



## **2025 - 2026 Student Handbook**

Welcome to Meridian!

Whether you're attending Meridian as a high school student or continuing your education, you've taken a meaningful step toward your future. At Meridian, we focus on providing the skills, experiences, and support needed to help you reach your goals.

Inside, you'll find information about our policies, expectations, and resources. Understanding these details will help you make the most of your time on campus and ensure a positive experience for everyone.

Our staff is here to help you succeed. If you have questions, don't hesitate to ask. You can also find the school calendar and other helpful resources at [meridiantech.edu](http://meridiantech.edu).

We're looking forward to helping you climb higher!

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## **Resource Overview**

There are a number of resources across campus to help you succeed. Here is an overview of the most popular ones.

### *Career Guidance*

Services are available to assist you in exploring your career options, including various assessments, job outlook information and resume assistance. Visit the Career Planning Center or call 405-377-3333 to schedule an appointment.

### *Financial Aid*

Financial Aid is funding to help students and their families pay for educational expenses. Sources of aid are federal, state, institutional, community, foundation, and business and industry programs. To learn more about Financial Aid or related resources, like clothing vouchers, visit or call the Career Planning Center.

### *Translation Services*

Assistance is available for Spanish speaking students to receive educational guidance, career advisement, and translation in and out of the classroom. At the request of the instructor or student, they may receive individual help in test taking translation, in-classroom translation and comprehension of the subject, and in their classwork. Individual tutoring in English language speaking, reading, and writing is also available.

### *Short Courses*

Whether you want to gain a hobby, explore a new topic, or sharpen your skills, Short Courses can help you make the most of your time at Meridian. Visit [meridiantech.edu/catalog](http://meridiantech.edu/catalog) to explore current classes.

### *Entrepreneurial Services*

Startups start here! Meridian helps aspiring entrepreneurs and businesses of any size. Current students are even eligible for Meridian's Student Entrepreneur program and a free business coaching session. Visit [meridiantech.edu/BES](http://meridiantech.edu/BES) or call 405-377.2220 to learn more.

### *School Calendar and Other Resources*

You can find the updated school calendar at [meridiantech.edu/calendar](http://meridiantech.edu/calendar) and a number of other resources, including the Terrace menu, on the website.

If you have questions or if there is something else you'd like to see, please visit the Career Planning Center or submit it to [meridiantech.edu/contact](http://meridiantech.edu/contact).

## **Policy Overview**

Because Meridian is dedicated to building better tomorrows and preparing students for college, career, or anywhere in between, many policies reflect those found in the workplace or university. If you have questions or would like an explanation of a specific policy, please visit the Career Planning Center or call 405-377-3333.

Below is an overview of important policies to help you better understand what is expected of you during your time at Meridian. These descriptions are a simplified introduction to the concepts within the handbook. You are expected to comply with all policies as determined by Meridian's Board of Education.

### *Attendance*

Students in full-time programs are expected to attend class and be on time each day. Each student is allowed nine absences and is expected to communicate accordingly with their instructor and Meridian staff. Please reference pages 7 through 11 for specific attendance policies, including excuses from class and withdrawal.

### *Grading*

Meridian adheres to a structured grading scale. Pages 11 through 13 explain grading and related topics, like graduation requirements, in detail.

### *Discipline*

Meridian's mission is to educate, enrich lives and secure economic futures. As such, students are expected to conduct themselves in a professional manner and act in accordance with all Meridian policies. Pages 13 through 45 outline various disciplinary actions.

### *Safety*

Safety is a top priority at Meridian. Pages 45 through 46 outlines procedures for various emergency situations and emergency communication.

### *Other Policies*

Meridian has a number of policies in place. Pages 46 through 100 of this handbook contain policies related to various topics that may impact students. For a copy of a specific policy, visit the Career Planning Center or call 405-377-3333. For more information about Meridian's Board and other leadership, visit [meridiantech.edu/about-meridian](http://meridiantech.edu/about-meridian).

## **Non-Discrimination Statement**

Meridian Technology Center does not condone, nor will it tolerate any form of discrimination based on race, color, sex, pregnancy, national origin, religion, disability, veteran status, age, or genetic information in its programs, services, activities, and employment. The technology center also provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the technology center's nondiscrimination policies and any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact: Jeremy Zweiacker, Coordinator for Title VI, VII, IX/504/ADA, Age Act, Meridian Technology Center, 1312 South Sangre Road, Stillwater, Oklahoma, 74074, or by phone at (405) 377-3333.

Outside assistance may be obtained from the U.S. Department of Education Office for Civil Rights at One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, or by phone at (816) 268-0550, fax at (816) 268-0599 TTY at (877)-521-2172 or email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

## **Attendance**

### **Attendance In Full-Time Programs (I-407-A)**

Attendance is a very important factor in career and technical education. To maximize training opportunities, students are expected to be in attendance every day. Failure to participate in program projects daily will result in poor performance and a void in skill achievement. Due to Meridian Technology Center's commitment to preparing students for careers, many of the school's policies and procedures reflect those commonly found in the workplace rather than those found in a traditional education setting.

Students are expected to attend classes daily and be in class on time. Violation of this policy may result in withdrawal. Students will be allowed nine absences per semester. Allowed absences for students entering during the semester or who are on a non-traditional schedule will be prorated. It is the student's responsibility to call and/or inform the instructor each time he/she will be absent.

Adult Student Absences are defined as missing more than 30 minutes of class time.

Part-time and Full-time Adult students who exceed nine absences in a semester or nine consecutive days with no contact will be withdrawn or dropped.

Part-time Adult students are allowed nine total absences in the session (AM or PM) in which they are enrolled.

Full-time Adult students are allowed nine absences in the AM session and nine absences in the PM session.

Transfers: If the adult student is enrolled full-time and transfers to part-time in the middle of the semester, the accumulated absences for AM or PM are calculated to get the total number of absences. (The same is true if they are enrolled part-time and transfer to full-time.)

Exceptions to this policy are students enrolled in Full-time Adult Programs that have board approved handbooks reflecting the attendance policies applicable to their program.

An absence for high school students is defined as missing more than 30 minutes of class time. High school students who exceed nine absences in a semester will be withdrawn or dropped and returned to the partner school at the end of the 9-weeks for schools with block schedules, or the semester for schools with traditional schedules and may forfeit credit for the semester. To earn credit toward high school graduation, high school students must attend, except for the allowable number of absences, Meridian's entire academic year. Therefore, regardless of their sending school's calendar, Meridian students are expected to attend each day Meridian is in session or be considered absent.

Parents/guardians of minor students will be notified of each daily absence via ParentSquare. When a student reaches four absences, the instructor will contact the parent/guardian by phone or email and document the communication in the student accounting system. At that time, the instructor will also work to schedule a student advisement meeting with the Executive Director of the Career Planning Center or their designee as soon as reasonably possible after the fourth absence.

For adult students, when four absences are reached, the instructor will work to schedule a student advisement meeting with the Executive Director of the Career Planning Center or their designee as soon as reasonably possible

When a student reaches four absences, a meeting will be called between the student and a student advisor. It is the instructor's responsibility to call or email a parent/guardian when a student is absent and document the call.

Missing less than 30 minutes of class by either arriving late or leaving early results in a "tardy" or an early "out". Each incident of either will count as one tardy or one out. Three tardies and/or early outs equal one absence.

Pre-approved school activities, a leave of absence, inclement weather days (if secondary student's high school is closed or on virtual/distance learning due to weather), jury duty, subpoenas for court appearance and military duty are the only absences that will be considered "exempt".

When circumstances require that instruction be delivered using a method other than regularly scheduled, in-person instruction, attendance may be counted using alternative methods. If students are required to participate in class using an alternative format (including, but not limited to, online virtual learning or other forms of distance education)

the student must check-in to class daily as directed by their instructor and complete and turn in any classwork as assigned. Failure to check-in with the instructor and/or have their classwork turned in will result in an absence for each day the student fails to check-in and/or for the day associated with classwork that was assigned. Absences that occur during periods of alternative instructional delivery are subject to the attendance appeals process.

All students are expected to make up missed assignments due to an absence or tardy.

Continuation of enrollment in the Meridian Technology Center programs will be based on satisfactory academic progress, defined as maintaining a "C" average. If a student fails to maintain this average for one grading period, he or she will be counseled and put on probation. If the grade is not brought up to a satisfactory level by the end of the next grading period, the student may not be allowed to continue enrollment in the program. (For students attending full-time [6 hours per day], the grading period is defined as one quarter. For students attending half-time [3 hours per day], the grading period is defined as two quarters).

Students who have missed more than nine consecutive days and are not on an approved leave of absence will be automatically dropped from Meridian Technology Center.

Students enrolled in programs with external accreditation that require a separate student handbook to be approved by the board of education (i.e. nursing, radiologic technology, etc.) will be subject to the guidelines published in those, if different.

Students attending Meridian Technology Center under various financial aid programs (including, but not limited to, Oklahoma Promise, Pell Grants, and Oklahoma Tuition Aid Grant) must follow guidelines relating to these programs. Information regarding these guidelines may be obtained from the Financial Aid Office. It is the responsibility of the student to obtain and abide by these guidelines. Failure to comply with the guidelines will result in loss of benefits.

### *Class Breaks*

Each class is provided with a 10-minute break both in the morning and the afternoon and as deemed appropriate for evening classes. This policy will remain in force as long as it is not abused. Since all classes are not on break simultaneously, students shall conduct themselves in a manner which is not disruptive.

### **Attendance Appeals Process**

If a student misses more than nine days of school due to extenuating circumstances, the parent and/or student may present their case to the Attendance Appeals Committee who will have the discretion to grant exceptions. Attendance Appeal Committee members will be established by Meridian Technology Center. A written request for appeal must be submitted to the Executive Director of the Career Planning Center within three business days of exceeding the absentee limit.

Adult and High School students are encouraged to keep documentation from unexcused absences in the event that the attendance policy is exceeded and an appeal must be filed.

After the appeal is requested the student should attend until a decision is handed forth by the attendance appeals committee.

### **Excuses From Class**

Upon request from the high school principal, absences due to local school functions will not be charged against a student's record. Any such request should be called in or brought to the Career Planning Center prior to the day excused. The Career Planning Center will notify instructors in writing of the effective date of the school activity.

### **Release From Class Or Leaving Campus (I-421-A)**

Under no conditions will a high school or adult student leave the Meridian Technology Center campus without permission from the Career Planning Center or short-term adult programs. For high school students under the age of 18, requests will be considered only when verified and confirmed by the home high school principal and/or the student's parent or guardian. Those students violating this procedure will be considered truant and dealt with accordingly.

### **Leave Of Absence for Adult Students (I-449-A)**

A student, for legal, medical, military service, or personal/family reasons, can apply for an extended leave of absence. Except as otherwise provided, in this policy, a student is not eligible for more than one extended leave of absence during the academic year.

To be eligible for a leave of absence, the student must:

1. Complete the leave of absence application form, sign and date it before the leave begins.
2. Not have had a prior leave of absence during the current academic year.
3. Have maintained a minimum of a "C" average on current coursework.

A student may apply for a second leave of absence in the event the student can show extenuating circumstances that warrant a second extended leave. Extenuating circumstances that would qualify for a second leave are those that involve catastrophic medical conditions of a student or immediate family or involuntary military service.

#### *Extended Leave Procedures*

1. Student shall meet with their instructor. The instructor will, if appropriate, sign the extended leave form.
2. Student shall meet with the Executive Director, Career Planning/Career Development for a review of the leave application and supporting documentation and to receive final approval of the leave or an explanation for the denial of leave.
3. The leave shall, to qualify as an extended leave of absence, be no less than one week and no more than nine weeks.
4. The dates of leave must be consecutive and not intermittent.

5. The student must return to the program at the end of the extended leave of absence. If the student fails to return to the program at the end of the approved leave period, an automatic dismissal will be recorded for the student. Also, failure to return from an approved leave of absence may result in the student owing repayment of financial aid previously received by the student.
6. During an approved leave, attendance hours earned are placed on hold. Therefore, the program completion date may need to be extended in order to account for time missed. This extension will be based on the length of the student's extended leave and the nature of the program. The Executive Director, Career Planning/Career Development, the program instructor, and the Financial Aid Officer will communicate with the student if a program extension is necessary.
7. Copies of the leave form will be made for the following: Finance, Financial Aid, Student, Student File, and the Instructor. Copies of supporting documentation shall be located in the Student File and will only accompany the form furnished to departments and the Instructor if the documents represent essential information for the department or instructor.

Failure to comply with any of the above conditions and procedures may result in automatic dismissal from the program. A leave of absence is available to all eligible students. An approved leave of absence has the effect of placing the student's aid and tuition on hold for the period of time the student is on approved leave. However, students receiving financial aid should meet with the Financial Aid Officer to discuss any effect the leave could have on disbursement dates. A student who violates the terms of an approved leave risks automatic dismissal as well as liability for the repayment of financial aid received by the student.

## **Grading**

### **Grading System (I-409-A)**

Meridian Technology Center programs in which secondary students are enrolled are on a four-quarter plan. At the end of each nine-week period, evaluations will be made and grades of secondary students will be sent to their home high schools to be recorded.

Students failing to make satisfactory progress may be placed on academic probation for one semester. If at the end of that semester the student has not achieved a 70% average (C grade level) or better, continued enrollment in the same training program may not be permitted. The student may change to another training program only with the permission of the administration.

The grading scale for programs enrolling secondary students will be:

- A: 90-100
- B: 80 - 89
- C: 70 - 79
- D: 60 - 69

Due to accreditation requirements for some programs enrolling only postsecondary students, grading systems may be different than those programs in which secondary students are eligible to enroll. The grading system for these programs will be published in program-specific handbooks which are adopted by the Board of Education each year.

### **Graduation Requirements and Honors**

In order to be successful in a career, students will need to meet all technical and academic standards related to their career of choice at Meridian. Meridian offers rigorous programs of study designed in cooperation with business and industry to ensure students are fully prepared for the demands of the workplace.

#### *Meridian's Career Ready Credential*

When a student completes all standards as set forth in their program of study, they will be considered a graduate of Meridian and receive the Career Ready Credential. Students who do not meet these standards will not be considered graduates of Meridian. Students should have: Completed all courses in a career major with a grade of "C" or above and achieved required industry-based certifications for the career major. Achieved WorkKeys® scores at or above the level required for the career major or earned an ACT® composite score of 19 or greater (Students may substitute equivalent scores on SAT, ACCUPLACER or other approved assessments.)

Students earning a Career Ready Credential may also earn the Postsecondary Ready Endorsement, Citizenship Ready Endorsement and the National Career Readiness Certificate (NCRC).

#### *Postsecondary Ready Endorsement*

Earned, or was on track to earn, a high school diploma or GED at the time of Meridian graduation.

Achieved a subscore of 19 or greater on the ACT® in math, English, reading and science (Students may substitute equivalent scores on SAT, ACCUPLACER or other approved assessments.).

#### *Citizenship Ready Endorsement*

Completed employment profile, résumé, job application, cover letter, mock interview and job search training through OKJobMatch.com. Documented active membership in a CareerTech Student Organization or professional association related to the program of study. Documented 20 hours of volunteerism or service in a community activity.

#### *National Career Readiness Certificate (NCRC)*

Completed WorkKeys® assessments in Applied Mathematics, Graphic Literacy and Workplace Documents and received a silver, gold or platinum National Career Readiness Certificate through the Oklahoma Department of Career and Technology Education.

### **Transfer Of Credit (I-402-B)**

Meridian Technology Center personnel will review previous education and/or training documentation, to include military transcripts, and determine whether or not the student may receive advanced credit for previous education and/or training. If advanced credit is given, the total number of career major hours the student needs to complete is reduced by the number of credits awarded.

#### *Cooperative Alliance Agreements For College Credit*

Meridian Technology Center has established Cooperative Alliance Agreements with Oklahoma State University-Institute of Technology, Cowley County Community College and Northern Oklahoma College. These formal agreements, approved by the State Regents for Higher Education and the Oklahoma Department of Career and Technology Education, allow high school and adult students who are enrolled in approved technical career majors at Meridian Technology Center to obtain college credit. This college credit can be applied toward an Associate of Applied Science degree at these higher education institutions. The number of college credits varies by career major. Students are responsible for meeting Cooperative Alliance Program requirements and completing the admission process before college credit is granted. Colleges will transcript the credit. It is not automatic. Contact the College and Career Transition Coordinator or Program Administration for more information.

## **Discipline**

### **Adult Student Behavior (I-412)**

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

In instances involving a student's dismissal or removal from a course or program, Meridian will utilize procedures that are fair and reasonable. The complete cooperation of students is

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

### *Procedures*

#### 1. Immediate Removal of a Student

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

#### 2. Evidentiary Hearing

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

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

#### 3. Decision

Once the evidentiary hearing has been held, the administrator will summarize the findings in a written report, which will include the decision as to the student's innocence or guilt and recommended discipline, if applicable. This decision will be announced orally at the conclusion of the hearing with a written report to follow, or within three business days of the conclusion of the hearing, by issuance of the written report. The imposition of discipline will commence following announcement of the decision or issuance of the written report, whichever occurs first. Should the punishment be one of short or long-term removal or dismissal, the administrator will notify the superintendent of the action.

