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MOORE  
NORMAN  
TECHNOLOGY  
CENTER

MAIN ENTRANCE

**CAREER PROGRAM  
STUDENT HANDBOOK  
2020-2021**

**MN** MOORE NORMAN  
TECHNOLOGY CENTER

*The policies of Moore Norman Technology Center's Board of Education supersede all information provided in this handbook. Because policies can change, you are encouraged to refer to the Moore Norman Technology Center's Board of Education Policies at [mntc.edu](http://mntc.edu).*

**Board of Education**

Pam Lewis, President  
Glen Cosper | Dr. James Griffith  
Dr. Max Venard | Jared Deck

**Superintendent/CEO**

Brian Ruttman

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## 2020

### August

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

18 MNTC First Day of Class

### September

| S  | M  | T  | W  | T  | F  | S  |
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| 27 | 28 | 29 | 30 |    |    |    |

7 Labor Day Holiday, MNTC Closed

### October

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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

15-16 MNTC Fall Break, No Program Classes

### November

| S  | M  | T  | W  | T  | F  | S  |
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| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

23-27 Thanksgiving Break, MNTC Closed, No Program Classes

### December

| S  | M  | T  | W  | T  | F  | S  |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

21-31 Winter Break, MNTC Closed

**Key:** ■ Holiday or Break / No Classes



## ABOUT MNTC

### Our Vision

Moore Norman Technology Center is recognized as the first choice for workforce development and training, committed to providing an outstanding educational experience for every student and client.

### Our Mission

Preparing for success, changing lives, building better tomorrows.

### Core Values

- Accountability
- Data-Driven Decision-Making
- Diversity & Inclusion
- Empowerment
- Excellence
- Growth
- Honesty, Integrity, & Transparency
- Innovation
- Respect

### Strategic Goals

- We will actively participate in the education and economic development of our communities.
- We will strengthen relationships by developing clients/students and staff, partnering with businesses and schools and collaborating with community leaders.
- We will utilize and leverage innovative technology to manage the process of

delivering education/training to clients/students, businesses and employees.

### Non-discrimination Statement

There will be no discrimination in the technology center because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the technology center's nondiscrimination policies: MNTC's Human Resources Director (for employees) and the Student Services/Marketing Director (for students). Inquiries concerning the application of this policy may be made by calling (405) 801-5000 or by visiting the Franklin Road campus at 4701 12th Avenue NW, Norman, Oklahoma 73069.



## OUR HISTORY

**E**stablished in 1972, Moore Norman Technology Center has provided technical education for thousands of residents of central Oklahoma. The school serves more than 159,000 residents of Norman, Moore, and south Oklahoma City, as well as businesses and industries in the metropolitan Oklahoma City area. MNTC is governed by a five-member Board of Education elected from its district. Meeting monthly, the Board establishes policies and oversees the business activities of the school.

Each year Moore Norman Technology Center provides training for approximately 50,000 students in full-time programs and part-time classes. Included in that number are those who are a part of specialized training provided as a service to their employer, through the Business and Industry Services division.

Through the years, the center's long-term career programs have been represented in the winner's circle in many district, state, and national skills and leadership competitions.

MNTC operates with a \$27.8 million general fund budget. Sources of this revenue are 10 percent state and federal funds as well as 90 percent local funds which is comprised of ad valorem taxes, tuition receipts, and other revenues. The school's \$10.7 million building fund monies are used to build, equip and maintain facilities. Having grown from a single building containing approximately 195,000 square feet, the Franklin Road Campus now includes six buildings.

In July 2005, MNTC opened the South Penn Campus at SW 134th and South Pennsylvania Avenue. This campus provides classrooms

### Campus Map

Scan the QR code to view the Franklin Road Campus map.



and computer labs for part-time & FlexTrack classes, industry-specific instruction, and also serves as a conference center.

Moore Norman's IT Building opened in October 2012 and houses the Business and Information Technology classes. This progressive learning environment gives students access to several new amenities including collaborative work spaces, and state-of-the-art classrooms. The technology-driven building provides each classroom with leading industry software and instructional technologies. All of the classrooms were designed to emulate real-world industry settings.

MNTC opened its newly redesigned Technical Building in spring of 2019. This spacious facility houses the full-time Cosmetology, Entrepreneurship, Welding, CNC Machining, Pre-Engineering, and Computer Aided Design & Drafting programs. It has an expansive, shared fabrication lab allowing students the opportunity to work closely together on projects, much as they will once they're out in industry. It also offers a safe room and additional learning spaces.

In April 2016, the community supported and passed a \$60 million bond for the expansion and modernization of MNTC classrooms and facilities with construction underway.

## 2021

### January

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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

- 1-4 New Year's holiday, MNTC Closed
- 18 Martin Luther King, Jr. Day, MNTC Closed

### February

| S  | M  | T  | W  | T  | F  | S  |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 |    |    |    |    |    |    |

- 15 No Program Classes, MNTC Professional Development

### March

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

- 12 No Program Classes, MNTC Professional Development
- 15-19 Spring Break, No Program Classes

### April

| S  | M  | T  | W  | T  | F  | S  |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |

### May

| S  | M  | T  | W  | T  | F  | S  |
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| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

- 26 MNTC Last Day
- 31 Memorial Day Holiday, MNTC Closed



Some of the information in this handbook may change due the COVID-19 pandemic. Please visit [www.mntc.edu/BackToSchool](http://www.mntc.edu/BackToSchool) for the most current information regarding MNTC's efforts to minimize the spread of COVID-19.

## GETTING STARTED

### Student Classification

#### HIGH SCHOOL STUDENT

An MNTC student who is currently enrolled as a freshman, sophomore, junior, or senior in a public high school, private high school or home school.

#### ADULT STUDENT

An MNTC student who is not currently enrolled in a public or private high school or home school.

#### IN-DISTRICT STUDENT

A student residing within the boundaries of MNTC's district, which includes both Moore and Norman public school districts. An in-district adult student pays a lower rate of tuition than out-of-district students.

#### OUT-OF-DISTRICT STUDENT

A student who does not reside within the boundaries of the MNTC district, which includes both the Moore and Norman public school districts. An out-of-district adult student pays a higher rate of tuition than in-district students.

### Photo ID

As part of the school's safety and security program, every student is required to have and wear an MNTC photo ID card while on the MNTC campus. Students may also be required to wear their photo ID card during internships, clinicals, or mentoring sessions. Failure to wear ID will require replacement of ID, and a tardy if replacement results in missed class time. Some restaurants and retail shops offer discounts to students when shown a student ID.

ID cards are available in Student Services. The first card is provided at no cost; replacement cards cost \$8.

### Vehicle Regulations/Registrations

Driving and parking privileges are extended to students. Students not driving in a safe and responsible manner will not be permitted to drive their vehicles on school property. Other campus driving regulations:

- The enforced posted speed is 10 mph.
- All vehicles must have an MNTC parking tag. These are available at Student Services. Failure to comply will result in a Parking Warning. If a second warning is issued, driving privileges may be revoked.
- The driver of a vehicle meeting or overtaking a school bus that is stopped to take on or discharge students, and on which the red loading signals are in operation, is to stop the vehicle before it reaches the school bus and not proceed until the loading signals are deactivated and then proceed past such school bus at a speed which is reasonable and with due caution for the safety of such students and other occupants. Any person convicted of violating the provisions of this subsection shall be punished by a fine of not less than One Hundred Dollars (\$100.00). 2014 O.S. Title 47-11-705.
- Vehicles should be locked while parked on campus.
- The school does not permit students to return to any vehicle during class break times or loiter in the parking area before or after classes.
- Auto incidents, accidents, or injuries should be reported immediately to the School Resource Officer. An officer may be reached by visiting one of the administration offices.

## Bus Schedule

Bus transportation to-and-from Moore Norman Technology Center for both high school and adult students is provided. Adults should contact the administration office before parking on campus. The schedules are as follows:

| Moore High School   |                              | Southmoore High School  |                              | Westmoore High School                      |  | Moore Vista Academy  |
|---|------------------------------|---|------------------------------|--|--|----------------------|
| DEPARTING FROM South Side Bus Loading Zone                  |                              | DEPARTING FROM South Side Bus Loading Zone                        |                              | DEPARTING FROM South Side Bus Loading Zone |  | AFTERNOON 12:58 p.m. |
| MORNING 9:20 a.m.   | AFTERNOON 12:58 p.m.         | MORNING 9:20 a.m.   | AFTERNOON 12:58 p.m.         | MORNING 9:18 a.m.                          | AFTERNOON 12:55 p.m.                       |                      |
| Norman High School  |                              | Norman North High School  |                              | Dimensions Alternative School              |  |                      |
| DEPARTING FROM East Side Bus Loading Zone                   |                              | DEPARTING FROM East Side of Building/ South Hall Student Entrance |                              |  |  |                      |
| MORNING 9:05 a.m.   | AFTERNOON 1:00 p.m.          | MORNING 9:05 a.m.   | AFTERNOON 1:00 p.m.          | AFTERNOON 12:58 p.m.                       |  |                      |
| Moore Norman Technology Center                              |                              |   |                              |  |  |                      |
| DEPARTING FROM Main Building, Health Building & IT Building |                              |   |                              |  |  |                      |
| MORNING   |                              | NOON  |                              | AFTERNOON                                  |  |                      |
| 2 HOUR BLOCK CLASSES  |                              | 3 HOUR BLOCK CLASSES  |                              | 2 HOUR BLOCK CLASSES                       |  |                      |
| 10:55 a.m.  | Norman, Norman North         | 12:10 p.m.  | Norman, Norman North         | 2:50 p.m.                                  | Moore, Southmoore, Westmoore, Norman North |                      |
| 11:10 a.m.  | Moore, Southmoore, Westmoore | 12:25 p.m.  | Moore, Southmoore, Westmoore | 4:15 p.m.                                  | Moore, Southmoore, Westmoore, Norman North |                      |

Please visit [mntc.edu](http://mntc.edu) for the most current transportation information.

## ALL ROUTES AND TIMES SUBJECT TO CHANGE

### General Rules for Bus Riders

Riding a school bus is a privilege provided by the school district and should be treated as such. Please note the following rules:

- Students will abide by the school rules and regulations concerning busing students, including conduct and dress code.
- Students will obey the instructions of the bus driver and behave in a respectful and cooperative manner at all times.
- Students must be deemed eligible to ride the bus and must ride their assigned bus only.
- Students will board and leave the bus at designated stops only.
- Parents or guardians of students riding the bus are responsible for the student's transportation to school if a student misses the bus.
- During severe weather buses may be delayed or cancelled. The Administration will determine when transporting students may be unsafe and may cancel all bus routes. In the event of such a cancellation, students will be asked to contact a parent or guardian to pick them up.

### Bus Loading Safety

The driver of a vehicle meeting or overtaking a school bus that is stopped to take on or discharge school children, and on which the red loading signals are in operation, is to stop the vehicle before it reaches the school bus and not proceed until the loading signals are deactivated and then proceed past such school bus at a speed which is reasonable and with due caution for the safety of such school children and other occupants. Any person convicted of violating the provisions of this subsection shall be punished by a fine of not less than One Hundred Dollars (\$100.00). 2014 O.S. Title 47-11-705.

## Insurance

The school does not carry accident and health insurance on students. High school students may get information on school accident insurance at their home high school.

Some programs may require students to purchase liability insurance.

## Acceptable Use of Internet and Electronic and Digital Communications Devices

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

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

Although the technology center’s IT services department has taken appropriate steps to block (filter) offensive and inappropriate material (as required by the Children’s Internet Protection Act), users may unwittingly encounter offensive material. All users of the technology center’s electronic resources are required to exercise personal responsibility for the material they access, send or display, and must not engage in electronic conduct which is prohibited by law or policy. If a student inadvertently accesses or receives offensive material, he/she should report the communication to the assigned instructor. No individual is permitted to access, view or distribute materials which are inappropriate or create a hostile environment.

### Education of Students Regarding Appropriate Online Behavior

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

For more information, please refer to the Acceptable Use of Internet and Electronic and Digital Communication Devices Policy.

## Class Hours

Two 3-hour blocks and two 2-hour blocks are offered each day in select classes. Unless specifically listed below, those block hours are as follows:

|   | 3 Hour Block  | 2 Hour Block   |
|---|---|--|
| <b>Morning</b>  | <b>Adults &amp; Home School Students:</b> 9:15 a.m. to 12:25 p.m.<br><b>NPS:</b> 9:15 a.m. to 12:05 p.m.<br><b>MPS:</b> 9:35 a.m. to 12:25 p.m. | <b>NPS:</b> 9:15 to 10:45 a.m.<br><b>MPS:</b> 9:35 to 11:05 a.m. |
| <b>Afternoon</b>  | 1:15 to 4:10 p.m.   | 1:15 – 2:45 p.m.   |
| <b>The following career pathways will have different class hours:**</b> | Cosmetology Evening Class, Diagnostic Medical Sonography, Practical Nursing Day Class, Surgical Technology                                      |  |

*\*\*Please refer to career program specific handbooks for details class hours.*

## Breaks

One break period is scheduled during each three-hour class. No break is given in two-hour classes. A student break area is provided for your convenience and all food must be consumed in the break area. Drinks are allowed only in designated places assigned by the teacher/instructor.

Students may not visit other instructional areas or go to the parking lot during break time. Misuse of breaks may result in loss of privileges. (No loitering is allowed in the parking lot before, during or after school.)

Lunch is available in the cafeteria and vending machines are available in each break area.

