times and pick-up locations will still be provided. If ICTC bus routes do not run, then a student will not be counted absent.

**Perfect Attendance:**

Indian Capital has established a reward system for attendance in order to recognize students who maintain attendance standards expected by employers. A student who has perfect attendance will have no (0) absences and no more than two (2) tardies or leave earlies or a combination of both, not to exceed a total of two (2).

**Make-up Work:**

It is the student's responsibility to request make-up work from the instructor. Some work including shop/clinical work is difficult to make-up, so the instructor may choose to assign written lessons, at their discretion. Make-up work should be completed within two (2) weeks of absences unless otherwise directed by the instructor.

**\* REFERENCE: 38 O.S. §37**

**Withdrawal From School**

The counselor on each campus is the designated person responsible for receiving and approving an official withdrawal. High school students must have prior approval from partner school administration.

**For all students the day following the last date attended will be considered the withdrawal date. If the student has been disbursed financial aid and withdraws or drops from class, the student could be responsible for repayment to the school (as stated by ICTC's refund policy) and to the Title IV (PELL) program. This could jeopardize future financial aid at ICTC and at other institutions if repayment is not made. The return of Title IV fund process will not be calculated unless the student's financial aid file is complete. The student has 30 days to complete their file.**

Holds will be placed on transcripts for any past due balances for tuition or school owned books, equipment, tools, or supplies not returned. (Policy FEXX)

## **Student Conduct Dress Code (FNCA)**

The ICTC Board of Education believes that students recognize their own individuality and have no need to express themselves in extreme dress or grooming styles. Generally, dress and grooming standards as determined by the students and their parents will not be questioned. The only requirements the board of education insists upon are that students' dress and grooming shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, or detract from school activities, or create a health or other hazard to the student's safety or to the safety of others. Additionally, any clothing that interferes with the education function entrusted to the board of education is prohibited.

Instructors will determine if any article of clothing constitutes a safety hazard and will make recommendations accordingly. Students may be required to wear appropriate dress for safety reasons and to protect their clothes.

The wearing of hats, caps, or other "headgear" is discouraged inside the building or break area. The wearing of headgear inside shops is optional and is a class matter. It is expected that Technology Center students will be appropriately attired and groomed at all times, and the administration reserves the right to consider each case on its own merit, based on safety and program industry standards.

## **Student Automobile Use (Regulations)**

In accordance with the policy of the board of education, the following rules and regulations shall govern student parking at the public schools:

1. Secondary students driving personal cars must have permission from their home school.
2. All students must register their car at Indian Capital during the first week of school. Both adult and secondary students are required to have an Indian Capital parking permit on their car. The first permit is free of charge.
3. Students are not to be in the parking lot during breaks or during class hours. No private vehicles are to be moved from the parking lot during school hours without proper authority.
4. The driver of any vehicle brought on the campus of Indian Capital Technology Center shall be responsible for any and all items found in that vehicle.

Students may drive cars if permitted by the home school. Student vehicles must be parked in the student parking lot. Speeding and reckless driving to and from the Technology Center and on campus will not be tolerated. Students not riding the bus must be in the class on time just as students riding the bus.

In case of an emergency, and you drive an unregistered vehicle; please report the license number to the office to avoid any misunderstanding. Observe speed limits, and be a courteous driver at all times. All persons are advised to lock their vehicles while on campus.



STUDENTS ARE NOT TO LOITER IN PARKING AREAS AND ARE NOT TO SIT IN THEIR CARS WHILE PARKED ON CAMPUS (Policy FFFD-R)

### **Permission to Leave School**

The school is responsible for all students during school hours. Any secondary or postsecondary student who leaves school during class must secure permission from the attendance office/clerk before leaving. For secondary students, permission is required from a parent, guardian, or home school authority. Failure to follow this procedure will be considered an unexcused absence. If the above procedure is not followed, disciplinary action may result.

### **Permission to go to Parking Lot**

Students must obtain permission from proper authority before going to the parking lot.

### **Grading (EIA-R1)**

The determination of the student's academic grade is the responsibility of the student's instructor. The Indian Capital Grading System is based on the semester plan. Grades are given out each semester.

A progress report will be distributed each quarter for all students. For high school students grades will be sent to home schools for recording each semester.

Regular attendance is an important part of a student's education. A student's grade should reflect not only test and/or hands-on-achievement, but also daily work habits, which include attendance and appropriate attire. The daily grade **may** be a percentage of the final grade.

Post-secondary students receiving financial aid must meet Financial Aid Guidelines as outlined in the Financial Aid Handbook. In the event standards are not met, financial aid will be withheld for the payment period. In order to be reinstated for financial aid, a student must pass the next grading period. If the accumulative standard is not met by the end of each semester, financial aid will be withdrawn.

### **Daily Grade**

Daily points can be broken down into attendance, attire, and work completed, work readiness skills, etc., as the instructor so wishes. Instructors are encouraged to incorporate a daily grade into their grading matrix.

### **Transfer Credit**

Transcripts from other accredited institutions, colleges or military service will be evaluated and credit will be given for the appropriate units of instruction and will be approved by the appropriate administrator for the program in question.

### **District Grading Policy**

95-100 = A

80-83 = B-

67-69 = D+

90-94 = A-

77-79 = C+

64-66 = D

87-89 = B+  
84-86 = B

74-76 = C  
70-73 = C-

60-63 = D-  
Below 60 = F

NG= No Grade Due to Attendance - 59% or actual grade below 59%

I = Incomplete

W/P = withdraw passing

W/F = withdraw failing

### **Full-time Adult Health Careers Grading Scale**

94 - 100 = A 4.0

87 – 93 = B 3.0

80 – 86 = C 2.0

W/P = withdraw passing

W/F = withdraw failing

Incomplete -- course requirements not complete/pending

Minimum passing score is 80%

Below 80% constitutes a failing grade for theory courses. Clinical practice will be assigned a Grade of “pass” or “fail”.

In order to be promoted to the next course of study, the student must have completed the previous course with an average score of 80% or higher in each theory course and have successfully completed any clinical course/component. In the event the student does not obtain an average of 80% in each course and/or does not satisfactorily complete the clinical course, he/she will not be admitted into the next course in the career major and be required to withdraw. The determination of the student’s academic grade is the responsibility of the student’s instructor. (Policy EIA-R1)

### **Family Educational Rights and Privacy Act (FERPA)**

It is the policy of the ICTC Board of Education that the Director of each school will be the legal custodian of all student records for that school.

ICTC maintains an educational record for currently enrolled students and students previously enrolled. The Family Educational Rights and Privacy Act (FERPA) afford parents certain rights in respect to the educational records of their minor children. The rights of parents transfer to the student at the age of 18.

- The right to inspect and review the student’s educational records.
- The right to request an amendment to the student’s educational records, to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.
- The right to consent to disclosure of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.
- The right to obtain a copy of the student records policy for ICTC.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by ICTC to comply with the requirements of FERPA.

The following student information is designated as Directory Information and may be released by the school, unless a written request for a non-disclosure is on file: Name, address, telephone number, dates of attendance, class, previous institutions attended, major field of study, awards, honors, degree(s) conferred. The educational records or school records include all materials directly related to a student, which a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use, of which are not available to others are exempted from this definition.

The school will require a prior written consent before information may be divulged to third parties. An exception to this rule exists for school district employees who have a legitimate interest in viewing the records, as well as officials in other schools in which the student seeks to enroll.

When schools transfer records to new educational institutions, the school must notify parents of the transfer and of their rights to review and contest the material. State and National educational organizations, which require student data for confidential research and statistical purposes, are exempted from the parental consent prerequisite. An exemption also exists for material under court order. Parent must be notified of such order.