#### 4. Appeal

If all or any portion of the administrator's decision is not agreed to, the student has the right to appeal the decision to the superintendent. An appeal is commenced by letter to the superintendent delivered within 72 hours of the decision rendered by the administrator. The administrator, upon receipt of notice of the appeal, will forward the report of the hearing to the superintendent for decision. The superintendent shall have the authority to sustain, overrule, or modify the division administrator's decision. If the student desires an appeal to the superintendent, he or she shall be permitted to remain in school unless the circumstances delineated under the "Dismissal" section, above, are met. At the hearing, the division administrator shall first present his/her evidence and be subject to cross-examination by the superintendent. This will be followed by the student's evidence. The decision of the superintendent shall be final. Such decision shall be communicated orally after the hearing or in writing to all parties, within three business days following the decision. An oral decision, when rendered immediately following the hearing, shall be followed by issuance of the superintendent's written decision, which shall be placed in the mail within three business days of announcing the decision.

#### 5. Modification of Corrective Action

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

- A. Seriousness of the offense.
- B. Student's disciplinary record during the course of the school year or in prior years.
- C. Any final action by civil authorities. (However, action by authorities, in criminal or civil matters, is not a condition precedent to disciplinary action by the school.)
- D. Cooperation and assistance of student during the disciplinary proceedings.
- E. Other circumstances as the administrator may deem relevant.

#### 6. Re-admission

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

#### *Notification of Policy*

Copies of any procedural regulations and the *Adult Student Behavior Code* shall be distributed to all adult students annually, and students are responsible for compliance with the school's

behavior and conduct standards. Questions as to the interpretation of any part of the policy should be presented to the appropriate administrator.

#### *Administrative Actions*

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

#### *School Safety and Bullying Prevention Act (Okla. Stat. tit. 70, §24-1002)*

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

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

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

#### *Students Attending the Technology Center by Virtue of a Special Program*

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

## Adult Student Behavior/Secondary Student Discipline Code

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

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
6. Academic Misconduct, including, but not limited to, cheating, plagiarism, unauthorized collaboration, alteration of academic materials or other academic misbehavior
7. Complicity in misconduct by others, including, but not limited to, attempting to or encouraging others to commit prohibited conduct. Apathy or acquiescence in the presence of prohibited conduct is violative of this policy
8. Conduct that threatens or jeopardizes the safety of others
9. Cutting class or sleeping, eating or refusing to work in class
10. Disorderly conduct, including behaving in a disorderly, lewd, indecent manner or breaching the peace on technology center property or in technology center-sponsored activities. Examples include, but are not limited to, obscene language, profanity, inappropriate behavior or gestures, indecent exposure, nonconsensual photography, video, or audio recording of another person on technology center premises or at technology center-sponsored events when recording causes or is likely to cause injury or distress
11. Disruption of the educational process or operation of the school - as to disruptive behavior in the classroom specifically, engaging in behavior that a reasonable person would view as substantial or repeated interference with the instructor's ability to teach the class or the ability of other students to benefit from instruction
12. Extortion
13. Failure to attend assigned detention, alternative school or other disciplinary assignment, without approval
14. Failure to comply with state immunization requirements

15. False reports or false calls
16. Fighting
17. Forgery, fraud or embezzlement
18. Gambling
19. Gang related activity or actions
20. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication and physical acts
21. Hazing (whether involving initiations admission into, affiliations with, or as a continued involvement in a group or organization or not) in connection with any school activity, regardless of location. Hazing, includes, but is not limited to, any activity that recklessly or intentionally endangers the mental or physical health or safety of a student. Likewise, engaging in any action or activity that causes or is likely to cause physical or mental discomfort or distress that may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants is violative of this policy
22. Immorality
23. Inappropriate attire, including violation of dress code
24. Intimidation or harassment because of race, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
25. Physical or verbal abuse, including, but not limited to, physically restraining or transporting someone against their will
26. Possession or use of a caustic substance (unrelated to course work)
27. Possessing, distributing or viewing of obscene materials, including electronic possession, distribution or viewing (sexting)
28. Possession of synthetic urine, a warmer or any other item with the intent to use that item to tamper with a drug or alcohol test
29. Possession, threat or use of a dangerous weapon<sup>1</sup> and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
30. Possession, claimed possession use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, (b) any mind-altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.

31. Possession, claimed possession, or distribution of illegal and/or drug related paraphernalia
32. Possession, claimed possession, distribution, or claimed distribution of supplements, prescription medicine and/or non-prescription medicine while at school and school related functions without prior administrative approval
33. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
34. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
35. Theft
36. Threatening behavior, including but not limited to gestures, written, verbal or physical acts, or electronic communication
37. Truancy
38. Use, possession, claimed possession, distribution, or selling marijuana, or marijuana-related products in any form "Marijuana" is defined as provided for in the Technology Center's policy on *Medical Marijuana, Hemp & Cannabidiol (CBD)*.
39. Use, possession, claimed possession, distribution, or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, and lighters, and vapor products which includes noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. A vapor product also includes any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor products not included are any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.
40. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
41. Using racial, religious, ethnic, sexual, gender or disability-related epithets
42. Use of the school's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law
43. Vandalism
44. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms,

running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property

45. Vulgarity

46. Willful damage to school property

47. Willful disobedience of a directive of any school official

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

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

### **Drug-Free School and Campus (I-426-A)**

Meridian Technology Center shall be designated as a drug-free school and campus. Any location at which school is conducted, whether at this site or another site, is included in this policy, as are all school-related activities whether on or off campus. Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. Information about drug and alcohol counseling and rehabilitation and re-entry programs are available through the offices of the Director of Instruction and the Director of the Career Planning Center.

To assure the maintenance of a drug-free school environment, drug-detecting dogs may be used to detect narcotics and dangerous drugs concealed in school property assigned to students and in student vehicles parked on school property. Any student who uses a school locker or other school-provided storage area or drives a vehicle to school is deemed to have consented to such a search and refusal to allow such a search may result in suspension.

All students and employees are absolutely prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances (drugs or alcohol) at the school or on any school-related activities. Any student or employee violating the policy is subject to termination and referral for prosecution for the first offense.

## **Food and Drinks**

Food and drinks are permitted in the common area but should be appropriately covered in the hallways. Each person is responsible for their part in disposing of litter. Each program simulates the workplace expectations for their training industry. Please reference class syllabus for specific guidelines related to food and drinks in the classrooms and shop areas.

## **Internet And Technology Systems Safety And Appropriate Use (I-423-C)**

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

As a part of the resources available to students and employees, Meridian Technology Center (Meridian) provides Internet access at each campus and at its administrative offices. Meridian intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. This policy outlines Meridian's expectations regarding Internet access. The ability to access the Internet while on Meridian property is a privilege and not a right. Access cannot be granted until an individual has completed an "Internet Access Agreement" and access may be revoked at any time.

In addition to Internet access, Meridian may provide or allow students to take a computer or other electronic devices from the campus. This equipment is loaned to the student for a designated time for the express purpose of increasing educational opportunities. The student is required to return the equipment at the agreed time in the same condition the equipment was issued to the student, minus normal wear and tear. In the event the equipment is damaged, lost or stolen, the adult student or minor student's parent agrees to reimburse Meridian for the replacement cost of the equipment in accordance with Meridian policy I-415A.

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

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

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

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

### **Personal Property**

It is the responsibility of each individual to care for and safeguard personal belongings, and at no time is the school responsible for items lost or stolen.

#### *Textbook and Equipment Care (I-415-A)*

Students are responsible for the care of all school-owned property that has been assigned to their custody. If items are stolen, lost, or destroyed through irresponsible action, students will be charged the purchase price for replacement. Normal wear, tear, and damage are understandable in the educational process.

### **Social Media And Social Networking (I-423-E)**

Meridian Technology Center (the "MTC") recognizes the appropriate use of social media as a method for communicating ideas and information. The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, tweeting, posting, etc.) but is intended to cover any new form of electronic or digital communication which utilizes a computer, phone or other digital or electronic device.

#### *Official Use of Social Media*

MTC is responsible for creating and maintaining its "official" online presence. Unless specifically authorized by the Superintendent, no district employee may create an "official" MTC presence on any form of Social Media, now in existence, or created in the future, or

represent themselves as a spokesperson or authorized representative of the technology center.

### *Professional Conduct*

MTC is committed to creating an environment in which all persons can interact together in an atmosphere free of all forms of harassment, exploitation or intimidation. Therefore, when communicating via social networks, employees are expected to act with honesty, integrity, and respect for the rights, privileges, privacy, and property of others. By doing so employees will be abiding by applicable laws, school district policy and MTC's core values. MTC prohibits abusive or offensive online behavior of employees at work or when engaged in work-related activities; likewise, MTC resources are not to be used in abusive or offensive ways. Also, MTC discourages out-of-school online abusive or offensive behavior because of its potential to interfere with and disrupt working and student relationships.

Employees are responsible for the material they publish online as well as the messages sent via computers and wireless telecommunication devices. Any conduct that negatively reflects upon the technology center, consists of inappropriate behavior, or creates disruption on the part of an employee may expose that employee to disciplinary action up to and including termination. Inappropriate behavior is defined as any activity that harms students, compromises an employee's objectivity, undermines an employee's authority or ability to maintain control of students or work with or around students, is disruptive to the educational environment, or is illegal. Moreover, employees should not engage in personal social media during working hours.

### **Medical Marijuana, Hemp & Cannabidiol (I-458-A)**

Regardless of a student, employee, parent or any individual's status as a medical marijuana license holder, marijuana is not allowed on the premises of Meridian Technology Center or in any school vehicle or in any personal vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes.

Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of Meridian Technology Center and in school vehicles; going to and from and attending Meridian sponsored functions and events including those technology center sponsored functions and/or events which occur in a location other than the premises of the technology center; utilizing the district's equipment or transportation; and in any other instance in connection with Meridian Technology Center where Meridian reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded to Meridian Technology Center under any state or federal law, employment contract, technology center policy, student handbook provision, or any other authority applicable to or adopted by the technology center.

#### *Nondiscrimination*

There will be no discrimination in the technology center because of an individual's status as a medical marijuana license holder.

#### *Administration by School Personnel and Storage*

In no instance will a Meridian Technology Center employee administer Hemp CBD to a student, unless they are the parent, legal guardian, or caretaker for that student. The technology center will not maintain or store a student's Hemp CBD for any length of time.

#### *Violations*

In the event that a student, employee, parent, or any individual is found to have violated the district's policy regarding Hemp CBD possession and/or self-administration, Meridian will proceed with all actions and consequences that are afforded to the technology center under any state or federal law, employment contract, technology center policy, student handbook provision, or any other authority applicable to or adopted by the technology center.

#### *Overlap with Other District Policies*

Meridian Technology Center recognizes that the legal aspects and consequences of medical marijuana, cannabidiol, and hemp are new and possibly subject to change. These legal aspects and consequences of medical marijuana, cannabidiol, and hemp effect many areas of Meridian's current policies regarding employees, students, parents and individuals on technology center premises or attending technology center events. Meridian will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the district will consider and/or examine technology center policies in order to assess whether revisions, if any, may be needed to a Meridian Technology Center policy in order to comply with state and federal law.

#### *Prescription Medications*

This policy does not apply to any federal Food and Drug Administration-approved cannabidiol medication. Such medication may not be possessed or self-administered by students. These medications must be stored in Meridian Technology Center offices and may be administered by the school nurse or other designated technology center personnel in accordance with the district's policy on Administration of Medicine.

## **Meridian Technology Center Policy United States Copyright Law (I-453-A)**

Meridian does not condone, and will not allow, violations of the United States copyright laws. Employees are expected to ensure that their actions comply with copyright law and to impress upon students the importance of compliance with copyright law.

### *Ownership of Copyrighted Works*

Copyright protection applies to original works of authorship fixed in any tangible medium of expression, from which they can be perceived, reproduced, or otherwise communicated. Examples of copyrighted works include books, pictures, drawings, sound recordings, motion pictures, television shows, sheet music and scripts. In general, the copyright protections that apply to printed materials also apply to visual and digital formats.

### *Exclusive Rights of Copyright Holders*

Subject to certain specific exceptions, the owner of a copyright to a work has the exclusive right to reproduce, adapt, distribute, perform, or display the copyrighted work or to authorize such reproduction, adaptation, distribution, performance, or display.

### *Exceptions to Exclusive Rights*

The following exceptions may authorize the use of a copyright work without violating the exclusive rights of the copyright holder. Employees that reproduce, distribute, perform or display copyrighted works are responsible for ensuring that their planned use of a copyrighted work falls under one or more of the exceptions set forth below:

Fair Use: The fair use of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright.

The following factors shall be considered in determining fair use:

1. Purpose and nature of the use; whether the use is of a commercial nature or for non-profit educational purposes.
2. The nature of the copyrighted work.
3. The amount and importance of the portion used in relation to the copyrighted works as a whole.
4. The effect of the use upon the potential market for, or the value of, the copyrighted work.

The United States Copyright Office has published a regulatory guidance document entitled "Reproduction of Copyrighted Works by Educators," also known as "Circular 21," which sets forth a series of "safe harbor" rules providing that certain specific uses of copyrighted works are considered fair use. Circular 21 is available at the Copyright Office's website (<https://www.copyright.gov/circs/>). Employees should familiarize themselves with these rules and, to the extent doing so is feasible, use copyrighted works in ways that are consistent with the safe harbor requirements.

Face-to-Face Teaching Activities: A further exception to the copyright law includes the performance or display of a work by instructors or students in the course of face-to-face teaching activities in a classroom or other place devoted to instruction.

This exception does not apply to the performance/display of a copy of a motion picture or other audiovisual work that the person responsible for the performance/display knew or had reason to know was not lawfully made.

Electronic Transmission During Distance Learning Class Sessions: A further exception applies to the performance or display of a copyrighted work as a regular part of a class session conducted via distance learning if the following conditions are met:

1. The copyrighted material is directly related to and of material assistance to the teaching content of the class.
2. The amount of material provided is comparable to that typically displayed in a live classroom session. A performance of an entire nondramatic literary or musical work may also satisfy this requirement.
3. Students are provided with notice that materials distributed in the course may be subject to copyright protection.
4. The transmission of copyrighted material is limited to students enrolled in the class to the extent technologically feasible.
5. Copyrighted works are made available to students for a limited duration no longer than the class session. Students may not be permitted to retain a permanent copy of the material or to further disseminate it.
6. The instructor does not interfere with technological measures used by copyright owners to prevent unauthorized retention/dissemination of copyrighted works.
7. The technology center provides appropriate informational materials to faculty, students, and relevant staff members that accurately describe, and promote compliance with, the laws of the United States relating to copyright.

This exception does not apply to the conversion of print or other analog versions of works into digital formats unless: (1) no digital version of the work is available, or (2) the digital version employs technological protection measures that prevent its use.

This exception does not apply to the performance/display of a copy of a motion picture or other audiovisual work that the instructor knew or had reason to know was not lawfully made.

Public Domain: Works that are in the public domain are no longer under copyright protection or do not meet the requirements for copyright protection.

*Use of Copyrighted Works with Permission*

In order to obtain authorization to make use of a copyrighted work in a way that is not permitted by one or more of the exceptions detailed above, technology center employees may also seek to obtain permission for such use from the copyright holder.

A request for permission should include detailed information about the nature of the permission sought, including:

1. a specific description of the item to be copied (title, author, edition, page numbers, frames, excerpts, etc.),
2. the type of duplication and number of copies, and
3. plans for usage and distribution of copies and the frequency of use. Any permission received from a copyright owner for use of a work must be in writing.

### *Copyright Infringement*

Unless an exception applies or appropriate permission has been obtained from the copyright holder, engaging in the reproduction, distribution, performance, or display of a copyrighted work constitutes unlawful copyright infringement, which may carry civil and/or criminal penalties.

Employees who engage in copyright infringement do so at their own risk, and assume all liabilities and responsibilities associated with such conduct, and may be subject to disciplinary action.

### **Secondary Student Behavior And Discipline (I-411-A)**

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

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

### *Sample Disciplinary Options*

Instructor or Administrator Intervention may include, but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by student, changing student's seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances.

Detention or In-School Intervention: Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/campus director at the specified time with class work to be studied. Detention may be assigned on a week-day or on a Saturday, as deemed appropriate.

**Alternative In-School Placement:** Alternative in-school placement is an optional correctional measure that may be used by the administration when deemed appropriate. It involves assignment to a site, designated by the technology center, for a prescribed course of education as determined by school representatives. Any such placement will be made in accordance with applicable special education procedural safeguards.

**School Service:** School service may be required of students when an administrator believes that it would allow the student to understand the logical consequences of his/her conduct. Examples include, but are not limited to, cleaning after vandalism or littering, helping a teacher after disrupting a class, etc. School service will not be utilized to augment the district's workforce, in ways which are likely to endanger a student, or in a manner which is designed to unduly embarrass a student.