## Dismissing and Closing School (Severe Weather)

While severe weather is the primary cause, it is possible that unscheduled school closures, early dismissals, or class cancellations may occur during the school year for various reasons. If MNTC administrators feel conditions are such that student safety or effective instruction are compromised, the decision could be made to dismiss or cancel classes, or close the campus. Every attempt will be made to notify students and parents in a timely manner of any changes to the regular class schedule. School closures, early dismissal, or class cancellations will be announced in the following ways:

- **MNTC Website:** [mntc.edu](http://mntc.edu).
- **Social Media.** Like us on Facebook: /MooreNormanTech and follow us on Twitter and Instagram: @MooreNormanTech.
- **SchoolMessenger.** This notification system will call students (or a parent/guardian) and notify them of the closure or cancellation. This system is also used to notify parents/guardians of student absences (high school students only).
- **In the event of a campus emergency,** we encourage people to share only information posted by MNTC using the media outlined above. MNTC is the only source guaranteed to be factual and exact. Students, parents, and MNTC staff should check the online sources above before communicating anything related to an emergency at MNTC. If you have questions or need to reach the Marketing Coordinator, call 405.801.5132. For additional information, please refer to the Closing School Policy.



## Field Trips

Instructors may schedule field trips in order to provide students an added insight into the field for which they are preparing, and to help develop community contacts. All students must be eligible to attend field trips. High school students must also be eligible according to their home high school eligibility policy.

Before a high school student is permitted to go on a field trip, the teacher/instructor must secure a permission form signed by the parent or guardian. Eligible students' names are sent to the appropriate high school with a request to excuse students.

## Class Parties / Special Events

Class and student organization social events can be an effective way to promote communication, acceptance, and understanding among members of a class contributing to a healthy classroom and lab atmosphere. There are guidelines in order to assure that these events are positive for all individuals involved.

Parties during class time are permitted only at the end of each semester and must have prior administrative approval.

Neither students nor employees are allowed to bring food to these events, or to any event which is an activity of the class, the student organization, or the school as a whole.

Student organizations can spend the organization's money to go out to eat together or to purchase food for the group from the school's food service provider. Such an expenditure must be reflected as approved by the group in minutes of the organization meeting. If the school's food service provider is not available to provide the service on that day, another caterer may be used.

## Lost and Found

Contact any administration office to report a lost item or turn in a found item. Unclaimed items are given to the Backroom Clothing Co.

## Bursar Office

Bursar office personnel enter charges, receive payment, and provide invoices for in-district and out-of-district program tuition, textbooks, and educational expenses. Office hours are:

**8 a.m. to 4:30 p.m. Monday to Thursday**  
**8 a.m. to 4 p.m. Friday**

## Tuition

Program tuition is determined by the number of academic clock hours the Oklahoma Department of Career Technology Education requires to complete a program. Charges are \$2.50 per hour for in-district adult students, and \$3.00 per hour for out-of-district adult students. Full tuition payment is due prior to the first day of class; however, MNTC allows students the options below:

## Payment Schedule Options

Less than 650 academic clock hours = 1 payment  
Over 650 academic clock hours = 2 payments  
Diagnostic Medical Sonography = 3 payments

## Resource Fee Payment

Tuition does not include other educational expenses such as books, supplies, fees, etc. Most newly enrolled adult students are charged a Resource Fee of \$225 for these costs, according to the program requirements. This charge is due with the first tuition payment.

Programs that do not pay the Resource Fee are Practical Nursing, Diagnostic Medical Sonography, and Surgical Technology.

Prior to the first day of class, students must pay or present proof of agency sponsorship, Tuition Waiver, Title IV Federal Financial Aid, etc., for payment. Questions related to student accounts, invoices and agency sponsorship should be directed to the Bursar office. Examples of agency sponsorship include Vocational Rehabilitation Services, the Bureau of Indian Affairs, the Workforce Investment Board, Workers' Compensation, and HIRE. The Bursar office, in partnership with Finance, Financial Aid, and Student Services, processes individual student scholarship awards for tuition and expenses.

## Textbook Distribution

Students enrolled in programs that pay the Resource Fee will check-out required textbooks in the classroom. Checked-out textbooks are required to be returned by the end of the student's last day of attendance. Unreturned textbooks are considered lost; a replacement fee is added to the student's account, and a hold may be placed on diplomas/certificates.

Textbooks are sold to Practical Nursing, Diagnostic Medical Sonography, and Surgical Technology students. Purchased textbooks are delivered to the classroom and are available on the first day of class.

## 1098-T Tuition Statements

The MNTC Bursar office is required by the Internal Revenue Service (IRS) to issue the form 1098-T to any student that provides a social security number to the school and is enrolled during the current calendar tax year period. The form 1098-T documents payments made during the current tax year. The form also documents if a student was enrolled at least half-time during any semester. To ensure timely delivery, students must update their address, when appropriate, by completing a "Change of Student Contact Information Form."

MNTC CANNOT determine whether a student is eligible to receive tax credit available to persons who pay higher education cost through the Taxpayer Relief Act of 1997. Please consult a tax advisor or the IRS (search on Tax Benefits for Higher Education) for more information.

## Contact the IRS at:

Telephone: 1-800-TAX-FORM (1-800-829-3676)  
IRS Tax Questions Telephone: 1-800-829-1040  
Website: [irs.gov](http://irs.gov)

**Check the IRS website for the following articles:**

IRS Notice 97-60: Lifetime Learning Credit  
IRS Form 8863: Education Credits (Hope and Lifetime Learning Credits)

**Withdrawing from an MNTC Program**

If a student finds it necessary to withdraw from an MNTC program, he or she must meet with his/her counselor to complete the withdrawal process. If a student is unable to return to campus, he/she should notify his/her counselor by telephone or e-mail immediately. New students who have never attended MNTC and miss three consecutive days with no contact will be withdrawn. Current students who are absent for five consecutive days with no contact made to the instructor or administration will be withdrawn. The student is responsible for returning any school-owned books, materials, or tools, and must pay any outstanding obligations. Failure to complete the withdrawal process could prevent a student from re-entering at a later date.

**Re-Admission for Previous Students**

If a previous student chooses to re-apply (in the same or different career major), they will not be placed on the waiting list until they have met all conditions for re-entry (no holds) and have satisfied all financial obligations to MNTC.

1. If a student withdraws from a career major in good standing (within attendance policy, making satisfactory academic progress – “C” or better) and makes a request to return within the next 12 months in the same career major, the student will be placed at the TOP of the waiting list after meeting with an MNTC Representative and completing the Reinstatement Form (SS 045). If the student makes a request to return after 12 months, they are treated as a new student.
2. If MNTC withdraws the student for exceeding the attendance policy, unsatisfactory academic progress, or disciplinary reasons, the student is deemed not in good standing. If the student requests to return within 12 months and has met all conditions

for re-entry, that student contacts an MNTC Representative to complete a Reinstatement Form v and will be placed at the BOTTOM of the waiting list. If more than 12 months, the student is treated as a new student.

**Refunds**

Any tuition paid for enrollment in a program will be refunded in full if notice is given prior to the scheduled beginning date of instruction, or if a student drops on or before the seventh instructional day. After the seventh instructional day no refund of tuition or fees is made. No refund is made for insurance or assessments purchased in the student’s name.

Books and materials purchased from MNTC may be eligible for a refund if the books and supplies are in “like new” condition, unopened, unmarked and undamaged, provided the materials are returned at the same time as the request for withdrawal.

The fees for licensing or certification examinations will be refunded if the student withdraws prior to registering for and scheduling the exam.

A buy-back program for used textbooks is not offered.



## SERVICES & INFORMATION FOR STUDENTS

### Counseling Services

MNTC provides student-centered counseling by certified and licensed professional counselors. Counselors facilitate student development in the academic, career, and personal/social areas through a highly individualized approach. Services include crisis intervention, community referrals, and individual and group counseling to assist with personal and professional growth.

All information disclosed to counselors is confidential with the exception of immediate threat of serious or foreseeable harm to self or identified others, suspicion of child abuse or neglect, or court-ordered disclosure.

### Toll-Free Counseling Helplines

| Organization                        | Numbers   |
|-------------------------------------|---|
| Bullying/ Violence Tipline          | 405.296.6934  |
| Teenline National Suicide           | 310.855.HOPE (4673)<br>(Helpline available 6 p.m. to 10 p.m.)   |
| Prevention Hotline                  | 1.800.273.TALK (24-hour Hotline)<br><a href="http://suicidepreventionlifeline.org">suicidepreventionlifeline.org</a>  |
| 2-1-1 Community Resource & Referral | 1.800.522-9054 (Reachout Hotline – 24-hour assistance with Mental Health & Substance Abuse Services)   <a href="http://211oklahoma.org">211oklahoma.org</a> |

### Student Success Center (SSC)

The Student Success Center is housed on the MNTC Franklin Road Campus in the IT building. A wide range of academic support services are provided. The Center is staffed with certified numeracy and literacy specialists. Opportunities available in the Student Success Center include:

- ACT and Accuplacer preparation workshops.
- High school homework assistance for Mathematics and English.
- English Language Learners (ELL) assistance.

- Computer lab with internet access during school hours.
- Quiet study environment.

Moore Norman Technology Center has two additional resource centers. One is located in H210 in the Health Building on the Franklin Road Campus, and the other is in P108 at the South Penn Campus.

The Health Library provides library services to Health Career students, faculty, and staff. A computer lab is available for student use. Videos, DVDs, computer software, reference books, and professional journals and magazines are available for viewing and checkout. Research assistance is also available.

## College Connection

### College Credit Options

It is possible to save money and shorten the time it takes to earn your college degree. Get an early start on your college degree!

In a cooperative effort between the Oklahoma State Regents for Higher Education and the Oklahoma Department of Career and Technology Education, college credit can be earned through Prior Learning Assessments for an approved license or credential a student accomplishes while at Moore Norman Technology Center.

All MNTC students (high school and adult) who are enrolled in a program that offers an approved license or credential may have the opportunity to receive college credit upon completion of their

program. Our College Connection office will work with students to explain the process, so students can earn college credit toward an Associate of Applied Science (AAS) degree or a technical college certificate at area colleges.

#### **Benefits of Prior Learning Assessment:**

- Decrease education costs.
- Accelerate time to degree completion.
- Avoid course duplication.
- Earn credit for your life learning.
- Explore college pathways.

If you have questions regarding the Prior Learning Assessment process, please call 405.801.5192 and ask for the College Connection office. We look forward to helping you achieve your college and career goals!

#### **General Education Classes: OCCC & OSU-OKC**

Oklahoma City Community College and Oklahoma State University-Oklahoma City offers several general education courses at Moore Norman's Franklin Road Campus each fall and spring. All students who wish to enroll in OCCC or OSU-OKC general education courses must meet national ACT, ACT residual exam, or placement test score requirements to enroll in the corresponding subject area. Students will enroll at and pay current college tuition to OCCC or OSU-OKC. For additional information, contact the MNTC College Connection office at 405.801.5192.

#### **Fee Waiver for Courses Offered through Business & Industry Services**

In order to enhance learning within their current program, students may enroll in courses offered through MNTC's Business & Industry Services if they meet certain conditions. For information on the conditions and enrollment, please see your administrator or teacher/instructor.

#### **Services to Students with Disabilities**

MNTC is committed to the goal of achieving equal educational opportunities, offering full participation for students with disabilities, and providing assistance that will facilitate students' independence and academic progress.

Students who have disabilities, including those with mobility limitations, speech, hearing, or sight impairment, learning or other disabilities covered by the Rehabilitation Act of 1973 or the ADA Amendments Act of 2008, may receive reasonable educational accommodations. To request accommodations, students with disabilities should go directly to MNTC's Disability Coordinator or to an MNTC Counselor or Career Advisor. All disabilities must be verified with current supporting documentation from an appropriate professional (licensed physician, licensed psychologist, approved agency, etc.). Records of accommodation activity are kept separate from all admissions activity.

#### **Student responsibilities may include:**

- Obtain psychological/educational/medical testing.
- Provide verifying documents.

Individuals with disabilities are encouraged to confer with their counselor and teacher/instructors regarding their special educational needs.

To obtain more detailed information or to make an appointment, please contact MNTC's Disability Coordinator at 405.801.5284, your Counselor, or a Career Advisor.

#### **Deaf and Hard of Hearing Students**

Disability Services provides guidance and referrals during the enrollment process, and assists with appropriate classroom, lab, and learning support for students with hearing loss that impacts education. A student may have access to an interpreter, trained note-takers, or tutors in lecture and lab settings.

#### **Service Animals**

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

- A. The employee or student will submit a notification of the intent to use a service animal to the technology center's deputy superintendent. The notification will identify whether the service animal is required because of the person's disability, and, if so, identify and describe the manner in which the service animal will meet the individual's particular need(s).
- B. Notifications for the use of service animals on technology center property will, whenever possible, be made at least one week prior to the proposed use of the service animal.
- C. As part of the technology center's consideration of the use of a service animal, the technology center may require certification of proper vaccinations verified by a veterinarian.
- D. The technology center's review of use of a service animal may include consideration of a student's IEP or Section 504 records. The technology center may also request a meeting with the employee or student.
- E. The use of a service animal on technology center property may be subject to a plan that introduces the service animal to the school environment, any appropriate training for staff and students regarding interaction with the service animal, and other activities or conditions deemed necessary by the technology center. The technology center's approval of the use of a service animal on technology center property is subject to periodic review, revision, or revocation by technology center administration.
- F. Service animals will wear proper identification and will always be on a leash or other form of restraint mechanism. It is the responsibility of the employee or student who uses a service animal pursuant to this policy to serve as the handler or arrange for a third party handler to provide proper handling of the service animal. Any cost incurred to handle the service animal will be the responsibility of the employee or student who uses the service animal.
- G. Service animals will be allowed in technology center vehicles when:
  1. The inclusion of the service animal is documented as required on technology center transportation forms; and
  2. The service animal is under the control of the handler at all times, including entering and exiting the vehicle.
- H. The responsibility for the care and supervision of the service animal rests solely on the employee or student. The technology center is not responsible for providing any staff member to

walk the service animal or provide any other care or assistance to the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the building administrator.

- I. Pursuant to federal law, the technology center retains discretion to exclude or remove a service animal from its property and transportation if:
  1. The service animal is out of control and/or the service animal's handler does not effectively control the service animal's behavior;
  2. The service animal is not housebroken;
  3. The service animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications; or,
  4. Permitting the service animal would fundamentally alter the nature of the service, program, or activity.