Any questions concerning parental and/or student rights and responsibilities under the Family Educational Rights and Privacy Act (FERPA) should be referred to the Director.

Student records are maintained by Indian Capital Technology Center in compliance with PL 93-380, the Federal Education Act of 1974. All students' records are available for inspection by the student. Students wishing to review their records must submit a written request to the Campus Director or designee. Within ten (10) working days of submission of the request, records will be made available to the student for inspection. In addition, the student may challenge any portion of the record.

Upon the student's request, the school will send an official transcript to any college or agency provided that: (1) a release of information form has been signed by the student, and (2) financial obligations to the school have been met (Policy FL-R).

### **Transfer and Release of Confidential Information**

It is the policy of the ICTC Board of Education to adhere strictly to Oklahoma and Federal law concerning the transfer and release of confidential information including student records.

For the purposes of this policy, "confidential information" means any information regarding a child receiving services supported in whole or in part by state or federal funds, a family member of such child, or other persons residing in the home of such child, and which is required by state or federal law or regulation to be maintained in a confidential manner. (Policy FLE)

## **Telephone Usage**

**Students receiving calls:** Students will not be able to receive phone calls during class time unless it is an emergency. Important messages will be relayed from the office to the student.

**Students making calls:** Students will not be allowed to use the phone during class time. The phone in Student Services may be used before and after class and during break time.

NOTE: Under no circumstances will the students use the instructor's phones.

## **Wireless Telecommunications**

It is the policy of the ICTC Board of Education that a student may possess a wireless telecommunications device 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.

Upon reasonable suspicion, the superintendent, campus director, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized use of wireless telecommunication devices.

Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a conference with a parent/parents of HS students or with the individual adult student is held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists. In no case will a device be allowed which has the capability to take "photographs" of any kind be accessible to students during a testing session.

Students found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device pending parent/guardian conference, detention, or suspension. Where appropriate, police authorities may be contacted. (Policy FNG)

## **Wireless Telecommunications Devices (Rules)**

Use of a wireless telecommunications device shall be limited to the period before classes begin in the morning, during the student's break or lunch period, and after the student's last class. Except for situations involving a bona fide health or safety emergency, wireless telecommunications devices are not to be used during class or instructional time, or during the passing times between classes, unless specific permission has been granted by the Campus Director, Director of Adult Health Careers, or instructor.

Violation of any of these rules will be reason for disciplinary action. Wireless telecommunications devices may be confiscated for unauthorized use. These devices will be released only to an adult student or to a secondary student's parent or legal guardian. (Policy FNG-R)

### **Care of School Property**

In order for ICTC to provide optimum career and educational training, it is essential that care and respect of school property and equipment be maintained at all times. Students who damage or destroy school property or personal property will be required to make complete restitution and disciplinary action may be taken. Failure to make such payment is cause for suspension and/or legal action to be brought against the student.

## **INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY**

ICTC is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

### **Personal Responsibility**

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not

authorized under this policy, and having the effect of harming another or his or her property.

### **Term of the Permitted Use**

A student or staff member who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

### **Acceptable Uses**

The purpose of the Internet is to support research and education in and among academic institutions in the United States (US) by providing access to resources and the opportunity for collaborative work. School use must be in support of education, research, and consistent with educational objectives. Use of any other organization's network or computing resources must comply with the rules appropriate for the network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally unacceptable.

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.
2. **Unacceptable Uses of Network.** The Internet is a global network, and it is possible to access material that may contain illegal, violent, destructive, defamatory, inaccurate, pornographic, and/or offensive material. Due to the nature of the Internet, the district cannot guarantee that students and employees will not access such material. However, the district is committed to enforcing a policy of Internet safety and monitoring the Internet activities of its students and employees. The deliberate use of illegal, defamatory, pornographic, and/or other offensive material deemed inappropriate by a designated ICTC staff member is prohibited. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
  - a. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on

the materials to use them. Students are prohibited from installing, copying, or downloading any copyrighted material or software on the district's computer hardware. Employees are prohibited from installing or copying any copyrighted material or software that is not property of the district on the district's hardware without the express written consent of the copyright holder and the approval of the superintendent.

- b. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
  - c. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
  - d. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.
  - e. Students and employees must not change the default settings related to electronic mail on the Internet and must not delete temporary Internet files unless directed to do so by the administration.
3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:
- a. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
  - b. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
  - c. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.
  - d. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be

accommodated by the recipient's system and is in a format that the recipient can open.

## Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides of materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.
2. **Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.
3. **"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.
5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The school will also monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other material that is inappropriate for minors, revealing prohibited information, or violating the district's policy on Internet access and use.



ICTC is using LightSpeed for our technology protection measure (Internet filtering software). Open LightSpeed protects against access by adults and minors to visual depictions that are obscene, child pornography, or – with respect to use of computers with Internet access by minors – harmful to minors. It may be disabled for adults engaged in bona fide research or other lawful purposes. Our district policy includes monitoring the online activity of minors.

Our Internet Safety Policy addresses the following as required by CIPA:

1. access by minors to inappropriate matter on the Internet and World Wide Web;
2. the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. unauthorized access, including so-called “hacking,” and other unlawful activities by minors online;
4. unauthorized disclosure, use, and dissemination of personal information regarding minors; and
5. measures designed to restrict minors’ access to materials harmful to minors
6. educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

Instructors may request access to sites being blocked or filtered by the internet filter by submitting the site for review from the blocked page. The site will be reviewed to ensure it does not contain harmful or pornographic material. Once the site has been deemed safe it will be made available to use for bona fide research or any other lawful purpose.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### **Privacy**

Network and Internet access is provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials. Messages relating to or in support of illegal activities may be reported to appropriate government agencies.

### **Failure to Follow Policy**

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his/ her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

### **Warranties/Indemnification**

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses (including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions), damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. Use of any information obtained via ICTC or its Internet service provider(s) is at the users own risk. The technology center is not responsible for the accuracy or quality of information obtained. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

## **Security**

Users of ICTC's Internet system agree to notify the service provider whenever they encounter a possible security problem on the network. Users agree not to use another individual's account. Any user identified as a security risk or having a history of or generating problems for other computer systems may be denied access to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses, any attempt to harm to destroy hardware, data of another user, or any agency's or other networks. (Policy EFBCA)

# **STUDENT LIFE**

## **Student Organizations**

Student organizations are available to all ICTC students.

Those offered include:

- SkillsUSA
- HOSA - Health Occupations Students of America
- BPA - Business Professionals of America
- FCCLA - Family Career and Community Leaders of America

These organizations afford the student the opportunity to develop leadership abilities and enhance personal development.

### **1. NTHS (National Technical Honor Society)**

Membership is extended to students who have distinguished themselves through leadership, academic scholarship, service, honesty, career development and skilled workmanship. Membership qualifications: 1) nominated by instructor, 2) maintain an "A" average, 3) have no more than three attendance points for a part-time enrollment or no more than six attendance points for full-time enrollment, and 4) membership in the local student organization if available.

## **On-the-Job Training**

Students are eligible to participate in on-job-training as follows:

1. Full time adult student-beginning of the fourth nine weeks
2. Part time adult student-beginning of the second semester of the second year
3. High school students-beginning of the second semester of the second year
4. Students enrolled in a one year program-beginning the fourth nine weeks

If a post-secondary student changes from part time to full time or vice versa, the eligibility period will be determined by the administration

The job must be related to the training received in the ICTC program. The instructor will work out a training program and an understanding with the student's employer as to what the student will be doing on the job. An on-the-job training agreement will be completed and signed by all parties prior to the student starting the training. The student will be receiving credit for the on-the job training and a reporting system will have to be maintained. Students will attend class at ICTC a minimum of one day per

week while participating in the on-the job training program, or maintain weekly contact as required by the instructor. The day they are to be in class will be listed on the agreement.