**Out of School Student Suspension:** Students may be suspended out of school pursuant to the technology center's policy regarding student suspension.

#### *Student Privileges While Under Suspension*

Participation in the extracurricular activities of the technology center is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the campus director to impose disciplinary or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by Meridian Technology Center during the term of the discipline unless, in the sole judgment of the director, such participation is appropriate given the nature of the offense. "Extracurricular activities" include, but are not limited to, all technology center sponsored teams, clubs, organizations, ceremonies, travel, student government, etc.

#### *Suspension Imposed by Sending School District*

When a sending school district suspends a student who, at the time of the suspension, is enrolled in the technology center - the superintendent or his/her designee shall promptly review the available information and determine whether the suspension shall also result in a suspension from the technology center. In the event the student shall be suspended from the technology center, for a reason involving suspension by the sending school, the technology center shall follow its procedures for suspension including notice of the suspension, opportunity to respond, and (where applicable) right to a hearing. When the technology center suspends a secondary

student, it will likewise notify the sending school district of the suspension. Treatment accorded the technology center's suspension shall be the decision of the sending school district.

### **Secondary Student Suspensions/Out Of School (I-411-C)**

This policy applies only to out-of-school suspensions for secondary students and, unless otherwise noted, all references to "suspension" in this policy mean out-of-school suspension.

References to "parent" in this policy mean a minor student's parent(s) or legal guardian(s). References to "campus director" mean the campus director or staff member to whom the campus director has delegated the responsibility for student discipline.

Students may be suspended for:

1. Violation of a technology center regulation;
2. Possession of an intoxicating beverage, low-point beer, as defined by Okla. Stat. tit. 37, § 163.2, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a technology center employee, or the technology center during school activities;
3. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public-school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in suspension as provided in the technology center's policy related to firearms except when firearm is appropriately stored pursuant to [Okla. Stat. Ann. tit. 21 § 1277\(D\) and \(School Policy I-355-A4\)](#).

Students who are suspended under categories 1 or 2 will be provided with an education plan as outlined below. No education plan will be required for students who are suspended under category 3.

#### *Violent Acts Toward School Personnel*

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

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

#### *Prior to Suspension*

Before the technology center administration recommends suspension, other disciplinary options will be considered, including, but not limited to: placement in an alternative school setting reassignment to another classroom, and detention. Meridian will provide additional

procedural safeguards as required by law for students identified as having disabilities under the Individuals with Disabilities Act or Section 504 or the Rehabilitation Act/Title II of the Americans with Disabilities Act.

### *Pre-Suspension Conferences*

When a student engages in behavior or conduct that may result in suspension, the campus director shall conduct an informal conference with the student. At the conference, the campus director shall read the policy, rule, or regulation that the student is charged with violated and shall discuss the student's conduct. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.

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

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

### *Conferences with Parents*

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

At the conference, the campus director will read the policy, rule or regulation the student is charged with having violating and will briefly outline the student's conduct. The campus director will also explain the reason for rejecting other disciplinary options. The parent should be asked by the campus director if he/she understands the rule and the charges against the student.

At the conclusion of the conference the campus director shall state whether he/she will terminate or modify the suspension. In all cases the parent will be advised of the right to have the suspension reviewed by the superintendent, board of education, a hearing officer appointed by the board, or the suspension committee as provided by this policy. If the parent

agrees with the campus director's decision, he/she will be requested to sign a waiver of review.

Suspension in excess of five days shall include an Individualized Plan ("plan") shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The Plan shall be prepared by the campus director with the assistance of other school employees.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for high school graduation.

A copy of the Plan shall be provided to the student and parent. The parent shall be responsible for providing a supervised, structured environment monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

#### *Records*

The campus director will keep written records of each suspension conference. The records will contain the date of the conference, names of participants time duration of the conference, and the basis for rejecting alternative disciplinary options. The campus director shall also maintain records related to the Plan and the student and/or parent's compliance with the Plan.

#### *Suspension Terms*

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

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

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

#### *Long-Term Suspension Appeals*

A parent/student may appeal the suspension to the superintendent and board of education or a hearing officer appointed by the board. The campus director shall inform the

parent/student of the right to appeal the suspension and the method for appealing. At the parent/student's option the appeal may be directly to the board or the board's appointed hearing officer.

A written appeal must be received by the superintendent within five calendar days after the parent/student receives the campus director's decision. If the superintendent does not receive a written appeal within five calendar days of the campus director's decision, the campus director's suspension decision is final.

#### *Appeals to the Superintendent or Designee ("Superintendent")*

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

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

At the conclusion of the conference the superintendent will state whether he/she shall terminate or modify the suspension. In all cases, the parent shall be advised of the right to have the suspension reviewed by the board of education or a board-appointed hearing officer. If the parent agrees with the superintendent's decision, he/she shall be requested to sign a waiver of review by the board.

#### *Appeals to the Board of Education or Designated Hearing Officer*

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

If the board receives a timely written appeal request, the board or an appointed hearing officer will hear the appeal as soon as possible. This decision is final and not appealable.

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

The following procedures will be followed:

1. The board president or the appointed hearing officer should:
  - a. Announce that the next agenda item is a suspension review hearing.

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

#### *Attendance at School Pending Appeal Hearing*

Pending an appeal of the student suspension, the student will have the right to attend school under such "in-house" restrictions as the campus director deems proper, except that at the discretion of the campus director, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the campus director the student's continued presence in the building will constitute an immediate danger to the health or

safety of students, employees, technology center property, or would be a substantial disruption of the educational process.

### *Short-Term Suspension Appeals*

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

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

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

### *Hearing the Appeal*

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

4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent, the campus director and the superintendent.
5. The decision of the committee shall be final and not appealable.

#### *Student Privileges While Under Suspension*

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

### **Student Bullying (I-411-D)**

#### *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"). Meridian Technology Center (Meridian) 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 Meridian'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.

#### *Understanding and Preventing Bullying*

A full copy of this policy will be posted on the Meridian's website and included in all handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the Meridian'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, Meridian's commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into Meridian's other violence prevention efforts.

All staff will receive training regarding preventing, identifying, reporting, and managing bullying. Meridian'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 Meridian's strategy for counseling and referral for those affected by bullying. The training shall be completed the first year an administrator or

technology center employee is employed by Meridian, and then once every fifth academic year.

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

#### *Student Reporting*

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

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

#### *Staff Reporting*

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

#### *Bullying Investigators*

Each campus will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on Meridian's website, and in the bullying prevention education provided annually to students and staff. Meridian's anti-bullying program is coordinated at the district level by its bullying coordinator, Joe Steele, Executive Director of Instruction.

#### *Investigating Bullying Reports*

For any alleged incidents of bullying reported to Meridian officials, the designated official will investigate the alleged incident(s) and determine:

1. whether bullying occurred,
2. the severity of the incident(s), and
3. the potential for future violence.

In investigating, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). Meridian 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, Meridian's bullying coordinator will refer the student who committed the act of bullying to a delinquency prevention and diversion program through the Office of Juvenile Affairs.

Upon completion of an investigation, the campus director may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The campus director may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a Meridian official believes the resource might be of assistance to the student/family. Meridian is not responsible for paying for these services. No Meridian 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 Meridian employees will act in good faith.

Meridian 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. Meridian 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 Meridian 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 school day that a bullying report has been received. Within one 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 school day of the conclusion of the investigation, the investigator will contact the parents (minor students only) of the bully to

discuss disciplinary action and any community resources deemed appropriate to the situation. The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

### *Parental Responsibilities*

All parents/guardians of minor students will be informed in writing of Meridian'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
- Cooperate fully with Meridian 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., 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 Meridian will notify the State Department of Education within 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 Meridian's Annual Performance Report.

### **Student Dress Code (I-416-A)**

It is the consensus of the administrative and instructional staff at Meridian Technology Center that, in addition to teaching a marketable skill, the school should help students realize that society generally demands certain personal characteristics of those who hope to succeed within it. Prospective employers prefer that students develop and demonstrate these characteristics during the training period in order that they may adjust more quickly to job responsibilities following initial employment.

Clothing should be neat, clean, inoffensive, and appropriate to meet sanitation and safety requirements specific to their training programs. Some examples of inappropriate attire are

clothing or accessories that display obscene or profane language or symbols; symbolic of drugs, alcohol, sex, gangs, or illegal activities, or that unduly expose the body (for example bare midriffs, clothing that allows the undergarments to be visible when the student is sitting or walking, tank tops, short shorts, and leggings/yoga pants without a long shirt). Hoodies worn indoors should have the hoods pulled down at all times. Prohibited are the nude look, see-through blouses and revealing fashions without appropriate concealing undergarments. For safety and health reasons, footwear is required. Hair should be neat, clean, and well-groomed at all times. Sunglasses should not be worn indoors unless medically necessary.

To reduce the risk of bedbug infestation on campus, students should not bring/use blankets from home to stay warm in class or on the bus. Students may wear program appropriate outerwear as necessary if classrooms/buses are uncomfortably cool.

Any type of wearing apparel that distracts from the classroom atmosphere will be considered inappropriate. Modesty and the avoidance of distracting influences is the key to appropriate dress. Additional guidelines may be required within training programs or departments. Due to safety, sanitation, and security reasons and the safety of those around them, students must be appropriately dressed in relation to the trade for which they are preparing as defined by the instructor in each program and approved by the administration of the school. Students participating in school activities, which require travel, in town or out of town, are expected to present an appearance, both in groups or individually, which will enhance the reputation of Meridian Technology Center. The sponsor of the activity should advise all students of the proper clothing to be worn for all trips. Students who do not adhere to the dress regulations are not permitted to represent the school district. Visible tattoos displaying writing or pictures which are prohibited on clothing need to be covered.

In accordance with policy I-447-A, the following is prohibited at Meridian Technology Center during the school day and at all school events (home and away):

1. Possessing, wearing, using, distributing, or the displaying of any sign, symbol, badge, color, or other item that is evidence of affiliation with or membership in a gang.
2. Wearing pants below the waistline (sagging and bagging), or wearing caps, bandanas, handkerchiefs, shoestrings, or any other item associated with gang-related behavior.
3. Participating in any act, either verbal or non-verbal, to include gestures, expressions, handshakes, signs, etc., that may indicate an affiliation with or membership in a gang.
4. Participating in any act that may further the interest in a gang affiliation or gang membership such as, but not limited to, writing or inscribing gang-related graffiti to include messages, symbols, or signs on school property.

Violation of this policy will result in disciplinary action up to and including suspension for the current semester and the following semester and the filing of criminal charges, depending on the severity of the infraction.

## **Student Search And Seizure Policy**

The superintendent, directors of instruction or designees are authorized to detain and search any student and any property in the student's possession while on school premises, at school activities, or in transit under authority of the school, for any item possession of which by the student is illegal or prohibited by Meridian policy, or for property believed to have been stolen from another student, an employee, or the school. 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 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.
- d. In deciding whether a suspicion is reasonable, all the circumstances surrounding the case should be considered including;
- e. the student's age, history and record in school;
- f. the prevalence and seriousness of the suspected violation;
- g. the school officials' prior experience in detecting the problem or recognizing suspicious behavior;
- h. The need to make a search without delay and further investigation;
- i. The specificity and source of the information used as justification for the search; and the particular instructor or officials' 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.

- a. A search commenced to discover a particular kind of item may be expanded or continued for additional items if circumstances warrant.
- b. No student's clothing, except cold weather outerwear, shoes, and hand and head coverings, except religious coverings, shall be removed prior to or during the conduct of any warrantless search.

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 school 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.

The Superintendent may designate school personnel to transport any dangerous weapons, controlled dangerous substances, alcoholic beverages, or missing or stolen property that might be in a student's possession from a school site to a centralized location within the technology center or to local law enforcement offices for lawful disposal. While in transport, the designated school personnel shall carry their school identification and a letter from the

superintendent confirming their authority to transport the items for disposal. All items transported for disposal shall be transported in a locked container.

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

Reports: The person conducting the search shall prepare a report to be maintained by the designated director of full-time programs or an administrator including the date, time, place, names of witnesses, purpose, basis, and result of the search. A copy of the report form is attached hereto as Exhibit A.

### **Use Of Tobacco Products (I-425-A)**

The board is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The board believes that education has a central role in establishing patterns of behavior related to good health and that measures are necessary to help its students to resist tobacco use. The board is concerned about the health of its employees and also recognizes the importance of adult role-modeling for students. Therefore, the board shall discourage the use of tobacco products by its staff and students.

Smoking and the use of tobacco products in any form is prohibited on Meridian property by all persons. This prohibition includes school buildings, grounds, and school-owned vehicles. Possession of tobacco products by minor students on school property is prohibited.

#### *Enforcement*

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report it in accordance with the procedures listed below.

#### *Students*

Any student using, possessing or distributing tobacco products in violation of this policy will be subject to appropriate disciplinary measures, including removal from the program for adult students or out-of-school suspension for secondary students

#### *Staff*

Any violation of this policy by staff will be referred to the appropriate administrator. One written warning will be issued to the staff member with a copy placed in his or her personnel file. Further violations will be considered willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal, and non-renewal of staff.

#### *Citizens*

Citizens who are observed smoking or using tobacco products on Meridian property in violation of this policy will be asked to refrain from using these products on school property. If the individual fails to comply with the request, his or her violation of the policy may be referred to the site director or other administrative personnel responsible for the area or program during which the violation occurred. The administrator shall make a decision on further action, which may include a directive to leave school property. Repeated violations may result in a recommendation to the Superintendent or Board of Education to prohibit the individual from entering Meridian property for a specified period of time. If deemed necessary by the school administration or the Board of Education, local law enforcement officials may be called upon to assist with enforcement of this policy.

### **Weapons Free Schools - Student Suspension Policy (I-448-A)**

Any student who is determined to have:

- brought a weapon to a school under the jurisdiction of the district; or
- possessed a weapon within 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. This policy does not apply to adult students who appropriately store their firearm pursuant to HB 1652 amended Okla. Stat, ann. Tit. 21 § 1277(D) and (School Policy I-355-A4), or students who are members of the JROTC and who possess or bring an inoperable weapon to school for participation in a school program, provided the student obtained prior permission from the campus director, the weapon remains inoperable while at school and the weapon is used consistent with the permission granted.

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 Meridian Technology Center.

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 Meridian 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 Meridian's 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.

### *Student Possession Of Dangerous Weapons (I-355-A)*

In order to provide a safe environment for the students and staff of the district, the board of education adopts this policy prohibiting the possession and/or use of dangerous weapons, replicas or facsimiles of dangerous weapons and items or instrumentalities which are used to threaten harm or are used to harm any person.

Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the district. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the district.

For the foregoing reasons and except as specifically provided below, possession by any student of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on technology center property, at a school-sponsored activity, or on a technology center bus or vehicle, is prohibited. Further, use of any item or instrument by a student to threaten harm to any person or which is used to harm any person, while on technology center property, at a school-sponsored activity or on a technology center bus or vehicle, is prohibited.

For purposes of this policy, "dangerous weapon" is defined as any item which was manufactured for the purpose of, or used with the intent to, threaten or cause physical harm to another person.

"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.

Weapons expressly prohibited by this policy include 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 the blade of which can be opened by a flick of a button or pressure on the handle, dart, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, garrotes, and choking devices.

Other items that may be considered dangerous weapons when used with the intent to threaten or cause physical harm to another include, but are not limited to, pocket knives

(regardless of the length of the blade), credit card knives, mace, pepper spray, and other substances whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person's consent. The foregoing list of "dangerous weapons" is descriptive and by way of example only and is not to be considered an exclusive or limiting list of dangerous weapons. It will not be a defense to any disciplinary action under this policy that the student possessing the dangerous weapon did not know that it is a dangerous weapon, but such claim of a lack of knowledge may be considered in mitigation of any disciplinary penalty.

Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy or who uses any item or instrumentality to threaten harm to any person or is used to harm any person may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate technology center or legal authorities.

Students who violate this policy may be suspended from school, barred from technology center property and all technology center activities for any period of time up to the maximum period authorized by law. Additionally, appropriate technology center staff members may seek to file criminal charges against the student.

If a teacher or other technology center employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any students or staff in jeopardy, and shall immediately notify the superintendent or the superintendent's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the superintendent or the superintendent's designee of the situation.

If the superintendent or his/her designee learns that a student is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the superintendent or designee shall observe the following procedure:

1. Immediately investigate the matter and contact the police or campus security, if appropriate.
2. If not already confiscated by an employee of the district and if it can be accomplished without risk of injury, the superintendent or designee should take possession of the dangerous weapon or replica or facsimile.
3. Notify the superintendent or designee.

4. Notify the student's parents.
5. Cooperate fully with the police.
6. Transfer confiscated weapon to the police department, if feasible.

A student, who has been suspended from another school district because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into the district.

An exception to this policy may be granted for students participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, prior written approval by the superintendent is required.

A student's inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on technology center property, a technology center bus or vehicle, or at a technology center activity is no defense or excuse to compliance to this policy, but may be considered in determining the length or severity of any punishment for violation of this policy.

Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of disabled students must be observed in accordance with applicable law and technology center board policies.

## **Safety**

### **Campus Closure and Emergency Communication**

In the event that Meridian campuses close for any reason, communication will go out to students and parents as deemed appropriate for each situation. In most situations, messaging will go out through the school's notification system, social media and website.

It is vital that student and parent contact information is correct and up-to-date in Meridian's student information system to ensure official messages will be received. To check if your information is correct in the system, please visit the Career Planning Center.

### **Campus Security Statistics**

Campus crime statistics for Meridian Technology Center can be found at the US Department of Education, Office of Postsecondary Education ([ope.ed.gov/security](http://ope.ed.gov/security)).

### **Emergency Procedures**

Safety is a top priority at Meridian. Below is an outline of procedures for various emergency situations. Call 405-377-3333 for more details about Meridian's emergency preparedness and emergency response team.

Emergency messaging and updates will be sent out directly to parents, through Meridian's social media, or through Meridian's website, in accordance with what is appropriate for each unique situation.

#### *Lockdown Procedures*

Instructors will review these procedures during class. If Meridian is in a lockdown situation, parents will not be allowed on campus.

#### *Secure Campus Procedures*

Instructors will review these Secure, Hold and related procedures during class. If Meridian is in a secure situation, parents will not be able to enter campus buildings and students will not be allowed to leave campus buildings until the situation has been cleared.

#### *Fire Safety Procedures*

Procedures can be found posted in the classroom, and instructors will review these procedures during class.

#### *Tornado Safety Procedures*

Instructors will review these procedures during class. If Meridian is in a shelter situation due to a tornado warning, parents will not be allowed to check out their student(s).

### **Safety Data Sheets/SDS**

Safety Data Sheets, or SDS, are readily available to students, guest, and employees. SDS includes information such as the properties of a chemical; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical. It provides guidance for each specific chemical on things such as Personal Protective Equipment (PPE), first aid procedures and spill clean-up procedures. Access to SDS information through a central repository is available several ways on campus. Students may scan QR codes located throughout classrooms and shop areas, download the SDS/Chemical Management App by MSDS Online or click on the SDS icon located on the desktop of MTC computing equipment. Each way will allow immediate access to the user.

### **Other Policies**

#### **Acceptable Use Of File Sharing Technology (I-423-D)**

Employees and students may choose to use file sharing/storing technology (Google Docs, EverNote, etc.) in connection with school learning or business. Individuals who choose to use such technology are required to follow all other district technology and acceptable use protocols, as well as adhere to the specific guidelines in this policy.

Individuals using file sharing/storing technology in connection with their association with Meridian Technology Center are expressly prohibited from using the technology in a malicious manner or in any way which violates this or other district policies.

Meridian Technology Center does not have agreements with any file sharing/storing technology providers. Individual users who utilize such technology in connection with the district specifically agree not to share or store files which contain:

- Malware, viruses, worms, etc.
- Information which is protected by FERPA or HIPAA
- Confidential information such as home addresses, phone numbers, social security numbers, license numbers, dates of birth, and banking account numbers
- Disciplinary or grievance information
- Information about criminal investigations, including SRO records and notes
- Safety sensitive information, including building layouts, evacuation routes, crisis response plans, etc.
- Confidential or attorney client privileged information

Questions regarding whether information is acceptable for file sharing/storing technology should be directed to the Information System's Manager at [SystemsStaff@meridiantech.edu](mailto:SystemsStaff@meridiantech.edu). Any individual who discovers that information has been improperly shared or stored is required to promptly notify the Information Systems Manager of the violation. Individuals who violate this policy are subject to disciplinary action as outlined in district policies.

### **Accreditation**

Meridian Technology Center is accredited by the Oklahoma Board of Career Technology Education (OBCTE) and the Oklahoma State Department of Education. Some full-time career majors have additional accrediting agencies. Current or prospective students wishing to review documents describing the institutions accreditation, approval or licensing should submit a written request to the Superintendent's office. Within ten working days of submission of the request, documentation will be made available.

### **Administering Medication To Minor Students (I-445-A)**

The purpose of this policy is to identify when Meridian Technology Center personnel are authorized to administer medication to minor students, when minor students are authorized to self-medicate and how Meridian personnel will maintain, administer, monitor and dispose of minor student medication.

#### *Policy*

Under Oklahoma law, a school nurse, an administrator or a designated district employee may administer prescription and nonprescription medications and assist in applying sunscreen to minor students. Only designated employees who have successfully completed

specific training in the administration of nonprescription and prescription medications may administer medication to minor students with legitimate health needs

Except as provided in this policy 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.

As further set out below, Meridian retains the discretion to reject requests for the administration of medication or application of sunscreen and to discontinue the administration of medication or application of sunscreen.

The parent must deliver the minor student's medicine to the technology center administrator in its original container with the parent's written authorization for administration of the medicine. Sunscreen for application by a school nurse must be delivered to the school nurse or technology center administrator in its original container with the parent's written authorization for application of sunscreen. The parent's authorization for either medicine or sunscreen must identify the minor student, the medicine or sunscreen, 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 or assist the minor student in applying sunscreen pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. The parent must complete a new authorization form annually and for each change of medication or sunscreen. Meridian will maintain the authorization form as a part of the minor student's health record. Authorization forms will be available in the Career Planning Center. A parent who chooses to do so may come to Meridian and personally dispense medication or apply sunscreen to the minor student.

The administration of each campus will keep a record of the minor students to whom medicine is administered or sunscreen is applied, the date of administration or application, the person who administered the medicine or applied the sunscreen and the name or type of medicine or sunscreen administered.

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

Any person administering medicine or applying sunscreen to a minor student will participate in training by October 1 of each year conducted by a school nurse or other health care professional. The training will include:

- Review of state statutes and technology center rules and regulations (including this policy) regarding administration of medication by technology center personnel
- Procedures for administration, documentation, handling and storage of medication and sunscreen

- Medication needs of specific minor students, desired effects, potential side effects, adverse reactions and other observations

Only those persons who successfully complete the training are authorized to administer medication or apply sunscreen. Each campus site will maintain a current list of those authorized to administer medication and apply sunscreen at that site.

Minor students who are able to self-administer specific medications, such as inhaled asthma medication, anaphylaxis medication, replacement pancreatic enzymes, 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 minor students' control in compliance with the following rules:

- A licensed physician or dentist must provide a written order that the minor student has a particular medical condition (asthma, anaphylaxis, cystic fibrosis, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.
- The parent must provide a written authorization for self-administration of medication.
- Parents who elect self-administration understand and agree that Meridian, 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.
- The written authorization will terminate at the end of the technology center year and must be renewed annually.
- If the parent and physician authorize self-medication, Meridian is not responsible for safeguarding the minor students' 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, minor student, nurse and other appropriate persons.
- Minor students will not be allowed to self-administer:
  - Narcotics
  - Prescription pain killers
  - Medication used to treat ADD/ADHD or other psychological or behavior disorders
  - Other medication hereafter designated in writing by the technology center
- Except as otherwise provided by an individual minor student's technology center health plan, minor students may self-administer non-diabetes and non-anaphylaxis-related injectables only in the Career Planning Center in the presence of authorized technology center personnel.

- Minor students who self-medicate are encouraged to wear Medic Alert bracelets or necklaces.
- The parent will provide an emergency supply of a minor student's inhaled asthma medication or anaphylaxis medication or replacement pancreatic enzymes to be administered by technology center personnel, as required by state law.

Minor students who are able to self-apply sunscreen may do so provided such sunscreen is regulated by the Food and Drug Administration. Minor students may self-apply sunscreen without the written authorization of a parent, legal guardian or physician. All students are permitted to possess sunscreen that is regulated by the Food and Drug Administration.

#### *Nonprescription Medication*

Meridian Technology Center staff will only administer nonprescription medication with the parent's written authorization and according to label directions or written instructions from the minor 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.
- Other directions as appropriate

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

#### *Prescription Medication*

Meridian 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 must provide and maintain the supply of prescription medication for the minor student.

The parent must reclaim any remaining medication by the last official day of the technology center closing or within seven days after the prescribing physician discontinues the medication. The designated employee will destroy in a nonrecoverable fashion in the presence of a witness any medication not timely reclaimed. The person who destroys the medication will record the following information:

- Date of destruction
- Time of destruction
- Name and quantity of medication destroyed
- Manner of destruction of medication

Any and all controlled substances will be destroyed according to state law.

The designated employee will advise the Executive Director, Career Planning Center if discontinuance of medication to a minor student is appropriate and assist in informing the parent.

Legitimate reasons for discontinuing administration of medication include, but are not limited to the following:

- A legitimate lack of space or facility to adequately store specific medication
- Lack of cooperation by the minor student, parent and/or prescribing doctor
- An unexpected and/or adverse medical reaction to the medication at technology center, i.e., mood change, allergic reaction, etc., considered to be harmful to the health and well-being of the minor student
- Any apparent change in the medication's appearance, odor, or other characteristics that raise reasonable doubts about the quality of the medication
- The medication expiration date has passed

#### *Seizure-Rescue Medication (Seizure-Safe Schools Act)*

Beginning January 1, 2022, every technology center site that has a student enrolled who (1) has a seizure disorder and (2) has a seizure rescue medication or other medication prescribed to treat seizure disorder symptoms approved by the Food and Drug Administration and any successor agency that is prescribed by the student's health care provider, the technology center shall have at least one employee who has met the training requirements necessary to (1) administer or assist with the self-administration of seizure medication, and (2) recognize the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms. For purposes of this training, the technology center is permitted by law to use any adequate and appropriate training programs or guidelines for training of technology center personnel in the seizure disorder care tasks covered under this policy.

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

1. Provide the technology center with written authorization to administer the medication at the technology center
2. Provide a written statement from the student's health care provider that shall contain the following information:
  - the student's name
  - the name and purpose of the medication
  - the prescribed dosage
  - the route of administration
  - the frequency that the medication may be administered
  - the circumstances under which the medication may be administered
3. Provide the prescribed medication to the technology center in its unopened, sealed package with the label affixed by the dispensing pharmacy; and
4. Collaborate with technology center personnel to create a "seizure action plan," which means a written, individualized health plan designed to acknowledge and prepare for the health care needs of a student diagnosed with a seizure disorder.

The written authorization and seizure action plan shall be kept on file in the office of the technology center nurse or technology center administrator, and it shall be distributed to any technology center personnel or volunteers responsible for the supervision or care of the student.

The written authorization and seizure action plan shall be effective only for the school year in which written authorization is granted and may be renewed each following school year upon fulfilling requirements A–D above. The technology center shall follow all administrative rules promulgated by the State Board of Education for the development and implementation of the seizure education program and the procedures for the development and content of seizure action plans.

Pursuant to state law, a technology center employee may not be subject to any disciplinary proceedings resulting from an action taken in compliance with *Seizure-Safe Schools Act*, and any employee acting in accordance with the provisions of that act shall be immune from civil liability unless the actions of the employee rise to the level of reckless or intentional misconduct. Any technology center-employed nurse shall not be responsible for and shall not be subject to disciplinary action for actions performed by a volunteer.

#### *Administration of Emergency Opioid Antagonist (e.g., Naloxone) by Meridian Personnel*

Meridian Technology Center medical personnel (certified school nurse or any other nurse employed by or under contract with the technology center) or any other person designated by the Superintendent may administer, regardless of whether there is a prescription or standing order in place, an emergency opioid antagonist for a suspected opioid overdose by a student or other individual exhibiting signs of an opiate overdose.

The Superintendent may authorize one or more Meridian employees to receive training offered by the Department of Mental Health and Substance Abuse Services, a law enforcement agency or any other entity in recognizing the signs of an opioid overdose and administering an emergency opioid. The Superintendent may designate persons to receive this training who have been required to receive annual training in cardiopulmonary resuscitation and the Heimlich maneuver (70 Okla. Stat. §1210.199). Furthermore, if a person or persons designated and trained to administer an emergency opioid antagonist are absent, the Superintendent or designee may authorize any person, regardless of whether there is a prescription or standing order in place, to administer an emergency opiate antagonist to a student or other individual exhibiting signs of an overdose.

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

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

Reference: Okla. Stat. tit. 70 § 1-116.2, 70 § 1-116.3; Okla. Stat. tit. 70 § 1210.199; Okla. Stat. tit. 70 §1210.242; Okla. Stat. tit. 63 §1-2506.1; Okla. Stat. tit. 70, § 1210.183

### **Annual Notice Of Required Disclosures Of Student Consumer Information**

Meridian Technology Center is required to disclose Consumer Information to all prospective and current students annually. Please visit our Consumer Information webpage for further up-to-date information on the following and more: Institutional information, financial assistance information, student records, completion/graduation rates, drug and alcohol abuse and prevention, and campus security report. Information can be found at [meridiantech.edu/admissions/consumer-information](http://meridiantech.edu/admissions/consumer-information). Paper copies of Disclosure Information is available in the Career Planning Center.

### **Change Of Career Major (I-405)**

Students will be permitted to change career major when/if the following criteria apply:

1. Availability of space in another career major and
2. Approval of the Executive Director of Career Planning/Career Development, instructor of the career major to which the student desires to change, and the local high school principal or counselor.

There are prescribed limits of class size, and these limits cannot be exceeded. Students are permitted one career major change per year.

### **Co-Curricular And Extracurricular Activities (I-419-A)**

An integral part of instruction in the courses offered at Meridian Technology Center is provided through membership in Business Professionals of America (BPA), SkillsUSA, Students of Radiologic Technology (SORT), HOSA-Future Health Professionals, and Family Career & Community Leaders of America (FCCLA). The student organization dues, applicable to the program for which a student is enrolled, will be paid by Meridian for the terms during which a student is enrolled. Therefore, students are encouraged to participate in the co-curricular activities in their program which provide an opportunity to develop leadership skills, as well as social experiences including teambuilding, fund-raising, project management and community service. Members will also have the opportunity to participate in local, district/regional, state, and national skill contests.

#### *Student Contests (I-418-A)*

To provide students with the opportunity to exhibit skills, Meridian Technology Center holds a local competition during which students in each program compete to determine the most skilled in various aspects of the curriculum.

The highest placing students in the local contest, if they are a member of a CareerTech Student Organization (CTSO), will be sponsored by Meridian Technology Center to advance to district (when available) and/or state level competitions if they are provided by the CareerTech Student Organization they are a member of. For national-level competitions, only students placing FIRST in the state level competition will be sponsored by Meridian Technology Center to participate regardless of whether the state or national guidelines provide for students earning lesser places to compete. Any exception requires approval of the Superintendent/CEO. For the purpose of this policy, "sponsored by" means both the ability to register for the competition and financial support to participate.

Students who have qualified for competitions and are sponsored by Meridian Technology Center, even though they have graduated from Meridian Technology Center, will be considered a student for sponsored competitions and therefore required to adhere to all policies and procedures outlined in the student handbook.

### **Communicable Diseases (I-437-B)**

Many communicable diseases, including Human Immunodeficiency Virus (HIV) and/or Acquired Immune Deficiency Syndrome (AIDS), require special consideration in the school environment. The board of education seeks to provide an environment which is safe for all students and employees, while maintaining the dignity and privacy of individuals infected with communicable diseases.

Current research indicates that the risk of transmitting HIV/AIDS and other communicable diseases is low in the school setting when appropriate procedures are followed. All school employees are required to follow the district's Bloodborne Pathogen Exposure Control Plan at all times when there is a potential for exposure to any bodily fluid. Parents/guardians will be notified in the event a minor student has been exposed to a potentially infectious agent.

Information regarding an individual's communicable disease status will be maintained in a separate confidential file and will only be disclosed:

- in compliance with Oklahoma law
- with the express approval of the superintendent

Information about an individual's communicable disease status will not be included in the individual's regular school or health records. Any individual who discloses another person's communicable disease status without the superintendent's express authorization will face disciplinary action.

#### *Communicable Diseases for Which Isolation or Quarantine is Required*

No student having a communicable disease, requiring a period of isolation or quarantine, shall enter or remain at a technology center site. This shall be in effect until the order for quarantine or isolation has expired or permission for entry and return to the technology center site and activities has been given by the local county health department or State Department of Health. It shall be the responsibility of the student's parent(s) or legal guardians and technology center administration—not the student's instructor—to exclude the student. In the event a student known to be infected arrives at a technology center site or, after their arrival, is discovered to be infected—a technology center site administrator shall discretely remove the student from the class or activity, place the student in a monitored room where the student will not come into close contact with non-infected persons, and contact the student's parent or legal guardian to make arrangements to send the student home.

#### *Student Admission*

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 be reviewed at any time a staff member observes behavior which might pose a reasonable risk of transmitting the communicable disease.

## *Employment*

No individual will be denied employment or have his/her contract nonrenewed based solely on his/her status as an individual infected with a communicable disease.

Reference: Okla. Stat. tit. 63, § 1-507 (2021)

### **Background Checks For Students In Health-Related Occupations (I-406-A)**

Meridian Technology Center seeks to provide eligible students with clinical opportunities consistent with their occupational choices. These clinical opportunities may be an elective of the student or may be a requirement essential to successful program completion.