### Liability

The employee or student will be responsible for any damage to technology center or personal property and any injuries to individuals caused by the service animal. The employee or student who uses a service animal on technology center property will hold the technology center harmless and indemnify the technology center from any such damages.

### Requirements for Service Animals

- **Vaccination:** Service animals must be immunized against diseases common to that type of animal. [Okla. Admin. Code 310:599-3-9.1] All vaccinations must be current. Dogs must wear a rabies vaccination tag.
- **Licensing:** All service dogs must be licensed as required by state and/or local law.
- **Owner ID and Other Tags:** Dogs may be required to wear a current dog license and rabies-vaccination tag, unless the dog is permanently and uniquely identified with a microchip implant or tattoo.
- **Leash:** Service animals must be on a leash or tether at all times, unless impracticable or unfeasible due to the disability of the employee or student.
- **Collar:** A service dog used by a person who is deaf or hard-of-hearing must wear an orange identifying collar. [Okla. Stat. tit. 7, § 19.1(C)]
- **Under Control:** The owner/handler of a service animal must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of owner/handler.
- **Cleanup Rule:** The handler of the service animal, whether it be the employee, student or a third party, must clean up after the animal defecates or urinates, as well as follow any municipal ordinance applicable thereto.
- **Grooming:** All service animals must be treated for, and kept free of, fleas and ticks. All service animals must be kept clean and groomed to avoid shedding and dander.

For additional information please refer to Service Animal Policy.

### HIRE (Help in Reaching Employment)

HIRE offers a wide variety of services for individuals referred through the Department of Human Services. Students are offered:

- Career research opportunities
- Tutoring for academic needs
- Computer literacy classes
- Life management and employability seminars
- Tuition assistance for long-term or short-term vocational training
- Funding for supplies and training related expenses
- Job placement services upon completion

For more information contact HIRE Coordinator at 405.801.5261.

### Military Tuition Discount

MNTC recognizes the many sacrifices and contributions made by members of the military and their families. MNTC provides a 50% tuition discount to eligible students in short-term classes and long-term programs.\*

To be eligible for the discount, an individual must currently be a member of the armed forces or have received a discharge from the armed forces other than a dishonorable discharge. One of the following military documents is required to establish eligibility:

- DD-214 (must include Character of Service)
- Military LES
- Discharge Certificate
- Military Orders
- Retirement Certificate

Military spouses are also eligible. The current spouse must provide a military identification card which indicates the relationship between the student and the military member. This discount does not apply to books, materials, supplies, etc. Some courses, such as online classes, may not be eligible for discount.

*\*MNTC may discontinue this benefit at any time at the discretion of the Board of Education; however, such discontinuation will not affect individuals who are enrolled in the program at the time the decision to discontinue is made. Individuals who fraudulently obtain a tuition discount under this program will be required to repay the tuition discounted, will be removed from enrollment at MNTC, and will be ineligible for future enrollment at MNTC.*

### Voter Registration

Oklahoma voter registration forms are available upon request from a Customer Service Representative at the Franklin Road Campus.

### Students Charged with a Felony

Any currently-enrolled student who is charged with a felony must promptly disclose the charges to the Director of Student Services.

For additional information, please refer to the Enrollment for Those Convicted of Felony Policy.



# STUDENT EXPECTATIONS

## Attendance Guidelines

Because of MNTC’s commitment to provide training which best prepares the student for the work place, many of the policies and procedures of the school reflect those found in the work place, rather than those typically found in a school.

Class attendance is vitally important to learning a technical skill. The daily give-and-take of instruction and demonstration of equipment use is needed to provide students with proper training for a specific occupation. A student who is habitually absent or arrives late will miss the essential elements of the course and will not develop acceptable work habits.

The following attendance rules apply to both high school and adult students enrolled in programs at MNTC, unless the Board of Education has designated a more stringent attendance policy for a specific program due to the educational requirements of that specific program or field of study. Violation of these rules results in the student receiving no academic credit and will result in withdrawal from school. Students who violate the attendance policy will not be allowed to enroll for the following regular semester (fall or spring), including summer school, if the violation occurs during the spring semester.

## Absences

For successful program completion, a student’s absences may not exceed 10 days per semester. Students starting after the first day of classes may have less than the ten days of allowed absences. A day is defined as the class period a student is enrolled each day.

- A student who exceeds ten (10) days per semester and is **passing his/her program** will receive a “no grade” (NG). The student will be withdrawn from school. Students who violate the attendance policy will not be allowed to enroll for the following regular semester, including summer school, if the violation occurs during the spring semester.
- A student who exceeds ten (10) days per semester and is **failing his/her program** will receive an F. The student will be withdrawn from school. Students who violate attendance policy will not be allowed to enroll for the following regular semester, including summer school, if the violation occurs during the spring semester.

## Tardies

A student is expected to be in class on time. A student arriving up to

one hour late or departing up to one hour early per class is counted tardy. A student may also be counted tardy for arriving late from break or missing class time in order to replace their MNTC ID Badge. Three (3) tardies equal a session absence. Students who miss over one hour will be counted absent for that class session.

A student arriving to class late or departing early must sign in on the Late Arrival Sheet area located in the classroom. Failure to properly sign-in may result in the student being counted absent for that class session.

The parent/guardian of a high school student must contact the appropriate Administration Office at 405.801.5000 using one of the extensions listed:

|                                     |              |
|-------------------------------------|--------------|
| Health .....                        | 405.801.5400 |
| Technical .....                     | 405.801.5300 |
| Business & Information Technology . | 405.801.5500 |

Failure to properly sign-out results in the student being counted absent for that class session.

## Notifying School When Absent

It is the responsibility of adult students, or the parent/guardian of high school students, to notify the school when a student will be absent from class. Notification should be within the first hour of class. If notification has not been received the electronic communications system will contact the parent/guardian of high school students who are absent. The parent/guardian must have provided written consent for automated calls.

## 24-Hour Attendance Line

For your convenience, Moore Norman’s attendance line is available 24-hours-a-day to notify the school of absences. Adult students or parents/guardians of high school students should call the attendance line at 405.801.5010 and leave a message. You will be requested to provide all of the following information:

- Name of caller and relationship to student.
- Name of the student who is absent.
- Name of the program or instructor (if available).
- Date(s) student will be absent.

- Reason for absence (illness, appointment, bereavement, etc.).

### Program-Related or Job-Placement Activities

With approval from the program teacher/instructor and verification by the administrator, absences for job interviews, orientations, and exams for jobs related to the program will not count against attendance requirements.

### Death of a Family Member

Students may receive up to five (5) days per qualifying occurrence with approval from an administrator and appropriate documentation (obituary, death notice, funeral program, etc.). A family member is defined as the student's spouse, child, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, grandchild, aunt, uncle, cousins, or persons who lived as member of the student's family.

### Exemption (3-10 days)

A student may apply for an exemption consisting of three (3) to ten (10) consecutive days for extenuating circumstances. The student's exemption must be recommended by the teacher/instructor or counselor and must have approval by the appropriate administrator. Documentation for exemptions is required within five (5) days of returning to school after the eligible absences. Exempted Absence forms are available in the Administration offices. Students receiving financial aid, who apply for an exemption, should contact the Financial Aid Coordinator at 405.801.5046.

### Withdrawal

New students who have never attended MNTC and misses three (3) consecutive days with no contact will be withdrawn. Current students who are absent for five (5) consecutive days with no contact made to the instructor or administration will be withdrawn from school.

### Attendance Records

A complete record of class attendance for each student is kept by MNTC. Students may request a printout of their attendance from their teacher/instructor, counselor, or administrator. An adult student, parent/guardian of a secondary student, or any agencies financing a student's enrollment will be notified by mail of the student's absences when the student has missed half of the allowed absences for the semester.

### Eligibility Requirements for Participation in School Activities

In order to be eligible for participation in extracurricular activities, students must be within the attendance policy and have a passing grade in all subjects in which the student is enrolled at MNTC and the high school.

If a student is not within the attendance policy and passing all subjects, they are ineligible to participate during the next one-week period beginning on Monday and ending on Sunday.

Students declared ineligible may not participate in any competitive event.

### Home School Attendance

Home school students are required to attend class every day MNTC is in session. For a list of days that MNTC classes are not in session, go to [mntc.edu](http://mntc.edu) and hover over About Us and click on Calendar. You may also access the Long Term Programs Academic Calendar at [mntc.edu/AcademicCalendar](http://mntc.edu/AcademicCalendar).

### Student Discipline

The Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. When the behavior of an individual student comes into conflict with rights of others, corrective actions are necessary for the benefit of the individual and the school. The teacher has the right to control and discipline a student while the student is in attendance or in transit to or from the school or while participating in any school function authorized by the school district.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of circumstances surrounding each infraction. The following are some examples of these circumstances:

- The student's attitude
- The seriousness of the offense
- The effect of the offense on other students
- Whether the offense is physically or mentally injurious to other people
- Whether the incident is isolated or habitual behavior
- Disruption to the educational process
- Any other circumstances which may be appropriately considered

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are generally not acceptable in society, and especially not in a school environment. The involvement of a student in the kind of behavior listed will generally require remedial or corrective action. These examples are not intended to be exhaustive, and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Violation of any rule or regulation as printed in the Student Handbook.
2. Creating or attempting to create a disturbance; inciting, encouraging, promoting or participating in attempts to interfere with the normal education process.
3. Disobeying an instructor or administrator willfully and openly.
4. Making a verbal threat of physical harm to a student, instructor, administrator or other employee or guest of the school or making a verbal threat of physical harm to another individual or individuals.
5. Any act of harassment, intimidation and bullying directed at another student, instructor, administrator or other employee or guest of the school.
6. Using profanity or vulgar language or expressions.
7. Defying the school administrator's authority.
8. Assault and battery of another student or person.

9. Possession of an intoxicating beverage or low-point beer.
10. Possession, use, transmission, sale, or being under the influence of a controlled dangerous substance.
11. Anything that jeopardizes safety of the student or any other individual.
12. Engaging in acts of immorality.
13. Showing disrespect for or causing damage to school property or personal property while such property is located on school grounds or at school related events and activities.
14. Violation of the Attendance Policy.
15. Violation of the Acceptable Computer/Internet Use Agreement.
16. Stealing school owned property or property belonging to a student or school employee or any theft while under the supervision of school personnel.
17. Being in 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.
18. Violation of the Use of Tobacco Product Policy.
19. Any words or gestures toward any student, employee, or invitee of the school which are regarded by the recipient to be of an unwelcome sexual nature or which otherwise meet the criteria set forth in the policy on sexual harassment.
20. Inappropriate use of an electronic paging device or cellular phone 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.
21. Adjudication as a delinquent for an offense that is not a violent offense.
22. Wearing inappropriate apparel, such as apparel that:
  - Offends others through obscene words or depictions
  - Presents a safety hazard
  - Suggests or depicts violations of law or school regulations
  - Which might be considered gang-related
  - Is associated with violence, such as trench coats, dusters or military-type long coats, or
  - Would not be acceptable in the average workplace, such as, but not limited to halter tops, tank tops, tube tops or short shorts
23. Cheating and plagiarism are not tolerated and are subject to disciplinary action. Cheating is defined as the use of unauthorized materials, methods, or information in any academic or performance exercise, including improper collaboration. Plagiarism is defined as the representation of the words or ideas of another as one's own words or ideas.

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 they are dealing with individual personalities. The faculty and administration may consider consultation with parent/guardian to determine the most effective disciplinary measure.

In considering alternatives for disciplinary actions, the faculty/administration of the school district will consider the alternatives 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 parent/guardian
3. Referral to counselor
4. Behavioral contract
5. Requiring a student to make financial restitution for damaged property
6. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
7. Restriction of privileges
8. Involvement of local authorities
9. Referring student to appropriate social agency
10. Suspension
11. Expulsion
12. Other appropriate disciplinary action as required and as indicated by the circumstances

Parents, guardians, and students of this school district shall be notified at the beginning of each school year that such policy is in effect. A copy of this policy will be made available to parents or guardians upon request at any time during the school year.

Parents, guardians, and students are also advised by means of this policy statement and by the student handbook that students of the school shall have no reasonable expectation of privacy rights toward school officials in school lockers, desks or other school property. School personnel shall have access to school lockers, desks, and other school property at any time, if a reasonable basis exists for such search.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

For additional information, please refer to the Secondary Student Behavior and Discipline Policy and/or Post-secondary Student Behavior Policy.

## Grading

All students will receive an evaluation each nine-week period which will include a letter grade of A, B, C, D or F.

| The MNTC grading scale is: |   |
|----------------------------|---|
| 90% – 100%                 | A |
| 80% – 89%                  | B |
| 70% – 79%                  | C |
| 60% – 69%                  | D |
| Below 60%                  | F |

A student who has earned a passing grade, but their attendance exceeds the attendance policy, receives no grade (NG).

## Satisfactory Academic Progress Policy

A student is expected to make progress toward satisfactory completion of his/her course of study in order to be eligible to



continue. Satisfactory progress includes:

- Maintaining a grade point average of 'C' or better
- Completing a minimum of 80 percent of scheduled curriculum hours based on student's plan of study
- Meeting the Board's attendance policy

A student who fails to make satisfactory progress will be placed on scholastic probation for one semester. If at the end of one semester's probation the student has not achieved satisfactory progress, he/she may not be permitted to continue in the program.

### Academic Performance/Required Tutoring

Graduating high school and making sure students are prepared to enter the workforce is a top priority for Moore Norman Technology Center. Moore Norman's Student Success Center tracks the academic performance of high school students. Students that are failing high school math or English classes and are AT Risk of losing semester credit will be REQUIRED to attend extra help/tutor sessions while at Moore Norman, during their regular class time. The tutor sessions will be with certified math and English teachers. The sole purpose and goal of this tutoring requirement is to help the student remain on track to graduate high school and be able to successfully transition into the workforce.

### High School Credit

For each semester a secondary student successfully completes at MNTC, high school units are granted as follows for both Moore and Norman Public Schools:

| Classes      |           |
|--------------|-----------|
| 3 Hour Block | 1.5 units |
| 2 Hour Block | 1 units   |

A student must be within the attendance policy in order to receive academic credit. A high school student attending the summer session may receive credit depending on hours of attendance.

