

BUSINESS AND INDUSTRY SERVICES (BIS) STUDENT BEHAVIOR

Purpose

The technology center serves long term post-secondary and secondary students and BIS students. A discipline code is provided for long term post-secondary and secondary students to inform students of the standards of conduct required of students, and of the consequences that attach to misconduct. School laws that prescribe procedures applicable to secondary students are, in some instances, not applicable to adult students. Accordingly, the technology center has established a separate policy applicable to BIS students that explains the standards of conduct and civility expected of BIS students and also explains the actions that may be taken when BIS students' conduct violates those standards. BIS students are held to standards of conduct that are no less than those which attach to long term students attending the technology center. Educational opportunities available to BIS students may be cut-short or terminated in instances where a BIS student's conduct violates the approved standards or when a student, for other reasons, cannot fulfill program requirements essential to successful course completion.

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

References in Policy

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

Procedures

1. Immediate Removal of a Student

Whenever an alleged violation of the BIS Student Behavior Code is reported to a coordinator, he or she will ascertain whether the immediate removal of the student is required. This determination will be based on whether the student's continued presence on campus would create, in the coordinator's judgment, a dangerous and/or disruptive situation with regard to the continued operation and management of the school system. If dismissal is found necessary, the coordinator shall document the justification in a report and immediately forward it to the director, and contact the student.

2. Decision

Once the evidence has been reviewed, the director will summarize the findings in a written report, which will include the decision as to the student's innocence or guilt and recommended discipline, if applicable. A copy of this report will be forwarded to the executive director. This decision will be communicated verbally or in writing to the student. The imposition of discipline will commence following the communication of the decision 3

3. Appeal

If all or any portion of the director's decision is not agreed to, the student has the right to appeal the decision to the executive director. The decision of the executive director shall be final.

4. Readmission

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

Notification of Policy

Copies of any procedural regulations and the BIS Student Behavior Code shall be available to all adult students, and students are responsible for compliance with the school's behavior and conduct standards. Questions as to the interpretation of any part of the policy should be presented to the appropriate director.

BIS Student Behavior Code

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

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
5. Cheating
6. Conduct that threatens or jeopardizes the safety of others
7. Cutting class or sleeping, eating or refusing to work in class

8. Disruption of the educational process or operation of the school
9. Extortion
10. Failure to complete prescribed assignment, without approval
11. Failure to comply with state immunization requirements
12. False reports or false calls
13. Fighting
14. Forgery, fraud or embezzlement
15. Gambling
16. Gang related activity or actions
17. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication and physical acts
18. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
19. Immorality
20. Inappropriate attire, including violation of dress code
21. Inappropriate behavior or gestures
22. Indecent exposure
23. Intimidation or harassment because race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
24. Obscene language
25. Physical or verbal abuse
26. Plagiarism
27. Possession or use of a caustic substance (unrelated to course work)
28. Possession, distribution or viewing obscene materials, including electronic possession, distribution or viewing (sexting)

29. Possession or use, without prior authorization, of a wireless telecommunication device
30. Possession, threat or use of a dangerous weapon, including firearms, and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
31. Possession, claimed possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be prohibited substance, regardless of its actual content.
32. Possession, claimed possession, or distribution of a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act
33. Possession, claimed possession, or distribution of illegal and/or drug related paraphernalia
34. Possession or claimed possession of prescription and/or non-prescription medicine while at school and/or school related functions without prior administrative approval
35. Profanity
36. Purchasing, selling and/or attempting to purchase or sell prescription and on-prescription medicine while at school and school related functions
37. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
38. Theft
39. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or, electronic communications
40. Use, possession, claimed possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, personal vaporizers, and electronic nicotine delivery systems, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product.
41. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a technology center employee, or the technology center

42. Using racial, religious, ethnic, sexual, gender or disability-related epithets
43. Use of the school's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law
44. Vandalism
45. Violation of board of education policies, rules or regulations or violation of technology center rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing technology center property
46. Vulgarity
47. Willful damage to technology center property
48. Willful disobedience of a directive of any technology center official.

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

In addition, conduct occurring outside of the normal school day or off technology center property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include removal from school. This includes but is not limited to electronic communication, whether or not such communication originated at school or with technology center equipment, if the communication is specifically directed at students or technology center personnel and concerns harassment, intimidation or bullying at school.

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

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

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

The technology center's course offerings include those that incorporate requirements essential to successful completion of the course. An example is the clinical hours a part of and necessary to completion of many health care courses. When a student cannot complete essential course requirements the student may be dismissed from a program for a variety of reasons, including but not limited to conduct, behavior, or other inability to meet mandatory

parts of the program. Students dismissed for reasons falling within this part of the policy, will have the same rights with regard to removal as BIS students who violate the technology center's BIS Student Behavior Code.

Students Attending the Technology Center by Virtue of a Special Program

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