In either case, when applicable a national felony record search will be required of the student prior to the student's commencement of the clinical experience. The purpose of the national felony record search is to ensure the safety and security of patients and the public and to ensure that, upon program completion, the student will meet the requirements for professional certification and/or licensure required by the profession.

In accordance with this requirement MTC has established the following student requirements:

1. To be considered for placement in a clinical site requiring a criminal record search, the student must comply with the request for a national felony record search and must also present a satisfactory search. Any reference to a national felony record search in this policy includes a Sex Offender and Violent Offender Registry check.
2. The cost of and arrangements for the national felony record search are the responsibility of the student.
3. International students are subject to the same criminal history information review as required in paragraph two above. It may be necessary for the student to contact his/her embassy, or utilize a commercial investigative service in order to comply with this requirement. International students are responsible for obtaining the required record search at the student's expense.
4. Faculty members are required, upon initial hiring, to have a national felony record search that complies with this policy and must obtain a new search following any breaks in employment, if other than the normal summer break or authorized leaves.
5. The student's national felony record search must be dated after their acceptance into their respective program. If the student leaves the program and is later readmitted, another search must be completed at the students' expense.
6. Students may obtain information on how to obtain the national felony record search from the program department's secretary or program coordinator. The student is responsible for insuring that the records search includes a Sex Offender Registry (SOR) search.

7. The national felony record search must be conducted by the designated third party authorized by the health occupations area. No other forms, photocopies, or record searches will be accepted.
8. Students should understand that by enrollment in the program they agree to obtain a national felony record search in accordance with this policy and also understand that information obtained through the national felony record search may be furnished to the clinical site(s).
9. MTC reserves the right to request additional information from its students as needed by an affiliate training site and/or of concerning offenses committed in other states, expunged offenses, municipal offenses and pending offenses.
10. A copy of the national felony record search, copies of court records and related correspondence shall be included in the student's permanent record.

#### *PROCEDURE FOR REVIEWING CRIMINAL RECORD CHECKS*

Meridian Technology Center shall ensure that all national felony record searches are examined for the purpose of:

1. ensuring the student's compliance with the District's policy concerning national felony record searches;
2. ensuring the safety and security of patients and the public; and
3. ascertaining the student's eligibility to continue in the health-related program and participate in clinical rotations.

Meridian Technology Center personnel assigned to review national felony record searches shall examine the report(s) to determine:

1. Whether the report discloses any criminal history on file.
2. Whether in the sex offenders' section of the report the report shows that there is no sex offender record or registration.
3. If a criminal history is identified, the examiner will determine the criminal offenses and report them to his or her supervisor for the purpose of determining whether the offense is one which will jeopardize the security or safety of others and whether the offense is one which affects the student's ability to successfully complete the program or to participate in clinical rotations.
4. The examiner shall specifically inspect the criminal history to determine felony charges and/or registration as a sex offender and not other charges or convictions.
5. If the review of the report indicates a felony charge or registration on the Sex Offenders Registration list, Meridian Technology Center shall request the student obtain certified copies of court records related to the charge. If the student declines to obtain the records, Meridian Technology Center shall obtain those records from the courthouse in the state and county in which the charges were filed. The purpose of obtaining the records will be to determine whether a charge filed as a felony was

reduced to a misdemeanor and to determine the judgment and sentence rendered by the court.

6. If the student has a history of felony charge or charges or registration as a sex offender, the examiner will review the case with the appropriate administrative official and, if relevant, with its clinical facility or facilities to determine whether the student will be able to commence or complete the clinical rotation. This process should also be used to determine whether placement of the student in clinical rotations could jeopardize the safety of others.
7. Based on the information obtained, the evaluation of the criminal history on the safety and security of others, and the student's ability to complete the clinical requirements of the program, Meridian Technology Center will notify the student of the effect of the record and any related information on the student's continuation in the program or any restrictions placed on the student.
8. In the event a decision is made that the student, for reasons arising out of the national felony record search, is not eligible to continue the program, the student will be advised of the determination, the basis for the determination, and opportunities for alternative programs (if any). If the effect of the national felony record search is to disqualify the student from the program the student may appeal the decision using the procedures provided for adult students suspended, dismissed, or removed from school.

### **Digital and Electronic Communications with Minor Students**

This policy addresses all forms of group or one-on-one electronic and digital communication (including, but not limited to, email, texting, instant messages, direct messages, social media messages, messages sent through software applications, etc.) between any Meridian Technology Center employee and minor students. This policy outlines the Meridian's expectations regarding school personnel's direct digital and electronic communication with minor students by requiring any such direct communication with minor students to include the minor student's parent or guardian.

#### *School Personnel*

School personnel includes teachers, administrators, school bus drivers, support personnel, or any other persons employed full-time or part-time by Meridian Technology Center.

#### *Policy*

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

Prior to the start of the school year, Meridian Technology shall compile a list of approved digital platforms for communications between Meridian personnel and minor students. Such platforms will automatically include in the messaging parents or guardians who opt in. The list will be posted on Meridian's website and distributed to Meridian employees. These sanctioned platforms are the only appropriate method for Meridian personnel to communicate directly with minor students. Outside these platforms, school personnel must affirmatively include a parent or guardian in the text message, email or other electronic communication. Failure to do so is a violation of the law and this policy.

### *Violations*

School personnel reported to be engaging in unauthorized communications with minor students through digital or electronic platforms shall be placed on administrative leave while the Meridian investigates the incident and notifies the Board of Education. If the investigation results in a finding that no misconduct occurred, the school personnel shall be reinstated, and the incident shall be noted in the employee's personnel file. If the investigation finds misconduct occurred, the employee shall be disciplined according to Meridian's policy, up to and including termination of employment. Additionally, the incident shall be reported to law enforcement.

### *Reporting*

Minor students who receive communication from school personnel in violation of this policy are encouraged to report it to a teacher, site Director or other Meridian officials. School personnel who suspect, recognize, or encounter digital or electronic communications between a minor student or staff member that does not include a parent or guardian, or otherwise violates this policy, must report it immediately to their supervisor, the Superintendent, or other Meridian officials.

### **Disabled Student Accessibility**

Meridian Technology Center's facilities are accessible to disabled students. In addition, programs and instructional materials are adapted for high school students based upon the student's Individualized Education Program (IEP). Adults who want to request accommodations for a documented disability must complete an Accommodation Request Form available in the Career Planning Center. Adults must furnish documentation of the disability, which meets the requirements of the *Americans with Disability Act* and Section 504 of the *Rehabilitation Act*. Adults must allow sufficient time for the request to be processed. Further information is available from a counselor in the Career Planning Center.

### **DISTRICT-WIDE PARENTAL INVOLVEMENT (I-455-A)**

#### **(Secondary Students - Parent Bill of Rights)**

The board supports parents' efforts to be involved in Meridian's education programs. This policy outlines Meridian's efforts to educate parents and support parent involvement in response to the 2014 Parents' Bill of Rights.

Parents have the right be involved in their minor child's education, including directing that education. Parents are encouraged to exercise their rights in conjunction with Meridian's guidance so as not to inadvertently impede their minor child's compliance with federal and state mandated requirements – including requirements related to graduation or program completion. Parents also have the right to review school records related to their minor child.

Pursuant to the 2023 Oklahoma "Parents' Bill of Rights" (OAC 210: 10-2-3) no Meridian employee and no Independent Contractor shall encourage, coerce, or attempt to encourage or coerce a minor child to withhold information from the child's parent or guardian. Meridian shall disclose to the child's parent or guardian any information known to the center or its employees or an Independent Contractor regarding material changes reasonably expected to be important to a parent or guardian regarding their child's health, social or psychological development, including identity information. Such disclosures shall occur within 30 days of learning the information and may include referrals for appropriate counseling services. Any parent or guardian alleging a violation by the district of OAC 210: 10-2-3 shall provide a written complaint to the State Department of Education. Any violation by an Independent Contractor that Meridian knew or should have known about shall be attributed to the center responsible for the contract.

"Independent Contractor" means an individual, organization, or entity that is engaged by and/or contracted by the district to provide services or instruction, whether directly or indirectly, to students or within Meridian on a temporary contractual basis and is not an employee of the center.

Parents generally have the right to consent prior to an audio or video recording being made of their minor child. This right does not preempt Meridian's right to make recordings (without specific parental approval) related to:

- safety, general order and discipline
- academic or extracurricular activities
- classroom instruction
- security/surveillance of the buildings or grounds
- photo ID cards

Parents have the right to receive prompt notice if their minor child is believed to be the victim of a crime perpetrated by someone other than the parent, unless law enforcement or DHS officials have determined that parental notification would impede the related investigation.

These notice provisions do not apply to matters which involve routine misconduct typically addressed through student discipline procedures.

School personnel will not attempt to encourage or coerce a child to withhold information from parents.

1. Meridian will promote parent participation with the goal of improving parent and teacher cooperation in areas such as homework, attendance and discipline. This will be accomplished through activities such as:
  - Parent teacher conferences
  - Back to school / meet the teacher nights
  - School sponsored webpages
2. Meridian will inform parents about their child's course of study by disseminating this information:
  - During annual enrollment
  - In student handbooks
  - On the district's webpage

Parents may review learning materials affecting their minor children's course of study, including supplemental materials, by making a request through the Director of Instruction.

3. Parents who object to a learning material or activity may withdraw their minor child from the class or program in which the material is used. In order to withdraw a student, the parent must submit a written request, signed and dated by a parent, to the Career Planning Center, Executive Director. Parents who choose to withdraw their minor child from a class are responsible for making alternate arrangements for the child to earn credit for the work missed.
4. If a teacher is going to provide instruction or presentations regarding sexuality in a course, the teacher will send written notice home to parents five (5) days in advance of the presentation. Parents who object to their minor child's participation in such instruction may send a written request to the Director of Instruction to have the student excused from the presentation. Any such student will be permitted to study in the office during the presentation. It should be noted, however, that curriculum in health-related programs includes instruction in human anatomy, reproduction, etc. Notices will not be sent to parents when these topics are a regular part of the course curriculum.
5. Parents may learn about the nature and purpose of clubs and activities which are part of Meridian's curriculum by reviewing student handbooks and Meridian's website. The school's extracurricular clubs and activities are also published in student handbooks, the policy manual, and are available on the district's website.

6. Parents have numerous rights and decision-making responsibilities concerning their minor children. To assist parents in meeting these responsibilities and to fulfill its obligations under the 2014 Parent Bill of Rights, the district has compiled the following information for parents:
  - a. Meridian does not provide sex education, but relies on sending schools to meet this requirement. Parents may opt their student out of the relevant program by following the procedures established by the sending district.
  - b. Parents who are not residents of the Meridian district may enroll their minor children in accordance with board policy. A copy of that policy is available in the superintendent's office.
  - c. The district utilizes a number of resources to educate students. Parents who object to an assignment based on sex, morality or religion may opt their minor child out of the assignment by following the procedures established in item 3 above.
  - d. A minor student is required to have (1) a current, up-to-date immunization record OR (2) a completed and signed state-approved exemption form. Either the up-to-date immunization record or a completed and signed state-approved exemption form must be on file with the district **prior** to the student's admission to the district. The exemption form shall specify that the student has received or is in the process of receiving the immunizations currently required by Oklahoma State Department of Health regulations, unless the exemption has been granted from the immunizations on medical, religious, or personal grounds or as otherwise required by law.

The immunization requirements shall be posted at the district's website and in any notice or publication provided to parents/guardians regarding immunizations. The state-approved exemption form is available at the Oklahoma State Department of Health website, URL:<https://oklahoma.gov/health.html>.

- e. Students are required to meet certain obligations in order to graduate from high school and/or complete Meridian's course of study. Parents can learn about these requirements each year during course enrollment or by talking with a Meridian enrollment counselor. This information is also available in student handbooks and on the Oklahoma State Department of Education's website ([www.ok.gov/sde/](http://www.ok.gov/sde/)).
- f. Meridian does not provide AIDS education but instead relies on the sending school to complete this task. Parents may opt their minor student out of this education by following the procedures established by their child's sending school.

- g. Parents have the right to review student test results related to their minor student. Parents may review the results of classroom exams by contacting their child's teacher. Parents may review the results of state-wide testing at the child's sending school by following the procedures established by their child's sending school.
- h. Qualifying students have the right to participate in their sending school's gifted and talented program in accordance with the sending district's policy regarding the program. A copy of the policy is available through the sending district.
- i. Parents have the right to review teachers' manuals, films, tapes or other supplementary instructional material if the materials are being used in connection with a research or experimentation program or project. In order to review these materials, the parent should contact the Director of Instruction.
- j. Parents have the right to receive a school report card related to their child's sending school. Information regarding these report cards will be provided through the sending district.
- k. Students are required to attend school regularly, and Meridian will notify parents of any student absence unless the parent has already contacted Meridian to report the absence. Meridian will send a written notice to parents if their minor student appears to be in danger of exceeding the maximum allowable number of absences. Parents may contact the Career Planning Center for additional information regarding student absences.
- l. Parents have the right to review Meridian's courses of study and textbooks. Arrangements for this review can be made through the Director of Instruction.
- m. Students may be excused from school for religious purposes provided the parent contacts the Career Planning Center to request such an absence.
- n. Parents have the right to review all Meridian's policies, including parental involvement policies. Copies of these policies are available through the superintendent's office.
- o. Parents have the right to participate in parent-teacher organizations through their child's sending school. Information regarding these groups will be made available through the sending school.
- p. Parents may opt out of selected data collection related to state longitudinal student data system reporting. Parents may not opt out of necessary and

essential record collecting. Parents may file an opt out request through the superintendent's office

- q. Meridian will not procure, solicit to perform, arrange for the performance of, perform surgical procedures or perform a physical examination upon a minor student or prescribe any prescription drugs to a minor student without first obtaining a written consent for the proposed assessment or treatment. The written consent will be effective for the school year for which it was granted, and must be renewed each subsequent school year. If the assessment or treatment for which the written consent is provided is performed through telemedicine at a school site, and if the written consent is provided by the Parent and is currently effective, the health professional shall not be required to verify that the parent is at the school site.
- r. Meridian will not procure, solicit to perform, arrange of the performance of or perform an assessment for mental health therapy on a minor student without first obtaining consent of a parent or legal guardian of the minor. The written consent will be effective for the school year for which it was granted, and must be renewed each subsequent school year. If the assessment or treatment for which the written consent is provided is performed through telemedicine at a school site, and if the written consent is provided by the Parent and is currently effective, the health professional shall not be required to verify that the parent is at the school site. However, a student shall not be seen without consent
- s. A student shall not be vaccinated at school or on school grounds or receive a vaccine as part of the mobile vaccination effort without prior written authorization, including the signature of the parent or legal guardian of the student for the vaccine or group of vaccines to be administered during a single visit.

Parents requesting information outlined in this policy should submit written requests for information through the Director of Instruction, Executive Director, Career Planning Center or Superintendent, as noted in the respective section. Appropriate school personnel will either make the information available or provide a written explanation of why the information is being withheld within ten (10) days of the request. Any parent whose request is denied or who does not receive a response within fifteen (15) days may submit a written request for the information to the board of education. The board will include an item on its next public meeting agenda (or the following meeting, if time does not permit inclusion of the item on the agenda) to allow the board to formally consider the parent's request.

## **Freedom Of Expression (I-459-A)**

Meridian Technology Center respects and values student activism. The technology center takes pride in our students' interactions with social and political issues, viewing it as a desirable, if not essential, component of civic engagement and, therefore, adopts the following policy.

### *Policy*

The outdoor areas of any campus of the Meridian Technology Center are deemed public forums for the campus community, and Meridian will not create "free speech zones" or other designated areas of campus outside of which expressive activities are prohibited. The technology center may maintain and enforce reasonable time, place and manner restrictions narrowly tailored in service of a significant institutional interest when the restrictions employ clear, published, content and viewpoint neutral criteria and provide for ample alternative means of expression. Any such restrictions shall allow for members of the campus community to spontaneously and contemporaneously assemble and distribute literature. Nothing in this paragraph shall be interpreted as applying to student expression taking place elsewhere on campus.

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

- Nothing in this policy shall be interpreted as preventing the technology center from prohibiting, limiting or restricting expression that the First Amendment does not protect or prohibiting harassment as defined in this policy.
- Nothing in this policy shall enable individuals to engage in conduct that intentionally, materially and substantially disrupts another person's expressive activity if that activity is occurring in a campus space reserved for that activity under the exclusive use or control of a particular group.
- Nothing in this policy shall prohibit the technology center from maintaining and enforcing reasonable time, place and manner restrictions that are narrowly tailored to serve a significant institutional interest only when such restrictions employ clear, published, content- and viewpoint-neutral criteria. Any such restrictions shall allow for members of the campus community to spontaneously and contemporaneously assemble, speak and distribute literature.

Meridian will make public in its Student Handbook, on its websites and through its orientation programs for students the policies, regulations and expectations of students regarding free expression on campus consistent with this policy.