### Student Dress Code

Student attire should reflect the occupation for which the student is preparing. Clothing should be appropriate, neat, clean, inoffensive, and decent. In many programs protective eyeglasses, protective footwear, and hard hats may be a requirement. Students are to wear shoes at all times. In many programs, flip-flops are not allowed. Some examples of inappropriate attire are:

- Clothing or accessories that display obscene or profane language or symbols, or that unduly expose the body (for example: bare midriffs, clothing that allows undergarments to be visible when the student is sitting or walking, sagging pants, tank tops, short shorts/skirts, pajamas, or house shoes).
- Nude look, see-through blouses, and revealing fashions without appropriate concealing undergarments.
- Any type of apparel that distracts from the classroom atmosphere is considered inappropriate.
- Any apparel that might be considered gang related or associated with violence. Hoodies should be worn at the shoulders when inside buildings for security reasons. For health reasons footwear is necessary. Hair should be neat, clean, and well groomed at all times.

Modesty and the avoidance of distracting influences are the key to appropriate dress. Additional guidelines may be required within career pathways or departments.

### Interference with the Peaceful Conduct of Activities

The Superintendent or anyone designated by the Superintendent or the Board of Education to maintain order in/at technology center sites shall have the authority and power to direct any person to leave property or any school activity when students are present, who is not a student, officer or employee thereof, and who:

1. Interferes with the peaceful conduct of activities on school property;
2. Interferes with the peaceful conduct of school activities off school property when students are present;
3. Commits an act that interferes with the peaceful conduct of activities on school property;
4. Commits an act that interferes with the peaceful conduct of school activities off school property when students are present;
5. Enters school property for the purpose of committing an act that may interfere with the peaceful conduct of activities on school property;
6. Enters non-school property when students are present for the purpose of committing an act that may interfere with the peaceful conduct of school activities.

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; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the technology center; or direct interference with administration, maintenance or security of property belonging to the technology center.

Any person to whom this policy applies, who fails to leave the premises as directed or returns within six (6) months thereafter, without first obtaining written permission from the Superintendent or anyone designated by the Superintendent or the Board of Education, shall be guilty of a misdemeanor.

For additional information, please refer to the Interference with the Peaceful Conduct of Activities Policy.

### Children on Campus

In order to maintain a safe and productive learning and work environment for all students, employees, and visitors, the following rules are established:

- Students are not allowed to have any visitor in the classroom or lab without prior permission from the program administrator.
- Minor children may not accompany anyone attending an educational or professional class or meeting sponsored by MNTC. This rule does not include minor children who accompany a parent on campus in order to enroll or to take care of business.
- It is not permissible to leave minor children unattended in a car in any school parking lot.

## Animals on Campus Policy

No individual is permitted to bring any animal, fowl, fish or reptile into any MNTC building, nor may such creatures be left unattended or outside a vehicle in the school parking lot. This policy does not apply to animals on campus pursuant to the district's policy regarding service animals.

Service Animal Defined by Title II and Title III of the ADA. A service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. If the dog's mere presence provides comfort, that would not be considered a service animal under the ADA.

## Wireless Devices

The Superintendent has authorized students to carry electronic telecommunication devices while attending MNTC under the following conditions:

- The device must be set to silent notification at all times.
- Device use is not allowed in the classroom, during meetings, or during any activity when the use of the device would disturb others.
- Users may not record audio or video of subjects without first obtaining permission.

## Emergency Telephone Calls

### Medical Assistance

- In the event a life-threatening emergency, immediately call 911 or if using a school phone dial 9-911.
- Call 405.801.5000 for Campus Emergency Assistance.

## Automated External Defibrillators (AED's)

AED's are accessible in the following locations:

- Main Building ..... Entrance and Middle Break Area
- Health Building ..... Entrance Area
- IT Building ..... Conference Area
- Technical Training Center ..... Break Area
- South Penn Campus ..... Conference and Education Center & BDC

*Note: A 911 emergency includes chest pain, numbness, trouble breathing, uncontrollable bleeding, unconsciousness, or complications resulting from pregnancy, etc.*

## Emergency Phone Calls

In the event a student's family member/guardian calls regarding an emergency situation and needs to make contact with a student (405.801.5000), Information and Enrollment staff will ask the family member/guardian their name and phone number, the student's name, program, and the nature of the emergency. The family member/guardian is then connected to the student's Instructor/Administrator.

Non-emergency phone calls are routed to the appropriate administration office, and messages are delivered or sent by e-mail to the appropriate Instructor.

# Student Success Center

The Student Success Center provides academic support in reading, math and language skills to students enrolled in MNTC Career Programs and short-term classes.

### Computer Labs

- Internet access
- Word Processing
- ACT/SAT Software\*
- Software for specific academic areas

### Test Preparation

- ACT\*
- COMPASS\*
- Armed Services Vocational Aptitude Battery (ASVAB)\*

### Assistance with:

- Reading\*
- Math\*
- Writing\*
- English/Language\*
- Homework\*
- Study skills\*
- Communication skills\*
- Video resources
- Quiet study environment
- Books/journals for checkout

*\*These resources are available only at the Student Success Center located at Franklin Road Campus (A108-IT Building).*

*Ask your instructor or call 405.801.5000 for more information.*



## STUDENT LIFE

### Student Organizations

In the workforce, employees have opportunities to join professional organizations. At MNTC, students have the opportunity to participate in student organizations. Through student organizations, participants develop leadership, communication, and teamwork skills that can help them professionally. Many businesses look for student organization participation on resumes of potential employees.

Each program at MNTC is associated with at least one *CareerTech* Student Organization (CTSO). The following chart shows the organization most prevalent for specific career pathways.

| Organization   | Career Program(s)  |
|--|--|
| <b>SkillsUSA</b>   | Automotive Collision Repair & Refinishing; Automotive Service Technology; Carpentry; CNC Machining; Computer Aided Design & Drafting; Cosmetology; Digital Video Production; Electrical Apprenticeship; Esthetician; Graphic Design; Heating, Ventilation, Air Conditioning & Refrigeration (HVAC/R); Industrial Maintenance Technology; Pre-Engineering; Service Careers Maintenance; Web Design; and Welding |
| <b>DECA/DEX</b>  | Entrepreneurship   |
| <b>BPA</b><br><i>(Business Professionals of America)</i>       | Accounting Services; Database Administration; Digital Video Production; Entrepreneurship; Information Technology; Legal Office Services; Programming & Software Development; and Web Design  |
| <b>HOSA</b><br><i>(Health Occupations Students of America)</i> | Biotechnology; Dental Assisting; Diagnostic Medical Sonography; Medical Assisting; Nurse Aide; Physical Therapy Aide; Pre-Nursing; Practical Nursing; Surgical Technology; and Veterinary Assistant  |
| <b>TSA</b><br><i>(Technology Student Association)</i>          | Pre-Engineering, and Programming & Software Development  |
| <b>Educators Rising</b>  | Teacher Prep   |

MNTC encourages students to participate in leadership and skills activities in their CTSO at the district/regional, state and/or national level. MNTC provides registration, transportation, and lodging, as required, to all CTSO contests. However, to participate in contests, students must meet eligibility requirements for MNTC and their home high school. This includes meeting attendance, grade, and discipline expectations.

### Notice Regarding Student Organizations and Parental Right to Withhold Permission to Participate Policy

The purpose of this notice is to provide parents and guardians of minor students with certain information regarding extra curricular clubs and organizations which are sponsored by or under the direction and control of the technology center as required by Oklahoma law. The technology center is not required to give notice about independent student-organized groups, as they are not group sponsored, directed or controlled by the technology center and therefore, no information is provided regarding these groups. This notice will be provided on the technology center’s website and in the student handbook.

The technology center does not have any extra curricular clubs and organizations which are sponsored by or under the direction and control of the technology center. If any extra curricular student clubs or organizations which are sponsored by or under the direction and control of the technology center are created or formed after this notice is distributed, the technology center will send supplemental notice through the technology center’s website and/or by any other means it deems appropriate. This supplemental notice will also contain the name of the organization, its mission or purpose, and the name of its faculty advisor.

## AWARDS & RECOGNITION

### National Technical Honor Society (NTHS)

Membership in the Moore Norman Chapter of the National Technical Honor Society is extended to students who have distinguished themselves through leadership, academic scholarship, service, honesty, career development, and skilled workmanship.



### Membership Qualifications

Candidates are accepted for membership based on the following criteria:

1. Students should have demonstrated academic achievement, dependability, positive attitude, and good working habits and ethics.
2. All candidates must have an 'A' average in their technical subject. Also, the student must maintain satisfactory progress in their program based on program requirements. In addition, high school candidates must have a 3.0 grade point average and no grade less than a 'C' on their high school transcript or a 3.25 grade point average if a student has a grade less than a 'C' on their high school transcript.
3. Students must not miss more than five (5) days per semester at Moore Norman Technology Center. In addition, high school students cannot have more than five (5) unexcused absences at their high school per semester. A student may be exempted if they rank in the top 10 percent, or are a member of the National Honor Society at their high school.
4. Candidates must be a member in a local student organization.

After qualifying in academics and attendance, students are nominated by school personnel. If a student does not meet the above listed qualifications, they may petition the committee to review their application.

Recommended candidates are given a letter of congratulations and an invitation to join the society. Qualifying students are formally recognized as members at the NTHS Induction Ceremony held in the spring of each year. They are informed that the membership standards outlined above must be maintained to remain a member in good standing.

At MNTC's graduation ceremony, the NTHS members are recognized by the Superintendent and Board of Education and have the privilege of wearing the official NTHS Honor Collar. Students may also take part in statewide NTHS activities such as "Day at the Capitol" and the NTHS State Leadership Conference.

### MNTC Honor Roll

The Moore Norman Honor Roll was designed to honor students for academic excellence in their program and for their attendance at MNTC. To be eligible for the honor roll, students must receive a grade of 'A' in their program and not miss more than five (5) days of instruction. Honor roll students receive a certificate and wear a special red honor cord for recognition at the MNTC graduation ceremony.

### Perfect Attendance

Certificates of Perfect Attendance are given every semester and end-of-year to students who achieve 100 percent attendance. These certificates demonstrate outstanding work ethic and employability, and can be placed in student portfolios.

### Student of the Month

Teachers/Instructors nominate outstanding students for the Norman Kiwanis Club and Moore Rotary Club Student of the Month. One high school student and one adult student are selected each month based upon progress in the program, goals, special accomplishments, attitude, involvement in student organizations, recommendation of Teacher/Instructor and attendance. These students are recognized at Kiwanis and Rotary luncheons, and are also eligible to be nominated for the Frank S. Coulter Superintendent's Award.

### Frank S. Coulter Superintendent's Award

The Frank S. Coulter Superintendent's Award was initiated in 1977. Candidates are nominated by their Teacher/Instructor and interviewed by a selection committee appointed by the Superintendent.

The committee considers the following areas in their selection process:

- Attendance.
- Attitude.
- Student accomplishments that pertain to their program.
- Student goals.
- Student progress while in their program.
- Involvement in student organizations.
- General information received from their Teacher/Instructor.



## GRADUATION

### Graduation Requirements

In order to qualify for a diploma from MNTC, a student must:

- Be enrolled in a program that awards a diploma.
- Be within the limits of the Attendance Policy.
- Complete specific requirements of the program with at least a 'C' average.
- Be free of any academic or financial obligations.

A student cannot test out of more than 50 percent of a program's curriculum and receive a diploma.

### Graduation Ceremony

Students who meet graduation requirements are invited to participate in graduation exercises held in May.

Only students who receive a diploma are allowed to participate in the graduation ceremony.

### Ways to Stay Connected:

**Attendance Line:**  
405.801.5010

**Violence/Bully Tip Line:**  
405.928.0518

**Social Media:**



@MooreNormanTech

**All social media:**  
[mntc.edu/socialmedia](http://mntc.edu/socialmedia)

**Questions about MNTC:**  
[mntc.edu/contact](http://mntc.edu/contact)

# Career Connection



## EMPLOYMENT SERVICES

Employment Services works with all students in the areas of career development and employment with the objective of assisting students in exploring career options, developing job search skills, preparing a resume(s), and connecting with employers.

The Employment Services staff is committed to assisting students in making the transition from school to work a positive one.

Services include:

- Job Announcements
- Resume Critiques
- Mock Interviews
- Annual Career & College Fair
- Steps to Success Workshop series

To schedule an appointment with a Career & College Specialist call 405.801.5194.

## Increase Your Chances of Getting Hired

### Career Connection at MNTC helps you:

- Generate a professional resume
- Upload images of your best work and certifications
- Track your Work-based Learning
- Apply for jobs and monitor applications
- Create an online portfolio showcasing your experiences and skills
- Create a Showcase Portfolio online to share with employers

[mntc.edu/cc](http://mntc.edu/cc)



## STUDENT RECORDS

The District maintains a confidential, permanent record for each student enrolled in a program in accordance with state and federal laws and regulations. Information from that record may be released only in accordance with state and federal laws and regulations.

### Transcripts

Students may contact the registrar in Student Services to request official copies of transcripts. Transcripts can be requested at 405.801.5064. Please allow five (5) business days for processing. Students must show photo identification.

### Notification of Rights Under Family Education Rights & Privacy Act (FERPA)

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

1. The right to inspect and review the student’s education records within 45 days from the day the technology center receives a request for access.

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

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

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

If the technology center decides to not make changes in the record as requested, the technology center must notify the minor student’s parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding

the request for correction. Additional information about hearing procedures will be provided to the minor student’s parent/guardian or eligible student at the time of this notification.

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

Technology center officials with legitimate educational interests are permitted disclosure without consent. An official is a person employed by the technology center as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the Board of Education; a person or company with whom the technology center has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another official in performing his or her tasks.

An official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the technology center will disclose education records without consent to officials of another technology center in which a student seeks or intends to enroll.

Technology centers may disclose, without consent, “directory” information; however, the technology center must inform parents and eligible students about directory information, allowing them a reasonable amount of time to request that the technology center not disclose directory information about that student.