Students who do not comply with the agreement will have their on-the-job training privileges withdrawn. If a student should be fired or quit, the employer will notify the instructor immediately.

In order to qualify for participation, a student must:

1. Attain a minimum standard of achievement of a "C" average or above
2. Have a good attendance record and be on time for class
3. Have their instructors recommendation
4. Fill out the appropriate form prior to going to on-the-job training

Clinical, job shadowing, mentoring, and related experiences are specific to the individual career major and subject to instructor, and administrative approval.

NOTE: ADULT STUDENTS RECEIVING VETERANS' BENEFITS MAY PARTICIPATE IN ON THE JOB COOPERATIVE TRAINING MODULES ONLY AS APPROVED BY THE STATE ACCREDITING AGENCY (SAA). STUDENT PARTICIPATION FOR ON THE JOB TRAINING OUTSIDE OF THESE APPROVED MODULES MAY RESULT IN TERMINATION OF BENEFITS OR STUDENT DEBT(S) TO THE VETERANS' ADMINISTRATION. SEE FINANCIAL AID FOR MORE INFORMATION ON CAREER MAJORS WITH SAA APPROVED COOPERATIVE TRAINING MODULES. (Policy FIA)

## **STUDENT BEHAVIOR**

### **Control and Discipline**

The Board of Education believes that the school's primary goal is to educate, not discipline. However, when the behavior of an individual student interferes with the rights of others, corrective action may be necessary for the benefit of the individual as well as the school. A student who has been suspended for a violent offense directed towards a teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

Oklahoma Law, Title 70, Section 6-114, provides teachers with the same rights as parents to control and discipline school children in accordance with local school policies. The following schedule of infractions is provided as an aid in exercising control and discipline of students. The schedule is not intended to include all possible infractions. Therefore, behavior that is not included in the following schedule may warrant appropriate disciplinary measures up to and including suspension from school and/or dismissal. The following schedule shall not be used in determining discipline for any student on an IEP or Section 504 plan until such time as the student's IEP team has determined that the infraction is in no way a manifestation of that student's disability.

Infraction:

1. Arson

2. Cheating
3. Conduct that threatens or jeopardizes the safety of others
4. Cutting class, sleeping, eating or refusing to work in class
5. Disruption of the educational process or operation of the school
6. Extortion
7. Failure to attend assigned detention, or other disciplinary assignment without approval
8. Failure to comply with state immunization records.
9. False reports or false calls
10. Fighting
11. Forgery
12. Gambling
13. Hazing (initiations) in connection with any school activity
14. Immorality
15. Inappropriate behavior or gestures
16. Inappropriate public behavior
17. Indecent exposure
18. Obscene language
19. Physical or verbal abuse
20. Plagiarism
21. Possession of a caustic substance
22. Possession of obscene materials
23. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
24. Possession, use, distribution, sale, conspiracy to sell or possess or bring in the chain of sale or distribution, or being under influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances
25. Profanity
26. Public Display of Affection
27. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
28. Theft
29. Threatening behavior (whether involving written, verbal or physical actions)
30. Truancy
31. Unacceptable attire (shirts or pants with profane, vulgar or repulsive words or pictures, shirts or pants dealing with beer, alcohol or tobacco, tank tops, halter tops, half shirts, see-through garments or split skirts which do not touch the top of the knee) **SEE STUDENT CONDUCT DRESS CODE** pg 16
32. Violation of the tobacco policy
33. Using racial, ethnic or sexual epithets
34. Vandalism
35. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
36. Vulgarity
37. Willful damage to school property
38. Willful disobedience of a directive from any school official

39. 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.
40. Abuse of Internet policy
41. Any act which disrupts the academic atmosphere of the school

Certain infractions may require counseling and rehabilitative efforts before reinstated in school programs and/or require notification of legal authorities.

Other possible corrective actions include warning students that continued infraction may result in more severe consequences, removing students from class, before or after school detention, alternative placements, financial restitution, if necessary, community service, and referral to social agencies, if appropriate.

Refer to the Suspension Policy (see policy FOD) for additional information on suspension/dismissal of students. (Policy FO-R1)

### **Student Behavior on School Bus**

In accordance with the policy of the Board of Education, the following rules and regulations shall govern the conduct of school bus passengers: Students may continue to ride the bus as long as they adhere to the policies regarding student behavior while on the bus. When a bus driver has difficulty maintaining discipline on a bus, the driver will notify the Director or Assistant Director of a need for a conference with the students involved regarding the difficulty as soon as feasible following the end of the bus route. If this procedure fails to bring about cooperation, the Director or Assistant Director may deny the student the privilege of riding the school bus. When this is done, the Director or Assistant Director notifies the parents/guardians of the action, the reasons thereof, by letter. This policy is not intended to relieve the driver of the responsibility of maintaining control. Buses will be provided to transport students to ICTC and back to the home schools. The driver is responsible for the safety and conduct of the passengers. Riding a school bus is a privilege, and the privilege may be removed for not abiding by the bus rider rules. The following rules must be obeyed.

#### **Prior to Loading:**

1. Be on time at the designated bus stop to keep the bus on schedule.
2. Stay off the roads at all times while waiting on the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful when approaching the bus stop.
5. Do not move toward the bus at the school-loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting for the bus.
7. Receive proper school official authorization to be discharged at places other than the regular bus stop.

#### **While on the bus:**

1. Keep all parts of body in the bus.
2. Refrain from the use of any form of tobacco, alcohol, or drugs.

3. Assist in keeping the bus safe and clean at all times.
4. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident (the life you save may be your own.)
5. Treat bus equipment as you would valuable furniture in your own home.
6. Damage to seats, etc., must be paid for by the offender.
7. Never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and keep the aisle clean.
9. Do not throw objects in or out of the bus.
10. Remain in your seat when the bus is in motion.
11. Refrain from horseplay and fighting on the school bus.
12. Be courteous to fellow students and the bus driver.
13. Remain quiet when approaching a railroad-crossing stop.
14. Remain in the bus during road emergencies except when it may be hazardous to your safety.

After leaving the bus, students should: Move at least ten (10) feet from the bus stop, check traffic, wait for bus driver's signal, then cross road.

*THE ABOVE RULES AND REGULATIONS SHALL APPLY TO ALL EXTRACURRICULAR TRIPS UNDER SCHOOL SPONSORSHIP.*

## **Weapons-Free School**

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer. The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting. Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above. Such firearm or weapon will be confiscated and released only to a law enforcement authority.
2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below: "...any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade

which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for up to 45-calendar days at the discretion of the Superintendent. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten days and placed up to 45 days in an alternative educational setting. The school district must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the IEP. The child must be placed in an appropriate setting determined by the IEP team and continue to receive special education and related services.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. (See Note 2.) Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis.

Students found to be in violation of this policy shall be referred to the appropriate criminal or juvenile justice system. Any firearms found on the premises shall be reported to law enforcement and will immediately be turned over to local law enforcement as per state law requirements.