Meridian will develop materials, programs and procedures to ensure that those persons who have responsibility for discipline or education of students, including but not limited to

administrators, campus police officers, and instructors, understand the policies, regulations and duties of the technology center regarding free expression on campus.

### *Reporting Requirement*

By December 31st each year, Meridian will publicly post on its website and submit to the Governor and Legislature a report that details the course of action implemented to comply with the requirements of Okla. Stat. tit. 70, § 2120. A report shall also be submitted in the instance of any changes or updates to the chosen course of action. The report provided on the website shall be:

- A. Accessible from the technology center's website home page by use of not more than three links
- B. Searchable by key words and phrases
- C. Accessible to the public without requiring registration or use of a username, password, or another user identification

The technology center's report will include the following information:

- A. A description of any barriers to or incidents of disruption of free expression occurring on campus, including but not limited to attempts to block or prohibit speakers and investigations into students 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
- B. Any other information the 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.

In the event the technology center is sued for an alleged violation of First Amendment rights, a supplementary report, with a copy of the complaint or amended complaint, will be submitted to the Governor and the Legislature within 30 days.

### **Lockers**

Lockers are provided for students in some areas of the school. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. School combination locks are to be used.

It is the responsibility of each individual to care for and safeguard personal belongings, and at no time is the school responsible for items lost or stolen.

## **Media/Model Release**

A student enrolled at Meridian Technology Center gives the school permission to utilize the student's photograph in promotional materials, media and informational publications, including requests from media outlets or outside organizations such as CareerTech, unless written notice is given to the Career Planning Center each school year that permission is withheld.

## **Observation Of Minute Of Silence**

The Oklahoma Legislature has directed that the Board of Education of each technology center district shall ensure that the public schools within the district shall observe approximately one minute of silence each day. This policy is adopted to comply with that directive.

The administrator in charge of full-time day programs is hereby directed to designate approximately one minute of each day for the observation of a minute of silence. At the beginning of each semester, the administrator in charge of full-time day programs or designee will give instructional personnel direction as to how the minute of silence is to be observed. The minute of silence shall be for the purpose of allowing each student and instructor, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students and instructors in the exercise of their individual choices. Instructors shall neither encourage students to use nor discourage students from using the minute of silence for any particular purpose, such as reflection, meditation, prayer, or other silent activity. All instructors shall be made aware that it is the student's decision as to how to utilize the minute of silence, provided that the student's choice does not interfere with, distract, or impede other students in the exercise of their individual choices.

The daily minute of silence will begin with an announcement over the public address system that there will be a pause for a minute of silence in which students and teachers may reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

Reports of violations must be submitted by the complaining party to the campus director where the violation occurred. The center will investigate all reports that a student or teacher has not been permitted to observe approximately one minute of silence each school day pursuant to this policy.

### *Voluntary Prayer*

The Oklahoma State Board of Education has directed that every school district permit those students and teachers wishing to do so to participate in voluntary prayer. This policy is adopted to comply with that directive.

It is Meridian Technology Center's policy that students and teachers may engage in voluntary prayer, including at graduation ceremonies. However, technology center employees shall not teach, or instill by way of repetition, any sectarian or religious doctrine.

Any student or teacher who has not been permitted to participate in voluntary prayer should notify the relevant Director of Instruction of the violation of this policy. Meridian Technology Center will investigate all reports that a student or teacher has not been permitted to participate in voluntary prayer pursuant to this policy.

### **On-The-Job Training (I-417-A)**

In order to provide Meridian Technology Center students with practical experience prior to their joining the job market, the majority of programs place qualified students in on-the-job training locations where they continue to develop the skills learned in the classrooms and lab areas.

Participation in on-the-job training is a privilege which is extended to the student for the purpose of assisting the student in his/her vocational objective. Students afforded on-the-job training opportunities are expected to review the On-The-Job Training Plan. While participating in on-the-job training the student is required to attend one day per week on the Meridian Technology Center campus for discussion and classroom instruction. In addition to the responsibilities that the student must fulfill for the On-The-Job Training Plan, general program coursework must be completed and turned in by given deadlines. Students must maintain a 70% grade average in order to continue in any on-the-job training program. Violation of standards and requirements established as a condition of participation in on-the-job training and/or breach of any aspect of this policy may result in termination of the On-The-Job Training Plan and experience, discipline of a student, and/or termination of the training program(s).

### **Production Of Public Records Policy (I-431-A)**

The Board of Education of Meridian Technology Center adopts this Policy Statement in connection with the Oklahoma Open Records Act (the "Act").

#### *Meridian Technology Center's Philosophy*

Meridian Technology Center (MTC), as a tax supported institution, recognizes that the public has a right to be fully informed concerning its operations. The board strongly believes that informed citizens are vital to the successful functioning of the democratic government process, which MTC desires to exemplify to its students.

In order to achieve these goals, the Board of Education hereby states that all records of MTC, except those records designated as confidential in this policy, or otherwise, as required by federal or state law, shall be open to any person for inspection, copying and/or mechanical reproduction during regular business hours. All persons requesting the right to inspect non-confidential records of MTC shall be accorded prompt access to those records.

### *Request for records*

Requests for public records shall be made to the attention of the Superintendent or the records custodian. The request shall identify with specificity the record or records sought. Where the request for records is unclear or confusing, the records custodian may request that the requestor provide a more precise explanation or description of the records requested. MTC shall produce records requested promptly, taking into consideration the accessibility of the record, the number and type of records requested, and the press of Technology Center business.

A full copy of the Production of Public Records Policy, including a list of confidential records not available for inspection and a list of fees for records and search of records, is available at the Career Planning Center.

### **Review Of Instructional Material (I-455-B)**

In order to promote transparency in the education process, Meridian Technology Center's instructional materials will be available for review by parents of minor children. Instructional materials include items such as teacher manuals, films, tapes and other supplementary materials regardless of format.

In order to review these materials, a parent should submit a written request to the campus director. The request must specify the class/subject, teacher, student's name, and the types of items being requested for review. Within ten (10) days the campus director will arrange for a mutually convenient time for the review or will notify the parent that a review cannot be permitted. If the campus director declines to allow a parent to review the materials, the director will provide the parent with an explanation of why the material is not available. All reviews will be conducted between the hours of 8:00 a.m. – 4:00 p.m. in the superintendent's office. Instructional materials may not be removed from the superintendent's office.

In the event the requested review is denied or after 15 days with no response from the campus director, the parent may request this information through the board of education in accordance with the technology center's policy regarding parent rights.

### **Service Animals (I-457-A)**

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

### *Procedures/Requirements for Employees and Students*

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

- The employee or student will submit a notification of the intent to use a service animal to Meridian Technology Center's Executive Director of Career Planning and Career Development. 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).
- Notifications for the use of service animals on Meridian's property by an employee or student will, whenever possible, be made at least one week prior to the proposed use of the service animal.
- As part of Meridian's consideration of the use of a service animal, Meridian may require certification of proper vaccinations verified by a veterinarian.
- Meridian's review of use of a service animal may include consideration of a student's IEP or Section 504 records. Meridian may also request a meeting with the employee or student.
- The use of a service animal on Meridian 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 Meridian. Meridian's approval of the use of a service animal on Meridian property is subject to periodic review, revision, or revocation by Meridian administration.
- 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.

Service animals will be allowed in Meridian vehicles when:

1. The inclusion of the service animal is documented as required on Meridian 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.

### *Liability*

An employee, visitor or service animal trainer accompanied by a service animal or service animal in training will be responsible for any damage to Meridian or personal property and any injuries to individuals caused by the animal. Individuals who use a service animal on Meridian property will hold Meridian Technology Center harmless and indemnify Meridian from any such damages.

For more information about the service animals' policy, a full copy is available at the Career Planning Center.

## **Student Fund-Raising Activities (I-420-A)**

All student fund-raising activities shall be coordinated and approved through the Career Planning Center and Superintendent, and all monies shall be deposited in the activity fund.

Please visit the Career Planning Center if you have any questions or would like to see the full policy.

## **Student Records Policy (I-427-A)**

This policy and the procedures included within it are intended to satisfy the requirements of the Family Educational Rights and Privacy Act (FERPA) and Oklahoma law. The board of education authorizes the superintendent to inform parents of minor students, adult students and the public of the policy and to take appropriate action to implement the policy and procedures.

### *Definitions*

Student - Any individual who attends or has attended a full-time program of instruction sponsored by the board of education of Meridian Technology Center and for whom it maintains education records.

Eligible student - A student who has reached age 18 or is attending a postsecondary school.

Parent - A parent of a student, including a natural parent, a guardian or an individual acting as a parent in the absence of a parent or guardian. Meridian Technology Center will assume that either parent has a right of access to records regardless of custody orders unless Meridian Technology Center has been provided with evidence that the right of access has been revoked. Documents such as a court order or other legally binding document relating to such matters as divorce, separation or custody that specifically revoke the right to inspect and review records must be provided to Meridian Technology Center to prevent parent access to student records.

Education records - Any record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche or other method of recording information) directly related

to a student and maintained by Meridian Technology Center or a party acting for Meridian, except:

1. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. Records of a law enforcement unit of Meridian Technology Center, but only if education records maintained by Meridian Technology Center are not disclosed to the unit, and the law enforcement records are maintained separately from education

records; maintained solely for law enforcement purposes; and disclosed only to law enforcement officials of the same jurisdiction.

3. An employment record made and maintained in the normal course of business that is not available for use for any other purpose and that relates exclusively to a student in his or her capacity as a Meridian Technology Center employee. (This provision does not include employment activities for which a student receives a grade or credit in a course.)
4. Records on an eligible student that are:
  - a. Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in a professional capacity or assisting in a paraprofessional capacity;
  - b. Made, maintained or used only in connection with treatment of the student (treatment does not include remedial educational activities or activities that are part of the program of school instruction); and
  - c. Disclosed only to individuals providing the treatment.
5. Alumni records that relate to the student after he or she no longer attends classes provided by Meridian that are not directly related to the individual as a student.
6. Grades on peer-graded papers before they are collected and recorded by a teacher.

Personally identifiable information – The term includes, but is not limited to any information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty. The term also includes information requested by a person who Meridian reasonably believes knows the identity of the student to whom the education records relates. Personally identifiable information includes the student's name; the student's parents' or other family member's name; the student's or family's address; a personal identifier such as the student's social security number, student number or biometric record; and other indirect identifiers such as the student's date of birth, place of birth and mother's maiden name.

Dates of attendance - The period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester or a first quarter. The term does not include specific daily records of a student's attendance at an educational agency or institution.

Directory information - Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Student identification numbers, if displayed on school ID badges, are also considered directory information unless the use of a password or PIN is required to authenticate the use of the ID number.

Authorized representative – An individual directly employed by a local or state educational agency, an entity designated by the local or state educational agency, or an individual

employed by such entity engaging in audits, evaluations or any other compliance or enforcement activity.

Early childhood education program – Head Start or Early Head Start programs, state licensed or regulated childcare programs, and other similarly situated programs.

Education program – Elementary, secondary, postsecondary, career and technical institutes and schools or any program that is principally engaged in the provision of education.

Meridian Technology Center will notify parents of minor students and eligible students annually of their rights under FERPA by means of a Meridian newsletter, newspaper notice, school handbook or individual notice. The notice will inform parents of minor students and eligible students that they have the right to:

1. Inspect and review the student's education records. The notice will also identify the procedure for exercising this right.
2. Seek amendment of the student's education records that the parent of a minor student or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights. The notice will also identify the procedure for requesting amendment.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. Meridian will also include in the notice its policy for disclosing education records to schools in which the student subsequently seeks or intends to enroll, its criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.
4. File a complaint with the U.S. Department of Education concerning Meridian Technology Center's alleged failure to comply with FERPA.

Meridian will arrange to provide translations of its annual notice to non-English speaking parents of minor students in their native language and to effectively notify parents of minor students or eligible students who are disabled.

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

#### *The Right to Inspect and Review the Student's Education Records*

Parents of minor students and eligible students may inspect and review the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. The parent of a minor student or eligible student may also provide consent to have a representative inspect and review the records. Access will be provided during school hours and within no more than 45 days of the request.

Meridian Technology Center designates the following information contained in a student's record as "directory information," and it will disclose that information without the prior written consent of the parent or eligible student:

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, 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; and
11. The student's electronic mail address.

Meridian Technology Center will notify parents of minor students and eligible students annually of the designated items of directory information by means of a Meridian Technology Center newsletter, newspaper notice, school handbook or individual notice. Parents of minor students and eligible students have the right to exclude directory information from public access by notifying the superintendent's office in writing of any or all of the items they refuse to permit Meridian to designate as directory information about that student. The student's records will be marked to indicate the items Meridian Technology Center will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the minor student's parent or the eligible student.

#### *Use and Disclosure of Student Education Records*

Meridian Technology Center officials may release information from a student's education record if the minor student's parent or the eligible student gives his or her signed and dated prior written consent for the disclosure. The written consent must:

1. Specify the records that may be disclosed;
2. State the purpose of the disclosure; and
3. Identify the party or class of parties to whom the disclosure may be made.

Meridian Technology Center will only release information from or permit access to a student's education record with a minor student's parent or eligible student's prior written consent, except in the following instances permitted by FERPA:

1. The disclosure is to other Meridian Technology Center officials, including instructors, within Meridian whom Meridian has determined to have legitimate educational interests. A Meridian official is a person employed by Meridian

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 Meridian Technology Center has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another Meridian official in performing his or her tasks. A Meridian Technology Center official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Meridian Technology Center will use reasonable methods to ensure that officials obtain access to only those education records in which they have legitimate educational interests. Meridian Technology Center will ensure that its policy for controlling access to education records is effective and remains in compliance with the legitimate educational interest requirement of the FERPA regulations. A contractor, consultant, volunteer or other party to whom Meridian Technology Center has outsourced institutional services or functions may be considered a Meridian Technology Center official, provided that the outside party performs an institutional service or function for which Meridian would otherwise use employees; is under Meridian Technology Center's direct control concerning the use and maintenance of education records; and is subject to the requirements of FERPA regulations governing the use and re-disclosure of personally identifiable information from education records.

2. The disclosure is to officials of another school, school system or institution of post-secondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is related to the student's enrollment or transfer. (Parents of minor students and eligible students have a right to obtain copies of the records disclosed under this provision).
3. The disclosure is to authorized representatives of the Comptroller General of the United States, the U.S. Secretary of Education, or State and Local Educational authorities. Military services representatives shall have access to student directory information unless the parent, legal guardian or the student age 18 or older specifically denies such access in writing. Military services representatives have the same access to secondary school students as is generally provided to post-secondary institutions or prospective employers unless denied in writing by the parent, legal guardian or student age 18 or older.
4. The disclosure is in connection with financial aid for which the student has applied or that the student has received, if necessary to determine eligibility for the aid, the amount of the aid, the conditions for the aid, or to enforce the terms and conditions of the aid.
5. The disclosure is to organizations conducting studies for or on behalf of Meridian Technology Center to develop, validate or administer predictive tests, administer

student aid programs or improve instruction in compliance with Section 99.31(a)(6) of the FERPA regulations.

6. The disclosure is to accrediting institutions to carry out their accrediting functions.
7. The disclosure is to parents of a student if the parents claim the student as a dependent as defined in Section 152 of the Internal Revenue Code of 1986.
8. The disclosure is to comply with a judicial order or lawfully issued subpoena. Meridian Technology Center will make a reasonable effort to notify a minor student's parents or the eligible student before making a disclosure under this provision unless:
  - a. the disclosure is in compliance with a federal grand jury subpoena and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;
  - b. the disclosure is in compliance with any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;
  - c. the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning the investigation or prosecution of an offense listed in the Patriot Act or an act of domestic or international terrorism as defined by law;
  - d. Meridian Technology Center initiates legal action against a parent or student, Meridian may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for Meridian to proceed with the legal action as plaintiff;
  - e. the parent or eligible student initiates legal action against Meridian Technology Center, Meridian may disclose to the court, without a court order or subpoena, the student's education records that are relevant for Meridian Technology Center to defend itself
9. The disclosure is to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making this determination, Meridian Technology Center may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If Meridian Technology Center determines that there is an articulable and significant threat, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

10. The disclosure contains only “directory information” as defined in this policy, and the parent of a minor student or eligible student has not refused to allow Meridian Technology Center to designate that item as directory information for the student.
11. The disclosure is made directly to the parent of a minor student or eligible student.
12. If a state law adopted before November 19, 1974, allows certain specific items of information to be disclosed in personally identifiable form from student records to state and local officials or authorities concerning the juvenile justice system and the system's ability to effectively serve the student whose records are released or if a state law adopted after November 19, 1974, allows such information to be disclosed to state or local officials concerning the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released.

Prior to the release of education records without a parent or eligible student’s advance written consent, Meridian Technology Center will require an authorized representative of the entity receiving the records to complete a written agreement. The agreement will state, at a minimum:

- the identity of the authorized representative
- the specific personally identifiable information that is to be disclosed
- a clear description of the activity and purpose for the disclosure
- the authorized representative will not re-disclose the personally identifiable information
- the authorized representative will not re-disclose the personally identifiable information
- the authorized representative will destroy the personally identifiable information within the time set forth in the agreement

Meridian Technology Center will use reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the Meridian Technology Center discloses personally identifiable information from education records.