Technology centers must notify parents of minor students and eligible students annually of their rights under FERPA by means of a special letter, bulletin, student handbook and/or other means left to the discretion of each technology center.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the technology center to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901**

### Locations of Education Records

Records of current students and students for the previous two (2)

school years are kept in individual files in the offices of Student Services. Records of former students are stored in electronic format in Student Services. Specific records relating to IEPs and 504s are kept in the office of the Disability Coordinator for five (5) years. After five (5) years, all IEP/504 information will be shredded.

### Copies of Records

MNTC will provide the parent/guardian of a minor student or eligible student with a copy of the student's education records under the following circumstances:

1. If mutually agreed by both the parent/guardian of a minor student or eligible student and the technology center.
2. If failure to provide copies would effectively prevent the parent/guardian of a minor student or eligible student from exercising the right to inspect and review the records. This may arise when a valid reason, such as working hours, the distance between record location sites or health, prevents a parent of a minor student or eligible student from personally inspecting and reviewing a student's education record.
3. At the request of the parent/guardian of a minor student or eligible student when the technology center has provided the records to third parties by the prior consent of the parent of a minor student or eligible student.
4. At the request of the parent/guardian of a minor student or eligible student when the technology center has forwarded the records to another school where the student intends to enroll.

MNTC may charge a fee for copies of education records. When a fee represents an unusual hardship, the record custodian may waive it in part or entirely. However, MNTC reserves the right to charge for copies such as transcripts it forwards to potential employers or to colleges and universities for employment or admissions purposes.

MNTC's fee for copies provided under FERPA will range from no cost to \$.25 per page (actual copying cost less hardship factor). MNTC will not charge for the costs of search and retrieval.

### Directory Information Notice

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

- Recognition lists;
- Graduation programs; and
- Press releases.

Two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents/guardians have advised the LEA that they do not want their minor student's information disclosed without their prior written consent. Directory information will not be released to outside organizations for commercial or non-commercial purposes.

If you do not want the technology center to disclose directory information from your or your minor student's education records without your prior written consent, you must notify the registrar in writing. The following information is designated as "directory information," and may be disclosed without prior written consent:

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

No parent/guardian or eligible student can opt out of the requirement that a student wear his or her ID badge which shows the student's school ID number.

The parent/guardian or eligible student will have two (2) weeks after the first day of school to advise the school district in writing (a letter to the school Superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

At the end of the two (2) week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent/guardian or the eligible student.

### Emancipated Students

Students who are under 18-years-of-age, and are emancipated from their parents/guardians are to provide legal court documentation or a formal agreement to the Student Services Department and will be required to fill out a self-supporting affidavit.





## SCHOLARSHIPS & FINANCIAL AID

### Tuition Waiver

The MNTC Tuition Waiver waives the tuition for one program for students meeting the following criteria:

1. High school graduate or High School Diploma Equivalency
2. Resident of the MNTC school district
3. Acceptance into a MNTC program
4. Student begins class prior to their 21st birthday
5. Students attending MNTC while in high school must have had at least a 'B' in their MNTC program the last semester attended and stayed within MNTC's attendance policy

The Tuition Waiver is available to the following:

| Returning Students   | New Students   |
|--|--|
| Students enrolled in a MNTC program during their junior or senior year who need to complete the program, or wish to pursue a different program as an adult student.  | Students who have not previously attended MNTC.  |
| <i>To continue eligibility for the scholarship, a student must have maintained a letter grade of 'B' in the program for the semester and stayed within MNTC's Attendance Policy. Once a student stops attending MNTC as an adult, they are no longer eligible for the scholarship.</i> | <i>This scholarship is not available to students who have already attended MNTC as an adult.</i> |

Application for The MNTC Tuition Waiver is made when a student completes the Application for Enrollment. Students will receive an award letter that must be signed and returned before the tuition will be waived. Students are responsible for fees, supply cost, etc.

### Additional Scholarships

Numerous scholarships have assisted current and prospective MNTC students with tuition and fees associated with their CareerTech and/or college education. Some cash scholarships are also available for expenses such as fees, tools, and/or books.

When applying for scholarships, it is important to PLAN AHEAD! November through March are the best months to search and apply for college scholarship money for the upcoming academic year (fall, spring, summer).

Obtain scholarship applications by visiting the Financial Aid Grants & Scholarships webpage at: [mntc.edu](http://mntc.edu). Complete the application and mail it to the address listed on the form.

Scholarships offered in Academic Year 2020-2021 depend on the availability of funds from individual sources.

Some of the scholarships offered in previous years are listed on the next page. For a complete listing of all scholarships available and deadlines, visit [mntc.edu](http://mntc.edu) and click on Financial Aid – Grants & Scholarships under Student Resources.

| LIST OF PREVIOUS SCHOLARSHIP OFFERS  |  |
|--|--|
| Moore Norman Federation of Teachers Scholarship  | Michael Walls Scholarship (Automotive Service Technology)            |
| Executive Women International Scholarship  | Francis Koop Parsons/ AT&T Pioneer Memorial                          |
| Jaycee Foundation of Oklahoma  | Cox Connects Foundation Scholarship                                  |
| MNTC Foundation Scholarship  | Nancy Liner Scholarship  |
| Norman Regional Hospital Foundation Health Care Student Scholarship  | OKACTE/Special Needs Division Casy Cundiff Outstanding Student Award |
| Oklahoma Association Minorities for CareerTech Education Renae Washington & Lorine Dubose Memorial Scholarship | Otha Grimes Memorial and Francis Tuttle Memorial Scholarship         |
| State of Oklahoma Nursing Student Assistance Program   | Weokie Financial Aid Scholarship                                     |
| Jaime M. Rogers Memorial Scholarship (Surgical Technology)   | Zena Amer Scholarship  |
| Tristan Ballinger Scholarship  | Fueling Dreams Scholarship   |

### Federal Financial Aid

Federal Financial Aid is available to adult students attending a 600+ hour program at MNTC. The programs eligible to participate in Student Financial Aid (SFA) funds are approved and accredited by the Oklahoma Department of Career and Technology Education (ODCTE). For a complete list of approved programs, contact MNTC's Financial Aid office.

## Federal Financial Aid Programs Offered at MNTC

As of the 2006-2007 school year, MNTC no longer participates in the Federal Student Loan programs; therefore, subsidized and unsubsidized loan programs are not offered to our students as a funding source.

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

- **§ Federal Pell Grant (Pell) Program:** This is a need-based program, and eligibility is pre-determined by the Department of Education. The amount for the award year can be up to \$6,345.
- **Federal Supplement Educational Opportunity Grant (FSEOG) Program:** This program is offered to students based on need. To qualify for FSEOG, the Expected Family Contribution (EFC) must be zero. The funds will be awarded to the students who have completed their application and been accepted until funds are exhausted. The amount for the award year can be up to \$500.
- **Oklahoma Tuition Aid Grant Program (a state/federally funded program):** This program is administered by the Oklahoma State Regents for Higher Education. The OTAG program is funded with both state and federal LEAP (Leveraging Educational Assistance Partnership) funds. An applicant is considered for this program if the FAFSA form was completed by January 15 or earlier of the previous year.

## VA Educational Benefits for Approved Programs

All students utilizing VA benefits must submit a certificate of eligibility for VA programs and all prior transcripts/training records to be evaluated, whether or not advanced standing is awarded.

If a student is called up to active duty during the semester, they may request an exempted leave of absence. If the active duty extends past MNTC exempted leave of absence period the student will be withdrawn from the program. No tuition will be refunded to the student. The student may apply for re-admission and request advanced standing if applicable (will be determined by the instructor) when they return. Students will only be charged for work needed to complete the remaining portion of the program.

The VA beneficiary could be in debt to the VA if they withdraw or are terminated early.

## Other Financial Assistance

Other federal/state funding agencies have assisted MNTC students in the past and will continue to assist for the current school year. To find out more about the agencies and available assistance, contact a Career Advisor 405.801.5000 or the Financial Aid Coordinator at 405.801.5046.

- Vocational Rehabilitation Services
- Veteran Administration Benefits
- Bureau of Indian Affairs (BIA)
- Workforce Investment Board

## How to Apply for Financial Aid Programs (SFA)

To apply for the Pell, FSEOG and OTAG, applicants must complete the Free Application for Federal Student Aid form called the FAFSA. NOTE: Students must apply for all other assistance or scholarship

program(s) through the required agency or organization offering the funds.

The FAFSA may be submitted in the following ways:

- Through the Internet by using FAFSA on the web at: [fafsa.ed.gov](http://fafsa.ed.gov).
- By mailing the paper FAFSA to the Federal Processor (The FAFSA form is available by calling 1-800-4-FED-AID and requesting a paper application be mailed to you, or by printing a PDF version available at [fafsa.gov](http://fafsa.gov)).

In order for MNTC to receive a student's FAFSA information, our school code must be reported on the FAFSA. MNTC's school code for the FAFSA is 012272.

Upon completing the FAFSA online, contact the Financial Aid office within five (5) days at 405.801.5046 or 405.801.5045 to begin completing the remaining portions of the financial aid process.

Upon completing the FAFSA online, the Financial Aid office will contact you when they receive your application within seven (7) to ten (10) business days as to any further documentation needed to complete the financial aid process.

## Financial Aid Award/Disbursement Process

Once eligibility is determined, the student is sent a letter with the amount of the award and disbursement date. All award letters must be signed and returned to the MNTC Financial Aid office before disbursements are mailed to the student's residence.

For more information and assistance regarding the Financial Aid programs and processes contact the MNTC Financial Aid Coordinator at 405.801.5046.

## Basic Eligibility Requirements

A student must meet the following requirements:

- Be a U.S. citizen or an eligible non-citizen
- Be registered with the Selective Service if the student is a male born after December 31, 1959, unless legally exempted
- Be enrolled at least half-time (3 hours per day) or full-time (6 hours per day)
- Read and accept responsibility for all submitted documents and notifications
- Make satisfactory academic progress (see standards below) toward a diploma or certificate program at MNTC
- Complete all required forms and submit all requested documentation to the Financial Aid Office in order to complete the required financial aid process
- Possess a high school diploma, or its equivalency

## Satisfactory Academic Progress Standards for Federal Financial Aid

Once the applicant begins attending an approved program and eligibility has been established, to continue to receive federal financial aid, the applicant must continue to meet the following Satisfactory Academic Progress (SAP) standards:

1. **Quantitative Measure:** The applicant must be enrolled as either

a full-time or half-time student. Students enrolled in contract hours do not qualify for financial aid. Payments are based on clock hours assigned to the curriculum completed in a payment period. At the time of review (after each payment period) if it is determined that the student has not completed at least 67 percent (67%) of the course work assigned to the hours, then the student is not making SAP and will be placed on Financial Aid Warning.

2. **Qualitative Measure:** Upon completion of the payment period, the recipient must earn at least a 'C' average throughout the program. An acceptable grade must be determined before the next payment can be issued. If a student does not complete a course within his/her program, an incomplete grade is not given. The student must finish the course in order to receive a grade.
3. **Disbursement Rule:** The student must complete 100 percent of all course work within the payment period to be eligible for the next disbursement.

### Financial Aid Warning

SAP is evaluated after each payment period. If after the first payment period the student is not making SAP, the student is placed on Financial Aid Warning. Financial Aid Warning status allows a student to receive the scheduled disbursement. If at the end of that payment period the student is still not making SAP, they are no longer eligible for financial aid until SAP is met.

### Maximum Time Frame for Program Completion

Students are encouraged to complete the approved number of clock hours for the program of choice. A student is allowed, with approval, to take up to 1.5 times the approved number of weeks to complete the clock hours but will be paid only for the clock hours in the program. For example: If a student enrolls in a program approved for 1,000 hours, and 40 weeks, they can take up to 60 weeks to complete but will only receive financial aid for 1,000 hours. The student may have to pay out-of-pocket for this additional time if they have exhausted all financial aid.

### Return of Federal Title IV Funds Policy for Financial Aid Recipients

If a student finds it necessary to withdraw from MNTC, they must report to their counselor and complete the necessary paperwork. Students who receive funding from the SFA program are subject to return funds as established by the Federal Government. When a recipient of Title IV Grants withdraws from an institution during a payment period in which the recipient began attendance, the institution must determine the amount of Title IV Grant earned as of the student's withdrawal date in accordance to Sec. 668.22. Federal Register: November 1, 1999 (Volume 64, Number 210).

The amount of SFA grant that is earned by the student is calculated by determining the percentage of Title IV Grant that has been earned by the student for the payment period, as of the student's withdrawal date. The percentage earned of Title IV Grant by the student is equal to the percentage of the payment period that the student completed as of the student's withdrawal date. If this date occurs on or before the student completes 60 percent (60%) of the clock hours in the payment period, the percentage earned is determined using the Return of Title IV Funds Form. If the student's withdrawal date occurs after the completion of 60 percent (60%) of the clock hours scheduled to be completed for the payment period for a program, then 100 percent (100%) of Title IV Grant is earned by the student, and no return of funds is required.

The amount of Title IV funds unearned by the student must be returned to the Department of Education. This may include the amount applied to the student's account at Moore Norman Technology Center. If this is the case, the student may be responsible for paying the tuition amount owed to the school, as well as repaying the amount determined to be repaid to the Department of Education. Any unpaid amount may be reported to the Department of Education and this may prevent the student from receiving any type of SFA funds in the future until all amounts are paid in full.



## STUDENT DISCIPLINE

### Student Suspension

Pursuant to 70 O.S. 24-101.3, a student who is guilty of any of the following acts may be suspended out-of-school by the Superintendent or designee:

- A. Violation of technology center regulations (which includes but is not limited to any policy, rule, regulation, directive, etc.)
- B. Adjudication as a delinquent for an offense that is not a "violent offense" as defined by 57 O.S. 571
- C. Possession, or claimed possession, of an intoxicating beverage, low-point beer (as defined by 37 O.S. 163.2), or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- D. Possession, or claimed possession, of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in suspension as provided in the technology center's policy related to firearms.