**REFERENCE:**

**18 U.S.C. §921**

**21 O.S. §1271.1, §1280.1**

**70 O.S. § 24-132.1**

**CROSS-REFERENCE:**

**Policy FNCG, Weapons**

**Policy FOD, Suspension of Students**

**Policy FOD-R, Suspension of Students, Regulation**

**Policy FODEA, Student Discipline Procedures for Handicapped Students**

**Policy FODEB, Suspension of Disabled Students**

**NOTE 1: The district is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any expulsions imposed under**



**this policy, including the name of the school; the number of students expelled from the school, and the type of weapons concerned.**

**NOTE 2: Firearms and weapons are allowed on school property and deemed not in violation as follows: A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law, or a handgun carried in a vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property; a gun or knife used for the purposes of participating in the Oklahoma Department of Wildlife Conservation certified hunter training education course or any other hunting, fishing, safety, or firearms training courses, or a recognized firearms sports event, team shooting program or competition, or living history reenactment, provided the course or event is approved by the principal or chief administrator of the school where the course or event is offered, and provided the weapon is properly displayed or stored as required by law pending participation in the course, event, program, or competition; and weapons in the possession of any peace officer or other person authorized by law to possess a weapon in the performance of his/her duties and responsibilities. Although state law allows weapons on school premises, federal law dictates that students in possession of a firearm on school premises are to be suspended for one calendar year. The administration may modify this on a case-by-case basis.**

*THIS POLICY REQUIRED BY LAW. (Policy FNGGA)*

## **Search of Students**

The ICTC Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the Superintendent, Campus Director, instructor and/or law enforcement officer shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. (Policy FNF)

The decision to conduct a search must be based upon reasonable suspicion that:

1. A violation of the law or school rules has occurred or is occurring
2. The student to be searched has committed the violation
3. Particular evidence of the violation will be discovered in the search.

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

1. The student's age, history, and record in school
2. The prevalence and seriousness of the suspected violation
3. The school official's prior experience in detecting the problem or recognizing suspicious behavior
4. The need to make a search without delay and further investigation
5. The specificity and source of the information used as justification for the search
6. The particular teacher or school official's experience with the student

## **Drugs, Alcohol, and Contraband Searches**

In accordance with the policy of the Board of Education, the following regulation shall govern the searching of school property by search dogs.

Searches of school property and grounds will be conducted during periodic unannounced visits either during school hours or non-school hours at the discretion of the superintendent.

All lockers, vehicles, and school desks are subject to search. If a search dog indicates the possible presence of any material that the dog is trained to detect, that area or place or object will be further searched by designated school personnel.

No student, employee, or other person will be the target of a search by a search dog unless reasonable suspicion exists with regard to that particular person. However, if the search dog indicates the possible presence of material that the dog is trained to detect is contained in a locker, desk, or vehicle, a further search will be conducted by designated school personnel. This search will be of the cold/wet weather outerwear, purse, containers, or other items of concealment in the possession of the student assigned to that locker or desk or driving that vehicle.

Searches which disclose the presence of any material which the dog is trained to detect, or any material or items which is forbidden by school policy may lead to further investigation by school officials or law enforcement officers, and/or disciplinary action by the school. Such disciplinary action may include suspension. No disciplinary action will be taken without appropriate due process. Parental or legal guardian notification will be made in all cases where prohibited substances, materials, or items are discovered in the possession of a minor student.

Strip searches or removal of any clothing other than cold/wet weather outerwear are prohibited. (Policy CKAE-R)

## **Harassment, Intimidation, and Bullying**

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students 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 harassment, intimidation, or bullying at school.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or 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. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Involvement of local authorities
11. Restriction of privileges
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

- A. Verbal, physical, or written harassment or abuse;
- B. Repeated remarks of a demeaning nature;

- C. Implied or explicit threats concerning one's grades, achievements, etc.;
- D. Demeaning jokes, stories, or activities directed at the student;
- E. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

- A. Prompt investigation of allegations of harassment;
- B. The expeditious correction of the conditions causing such harassment;
- C. Establishment of adequate measures to provide confidentiality in the complaint process;
- D. Initiation of appropriate corrective actions;
- E. Identification and enactment of methods to prevent reoccurrence of the harassment; and
- F. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

**A copy of this policy will be furnished to each student and teacher in this school district. (FNCD)**

Contact instructor, counselor, and/or administrator to report harassment/bullying.  
(Policy FNCD-E)

## **Sexual Harassment of Students (FB)**

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Indian Capital Technology Center Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA applies to sexual harassment of employees.

### **1. Sexual Harassment**

For the purpose of this policy, sexual harassment includes:

- A. Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.
- B. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- C. Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind

will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

- D. Any of the aforementioned conduct that effectively deprives a student of access to educational opportunities or benefits provided by the school.

## 2. Specific Prohibitions

### A. Administrators and Supervisors

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
3. The school district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

## 3. Report, Investigation, and Sanctions

- A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance policy. The Office of Civil Rights relies on school administrators' judgment and common sense in meeting the requirements of the federal law.
  1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
  2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

- B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
- C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.
- D. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.
- E. A copy of this Sexual Harassment policy will be provided to students and parents each year.
- F. Special effort will be made to apprise district administrators, teachers, and counselors of their obligation to receive student complaints of sexual harassment, document such complaints, and forward them to the grievance committee.

### **Grievance Procedure: Parent-Teacher Secondary Students**

The ICTC Board of Education realizes that parents may have a grievance they wish to discuss with the district. However, it is also recognized that there must be an orderly procedure for hearing and resolving grievance issues (Policy GFB).

If the grievance is directed toward a teacher, the parent shall be requested to make an appointment to visit with the teacher in an effort to resolve the grievance. If the grievance is not resolved following a parent/teacher conference, the parent will be requested to discuss the problem with the Campus Director.

If the grievance is not resolved following the Director/Parent conference, the parent shall be requested to schedule an appointment with the Superintendent.

If the grievance remains unresolved following the above conferences, the parent may appeal the grievance to the Board of Education. Parental grievances shall not be heard in executive session. The board's action shall be a final determination of the grievance.

### **Sex-Discrimination/Harassment**

It is the policy of the ICTC Board of Education that the Superintendent shall serve as Title IX Coordinator for this school district. The Superintendent shall direct the implementing of educational amendments and regulations as they pertain to prohibition of sex discrimination in education or sexual harassment, and shall prepare a regulation governing sex discrimination/harassment grievance procedures. The board shall appoint on a periodic basis a sex discrimination/harassment grievance committee that shall consist of an administrator, a parent, and a member of the certified teaching staff (Policy FBA).

## Grievance Procedures For All Student Discrimination Complaints

In the event a student wishes to file a complaint, the following procedures shall apply:

### Definitions

1. **Grievance:** A complaint alleging any policy, procedure, or practice that discriminates on the basis of race, color, national origin, sex, or qualified handicap.
2. **Student:** A student of this school district who submits a complaint alleging discrimination based on race, color, national origin, sex or qualified handicap.
3. **District Compliance Officer:** The DCO is the person designated to coordinate efforts to comply with and carry out its responsibilities under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other state and federal laws addressing equal educational opportunity. The EEO officer is responsible for processing complaints and serves as moderator and recorder during hearings.
4. **Respondent:** The person alleged to be responsible for the violation alleged 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.
5. **Day:** Day means a working day; the calculation of days in complaint processing shall exclude Saturdays, Sundays and holidays.

### Pre-filing Procedures

Prior to the filing of a written complaint, the student is encouraged to visit with the compliance coordinator(s) at the respective campus and reasonable effort should be made to resolve the problem or complaint.