Upon request, the minor student's parent or eligible student may obtain a copy of any records disclosed under this provision

#### *Record of Requests for Access and Disclosures Made from Education Records*

Meridian Technology Center will maintain an accurate record of each request for access to and each disclosure of personally identifiable information from the education records of each student. Meridian Technology Center will maintain this record with the student’s education records as long as the records are maintained.

For each request or disclosure, the record will include:

1. The name of the party who requested or received personally identifiable information from the education records; and
2. The party's legitimate interests in requesting or obtaining the information.

Meridian Technology Center will record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception in FERPA:

1. The articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and
2. The parties to whom Meridian Technology Center disclosed the information.

As permitted by FERPA, Meridian Technology Center may disclose personally identifiable information from an education record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the minor student's parent or eligible student. Meridian Technology Center will inform a party to whom such disclosure is made of this nondisclosure requirement.

In the alternative, Meridian Technology Center may disclose personally identifiable information with the understanding that the party receiving the information may make further disclosure of the information on Meridian Technology Center's behalf if:

1. The disclosures meet the requirements of the Use and Disclosure of Student Education Records section of this policy (§99.31);
2. Meridian Technology Center makes a record of the disclosure that includes the names of the additional parties to whom the receiving party may disclose the information on Meridian Technology Center's behalf and the legitimate interests each additional party has in requesting or obtaining the information (§99.32(b)); and
3. Meridian Technology Center maintains a record of the names of state and local educational authorities and federal officials and agencies that may make further disclosures of personally identifiable information from the student's education records without prior written consent and maintains this record with the student's education records as long as the records are maintained (§99.32(b)(2)).

#### *Procedures to Seek to Correct Education Records*

Parents of minor students and eligible students have a right to seek to change any part of the student's record they believe is inaccurate, misleading or in violation of student rights. Meridian Technology Center will not use this procedure to consider a request to change the grade a teacher assigns for a course. Absent authorization from the State Board of Education, the technology center will not modify sex or gender designations on any prior year records.

For purposes of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is alleged to be inaccurate, misleading or in violation of student rights. The term "correct" will be used to describe a record that is alleged to be accurate, not misleading and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a minor student or the eligible student who is asking Meridian Technology Center to correct a record.

To establish an orderly process to review and correct an education record for a requester, Meridian Technology Center may make a decision to comply with the request for a change at several levels in the procedure.

First level decision - When a parent of a minor student or eligible student finds an item in the student's education record that he or she believes is incorrect, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the custodian cannot change the record to the requester's satisfaction or the record does not appear to be obviously incorrect, the custodian will provide the requester a copy of the questioned record at no cost; ask the requester to initiate a written request for the change; and follow the procedure for a second level decision.

Second level decision - The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes Meridian Technology Center to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item: is inaccurate and why; is misleading and why; or violates student rights and why. The requester must sign and date the request.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (such as the person who made the record or those who may have a professional concern about Meridian response to the request), make a decision to comply or decline to comply with the request and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that he or she has made the change. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of his or her findings in the matter. He or she will transmit this summary and a copy of the written request to the superintendent.

Third level decision - The superintendent or designee will review the material provided by the record custodian and, if necessary, discuss the matter with other officials (such as Meridian Technology Center attorney or the board of education (in executive session)). He or she will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it will take longer, the superintendent or designee will notify the requester in writing of the reasons for the delay and a date when the decision will be made.

If the superintendent or designee decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as he or she would if the change had been made at the second level.

If the superintendent or designee decides the record is correct, he or she will prepare a letter to the requester which will include:

1. Meridian Technology Center's decision that the record is correct and the basis for the decision
2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that Meridian Technology Center will grant such as a hearing;
3. Instructions for the requester to contact the superintendent or designee to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing. (Meridian Technology Center will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes.); and
4. Advise that the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

Fourth level decision - After the requester has submitted (orally or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent or designee will, within a week, notify the requester when and where Meridian Technology Center will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect, as shown in the requester's written request for a change in the record (second level).

Within one week after the hearing, the hearing officer will submit to the superintendent or designee a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The superintendent or designee will prepare Meridian Technology Center's decision within two weeks of the hearing. That decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation.

However, Meridian Technology Center's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent or designee may overrule the hearing officer if he or she believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of Meridian Technology Center's decision, the superintendent or designee will take one of the following actions:

1. If the decision is that Meridian Technology Center will change the record, the superintendent or designee will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.
2. If the decision is that Meridian Technology Center will not change the record, the superintendent or designee will prepare a written notice to the requester, which will include:
  - a. Meridian Technology Center's decision that the record is correct and will not be changed;
  - b. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for Meridian Technology Center's decision; and
  - c. A notice that the requester may place in the student's education record an explanatory statement that states the reasons he or she disagrees with Meridian Technology Center's decision and/or the reasons he or she believes the record is incorrect.

Final administrative step in the procedure - When Meridian Technology Center receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's education record as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record, and whenever the questioned part of the record is disclosed, the explanatory statement will also be disclosed.

### *Complaints*

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

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

#### *Availability of policy*

Copies of this policy will be available for the parent of a minor student and eligible student review in the campus director's office of each Meridian Technology Center site and in the superintendent's office.

Access to a student's confidential records will be provided upon request before any IEP meeting or hearing relating to the identification, evaluation or educational placement of a student or the provision of a free and appropriate education to the student and in all cases within no more than 45 days of a request.

Meridian will not withhold a parent's or eligible student's right to inspect and review student records because of debts owed Meridian Technology Center.

The right to inspect education records also includes the right to an explanation and interpretation of the records by school officials.

Parents or eligible students should submit to the student's campus director a written request that identifies as precisely as possible the records he or she wishes to inspect. Since a student's records may be maintained in several locations, the campus director should offer to collect copies of records or the records themselves from site locations, so they may be inspected at one site. However, if parents of a minor student and eligible students wish to inspect records where they are maintained, the campus director will make every effort to accommodate their wishes. The campus director will make the needed arrangements as promptly as possible and notify the parent of a minor student or eligible student of the time and place where the records may be inspected.

When a record contains information about students other than the eligible student, the parent of a minor student or eligible student may not inspect and review the records of the other students.

Meridian Technology Center is not required to give an eligible student access to treatment records (as defined by the term "education records" in the Definitions section of this policy), but the student may have those records reviewed by a physician or other appropriate professional of the student's choice.

#### *Provision of Records to Receiving Virtual Charter School*

Meridian shall transmit a student's records to a virtual charter school within three (3) school days after receiving notice that the student has transferred to the virtual charter school.

### *Copies of Records*

Meridian will provide the parent 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 of a minor student or eligible student and Meridian.
2. If failure to provide copies would effectively prevent the parent 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 of a minor student or eligible student when Meridian 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 of a minor student or eligible student when Meridian has forwarded the records to another school where the student seeks or intends to enroll.

Meridian Technology Center will 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, Meridian reserves the right to make a charge for copies such as transcripts it forwards to potential employers or to colleges and universities for employment or admissions purposes.

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

### *Transgender And Nonbinary Student Records (I427-B1)*

Transgender and nonbinary students may use different terms to describe their lives and experiences of gender. Terminology and language may differ and evolve based on region, language, race or ethnicity, age, culture, and many other factors. These terms often mean different things or refer to different experiences. Meridian employees should use the terms that students use to describe themselves, and avoid terms that make these students uncomfortable.

The following definitions are not provided for the purpose of imposing labels, but rather to assist in understanding this policy and the obligations of Meridian Technology Center personnel. Students may or may not use these terms to describe themselves or their experiences.

“Gender Identity” is a person’s deeply held knowledge of their own gender, which can include being a man, woman, another gender, or no gender. Gender identity is an intimate part of a person’s identity. One’s gender identity may or may not align with society’s expectations for sex assigned at birth (e.g., male, female, or intersex).

“Gender Expression” refers to one’s expression of gender, whether through hair styles, makeup, or personal fashion, which changes over the course of a lifetime.

“Transgender/Trans” is an adjective used to describe a person whose gender identity differs from the sex they were assigned at birth. A trans woman is a woman whose sex was assigned male when she was born. A trans man is a man whose sex was assigned female when he was born. Some transgender people are neither male nor female, and may use terms like nonbinary to describe their gender.

“Cisgender” is an adjective describing a person whose gender identity corresponds with the gender that society typically associated with the sex they were assigned at birth. For example, a cisgender woman’s sex was assigned female at birth assigned male at birth, and he identifies his gender as male.

“Gender Nonconforming” is a term sometimes used to describe people whose gender expression differs from social expectations, such as “feminine boys,” “masculine girls,” and people who are perceived as androgynous in some way. Being gender nonconforming is distinct from being transgender, although some trans people may consider themselves to be gender nonconforming. For example, a cisgender woman who has short hair and likes sports might consider herself nonconforming, but may not identify as transgender.

“Independent Contractor” means an individual, organization, or entity that is engaged by and/or contracted by a school district to provide services or instruction, whether directly or indirectly, to students or within a school district on a temporary or contractual basis and is not an employee of the school district.

“Nonbinary” is a term used to refer to people whose gender identity is not exclusively male or female, including those who identify with a different gender, a combination of genders, or no gender. Nonbinary may be considered a subset of transgender or a distinct identity. Other similar or more specific terms may include genderqueer, gender fluid, agender, or Two-Spirit (for Native American students).

“Sexual Orientation” refers to a person’s romantic and/or sexual attraction to other people. This includes being straight, gay, bisexual, queer, asexual, or many other terms used to describe sexual orientation. This is different and distinct from gender identity.

“Transition” is the process through which a person begins to live according to their gender identity. This process is different for everyone, and it may or may not involve specific medical treatments or changes to official documents. There is no single step or set of steps that an individual must take in order to have their gender identity affirmed and respected.

“LGBTQ+” is an acronym that stands for lesbian, gay, bisexual, transgender, and questioning (or queer). The acronym sometimes includes an “I” for intersex, an “A” for asexual, a “P” for pansexual, and other letters. A “+” is sometimes placed at the end of the acronym to signal that there are additional letters/identities that fall under a similar umbrella.

“QTBIPOC” is an acronym that stands for queer/trans, black, indigenous, and people of color.

### *Privacy and Confidentiality*

Meridian Technology Center will ensure that all personally identifiable and medical information relating to transgender and nonbinary students is kept confidential in accordance with applicable state, local, and federal privacy laws. Meridian employees and staff shall not disclose any information that may reveal a student’s gender identity to others, unless the student, parent, or legal guardian has authorized such disclosure, or there is another compelling need.

Prior to disclosing any such information about a transgender or nonbinary student, Meridian employees will work with the student and any parent or legal guardian to discuss the appropriate manner, time, and message of the disclosure. This will include providing the student with appropriate support services they may need to make the disclosure in a safe and supportive environment.

Transgender and nonbinary students have the right to discuss and express their gender identity openly and to decide when, with whom, and how much private information to share. The fact that a student chooses to use a different name, to transition at school, or to disclose their gender identity to staff, educators, or other students does not authorize Meridian employees to disclose a student’s personally identifiable or medical information to anyone. Meridian or no employee or independent contractor shall encourage, coerce, or attempt to encourage or coerce a minor child to withhold information from the student’s parent/guardian.

The 2023 Oklahoma “Parents’ Bill of Rights” (OAC 210:10-2-1, et seq.), requires the technology center to its employees and independence contractors to a student’s parent/guardian any information known to Meridian or its employees regarding material changes reasonably expected to be important to the parent/guardian regarding their student’s health, social, or psychological development, including identity information. Disclosure of this information shall occur within 30 days of learning the information. “Identity information” means information including, but not limited to, any names or pronouns used by a student at school and any social transition or other transition to a gender that differs from the student’s sex. “Sex” means the physical condition of being male or female based on genetics and physiology, as identified on the individual’s original birth certificate.

### *Use of Preferred Name, Pronoun, or Gender*

All adult students have the right to be addressed by a name, pronouns, and other terms that correspond with their gender identity. This respect should not depend on whether a student has access to a legal name change or gender marker change on official documents. Meridian and its employees should always use the pronouns and name with which a student identifies or requests. Meridian and its employees are expected to respect and use a student's name and pronouns, once they have been made aware of said student's correct information.

A minor student has the right to be addressed by a name, pronouns, and other terms that correspond with their gender identity, provided their parent/guardian has provided written consent to the technology center for the student to be addressed by a preferred name or pronoun that may be different from the student's original birth certificate. This respect should not depend on whether a student has access to a legal name change or gender marker change on official documents. Meridian and its employees are expected to respect and use a student's name and pronouns, once they have been made aware of said student's correct information and parent/guardian consent for the student to use a preferred name or pronoun.

#### *Student Records*

Meridian Technology Center shall maintain an official, permanent record with the legal name and gender appearing on the student's birth certificate. Absent authorization from the State Board of Education, the technology center will not modify sex or gender designations on any prior year records. On all other school-related records or documents, however, at the request of or with the consent of the student's parent/legal guardian as appropriate (unless the student is over 18), Meridian will use a student's requested name and gender pronouns. This would include physical records and documents, diplomas and other certificates of advancement, electronic records and documents, and school IDs. Reasonable efforts will be made to update student records with the student's requested name and gender pronoun or gender marker, and not to circulate records with the student's assigned birth name or gender marker. Meridian will also make reasonable efforts to also identify routine areas where a student's privacy could be violated by the improper usage of the legal name and gender marker. These include but are not limited to pre-printed labels, standardized tests, student IDs or library cards, school photos, notices from the main office, attendance slips, grade books, posted lists of student names, lesson plans, seating charts and roll sheets used by substitute teachers, and any other places where students' names are commonly written.

In order to protect a student's privacy, and to prevent accidental disclosure of a student's status, Meridian will maintain the official, permanent record in a secure location, separate from the student's other records. If the official record is maintained electronically, similar security measures shall be implemented to protect student privacy.

When a student or parent/legal guardian presents Meridian with documentation of a court-ordered legal name and/or gender change, Meridian will then change the student official,

permanent pupil record, from the current year to reflect the student's new legal name and gender, in a timely manner.

#### *Contact Information*

Any student who has experienced gender-based harassment, discrimination, bullying, or similar misconduct, or has additional questions regarding the information contained in this policy should contact:

Mr. Jeremy Zweiacker	Dr. Joe Steele
Title IX Coordinator	Bullying Coordinator
Meridian Technology Center	Meridian Technology Center
1312 South Sangre Road	1312 South Sangre Road
Stillwater, OK 74074	Stillwater, OK 74074
Phone Number 405-377-3333	Phone Number 405-377-3333

Outside Assistance may be obtained from:

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

#### *Cumulative Student Records Policy (I-428-A)*

A comprehensive system of records is kept on each student during his or her enrollment with Meridian Technology Center. This includes such information as grades, attendance, punctuality, results of safety tests, and work experience. Upon completion of the program by the student, a transcript is prepared for each student and retained as a permanent file. Attendance and grade records for high school students are transferred to the home high school to become a part of their permanent record.

#### *Release Of Student Information/Family Educational Rights & Privacy Act*

Meridian Technology Center may provide directory information in accordance with the provisions of the Family Educational Rights and Privacy Act.

The following items of information are considered "directory information" and cannot be released without consent or a record of disclosure:

1. Name
2. Address
3. Telephone number (unless it is unlisted)
4. Date and place of birth
5. Major Field of study
6. Dates of attendance
7. Degrees and awards received
8. Previous educational agency or institution attended
9. Participation in officially recognized activities and sports
10. Weight and height of members of athletic teams

Requests to withhold directory information must be submitted in writing by the parent or guardian, or the student personally if 18 years of age or older, within 10 calendar days after the first scheduled day of class. All written requests for non-disclosure will be honored for only one academic year.

### **Tuition**

A deposit is required for enrollment of adults in all full-time training programs. Adult students are responsible for purchasing books and supplies required for that training program.

Adults in regular full-time training programs will pay tuition according to the payment schedule provided to them. Payment is due on the day listed. Students enrolling in the Radiologic Technology, Practical Nursing, or Evening Cosmetology programs will be required to submit a deposit at the time of their notification of acceptance.

When students have need for financial assistance to meet these obligations, arrangements should be made prior to the beginning of the student's training. Every effort will be made to meet the student's need through the variety of financial assistance programs available.

Students who are sponsored by an outside organization shall provide a letter from that sponsor before the first day of class stating the fees for which the organization will be responsible. If such a letter is not produced, other financial aid arrangements have not been made, or the student has not paid the required fees when due, he or she will be dropped from the class.