The term of any suspension shall be determined by the Superintendent or designee. A student suspended out-of-school for ten (10) days or less shall have the right to appeal the decision to a local committee composed of district administrators or teachers or both. Decision of the committee is final.

In accordance with state and federal law, a student found in possession of a firearm while on any public school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be suspended out-of-school for a period of not less than one (1) year, to be determined by the District Board of Education pursuant to the provisions of this section. The term of the suspension may be modified by the District Superintendent on a case-by-case basis. For purposes of this paragraph the term "firearm" shall mean and include all weapons as defined by 18 U.S.C., Section 921.

A student suspended out-of-school for more than ten (10) days

may request a review of the suspension with the Superintendent. A written appeal must be received by the Superintendent within five (5) calendar days after the parent/student receives the administrator's decision. If the Superintendent does not receive a written appeal within five (5) calendar days of the administrator's decision, the administrator's suspension decision is final. If the Superintendent does not withdraw the suspension, the student shall have the right to appeal the decision to the District Board of Education. Suspensions will not extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case a suspension shall be for a period of not less than one (1) calendar year. Upon full investigation, the Board shall determine the guilt or innocence of the student and the reasonableness of the term of suspension. The decision of the District Board of Education shall be final.

Before a student is suspended out-of-school, the administration shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or detention. The technology center will provide applicable special education additional procedural safeguards as required by law for students identified as having disabilities under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act/Title II of the Americans with Disabilities Act.

Any student who has been suspended out-of-school from a public or private school shall not be entitled to enroll until the terms of the suspension have been met or the time of suspension has expired.

Any student found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a technology center employee or person volunteering for the technology center shall be suspended for the remainder of the current semester and the next consecutive semester. For more information see the Secondary Student Suspension Policy and/or Post-secondary Student Behavior Policy.

**Any secondary student who is suspended out-of-school for more than five (5) days for any offense, other than possession of a firearm, shall be subject to the following:**

Upon such suspension, the parent or guardian of the suspended student shall be responsible for the provision of a supervised structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted into school.

The school administration shall provide such student with an education plan designed for the eventual reintegration of the student into school, which provides only for the core units in which the student is enrolled. A copy of the education plan shall also be provided to the student's parent or guardian. The core units shall consist of the minimum units required for high school graduation.

Any student suspended out-of-school who is on an individualized education plan pursuant to the Individuals with Disabilities Education Act, shall be provided the education and related services in accordance with the student's individualized education plan.

### **Dismissal of Students for Failure to Meet or Comply with Essential Course Requirements**

The technology center's course offerings include those that incorporate requirements essential to successfully complete the course. 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.

### **Student Privileges While Under Suspension**

Students who are suspended are immediately ineligible to participate in extracurricular activities, notwithstanding the filing of an appeal.

### **Discrimination, Harassment and Retaliation Policy**

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

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

#### **Definitions**

**"Employee"** for purposes of this policy, includes all technology center employees, board members and volunteers.

**"Student"** refers to any person who is enrolled in any program.

**"Discrimination"** means unfair treatment which is based on a person's real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Examples of discrimination include, but are not limited to: Refusing to consider a person for a position or declining to enroll a student in a program based on legally discriminatory factors. Harassment can be a specific form of legally prohibited discrimination.

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

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

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

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

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

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

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

**"Retaliation"** is any negative conduct which is taken in response to an individual's complaint of harassment or discrimination, or participation in any investigation of a harassment or discrimination complaint.

#### **Reporting**

Students who have been harassed or discriminated against, or who witness such conduct, are encouraged to report the offensive

conduct to any instructor, counselor, student services compliance coordinator, deputy superintendent, or superintendent.

Employees who witness, suspect or receive a report of harassment or discrimination must immediately report the incident to the HR compliance coordinator, deputy superintendent, or superintendent – even if that report must be made after hours to the administrator's home or cell phone.

Any employee who receives a harassment, discrimination or retaliation report will immediately refer the matter to the superintendent or the Title IX coordinator. To ensure impartiality, no person who is the subject of a complaint shall conduct any investigation into the improper conduct.

If possible, reports should be made in person and/or in writing, and be signed by the reporting party. However, in order to encourage full, complete and immediate reporting, any person may report such incidents anonymously in writing by mailing the report to the personal attention of either the deputy superintendent, superintendent or the Title IX coordinator. All reports should state:

- the name of the alleged harasser;
- the person(s) being harassed;
- the nature, context and extent of the prohibited activity;
- the dates of the prohibited activity, and;
- any other information necessary to a full report and investigation of the matter.

Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act. Individuals may simultaneously report an allegation of this type of misconduct to school officials and to the United States Equal Employment Opportunity Commission, the Oklahoma Human Rights Commission, or local law enforcement.

### **Administrative Response**

The district will promptly, thoroughly and impartially investigate all reports of harassment and discrimination. This process will include:

- A statement from the individual who was allegedly harassed;
- Appropriate and reasonable steps to separate and protect both the alleged victim and alleged harasser pending conclusion of the investigation and necessary remedial action;
- Reasonable updates to the alleged victim of the investigation's progress, subject to federal and state laws and regulations;
- Interviews with the alleged harasser, alleged victim and witnesses; and
- Review of relevant documents, including district files and records.

The district will review all relevant facts and take into account the totality of the circumstances – including the nature, extent, context and gravity of the activities. At the conclusion of this process, the superintendent, in conjunction with the Title IX coordinator, will issue findings based on the preponderance of the evidence and take appropriate measures, including but not limited to: education, information on available outside resources, training and counseling, transfer, suspension, removal from a program, and any other appropriate remedy under the circumstances. Employees may also be terminated for engaging in harassment, discrimination or retaliation.

Confidentiality shall be maintained during and after the investigation to the extent reasonably possible. However, public disclosure of personal or confidential employee information may be made during the course of any suspension, dismissal, non-renewal hearing or resulting litigation.

### **Penalties**

Penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents. Any disciplinary decision will be made as a proportional response to the violation.

Any employee or student engaging in harassment, discrimination or retaliation will be subject to any and all disciplinary action allowed by school policy and Oklahoma law.

### **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 a 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, prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect mental health or dignity.

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.

Students violating these prohibitions shall not be permitted to participate in any extra-curricular activity sponsored by the technology center, shall be subject to disciplinary measures which may include suspension or removal, and shall, when appropriate, be referred to local law enforcement authorities for prosecution.

Student Organizations which violate these prohibitions shall forfeit all rights, privileges, and recognition from the technology center

for a minimum of one (1) year, and shall be referred to local law enforcement authorities for prosecution.

Hazing will be dealt with as outlined in the Code of Student Conduct. Technology center employees who are linked to hazing shall be subject to discipline – including dismissal or non-renewal.

For additional information, please refer to the Hazing Policy.

## Student Bullying Policy

**Bullying/Violence Tipline:**  
405.296.6934

**Bullying Coordinator:**  
Terri Helvey  
405.801.5281  
terri.helvey@mntc.edu

**Bullying Investigator:**  
Cole Atkinson, Robyn Castleberry,  
Steve Ketchum, Wendy Perry

### Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq. (“Act”). The technology center intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the technology center’s policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

### Definition of Terms

#### A. Statutory definition of terms:

- ♦ **“Bully”** means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.
- ♦ **“Threatening behavior”** means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.
- ♦ **“Electronic communication”** means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer. Note: Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at

students or school personnel and concerns bullying at school.

- ♦ **“At school”** means on technology center grounds, in technology center vehicles, at technology center sponsored activities, or at technology center sanctioned events.

#### B. The “Reasonable Person” Standard

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

#### C. Types of Bullying

- ♦ **“Physical Bullying”** includes harm or threatened harm to another’s body or property, including but not limited to threats, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- ♦ **“Emotional Bullying”** includes the intentional infliction of harm to another’s self-esteem, including but not limited to insulting or profane remarks or gestures, or harassing and frightening statements.
- ♦ **“Social Bullying”** includes harm to another’s group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage the target’s current relationships, or deprive the target of self-confidence or the respect of peers.
- ♦ **“Sexual Bullying”** includes harm of a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target’s body; engaging in off-campus dating violence that adversely affects the target’s education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target’s sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by the technology center.

### Understanding and Preventing Bullying

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

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

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The technology center’s bullying coordinator and individuals designated as campus investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of

bullies, and the technology center's strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Parents and guardians of minors may participate in a parent education component.

### **Student Reporting**

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

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

### **Staff Reporting**

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

### **Bullying Investigators**

Each campus will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the technology center's website, and in the bullying prevention education provided annually to students and staff. The technology center's anti-bullying program is coordinated at the district level by its bullying coordinator, Terri Helvey, Director, Long Term Programs (for students) or Jeanette Capshaw, Deputy Superintendent (for staff).

### **Investigating Bullying Reports**

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

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

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation.

In the event the investigation reveals that bullying occurred, the district's bullying coordinator will refer the student who committed the act of bullying to a delinquency prevention and diversion program through the Office of Juvenile Affairs.

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

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

### **Parental Notification for Minor Students**

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

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

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

### **Parental Responsibilities**

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



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

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

### Monitoring and Compliance

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

A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the technology center's Annual Performance Report.

### Student Grievance Procedure

It is the desire of the administration and Board of Education of Moore Norman Technology Center that any complaint a student might have about a situation or procedure at the school be resolved in an informal manner. This would include discussing the problem or complaint with an Instructor, a Counselor or an Administrator.

However, in situations where a solution cannot be reached in this informal manner, follow the grievance procedures outlined in Grievance Procedure for Filing, Processing and Resolving Complaints Alleging Discrimination, Harassment, and Retaliation Policy at [www.mntc.edu/grievanceprocedure](http://www.mntc.edu/grievanceprocedure). The procedures in this policy will be followed to resolve complaints alleging discrimination or harassment on the basis of race, color, national origin, sex, or disability.

### Use of Tobacco

#### MNTC IS A TOBACCO FREE CAMPUS

Smoking, vaping, E Cigarettes or the use of tobacco products in any form, including simulated tobacco products, are prohibited on technology center property. This prohibition includes technology center buildings, grounds, and technology center-owned vehicles. Possession of tobacco products or simulated tobacco products by students on technology center property is, likewise, prohibited.

Any student using, possessing or distributing tobacco products in

violation of this policy will be subject to appropriate disciplinary measures, including out-of-school suspension, pursuant to the Board's policies regarding student discipline.

For additional information, please refer to Use of Tobacco Products Policy.

### Student Search and Seizure Policy

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

#### Reasonableness

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

- A. A violation of the law or school policy or rules has occurred or is occurring;
- B. The student to be searched has committed the violation; and
- C. Particular evidence of the violation will be discovered in the search.

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

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

#### Scope

The scope or extent of the search shall be reasonably related to the kind of objects being searched for, and not excessively intrusive in light of the student's age and sex and the nature of the suspected violation. When practical, the search shall be conducted by an individual the same gender as the student.

A search commenced to discover a particular kind of item may be expanded or continued for additional items if circumstances warrant.

#### Discovered Items

Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by technology center authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.

Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.

**Refusal to Submit to Search**

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

**Reports**

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

**Assault/Battery of a School Employee**

Any technology center employee upon whom an assault, battery, assault and battery is committed while in the performance of any duties as a technology center employee shall immediately notify the Deputy Superintendent and Superintendent. A report may be made orally or in writing. The Deputy Superintendent or Superintendent or his/her designee will deliver a copy of the policy to the technology center employee upon receipt of the report.

No technology center employee shall be subject to any civil liability for any statement, report, or action taken in reporting or assisting in reporting a battery or assault and battery which is committed upon the school employee while in the performance of any duties unless such report or assistance was made in bad faith or with malicious purpose.

For more information, please refer to Assault and Battery Involving Technology Center Employees Policy.

**Free Expression on Campus**

The technology center board of education hereby adheres to Oklahoma law providing that outdoor areas of campuses of public institutions of higher education, which include technology center schools overseen by the State Board of Career and Technology Education, are public forums for the campus community.

Any person who wishes to engage in noncommercial expressive activity on campus shall be permitted to do so freely as long the conduct is not unlawful and does not materially and substantially disrupt the functioning of the career technology center campus or the provision of educational services. Students will not be allowed to engage in expressive activities during instructional time as such expression would materially and substantially interfere with the educational content provided to students in the course of instruction.

Members of the campus community may spontaneously and contemporaneously assemble and distribute literature in common areas that are open to the public so long as such distribution allows students and staff to enter and exit facilities without being intimidated or forced to take literature. Such distribution shall be passive and shall not be done in a manner that would materially and substantially disrupt career technology center classes, activities, or operations.

The career technology center will establish a table for passive distribution of materials in each student center. Such table shall not be manned and will afford students and members of the campus community the opportunity to share information. Materials placed for distribution will not violate the student code of conduct and the

table shall include a sign that designates the table as a means for the campus community to share information and express views. The information on the tables is not endorsed, supported, or approved by the career technology center in any way.

If a group has rented space from the technology center for a specific purpose, that area shall not be deemed to be an area wherein noncommercial expressive activity may occur during the duration of time that the group has exclusive use or control of that space. Administrators, campus police officers, instructors, and others charged with the discipline or education of students shall be provided with information and training to understand the career technology center's policies, regulations and duties with regard to freedom of expression so that they may understand the noncommercial expressive activity that is allowed on campus consistent with this policy.

The career technology center will publicly post on its website, as well as submit to the Governor and Legislature annually by December 31, a report that details the course of action implemented to follow the requirements of Oklahoma law. The report shall include:

1. A description of any barriers or incidents of disruption of free expression that occurred on campus which would include any attempts to block or prohibit speakers and investigations into student or student organizations for their speech. The description shall include the nature of each barrier or incident, as well as what disciplinary action, if any, was taken against members of the campus community determined to be responsible for those specific barriers or incidents involving students without revealing those students' personally identifiable information; and
2. Any other information that the career technology center deems valuable for the public to evaluate whether free expression rights for all members of the campus community have been equally protected and enforced consistent with Oklahoma law.