### Level 1: Filing and Review with the Campus Director

- A. **Student:** Submits written complaint to DCO stating name, nature and date of alleged violation; names of persons responsible (when known); and requested action. Complaint must be submitted within 20 days of alleged violation. Complaint forms are available on each campus in the office(s) of the compliance officer(s) and in the office of the DCO.
- B. **DCO:** Notifies respondent within 10 days and asks respondent to (a) confirm or deny facts; (b) indicate acceptance or rejection of student's complaints; (c) outline alternatives.
- C. **Respondent:** Submits answer within 10 days to EEO officer.
- D. **DCO:** Within 10 days after receiving respondent's answer, DCO refers the written complaint and respondent's answer to campus director. The DCO also schedules a hearing with the student, the respondent, and the campus director. The DCO will be present to document a summary of the hearing.
- E. **Campus Director:** Within 10 days after the hearing, issues a written decision to the student, respondent, and DCO.

## Level 2: Appeal to Superintendent

- F. **Student/Respondent:** If the student or respondent is not satisfied with the decision, they must notify the DCO within 10 days and complete the request, in writing, to appeal to the Superintendent
- G. **DCO:** Within 10 days of receiving the request for appeal, the coordinator will refer the appeal and the findings of the hearing to the Superintendent. The coordinator will schedule a hearing with the student, respondent, and Superintendent.
- H. **Superintendent:** Shall act as an intermediate level of appeal by reviewing the campus director's decision along with the additional evidence presented and making a decision. The Superintendent may ask for additional evidence from the parties and any other individual it deems relevant. Within 5 days after the hearing, the Superintendent will issue a decision in writing to all parties involved.

## Level 3: Appeal to the Board of Education

- I. **Student/Respondent:** If the student or respondent is not satisfied with the decision, they must notify the DCO, in writing, within 10 days and request an appeal to the Board of Education. The written appeal shall contain a specific statement of the basis for the appeal.
- J. **DCO:** Notify the Board of Education, in writing within 10 days after receiving the request for appeal. The DCO will request the appeal be placed on a board agenda within 30 days from the date of notification to the Board of Education.
- K. The Board will act as an appellate body by reviewing the decisions and the evidence and make a decision. At the Board meeting, the Board may ask for additional evidence from the parties and any other individual it deems relevant. All Board of Education hearings shall be public unless the subject matter qualifies for a closed meeting under the Oklahoma Open Meeting Act and all parties to the complaint request a closed hearing. Within 10 days of the meeting, the board will issue a final decision in writing to all parties.

## General Provisions

- I. **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 that the complaint is filed until the complaint is resolved shall be no more than 180 days.
- II. **Access to Regulations:** The school district shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, sex, or qualified handicap upon request.
- III. **Confidentiality of Records:** Complaint records shall remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel file. Complaint records shall be maintained on file for three years after complaint resolution.
- IV. **Representation:** The student and the respondent may have a representative assist them through the grievance process and accompany them to any hearing.



- V. **Retaliation:** No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of a discrimination complaint.
- VI. **Basis of Decision:** At each level 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 and gravity of the activities and/or incident(s). (Policy FBB-P and Policy FBB-E)

## Student Complaints and Grievances

The procedures for filing and resolving discrimination complaints (FBB-P) are to be followed if a student believes they have a grievance relative to Title IV (race), Section 504 and the ADA (disabilities), Title IX (gender/sex), or veteran status.

Any student of ICTC may file a complaint against any school employee or any school rule or regulation. The complaint must be in writing. A complaint against an employee must be filed within 20 days following the act or event about which the complaint arose. The complaint must be specific and in reasonable detail as to who, what, where, and when. Also, the written complaint must be dated and signed by the party filing the grievance. Complaints or grievances not filed within 20 days shall be deemed to have been waived. Complaints or grievances concerning a board rule or regulation may be filed at any time. Complaints or grievances concerning a campus rule or regulation shall be filed with the campus director. (Policy FBB and Policy FBB-E)

A grievance report form can be obtained from the campus EEO/Compliance Officers.

Brent Ryan	Muskogee Campus	(918) 348-7915
Jennifer Rainbolt	Muskogee Campus	(918) 348-7957
Cindy Lattimore	Sallisaw Campus	(918) 571-4067
Tom Osborn	Sallisaw Campus	(918) 340-9119
Camille Clinton	Stilwell Campus	(918) 797-8505
Jimmy Gilstrap	Stilwell Campus	(918) 797-8511
Cindy Jack	Tahlequah Campus	(918) 708-3691
Bill Sprague	Tahlequah Campus	(918) 708-3705

To file an accessibility complaint, contact the accessibility compliance representative: Ravonda Bethel, 2403 N. 41st. Street E., Muskogee, Oklahoma 74403, phone (918) 348-7963, FAX (918) 887-9686. (Policy FBBE)

### Non-Retaliation

ICTC takes complaints seriously and works to resolve issues in a satisfactory manner. No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of any type of complaint.

## Reporting Students Under the Influence of or Possessing Alcoholic Beverages or Controlled Dangerous Substances

ICTC recognizes the complexity of problems that may be associated with student drug abuse. The concern is for the well-being and best interests of students at all times. Therefore, it is the policy of the Board of Education that any administrator, teacher, or counselor who has reasonable suspicion that a student may be under the influence of, or has in his or her possession, alcoholic beverages - including the legally non-intoxicating beverage commonly referred to as 3.2 beer (low-point beer) – or a controlled dangerous substance as defined by law shall immediately notify the Campus Director or designee of such suspicions in writing. Whenever possible, the teacher should attempt to obtain a corroborative observation from another teacher.

The teacher's report will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher concluded that the student appeared to be under the influence of non-intoxicating beverages, alcoholic beverages, or controlled dangerous substances.

The Campus Director or designee shall immediately notify the Superintendent or designee of the report. The Campus Director or designee will also immediately notify the secondary student's parent or legal guardian of the report of said student's possession of a controlled or counterfeit substance or suspected abuse thereof. Notification to the secondary student's parent or legal guardian may be verbal, but will be promptly confirmed in writing.

Any search, seizure, or subsequent disciplinary action shall be subject to applicable school policies, regulations, state laws, or student handbook rules.

Every administrator, teacher, or counselor employed by the Board of Education who has reason to believe that a student is under the influence of, or has possession of, alcoholic beverages (including 3.2 beer) or a controlled dangerous substance and who reports such information to appropriate school officials shall not be subject to civil liability unless such referral was made in bad faith or with malicious purpose. (Policy FNCE)

## **Drug and Alcohol Use by Students**

The nonmedical use of drugs and alcohol are hazardous to the health of students. It interferes with the education of the user. It disrupts the proper conduct of school activities. It is illegal. Therefore, this policy has been established to ensure that the students (both adult and secondary) attending school in this district will be educated in a drug and alcohol-free environment.

The purpose of this policy is to provide a clear message to adult and secondary students, parents, and the citizens of the community that use, possession, distribution, sale, or being under the influence of alcoholic beverages, illegal drugs, or look-alike drugs as defined in Oklahoma statutes, will not be tolerated on school buses, in school buildings, on school property, or at school-sponsored events. This policy extends to all school-sponsored or related activities (including field trips, and student organization competitive events), whether held on school property or at locations off school property, including private clubs, businesses, or commercial establishments.

The school board recognizes its responsibilities to provide a program of drug education so that all students are made aware of the physical and psychological dangers incurred through the use of illegal drugs and alcohol. Furthermore, the school system will make available, without sanctions, assistance to any student seeking drug and alcohol treatment or advice. However, once it has been determined that a student has used, possessed, distributed, or sold drugs or alcohol or is under the influence of drugs or alcohol, the penalty for the first offense shall be:

1. Suspension/dismissal from school in accordance with district policy (policy FOD); and
2. Forfeiture of the privilege of participating in any and all extracurricular school activities.