If the career technology center is sued for an alleged violation of First Amendment rights, a supplementary report with a copy of the complaint or amended complaint, shall be submitted to the Governor and the Legislature within thirty (30) days.

**LEGAL REFERENCE: 70 O.S. § 2120**

## SAFETY & WELLNESS

### Administration of Medicine to Minor Students

An administrator or a designated school employee may administer prescription and nonprescription medications to minor students with legitimate health needs. ("Medicine" or "medications" includes prescription medications and over-the-counter medicines such as but not limited to aspirin, cough syrup, medicated ointments and any other item used to treat an illness, disease or malady.)

Except as provided in this policy and in the technology center's student Diabetes Care and Management Plan, minor students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the minor student's parent and may result in discipline, including out-of-school suspension.

The technology center retains the discretion to reject requests for the administration of medication and to discontinue the administration of medication.

The parent/guardian must deliver the minor student's medicine to the technology center Administrator in its original container with the parent's/guardian's written authorization for administration of the medicine. The parent's/guardian's authorization must identify the student, the medicine, and include or refer to the label for instructions on administration of the medicine. The administrator or a designated employee will administer the medicine to the minor student pursuant to the parent's instructions and the distinctions for use on the label or in the physician's prescription. The parent/guardian must complete a new authorization form annually, and for each change of medication. Authorization forms are available in the appropriate administrator's office. A parent/guardian who chooses to do so may come to the technology center school site and personally dispense medication to their student.

Medications will be stored in a separate locked drawer or cabinet that is readily accessible only to the persons who will administer the medication. Medications requiring refrigeration will be refrigerated in a secure area.

Minor students who are able to self administer specific medications, such as inhaled asthma medication or anaphylaxis medication, or use specialized equipment, such as an inhaler or Epinephrine injector, may do so provided such medication and specialized equipment are transported and maintained under the student's control in compliance with the following rules:

- A licensed physician or dentist must provide a written order that the student has a particular medical condition, is capable of and has been instructed in the proper method of self-administration of medication.
- The parent/guardian must provide a written authorization for self-administration of medication. The written authorization will terminate at the end of the school year and must be renewed annually.
- Parents/guardians who elect self-medication understand and agree that the technology center, its agents and employees shall incur no liability for any adverse reaction or injury the minor student suffers as a result of self-administration of medication and/or use of specialized equipment.
- If the parent/guardian and physician authorize self-medication, the technology center is not responsible for safeguarding the student's medications or specialized equipment.
- Minor students who self-medicate are prohibited from sharing or playing with their medication or special equipment. If a minor student engages in these activities the parent will be contacted and a conference will be scheduled with the parent/guardian, minor students, nurse and other appropriate persons.
- Minor students are not allowed to self-administer:
  - ♦ Narcotics;
  - ♦ Prescription pain killers;
  - ♦ Medication used to treat ADD/ADHD or other psychological or behavior disorders; and
  - ♦ Other medication hereafter designated in writing by the technology center.
- Except as otherwise provided by an individual student's school health plan, students may self-administer non-diabetes and non-anaphylaxis-related injectables only in the school office in the presence of authorized technology center personnel. Diabetes-related injectables will be administered in accordance with the technology center's Student Diabetes Care and Management Policy.
- Minor students who self-medicate are encouraged to wear Medic Alert bracelets or necklaces.
- The parent/guardian will provide an emergency supply of a student's inhaled asthma medication or anaphylaxis medication to be administered by technology center personnel, as required by state law.

### Nonprescription Medication

Technology center staff will only administer nonprescription

medication with the parent's/guardian's written authorization and according to label directions or written instructions from the student's physician. The medication must be in the original container that indicates:

- Minor student name (affixed to the container);
- Ingredients;
- Expiration date;
- Dosage and frequency;
- Administration route, i.e., oral, drops, etc.; and
- Other directions as appropriate.

Technology center staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the student's physician. The parent/guardian must provide and maintain a supply of nonprescription medication for the minor student.

### **Prescription Medication**

Technology center staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

- Minor student name;
- Name and strength of medication and expiration date;
- Dosage and directions for administration;
- Name of the licensed physician or dentist;
- Date, name, address, and phone number of the pharmacy.

The parent/guardian must reclaim any remaining medication by the last official day of technology center closing OR within seven (7) days after the prescribing physician discontinues the medication.

The technology center designated employee will advise the appropriate administrator or designee if discontinuance of medication to a student is appropriate and assist in informing the parent/guardian.

For additional information, please refer to the Use of Tobacco Product Policy.

### **Student Diabetes Care and Management**

The Diabetes Management in Schools Act, OKLA. STAT. tit 70 §1210.196 requires a personal health care team to develop a written Diabetes Medical Management Plan for each student who may seek care for diabetes while at school or while participating in a school activity. The Plan will identify the health services the student may need at school. Each member of the student's personal health care team, including the parent/guardian of a minor student, will sign the Plan. The Plan will be reviewed at least annually. The Plan will be monitored by an employee with training provided by the State Department of Health in accordance with the Act. All related documents will be stored as student health records.

For additional information, please refer to the Student Diabetes Care and Management Policy.

### **Drug-Free School/Workplace**

Moore Norman Technology Center has adopted policy and procedures in compliance with the Drug Free Schools Act and the Drug Free Workplace Act.

MNTC does not permit students to possess, use, or distribute illicit drugs including anabolic steroids or alcohol on school property. A student suspected of being in possession of or under the influence of illicit drugs or alcohol is subject to the procedures adopted by the Board of Education.

MNTC provides opportunities for students and staff to become aware of the effects of alcohol or illicit drugs. Resources are available from counselors on how to access local agencies which can provide assistance.

Also, students and staff are provided information on applicable legal sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and alcohol.

For additional information, please refer to the Drug and Alcohol Free/Workplace Policy.

### **Drug Testing for Health Education Students**

Due to the devastating impact the use of alcohol and/or illegal substances can have on the safety of patients, students, and employees of MNTC and various clinical facilities at which health students may perform clinical practice rotations, MNTC will not tolerate students who use, possess, distribute, purchase, sell, or are under the influence of illegal chemical substances.

All students enrolled in an MNTC Health program or course with a clinical site that requires drug testing is tested for drugs and alcohol prior to their participation in clinical rotations. Reasonable suspicion testing is performed as determined necessary by the supervisor for Health programs or courses. All drug and alcohol testing is conducted in compliance with applicable law.

Any student who tests non-negative or positive for illegal drugs or fails to participate in or cooperate with any part of the testing process will be immediately withdrawn from their clinical rotation and may be dismissed from their Health program or course. The same is true for any student under age 21 who tests positive or non-negative for alcohol. Any student older than age 20 who attends any class, lab, clinical rotation or any other MNTC function with alcohol in his/her system is immediately withdrawn from clinical rotations, class, lab or other function, and may be dismissed from their Health program or course.

### **Student/Employee Safety**

The Board of Education, administration, and staff of MNTC are committed to providing a safe learning and working environment. The school is in compliance with all local, state and federal regulations pertaining to the safety of the facilities, equipment and material.

The safety of students and employees is of foremost importance. Each student must pass a safety examination with 100 percent (100%) accuracy before beginning to use hazardous equipment.

## Campus Security

A School Resource Officer (SRO) is provided on campus to:

- Provide traffic control
- Issue vehicle violations
- Monitor student and visitor activity
- Assist with emergencies

Students should contact a Teacher/Instructor or Administrator if a SRO is needed. The SRO reports all emergencies and crimes to an administrator.

## Parking Lot

Safeguarding the well-being of all students and staff is a primary concern for schools today. Video cameras are used throughout both campuses for the purpose of enhancing school safety and security. Students are not allowed to loiter in the parking area or in their vehicles.

All vehicle accidents, including non-moving, must be reported immediately to a school official or School Resource Officer. Parking lot security cameras can determine timelines and events of area activity.

The posted speed limit is 10 mph. All student and staff are required to maintain this speed for safety.

See **Vehicle Regulations/Registrations** on page 3.

## Accidents and Medical Emergencies

Any accident occurring on school property must be reported to a Teacher/Instructor or Administrator regardless if medical attention is given. An Incident Report should also be completed. If a medical emergency exists for yourself or another individual, call 911 immediately and be prepared to give important information about the emergency as well as the exact location. A medical emergency is an acute injury or illness that poses an immediate risk to a person's life or long-term health. This includes bleeding, breathing, chest pain, choking, fainting, spinal injury, change in mental status, pregnancy injury/illness, burns, broken bones, etc. A team of trained first aid members is available for emergency situations.

## Campus Security and Crime Statistics

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the safety-related requirements of the Higher Education Opportunity Act, MNTC provides an Annual Security Report that includes statements addressing the school's policies, procedures, and programs concerning safety and security. An example includes policies for responding to emergency situations and sexual offenses.

Three years' worth of statistics are included in this report and documents certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the District and on public property within or immediately adjacent to the campus. The report is available at [ope.ed.gov/campussafety/#/institution/search](http://ope.ed.gov/campussafety/#/institution/search) or you may request a paper copy by calling 405.801.5210. This report is updated and posted each year by October 1.

## Violence, Bully, and Campus Threats Tip Line

The MNTC Violence, Bully and Campus Threat Tip Line is a toll-free confidential hotline for students, parents/guardians, and others who are concerned for the safety of our school. Personal threats, bullying, harassment, or threats to the campus, students, or staff can be reported anonymously by calling:

**405.296.6934**

When you call, please provide as much specific information about the bullying or potential danger as possible. The call will be immediately communicated to school officials.

## Schoolwide Wellness Information

The Moore Norman Board of Education recognizes that students' health, success, and the school are interrelated. As new health issues arise, the Board of Education believes that it can play a proactive role in preventing chronic health conditions and unnecessary injury and disease by providing a wide spectrum of health information to students and staff. This information aids both students and staff in learning to better take responsibility for their own health and to adopt health-enhancing attitudes and behaviors. The district shall adopt a program consistent with the requirements of state and federal law. Therefore, it is the goal of the Board to:

1. Provide opportunities for physical activity
2. Provide a safe and healthy environment for students and employees to learn and work
3. Provide accurate information related to these topics

### Implementation of the District's School Wellness

**Plan is guided by the following goals:**

1. Provide nutrition education workshops and health screening to students and staff
2. Provide physical fitness opportunities for students and staff
3. Provide students and staff training in health and safety issues
4. Provide nutritional offerings through district food service and vending machines
5. Provide organized functions reinforcing health-enhancing behaviors
6. To avoid behaviors that can damage a person's health and well-being

## Gun-Free Schools Policy

### Secondary Student Suspension or Removal

Any student who is determined to have:

- Brought a weapon to a school under the jurisdiction of the district; or
- Possessed a weapon within two thousand (2,000) feet of public school property; or
- Possessed a weapon at a school event shall be suspended out of school for a period of not less than one calendar year.

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

For the purposes of this policy, the following definitions

shall control:

1. The term “weapon” means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.
2. The term “chief administrative officer” means the Superintendent or the Board of Education.
3. The term “determined to have brought a weapon to a school under the jurisdiction of the district” means any student being in possession or control of a weapon on property owned, leased or rented by the district, including, but not limited to, school buildings, parking lots and motor vehicles and any student who is in possession or control of a weapon at any district sponsored function regardless of whether such function is conducted on district property.

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

Students who violate this policy will be referred to the appropriate criminal justice or juvenile delinquency system. Any firearm seized from a student by any school employee shall immediately be delivered to a law enforcement authority for disposition pursuant to applicable law.

Any out-of-school suspension initiated pursuant to this policy shall be subject to the procedural safeguards set forth in the district’s policy for the out-of-school suspension of students.

Consistent with Oklahoma law, for an out-of-school suspension under this policy, no education plan shall be implemented during the term of the suspension.

This policy does not apply to student suspensions for non-weapon violations.

Adult students shall be subject to these requirements except to the extent the adult student has a valid handgun license issued pursuant to the provisions of the Oklahoma Self-Defense Act, any handgun is in the adult student’s vehicle in the school parking lot, and the handgun is stored as required by law. Violations of school policy or applicable state or federal laws may result in removal from school and referral of possible violations to law enforcement authorities for prosecution.

### **Possession of Dangerous Weapons**

Possession by any student of a dangerous weapon, or a replica or facsimile of a dangerous weapon, while on technology center property, at a technology center-sponsored activity, or on a technology center bus or vehicle, is prohibited. Further, use of any item or instrumentality by a student to threaten harm to any person or which is used to harm any person, while on technology center property, at a technology center sponsored activity, or on a technology center bus or vehicle, is prohibited.

“Possession of a dangerous weapon” includes, BUT IS NOT LIMITED TO, any person having a dangerous weapon: (1) on his or her person; (2) in his or her locker; (3) in his or her vehicle; (4) held by another person for his or her benefit; or (5) at any place on technology center property, a technology center bus or vehicle, or at a technology center activity.

A dangerous weapon includes, BUT IS NOT LIMITED TO, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife, regardless of the length or sharpness of the blade, any pen knife, “credit card” knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, garrotes, choking devices, mace, pepper spray, and any item whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles.

Students who violate this policy may be suspended from the technology center, barred from technology center property and all technology center activities for any period of time up to the maximum period authorized by law.

If an Instructor/Teacher or other technology center employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon.

A student’s inadvertent or unintentional possession of a dangerous weapon or replica or facsimile, is no defense or excuse to compliance to this policy.

The only area adult students, who have a valid handgun license issued pursuant to the provisions of the Oklahoma Self-Defense Act, may have a handgun on the technology center campus is in a vehicle in the parking lot of the school campus, provided the handgun is carried or stored as required by law.

For additional information, please refer to the Student Possession of Dangerous Weapons Policy.

### **Students with Regards to the Use of Alcohol and Illegal Chemical Substances**

Any employee of Moore Norman Technology Center who has reasonable cause to suspect that a student may be under the influence of or said student has in possession a low-point beer, alcoholic beverage, or a controlled dangerous substance (as they are now defined by state law) on school grounds, or during school activities shall immediately notify an Administrator.

In the case of students under the age of 18 years, parents/guardians will be contacted promptly and a parent/student/administrator/school counselor conference will be scheduled to address the problem and suggest solutions.