Additionally:

1. The secondary student's parent or guardian will be called to remove him or her immediately from school property.
2. The police will be notified promptly of the offense by means of a complete report, prepared by the Campus Director, which will include a description of the substances plus any physical evidence obtained.
3. The secondary student's parent or guardian will be asked to meet with the school administrator(s) and members of the staff during the first four days of the suspension for the purpose of determining a specific plan for monitoring the secondary student's subsequent behavior. If a satisfactory plan is developed within this four-school-day period, the suspension may be reduced.

Given reasonable grounds for suspicion, school officials may search for and seize alcoholic beverages and illegal drugs, brought onto school buses or school property and submit such drugs to the proper authorities for analysis. In the event of a second violation, the secondary student will be referred directly to the school board with a recommendation for suspension. The parent or guardian and student will be advised of the expulsion procedures and their right to notification and hearing before the board.

NOTE: According to board policy, students are also prohibited from possessing prescription drugs and over-the-counter drugs on school property. Any student who is required to carry a prescription or nonprescription drug during school hours shall deposit the drug with the student service staff immediately upon entering school property, unless the medication must be retained by the student for immediate administration. (Policy FFBA)

## **24/7 Smoke Free/Tobacco Free Environment Policy**

Smoking, distribution, and the use or possession of tobacco or tobacco products or paraphernalia used with tobacco and tobacco products is prohibited on school property, in school vehicles, or at or going to or from any school-sponsored or authorized function.

It is specifically directed that this ban on the use of tobacco products will be in effect 24 hours a day, seven days a week, and will apply to all students, employees, visitors, and anyone providing service to the schools with the exception of training provided by Indian Capital Technology Center (ICTC) as required by government contract. When

required by a government contract, the designated smoking area must be away from general traffic areas and completely out of sight of children under eighteen (18) years of age and can be used only by adults attending those training sessions.

Additionally, students are prohibited from possessing or distributing tobacco products or simulated tobacco products in school buildings, on school grounds, in school-owned vehicles, and at all school affiliated functions on or off school campus.

Employees are prohibited from use or distribution of, tobacco products or simulated tobacco products in school buildings, on school grounds, in school-owned vehicles, and at all school affiliated functions on or off school campus.

Definitions:

- B. "School Property" is defined as all property owned, leased, rented or otherwise used by any school in this district, including but not limited to the following:
  - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
  - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
  - c. All vehicles used by the district for transporting students, staff, visitors, or other persons.
- C. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner to be suitable for chewing, smoking, or both.
- D. "Simulated Tobacco Products" are defined as products that imitate or mimic tobacco products, including, but not limited to cloves, bidis, kreteks, and vapor smoking with/without nicotine.
- E. "Use" is defined as lighting, chewing, dipping, inhaling, or smoking any tobacco as defined within this policy.

Advertising of tobacco products on school property, school publications, and video-TV productions is prohibited. This prohibition also includes gear, paraphernalia, clothing, etc. that display and/or promote tobacco products.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited. The success of this policy will depend on the cooperation and consideration of smokers/tobacco users and non-smokers/tobacco users. All individuals on school property share in the responsibility for adhering to and enforcing this policy. Those found in violation will be informed that they are in violation of board policy, and in the case of tobacco and/ or tobacco products, state law. Any individual who observes a violation on school property may report it in accordance with the procedures listed below:

**Students** - Any violation of this policy by students will be referred to the site administrator. Site administrators shall inform both students and parents that failure to comply with the policy may result in confiscation of paraphernalia and/or suspension from classes and school activities.

**Employees** - Any violation of this policy by staff will be referred to the appropriate supervisor. Continued violations will constitute willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal, and non-renewal of employee.

**Visitors and General Public** - Visitors who are observed smoking or using tobacco products on school district property will be asked to refrain from smoking or using tobacco on school property. If the individual fails to comply with the request, such violation of policy may be referred to the site administrator or other school district supervisory personnel responsible for the area or program during which the violation occurred. The site administrator or supervisor shall make a decision on further action that may include a directive to leave school property. Repeated violations may result in a recommendation to the Superintendent to prohibit the individual from entering school district property for a specified period of time. If deemed necessary by the school administration, local law enforcement officials may be called upon to assist with enforcement of this policy with regard to removal of violators of this policy.

## **Suspension and Dismissal of Students**

It is the policy of the ICTC Board of Education that the Superintendent or designee may suspend or dismiss a student for:

2. Acts of immorality
3. Violations of policy or regulations
4. Possession of an intoxicating beverage, low-point beer (See Policy FNCE)
5. Possession of 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
6. Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act) (Policies FNCE and FNCGA)
7. Possession of a firearm shall result in out-of-school suspension of not less than one year (Policy FNCGA)
8. Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
9. Adjudication as a delinquent for a violent or non-violent offense.

**The above list is not inclusive of actions that may result in suspension or dismissal.**

1. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer (Policy FNCGA.)
2. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
3. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular class room setting in the district but may be provided an

alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.

4. Students suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.
5. A student who has been suspended for a violent offense that is directed towards an instructor shall not be allowed to return to that instructor's classroom without the approval of that teacher and the Campus Director.

### **Secondary Students:**

Since ICTC is comprised of cooperating school districts, it is expressly understood that student suspension from the home school may also result in the suspension of the student from ICTC. Further, the suspended student will not be reinstated until the student is reinstated at his/her home school with proper notification of the reinstatement being received by ICTC. If a student suspended from his/her home school qualifies and desires to continue the program at ICTC; the student must first obtain approval from the appropriate official of the home school granting permission to continue the program at ICTC.

When a student has been suspended from the technology center, but not necessarily at the home school, the suspended student and his/her parent/guardian must attend a conference with the appropriate ICTC official before the suspended student can be removed from suspension and permitted to attend classes.

No school board member, administrator, or teacher may be held civilly liable for any action, taken in good faith, which is authorized by law under the provisions of this policy.

### **Procedural Steps to Suspension**

Before a student is suspended from school, the Campus Director of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements may include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

1. Probation - A student may be placed on probation with or without additional disciplinary action. If probation is elected by the Campus Director as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefore.
2. In-school placement - An alternative to out-of-school suspension. In-school placement will be imposed by the Campus Director and the student may be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefore, and the right to appeal the placement to the suspension appeals committee.
3. Out-of-school suspension - Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension. A

student suspended out-of-school will not be allowed on district property during the dates of suspension.

### **Appellate Procedures**

1. Any secondary student, who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s) may appeal the suspension to the Campus Director. The following procedures shall govern the appellate process:
  - a. The appeal must be filed in writing with the Campus Director.
  - b. The Campus Director at his/her discretion may permit the suspended student to attend classes pending the outcome of his/her appeal.
  - c. The Campus Director will contact the District Administrator of Instructional and Student Services who will select a neutral Administrator to hear the appeal.
  - d. The Administrator hearing the appeal will hold a conference with the student, parent and administrator who took the initial disciplinary action. Every effort should be made to hear the appeal within two (2) school days.
  - e. The Administrator hearing the appeal may uphold, rescind or modify the suspension. The student and parent and the administrator that took the original action will be notified of the appeal decision as soon as possible.
  - f. The final level of appeal for a short-term suspension (ten days or less) is the Superintendent. The parent must file the appeal in writing within two school days of being notified of the outcome of the previous appeal.
2. Any student, who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s) may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the Board of Education. The following procedures shall govern the appellate process:
  - a. The student, or the student's parent(s), shall notify the Superintendent within ten (10) days following the written notification of the suspension of their intent to appeal the suspension.
  - b. Upon receiving notice of a student's intent to appeal, the Superintendent shall advise the Board of Education. The Board of Education may conduct the hearing or may appoint a Hearing Officer to conduct the hearing. The Board of Education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The Superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

- c. During the hearing of the appeal before the Board of Education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
- d. The Board of Education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The Board of Education or Hearing Officer may uphold, rescind, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the Board of Education or Hearing Officer shall be final.