Any student whose behavior while on technology center property, at a technology center sponsored event, in school vehicles, or going to or from a sponsored event creates a reasonable individualized suspicion that the student is under the influence of alcohol or an illegal chemical substance may be required to take an alcohol and/or drug use test at the student’s expense.

Any student who refuses to take an alcohol or drug use test when

so required under the provisions of this policy will be deemed to have violated this policy and will be subject to disciplinary action, including suspension or withdrawal from the program to the same extent as if the student tested positive for the presence of alcohol or illegal chemical substances.

Any student who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance while on technology center property, at a technology center sponsored event, in technology center vehicles, or going to or from a technology center sponsored event or as a result of alcohol or drug use tests conducted under this policy will be subject to disciplinary action, including out-of-school suspension from classes.

Police will be notified in cases where school personnel deem necessary for the safety and well-being to the individual and others as well as school property.

In the event a student is in high school and has an Individualized Educational Plan (IEP) state and federal guidelines regulating such discipline will be followed.

For additional information, please refer to Testing Students with Regard to the Use of Alcohol and Illegal Chemical Substances Policy.

### **Restriction on Presence of Sex Offenders on School Property**

By law, a person who has been convicted of a crime that requires the person to register pursuant to the Oklahoma Sex Offenders Registration Act and when the victim was a child under the age of 13 at the time of the offense is prohibited from loitering within 300 feet of any campus of the technology center. The same prohibition applies to a person who has been convicted of an offense in another jurisdiction, which offense, if committed or attempted in Oklahoma, would have been punishable as an offense listed in Okla. Stat. tit. 57, § 582 and the victim was a child under the age of 13 at the time of the offense. Persons convicted of sex offenses in the State of Oklahoma prior to the effective date of the Oklahoma Sex Offenders Registration Act, which is November 1, 1989, are not subject to this prohibition.

By law, the only exemption to this prohibition occurs when:

- The person is the custodial parent or legal guardian of a minor child enrolled in the school and

- The person is enrolling, delivering or retrieving that minor child at the school during regular school hours or for co-curricular activities.

The technology center intends to enforce the legal prohibition and to strictly construe the exemption. The legal prohibition does not apply to sex offenses committed against children 13 and over.

### **Radon**

Tests for radon gas in campus facilities revealed none is present.

### **Hazardous Communication Standard**

In compliance with Asbestos Hazard Emergency Response Act (AHERA), the school conducted an inspection of materials used in the building construction to determine asbestos content. As of July 2006, all asbestos materials have been removed from MNTC.

### **Lead Pipes**

The water fountains at MNTC do not contain lead pipes.

### **Communicable Diseases**

No student will be denied an education or participation in the activities of the district based solely on his/her status as a student infected with a communicable disease. In the event the school administration learns that a student may have a communicable disease, the Superintendent or designee will consult with the Oklahoma State Department of Health regarding an appropriate educational environment for the student. All decisions regarding an appropriate educational setting for the student will be made on a case-by-case basis following established policies and procedures for students with chronic health problems or other disabilities. The placement decision will be periodically reviewed, and will also be reviewed at any time a staff member observes behavior, which might pose a reasonable risk of transmitting the communicable disease.

For additional information, please refer to the Communicable Disease Policy.



## CAMPUS EMERGENCY PROCEDURES

Providing a safe environment for faculty, staff, students and visitors is a primary concern of Moore Norman Technology Center. Critical to this goal is being knowledgeable about what to do in the event of an emergency. Planning and being prepared is our shared responsibility.

We do ask that you familiarize yourself with emergency preparedness information located in the Student Handbook or on the school's Campus Safety website. Together we can work to keep our campus community safe.

During severe weather season, the Safety Office continuously monitors weather reports and posts weather updates on the digital display boards and on the Campus Safety website.

### Emergency Drills

Emergency drills are a focused activity that allows our campus community to practice specific functions and test crisis planning, lifesaving skills, and emergency preparedness.

MNTC follows state regulations to conduct ten (10) drills during the school year. These drills include fire, tornado, earthquake, security, and two preparation drills. All students and staff are required to participate.

### Tornado Preparedness

Preparedness is the key to reducing the stress from severe weather. Know where the shelter areas are while on campus and keep weather aware. Students may wish to download a weather app to a mobile device to stay advised of approaching severe weather and have a personal plan. A **TORNADO WATCH** is given when weather conditions are favorable to formation of tornadoes during severe storms. For **TORNADO WARNING**, take cover! A tornado funnel has been sighted. High school students must remain on campus under the supervision of a Teacher/Instructor during such an emergency.

### Storm Warnings

MNTC is a StormReady campus. StormReady is sponsored by NOAA and the National Weather Service and recognizes community entities who have an approved Hazardous Weather action plan and are committed to emergency preparedness.

The school monitors and receives local weather updates from the national weather reporting services. An announcement will be made over the intercom if evacuation to a more secure area is necessary. Shelter areas are marked on maps posted in classrooms, meeting rooms and departments.

### Fire Evacuation

Fire exit routes are posted in every program area and in every room at MNTC. At the sound of the fire alarm, evacuate the building immediately and move to your designated meeting area at least 75 feet away from the building. Do not return to the building.

Instructors/Teachers will account for their students and notify an administrator if a student is missing.

Employees/students may return to the building after the "all clear."

### Earthquakes

Oklahoma is becoming a hotbed for earthquakes. When the earth begins shaking, DROP, COVER AND HOLD ON. Once the shaking has stopped, evacuate to the nearest exit away from buildings and powerlines.

### Standard Response Protocol

A critical ingredient in the safe school recipe is the uniform classroom response to an incident at school. Weather events, fires, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by school and district administration and staff.



The Standard Response Protocol is based not on individual scenarios but on the response to any given scenario. There are four specific actions that can be performed during an incident which is followed by a directive.



**Lockout** is followed by the Directive: “Secure the Perimeter” and is the protocol used to safeguard students and staff within a building. Students are trained to:

- Move away from sight
- Maintain silence



**Lockdown** is followed by “Locks, Lights, Out of Sight” and is the protocol used to secure individual rooms and keep students quiet and in place. Students are trained to:

- Move away from sight
- Maintain silence



**Evacuate** is always followed by a location, and is used to move students and staff from one location to a different location in or out of a building. Students are trained to:

- Leave belongings behind
- Evacuate as a class or individually
- Follow instructions



**Shelter** is always followed by a type and a method and is the protocol for group and self protection. Students are trained in:

- Appropriate Hazards and Safety Strategies

## Media Relations

The Marketing Coordinator is designated as the Public Information Officer for MNTC and is the primary liaison between MNTC and the news media. All phone calls and personal inquiries from the media should be directed to the Marketing Coordinator. All MNTC students must be accompanied by the Marketing Coordinator (or a designee from the Marketing Communications department) before speaking with or participating in an interview with members of

the news media. The Marketing Coordinator also coordinates crisis communications, promotional activities, and community relations involving the news media.

- **MNTC Website:** [mntc.edu](http://mntc.edu).
- **Social Media.** Like us on Facebook: /MooreNormanTech and follow us on Twitter and Instagram: @MooreNormanTech.
- **SchoolMessenger.** This notification system will call students (or a parent/guardian) and notify them of the closure or cancellation. This system is also used to notify parents/guardians of student absences (high school students only).
- **In the event of a campus emergency,** we encourage people to share only information posted by MNTC using the media outlined above. MNTC is the only source guaranteed to be factual and exact. Students, parents, and MNTC staff should check the online sources provided above before communicating anything related to an emergency at MNTC. If you have questions or need to reach the Marketing Coordinator, call 405.801.5132. For additional information, please refer to the Closing School Policy.

For additional information, please refer to the Closing School Policy.

Attendance Line: **405.801.5010****ADMINISTRATION**

|   |                   |                     |
|---|-------------------|---------------------|
| <b>Superintendent/CEO</b>   | Brian Ruttman     | <b>405.801.5101</b> |
| <b>Deputy Superintendent</b>                                      | Jeanette Capshaw  | <b>405.801.5103</b> |
| <b>Student Services/<br/>Marketing Director</b>                   | Stephanie Royse   | <b>405.801.5051</b> |
| <b>Executive Director<br/>of Instruction</b>                      | Terri Helvey      | <b>405.801.5281</b> |
| <b>Instructional Design &amp;<br/>Development Director</b>        | Stephanie Simon   | <b>405.801.5191</b> |
| <b>Business &amp; Information<br/>Technology Careers Director</b> | Robyn Castleberry | <b>405.801.5501</b> |
| <b>Health Careers Director</b>                                    | Wendy Perry       | <b>405.801.5401</b> |
| <b>Technical Careers Director</b>                                 | Steve Ketchum     | <b>405.801.5301</b> |

**INFORMATION & ENROLLMENT CENTER**

|  |                                    |                     |
|--|------------------------------------|---------------------|
| <b>Student Services<br/>Assistant Director</b> | Carla McKinley                     | <b>405.801.5041</b> |
| <b>Enrollment</b>                              | Customer Service<br>Representative | <b>405.801.5002</b> |
| <b>Career Advisors</b>                         | Sondra Heaverin                    | <b>405.801.5905</b> |
|  | Cindy Kropf                        | <b>405.801.5037</b> |
|  | Toni Perry                         | <b>405.801.5038</b> |

**FINANCIAL AID**

|   |            |                     |
|---|------------|---------------------|
| <b>Federal Financial Aid<br/>Coordinator</b> (Deferments,<br>Advisements) <b>and Scholarships</b> | Audra Main | <b>405.801.5046</b> |
|---|------------|---------------------|

**STUDENT RESOURCES**

|   |               |                     |
|---|---------------|---------------------|
| <b>Academic Records Release</b><br>(Grades and Transcripts) | Jason Whitman | <b>405.801.5061</b> |
|---|---------------|---------------------|

**Student Success Center**

|  |                    |                     |
|--|--------------------|---------------------|
| Academic Integration<br>Coordinator  | Allen Schneberger  | <b>405.801.5201</b> |
| Numeracy Specialist/Coach  | Marie Knox         | <b>405.801.5204</b> |
| Literacy Specialists   | Lucinda Francis    | <b>405.801.5202</b> |
|  | Dr. Bonner Slayton | <b>405.801.5203</b> |
| Assistance with GED, ACT,<br>SAT, KeyTrain, ASVAB,<br>Accuplacer, and/or ELL |                    | <b>405.801.5200</b> |
| <b>Assessment Center</b>   | Linda Little       | <b>405.801.5081</b> |

Violence/Bully Tip Line: **405.296.6934****STUDENT RESOURCES**

|                      |                 |                     |
|----------------------|-----------------|---------------------|
| <b>Bursar Office</b> | Red Day Johnson | <b>405.801.5091</b> |
|                      | Renee Folmar    | <b>405.801.5090</b> |

**Career & College Connection**

|                               |                 |                     |
|-------------------------------|-----------------|---------------------|
| Coordinator                   | Tina Fitzgerald | <b>405.801.5193</b> |
| Career Connection Specialist  |                 | <b>405.801.5194</b> |
| College Connection Specialist |                 | <b>405.801.5192</b> |

**Prior Learning Assessment Representatives**

|  |  |                     |
|--|--|---------------------|
| Oklahoma City<br>Community College                   | Office of<br>Graduation,<br>Employment, and<br>Transfer Services | <b>405.682.7589</b> |
| Oklahoma State<br>University (OKC)                   | Scott Sawyer   | <b>405.945.3395</b> |
| Rose State College                                   | Misty Engelbrecht  | <b>405.733.7673</b> |
| Oklahoma State University<br>Institute of Technology | Lisa Currington  | <b>918.293.4984</b> |

**Counselors**

|  |                 |                     |
|--|-----------------|---------------------|
| Business & Information<br>Technology Careers | Yumi Davis      | <b>405.801.5503</b> |
| Health Careers                               | Jana Cline      | <b>405.801.5403</b> |
| Technical Careers                            | Christa Simmons | <b>405.801.5303</b> |

**Disabilities Services**

|  |              |                     |
|--|--------------|---------------------|
|  | Barbara Rice | <b>405.801.5284</b> |
|--|--------------|---------------------|

**Emergency Contacts**

|                               |                 |                     |
|-------------------------------|-----------------|---------------------|
| Campus Emergency Assistance   |                 | <b>405.801.5000</b> |
| Director of Safety & Security | Jerry McConnell | <b>405.801.5211</b> |
| Maintenance Coordinator       | Homer Reynolds  | <b>405.801.5220</b> |

**Health Careers  
Resource Center**

|  |                |                     |
|--|----------------|---------------------|
|  | Valorie Rogers | <b>405.801.5406</b> |
|--|----------------|---------------------|

**HIRE Program**

|  |          |                     |
|--|----------|---------------------|
|  | Matt Fix | <b>405.801.5261</b> |
|--|----------|---------------------|

**Student Organization  
Activities**

|  |              |                     |
|--|--------------|---------------------|
|  | Traci Hopper | <b>405.801.5283</b> |
|--|--------------|---------------------|

**High School Career Advisor**

|                       |                 |                     |
|-----------------------|-----------------|---------------------|
| Norman Public Schools | Lee Ann Kennedy | <b>405.801.5054</b> |
| Moore Public Schools  | Natalie Crawley | <b>405.801.5053</b> |

**Transportation**

|  |            |                     |
|--|------------|---------------------|
|  | JJ. Mathis | <b>405.801.5240</b> |
|--|------------|---------------------|

**Veteran Services**

|  |            |                     |
|--|------------|---------------------|
|  | Audra Main | <b>405.801.5046</b> |
|--|------------|---------------------|

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**MOORE NORMAN**  

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**TECHNOLOGY CENTER**

There will be no discrimination in the technology center because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the technology center's nondiscrimination policies: MNTC's Human Resources Director (for employees) and the Student Services/Marketing Director (for students). Inquiries concerning the application of this policy may be made by calling (405) 801-5000 or by visiting the Franklin Road campus at 4701 12th Avenue NW, Norman, Oklahoma 73069.