### **Post-Secondary Students:**

In accordance with the policy of the Board of Education, policy FOD shall govern the dismissal of adult students from ICTC. The authority to dismiss a student from the school district is delegated to the respective Campus Director and/or their respective administrative designee. Adult students may follow the grievance procedures outlined above in Procedures for Filing and Resolving Complaints to address student's concerns.

### **Re-Admission Policy**

To continue enrollment into the next semester of study, students must remain in good standing with the Technology Center in order to be readmitted to finish their training. Good standing is defined as: Having an account balance of less than \$250.00 for regular daytime students and \$500.00 for Adult Health Careers students at the time of enrollment, making satisfactory progress the previous semester and demonstrating a grade of "C" or better. In addition, students should not be in violation of ICTC attendance policy.

Students who wish to return for training in a second, unrelated Career Major after successful completion of a first Career Major will be considered on a case-by-case basis, but shall not be given priority over other students.

### **Re-Admission Following Dismissal Related to Disciplinary Action**

Unless otherwise noted/allowed by ICTC Policy, students may not be eligible for readmission if previously dismissed from the program for reasons of disciplinary action related to behavior and/or misconduct.

Individuals seeking re-admission after being dismissed from an ICTC training program/career major shall have admission reviewed by an admission committee consisting of instructors, administrators, and counselors. The committee is not obligated to approve re-admission.

If re-admission is granted at any point following dismissal, the student may be requested to meet certain criteria and/or provide written evidence/documentation that actions or circumstances resulting in dismissal have been resolved/corrected so not to



negatively impact the subsequent enrollment/successful completion. Such evidence/documentation may be specified at the time of dismissal and/or upon application/consideration for readmission. The admissions committee reserves the right to establish criteria the student must meet/maintain as condition of re-admission. Students re-admitted following a dismissal may be placed on probation upon re-entry. Failure to abide by the grounds of the probation and/or meet criteria established by the admissions committee may result in dismissal from the program.

Students dismissed from an ICTC training program/career major due to a violent act(s) or threat(s), and/or possession of dangerous weapons shall not be reconsidered for admission.

### **Re-Admission Following Dismissal Related to Unsatisfactory Academic Progress/Student Performance**

Students seeking admission following dismissal related to unsatisfactory academic progress/student performance may be readmitted only once in a time frame not to exceed two years from the date of dismissal. Re-admission requests extending beyond the two-year period and/or admission requests in excess of one re-admission shall be reviewed by an admission committee consisting of instructors, administrators, and counselors. The committee is not obligated to approve re-admission. If re-admission is granted at any point following dismissal, the student may be requested to meet certain criteria and/or provide written evidence/documentation that actions or circumstances resulting in dismissal have been resolved/corrected so not to negatively impact the subsequent enrollment/successful completion. Admission extending beyond two years from the initial date of dismissal shall result in the student repeating the entire training program/career major.

Adult students may follow the grievance procedures outlined above in Procedures for Filing and Resolving Complaints to address student's concerns related to Suspension or Dismissal.

### **Student Privileges While Under Out-of-School Suspension or Under Other Disciplinary or Correctional Measures**

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when student's behavior results in a determination by the Director of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school.

In addition, when a Director determines to impose alternative in-school disciplinary or other corrective measures against a student, that student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the Director, participation may be permitted if it is appropriate given the nature of the offense committed by the student.

"Extracurricular activities include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, and all other school sponsored activities and organizations.

# **SAFETY & WELLNESS**

## **Safety**

The importance of safety cannot be over-emphasized. The instructor will insist that students wear quality eye protective devices when they are involved in a shop or laboratory situation that warrants eye safety devices. All practices that are considered good safety habits will be used. Students must score 100% on program specific safety tests before shop work will be permitted.

First Aid services are available to both students and staff. Students with special needs are referred to their personal physician or to agencies in the area. A well-planned safety program is conducted at ICTC. Each area of instruction follows safety practices appropriate to that program and are in compliance with the Occupational Safety and Health Act. (OSHA)

## **Accident Insurance**

The ICTC Board of Education does not assume the responsibility for the payment of hospital or doctor fees. The Board highly recommends that those students who are not covered under family insurance and hospitalization plans purchase an accident policy.

It is the policy of the ICTC Board of Education to select a reputable insurance company through which parents and/or students may purchase accident insurance. Insurance programs may also be provided through the local high school. The purchase of such insurance is entirely within the discretion of parents and/ or students. However, each student is required to have accident insurance or a statement signed by the parent(s) or guardian releasing the school of all liability in case of an accident. The public schools may not legally pay medical bills for students. In making accident insurance available, the school district assumes no obligation or liability as agent or representative of any insurance company or agency.

## **Visitors**

It is the policy of the Indian Capital Technology Center Board of Education that all visitors to any school facility obtain a visitor's pass at the campus director's office. Parents are requested not to send or allow siblings to visit students in the classroom. Staff members are not normally expected to have personal visitors during the school day.

Agents or other persons shall not visit teachers during school hours for the purpose of selling books or other articles without written consent from the superintendent. The superintendent or anyone designated by the superintendent or the board of education to maintain order in the Indian Capital Technology Center shall have the

authority and power to direct any person to leave district property who is not a student, officer, or employee thereof, and who:

1. Interferes with the peaceful conduct of activities on district property;
2. Commits an act that interferes with the peaceful conduct of activities on district property; or
3. Enters district property for the purpose of committing an act that may interfere with the peaceful conduct of activities on district property.

For purposes of this policy, the term “interferes with the peaceful conduct” includes, but is not limited to, actions that directly interfere with classes, study, student or faculty safety, housing or parking areas, or extracurricular activities or any lawful activity occurring on Indian Capital Technology Center property; threatening or stalking any person; damaging or causing waste to any property belonging to another person or to the district; or direct interference with administration, maintenance, or security of property belonging to the district.

This authority shall extend to the removal of any individual attending an official school activity or field trip where students are present, including an activity or field trip not on school property, when the superintendent or campus director determines that a threat to the peaceful conduct of students exist.

Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or designee, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment. Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administration for a period of six months. A grievance or an appeal may be filed by the individual as per district policy GJ-P.

## **Classroom Visitation**

In order to provide students with a reasonable opportunity to study and learn, it is the policy of the ICTC Board of Education to restrict classroom visitation to a minimum. Any person who needs to visit a classroom or other school facility must obtain permission from the Campus Director’s office. Visitors on school property without permission may be asked to leave the premises.

The Campus Director is directed to establish appropriate procedures to insure compliance with this policy. Such procedures will include posting notices at the entrance to each school building. The notices will require visitors to report to the Director’s office before visiting any classroom or other facility.

The Campus Director is authorized discretion in permitting visitation, and the Board of Education declares its support of any decision made by a Director in denying visitation to any person.

Classroom visitors will respect classroom decorum and will not interrupt the class in any way. Visitors who disrupt the classroom in any manner will be required to leave the school grounds.

### **School Visitors (Grievance/Appeal Process)**

Any person who has been removed from this institution shall be given written notice of the procedures for requesting a hearing and filing a grievance or appeal with the Board of Education by their receipt of a copy of this policy.

#### **Filing a Grievance or Appeal**

Within five (5) working days of being directed to leave premises, the individual (complainant) may request a hearing before the Board of Education regarding their removal from the school premises. The request shall be submitted in writing to the Superintendent. Such request shall be sent certified mail, return receipt requested. If the complainant fails to request a hearing within five (5) working days of being directed to leave the premises, the right to a hearing shall be deemed to be waived.

Upon receipt of the complainant's request for a hearing, the administration shall prepare a written summary of the reasons why the individual was directed to leave school premises. The written summary may include the date, time, place, witness statements, and reasoning behind the administrator's decision to direct the individual to leave school premises. The written summary prepared by the administration shall be mailed to the complainant no later than ten (10) days prior to the date set for the hearing before the Board of Education.

#### **Hearing**

1. The hearing shall be conducted by the Board of Education as follows:
2. The administration shall present each of the Board members a copy of the written summary provided to the complainant.
3. The complainant shall present each of the Board members a copy of a written response to administration's paperwork.
4. Members of the Board of Education shall be afforded the opportunity to ask questions related to the summary and response.
5. The Board of Education shall vote to accept, amend, or reject the recommendation of the administration with regard to the directive to complainant.  
The decision of the Board of Education shall be final and not appealable.

### **Contagious and Infectious Diseases**

Students having any communicable diseases are not permitted to remain in school, unless specifically authorized by a doctor. In all cases, the State Board of Health governs by the order of the local health offices or school officials.

### **Acquired Immune Deficiency Syndrome (AIDS)**

The ICTC Board of Education believes that its primary responsibility is to provide the opportunity for an education to each school-age child who resides within this district and who is qualified under Oklahoma law to attend school.

Acquired Immune Deficiency Syndrome (AIDS) is a disease in which the body's immune system is impaired by the Human Immunodeficiency Virus (HIV). The virus leaves its victim unable to fight off infections. As a result, persons with AIDS are susceptible to serious secondary infections, such as pneumonia and certain malignancies. Some, but not all, persons infected with HIV develop AIDS.

To assist the school district and infected students, it is the policy of this Board of Education that students who have contracted AIDS, or students who are infected with HIV will not be denied educational opportunities. (Policy FFAAB)

### **Medication: Administering to Students**

It is the policy of the Indian Capital Technology Center Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student, an administrator, or a designated person may administer the medication. (Policy FFACA)

### **Self-Administration of Inhaled Asthma Medication**

In compliance with state law, the Indian Capital Technology Center permits the self-administration of inhaled asthma medication by a student for treatment of asthma. The parent or guardian of the student must provide the district with written authorization for the student to self-administer the medication. The parent or guardian must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

- A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
- C. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
- D. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.
- E. Definitions:
  1. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
  2. Self-administration means a student's use of medication pursuant to prescription or written direction from a physician. (Policy FFACB)

### **Reporting Suspected Child Abuse and/or Neglect**

In accordance with Oklahoma law, teachers are required to report suspected cases of physical abuse or neglect involving students to the statewide toll free hotline of the

Department of Human Services. The statewide DHS hotline number is 1-800-522-3511. The Board of Education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services by telephone. The employee shall also inform the building principal who will advise the superintendent that the report was made using Form FFG-E.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall be discharged, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs, and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity from any liability with respect to participation in any judicial proceeding resulting from such report. (Policy FGG, FFG-E)

## **Hazing**

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the Board of Education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to

the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees. (Policy FNCC)

### **Asbestos Management**

In response to the Asbestos Hazard Emergency Act, P.L. 519, and the Environmental Protection Agency (E.P.A.), ICTC has completed a survey of its buildings for asbestos-containing materials and all district facilities are asbestos-free.

The management plan (results of the survey) is available for your viewing during regular office hours in the office of the director on each campus.

# HELPFUL RESOURCES

## Local Referral Agencies

Tahlequah "Help In Crisis" .....	918-456-4357
Monarch (Muskogee) .....	918-683-0124
Green Country Behavioral Health Services .....	918-682-8407
Stilwell "Help In Crisis" .....	918-696-6865
Wilma Mankiller Clinic .....	918-696-8830
State Department of Mental Health and Substance Abuse Services .....	405-522-3908
National Help Line .....	1-800-262-2163
Alcohol and Other Prevention .....	<a href="http://www.edu.org/hec/">www.edu.org/hec/</a>
OK Dept. of Human Services .....	1-800-522-3511
People Inc. (Sallisaw) .....	918-775-7787
Health and Wellness Center (Sallisaw) .....	918-790-2653
CREOKS (Tahlequah) .....	918-207-0078
CREOKS (Sallisaw) .....	918-775-5513

## Website Resources

Indian Capital Technology Center

<http://www.ictctech.com>

Oklahoma State Department of Career and Technical Education

<http://www.okcareertech.org/>

Oklahoma State Department of Education

<http://www.ok.gov/sde/>

Veterans Benefits

<http://www.benefits.va.gov/gibill>

Federal Student Aid Website

<http://www.fafsa.ed.gov>

Federal Student Aid informational page

<http://studentaid.ed.gov>

Oklahoma Career Information System

<http://www.okcis.intocareers.org>



# MUSKOGEE CAMPUS DIRECTORY

USE PREFIX 348 FOR EXTENSIONS BEGINNING WITH 79, USE PREFIX 913 FOR EXTENSIONS BEGINNING WITH 39

LAST NAME	FIRST NAME	TITLE	EXT.	EMAIL
ADAIR	KATHY	Director Business & Industry	7939	<a href="mailto:kathy.adair@ictctech.com">kathy.adair@ictctech.com</a>
ALEXANDER	AMBER	Food Service Cashier	3922	<a href="mailto:amber.alexander@ictctech.com">amber.alexander@ictctech.com</a>
BAIZE	KEVIN	Auto Refinishing	7948	<a href="mailto:kevin.baize@ictctech.com">kevin.baize@ictctech.com</a>
BALLEW	DON	District Maintenance	7997	<a href="mailto:don.ballew@ictctech.com">don.ballew@ictctech.com</a>
BARNES	SHANNON	Computerized Manufacturing Design	7931	<a href="mailto:shannon.barnes@ictctech.com">shannon.barnes@ictctech.com</a>
BARRETT	FRANK	Machine Tool Instructor	7910	<a href="mailto:frank.barrett@ictctech.com">frank.barrett@ictctech.com</a>
BARTEL	DEBBIE	AHC District Administrator	4050	<a href="mailto:debbie.bartel@ictctech.com">debbie.bartel@ictctech.com</a>
BELTON	GEORGIANN	Culinary Arts	7918	<a href="mailto:georgiann.belton@ictctech.com">georgiann.belton@ictctech.com</a>
BETHEL	RAVONDA	District Tech Services Administrator	7963	<a href="mailto:ravonda.bethel@ictctech.com">ravonda.bethel@ictctech.com</a>
BIBLE	DELINA	ACD District Administrator	7960	<a href="mailto:delina.bible@ictctech.com">delina.bible@ictctech.com</a>
BILLINGS	SHARON	Adult Counselor	7936	<a href="mailto:sharon.billings@ictctech.com">sharon.billings@ictctech.com</a>
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**Cafeteria Workers:** Dolana Scoggins, Dorothy Marshall, LaDonna Sanders  
**Maintenance/Custodians:** Martin Miller

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MUSKOGEE CAMPUS - BIS & ACD	888-811-5548
MUSKOGEE CAMPUS - STUDENT SERVICES	866-261-2041
SALLISAW CAMPUS - MAIN	888-838-2298
SALLISAW CAMUS – ACD	888-838-8844
STILWELL CAMPUS - MAIN	888-839-8141
STILWELL CAMPUS - ACD	888-841-8140
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