### *Refund Policy For Full-Time Programs (I-408-B)*

Upon written notification of withdrawal\*, a tuition refund less the deposit will be remitted to individuals enrolled in full-time programs according to the following guidelines:

1. A 100% refund, less the deposit, will be remitted to students who officially withdraw within the first five days of a payment period.
2. No tuition will be refunded to a student who has not officially withdrawn within the first five days of a payment period or is dismissed due to breach of MTC policy.
3. A 100% refund, including the deposit, will be remitted only to students who have documented extenuating circumstances that have been approved by the Superintendent or his/her designee.

\*Written notice of withdrawal is considered to be the completion and submission of an official withdrawal form or a letter that is dated and signed by the student and addressed to the Director of the Career Planning Center.

#### *Refund Policies for Recipients of Title IV Financial Aid*

A federally mandated refund must be calculated for all Title IV financial aid recipients who withdraw prior to the completion of the period of enrollment for which he/she has been awarded aid according to the following federal regulations. If a student withdraws on or before the 60% point for the current period of enrollment, a portion of the total of Title IV funds awarded a student (Pell Grant and Oklahoma Tuition Aid Grant) must be returned, according to the provisions of the Higher Education Amendments of 1998. The calculation of the return of these funds may result in the student owing a balance to the school and/ or the federal government.

#### *Financial Aid*

Financial Aid is available to students that qualify and can assist students and their families with educational expenses. Sources of aid include, Federal Pell Grants and Oklahoma Tuition Aid Grants through the FAFSA process, Oklahoma's Promise, various scholarship opportunities, and tuition waivers.

Additional information on financial aid programs offered at Meridian is available through the financial aid and scholarship links on the Meridian Technology Center website as well as through contacting the Financial Aid Officer located in the Career Planning Center. Please call 405-377-3333 if you would like to make an appointment.

#### *SAP- Satisfactory Academic Progress*

Students receiving Title IV Pell Grant assistance must follow the Satisfactory Academic Progress (SAP) policy to continue their aid eligibility. This includes attendance requirements and program grade expectations, among other details. A copy of this policy will be explained and given to all Pell recipients. Title IV recipients may refer to the Financial Aid Handbook located in the Financial Aid Office and the Consumer Information Guide located on the Meridian Technology Center website for specific details.

Meridian Technology Center does not participate in the Federal Direct Student Loan Program and does not participate in or provide information regarding any private education loan programs.

### **Minor Student Residency (I-402-C)**

The technology center is established for the purpose of serving the educational interests of resident students. This includes homeless students, students who are not documented citizens, and students whose parents/guardians are not documented citizens. The district will not inquire into a student or parent/guardian's citizenship status as a part of enrollment, and will only use information regarding a student's living situation to better serve the student. The district will periodically review its practices and the documents it seeks as a part of establishing residency within the district to ensure that its processes are not overly burdensome and do not discourage the enrollment of homeless students and/or undocumented students.

#### *Basic Residency Requirements*

State law provides that a child's residence for school purposes is the district in which the (1) parents, (2) guardian or (3) person having legal custody of the child holds legal residence. Children may also establish residency if their attorney-in-fact is a resident of the district. Children who are foster children are granted residency in the district if they attended the district prior to entering foster care, if their current/prior foster family is/was a resident of the district, or if another child in their current foster home attends school in the district pursuant to a transfer. The district does not permit students to establish residency based on the mere affidavit of a person who has assumed permanent care and custody of the child under OKLA. STAT. tit. 70 § 1-113 or based on an attorney in fact affidavit under OKLA. STAT. tit. 10 § 700.

#### *Procedure for Resolving Residency Disputes*

Meridian Technology Center recognizes that there may be occasions when there is a dispute regarding residency. Upon enrollment in the school the technology center will verify that the student is a resident of the district or is otherwise entitled to attend school at Meridian for any reason authorized by law. As a part of this verification process Meridian will obtain an address from each student or the student's parent, guardian, or person having legal custody of the child. In providing an address to Meridian that is within the district's boundaries the student and student's parent, guardian, or person having legal custody of the child represent that this address is the student's residence. Meridian may also require, in order to verify residency, certified copies of court orders, guardianship documents, written agreements and affidavits relating to the care, custody, and control of the student, and any other information that Meridian deems relevant.

If at any time a Meridian administrator has a reasonable belief that the reported residence may not be the residence of the child for purposes of school attendance, the administrator shall notify the student's parent, guardian, or person having legal custody of the child that there is a question regarding the student's legal residency. The student's parent, guardian, or person having legal custody of the child shall be given an opportunity to submit information regarding the student's residency to Meridian's residency officer. All notices required by this policy shall be in writing.

Additionally, reasonable alternative arrangements for documenting communications will be made for those persons who are visually impaired or otherwise unable to communicate in writing.

Information or documentation to prove student residency in Meridian shall include but not be limited to proof of provision of utilities, payments of ad valorem taxes, local agreements or contracts for purchasing/leasing housing, driver's licenses, income tax returns, notes, mortgages, contracts and any other source of proof that is not in conflict with statutory provisions relating to the residence of students.

Any question or dispute as to the residence of a student not deemed to be a "homeless student" shall be determined by the residency officer and the board of education pursuant to the following procedures:

1. The student's parent, guardian, or person having legal custody of the child must notify the residency officer in writing of the review request within three school days from the date of written denial of admittance or from the date of written notification that the student is considered not to be a resident of the Meridian district. Upon receipt of a request for review, the residency officer shall allow the parent, guardian, or person having legal custody to provide additional pertinent information in accordance with the technology center's criteria and the statutory provisions regarding residency. This information must be submitted with the request for review.
2. The residency officer must render a decision and notify the student's parent, guardian, or person having legal custody of the child of the decision and reasoning therefore in writing within three school days of receipt of the request for review.
3. If the student's parent, guardian, or person having legal custody of the child disagrees with the residency officer's decision, such person shall notify the residency officer in writing within three school days of his or her receipt of the residency officer's decision. The residency officer will submit his or her findings and all documents reviewed to the board of education. The board of education will review the decision and the documents submitted on behalf of Meridian Technology Center and the student and will render a decision at the next board meeting. The decision of the board of education shall be the final administrative decision.

4. In an effort to place students in school as quickly as possible, timelines shall be followed unless due to emergency circumstances both parties agree to an extension of timelines.

*Miscellaneous Policy Provisions*

A. Hearings involving more than one student where students are related or residing in the same household may be consolidated at the discretion of the residency officer and the board of education.

B. If the residency dispute involves an 18-year-old student, all notices will be delivered to the student.

C. If already enrolled and attending school in the district, a student or students involved in a dispute related to the student's residency may remain in school until available appeals are exhausted when the student or the student's parent, guardian, or person having legal custody of the child has filed an appeal in the manner and within the time permitted by this policy.

D. The residency officer shall be in charge of maintaining the files related to a residency dispute, ensuring that the administrators and others directly involved in such a dispute forward their records of the dispute following their involvement, and otherwise keeping all communications involving the dispute intact.

E. The district's residency officer is the Career Planning Center Executive Director.

F. The board of education understands that there may be some instances where residency may be established on a date other than the date the student was enrolled in Meridian. For any period during which a student is enrolled at Meridian, but is not a resident of the district, Meridian may charge tuition if it is established that the student's parent, guardian, or person having legal custody of the child knew or should have known that the child or children who are the subject of the residency dispute were not residents of the district. The tuition shall be based on a per capita cost of educating a student at Meridian Technology Center during the preceding year. This issue may be raised along with other issues related to the residency dispute and shall be heard in the same manner.

G. Meridian Technology Center shall provide for educational services for homeless children as required by law. Meridian Technology Center reserves the right to require reverification of student residency at the beginning of each school term. A copy of this policy shall be provided to the student's parent, guardian, or person having legal custody of the child as soon as possible following the inception of any residency dispute.

*The McKinney-Vento Homeless Assistance Act (the "Act")*

The Act applies to all children and youth who lack a fixed, regular, and adequate nighttime residence, such as children living in homeless shelters, domestic violence shelters, runaway

and homeless youth shelters, transitional living facilities, cars, campgrounds, motels or children and youth living doubled up, and homeless and migratory children.

The Act provides that homeless children and youth:

- Do not need a permanent address to enroll in school;
- Have a choice of school placement;
- Cannot be denied school enrollment because school records or other enrollment documentation are not immediately available;
- Have the right to participate in all federal, state, or local programs and activities for which they
- are eligible;
- Cannot be isolated or separated from the mainstream school environment; and
- Have the right to receive prompt resolution of any dispute regarding educational placement.

Therefore, in accordance with the Act, the technology center shall make reasonable efforts to identify homeless children, encourage their enrollment, and eliminate existing barriers to their education that may exist. The technology center will not stigmatize or segregate homeless students and youth, and these students shall have access to the same public-school programs available to other students of the technology center. The technology center will identify and provide equal access to secondary education and support systems for homeless students, runaway youths, and youths separated from public schools. The technology center will also work to identify and remove those barriers which prevent youths from receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school.

#### *Programs, Activities, and Social Services*

Meridian Technology Center will provide each homeless student or youth those programs, activities, and social services available to Meridian students which are determined to be in the student's best interests.

The programs, activities, and services include the following:

- Preschool
- Special education
- Title I
- Limited English Proficiency
- Before and after school care
- Academic and extracurricular activities
- Magnet schools
- Summer school
- Career and technology education

- Advanced placement
- Online learning
- Charter school
- School meals and
- Transportation

Meridian will waive those fees which may present a barrier for homeless students or youths, including those associated with the school meal programs and transportation.

#### *Enrollment, Records, and Immunizations*

The Act provides that homeless children and youth, individually or through a parent or guardian, may choose to attend the school in the area in which they are currently living. Meridian's residency officer will determine whether a student is a homeless child or youth for purposes of establishing residency and promptly advise the parent, guardian or person having legal custody of the child of the decision, both orally and in writing, if possible. If there is no such person, the residency officer will advise the student. Whenever possible, the technology center will comply with the wishes of either the parent, guardian, person having legal custody of the child, or student regarding enrollment. Meridian will enroll each homeless student and permit his or her full participation in all school programs, whether or not the student is accompanied by a parent, guardian or person having custody of the child, and without proof of residence, current immunizations and traditional enrollment documentation, such as school records and medical/immunization records. Meridian's homeless liaison may assist the student and school in obtaining those items. A parent, guardian, or person having legal custody of the child who disagrees with the residency officer's determination may appeal the decision to the board of education under the procedure identified in this policy. If there is no parent, guardian or person having legal custody of the child available, the student may appeal the decision.

#### *Appeals Procedures*

Meridian will make every effort to resolve disputes regarding homeless children at the lowest level possible by utilizing the following process:

1. At the time a homeless student seeks enrollment, Meridian will notify the student or his/her family of these procedures and provide the student/family with a copy of this policy.
2. Meridian will promptly notify the Career Planning Center Executive Director that a homeless student seeks enrollment and will seek to involve the coordinator in decisions regarding the student's education.
3. Students/families who disagree with a decision regarding the student's education may meet with the coordinator for an informal resolution. The coordinator will notify the

student/family that a written complaint may be submitted within five days (or longer if agreed upon by the parties).

4. If the coordinator receives a written complaint, the coordinator will prepare a decision (plan of action) and provide it to the student/family within five days of receipt of the written complaint. The coordinator will also notify the student/family of the right to appeal to the superintendent.

5. Students/families who are still dissatisfied with a decision regarding the student's education may file a written appeal with the superintendent within five days of receipt of the coordinator's plan. The superintendent will meet with the student/family within five days of receipt of the appeal. The superintendent will issue a decision within five days of the meeting with the student/family. The superintendent will also notify the student/family of the right to appeal to the board of education.

6. Students/families who are still dissatisfied with a decision regarding the student's education may file a written appeal with the board of education by submitting a written notice to the superintendent within five days of the superintendent's decision. The appeal will be placed on the next agenda (or the following agenda, if the appeal is received after the agenda posting deadline) and the board's decision is final at the technology center level. Students/families who are still dissatisfied with a decision regarding the student's education may file an appeal with the Oklahoma State Department of Education utilizing the procedures established by the OSDE.

A standard form adopted by the Oklahoma State Department of Education to identify any student who is a homeless child or youth shall be completed annually at enrollment by the parent or guardian of a student or by the student if he or she is not in the physical custody of a parent or guardian. Meridian shall report the results of the form-collected data to the Oklahoma State Department of Education no later than June 1 of each year.

The homeless status of a child or youth may be verified by the district's McKinney-Vento homeless liaison. Verification, *at a minimum*, shall consist of the following steps:

The child or youth shall be known to the person verifying his or her housing status; and if verifying the status of a child or youth under eighteen (18) years of age, the person verifying shall: check the National Missing and Unidentified Persons System (NamUs) referenced in Okla. Stat. tit. 74, § 151.3 for the name of the child or youth, send a letter by return receipt mail to the last known address of the parent or legal guardian of the child or youth informing the parent or legal guardian that the person verifying is assisting the child or youth in obtaining a REAL ID Noncompliant Identification Card, which shall be valid for a period of four (4) years from the month of issuance, and if no response from the parent or legal guardian objecting to the child or youth obtaining a REAL ID Noncompliant Identification

Card is received within fifteen (15) business days, the person may prepare written verification stating that the child or youth is homeless.

### *Establishing Residency*

A student shall be considered in compliance with residency provisions of this policy and state law if he or she is a student whose parent or legal guardian is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order. The parent or legal guardian of such a student must provide proof of residence in the technology center within ten (10) days after the published arrival date provided on their official documentation.

The following may be used to establish proof of residency:

1. A temporary on-base billeting facility,
2. A purchased or leased home or apartment, or
3. Federal government or public-private venture off-base military housing.

State law provides that transitioning military children placed in the care of a noncustodial parent or other person standing in loco parentis, may attend school in the district in which the noncustodial parent or person standing in loco parentis to the transitioning military child holds legal residence. Similarly, transitioning military children placed in the care of a noncustodial

parent or other person standing in loco parentis may continue to attend the school in which the student was enrolled while residing with the custodial parent. A special power of attorney relating to the guardianship of a military child and executed under applicable law shall be sufficient for purposes of enrollment and all other actions requiring parental participation and consent.

### *Enrollment*

For a student whose parent or legal guardian is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order, the technology center shall accept applications by electronic means, including enrollment in a specific school or program within the technology center and course registration.

Meridian will promptly accept unofficial or "hand-carried" educational records and transcripts in lieu of official education records and transcripts for transitioning military children. Upon receipt of such records, Meridian will promptly enroll the transitioning military child. However, upon enrollment, Meridian will request official educational records and transcripts from the school in the sending state. Meridian residency officer will determine whether a student is a transitioning military student for purposes of establishing

residency and promptly advise the parent or other person standing in loco parentis of the decision, both orally and in writing, if possible. A parent or other person standing in loco parentis who disagrees with the residency officer's determination may appeal the decision to the board of education under the procedure identified above.

#### *Course Level and Educational Program Placement*

To the extent that Meridian is in a receiving state, the technology center may subsequently perform course placement and educational program evaluations of a transitioning military student. However, Meridian will initially place the transitioning military student in courses and programs comparable to those in which the student was a participant while in the sending state. Meridian will make these accommodations whether or not the student has fulfilled the necessary prerequisites in the sending or the receiving state.

#### *Extracurricular Activities*

When appropriate, Meridian will provide transitioning military children the opportunity to participate in extracurricular participation, regardless of application deadlines.

#### *Immunizations*

Transitioning military children shall have 30 days from the date of enrollment to obtain any immunizations required by Oklahoma law. For a series of immunizations, such children must obtain initial vaccinations within 30 days.

#### *Tuition*

Meridian may not charge tuition to a transitioning military child placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a district other than that of the custodial parent if the parent or other person standing in loco parentis lives within the boundaries of this technology center district.

### **Use Of Multiple Occupancy Restrooms And Changing Areas (I463a)**

Pursuant to SB615 (2022), each multioccupancy restroom and changing area located in public schools serving students in prekindergarten through twelfth grades shall be designated as either for the exclusive use of the male sex or for the exclusive use of the female sex. The Technology Center has, therefore, designated its restrooms for use as follows: "males," "men," or "boys"; "females," "women," or "girls"; and "single-occupancy."

"Sex," for the purposes of this policy is defined as the physical condition of being male or female based on genetics and physiology, as identified on the individual's original birth certificate.

"Multiple occupancy restroom or changing area" is defined as an area in a public school or public charter school building designed or designated to be used by more than one individual at a time, where individuals may be in various stages of undress in the presence

of other individuals. The term may include but is not limited to a school restroom, locker room, changing room, or shower room.

“School” means any public school and public charter school that serves students in prekindergarten through twelfth grades in this state.

“Individual,” for the purposes of this policy is defined as any student, teacher, staff member, or other person on the premises of a School.

“Coach,” for the purposes of this policy is defined as a person employed by the technology center who is involved in the teaching or training of students participating in a school-sponsored athletic activity.

“School-sponsored athletic activity” for the purposes of this policy is defined as a sporting event that is supported and affiliated with the technology center such as games, matches and tournaments.

If an individual does not wish to comply by using the appropriate restroom or changing room based on sex as defined herein, the Technology Center shall provide a

reasonable accommodation by providing access to a single-occupancy/single use restroom or changing room.

An individual shall be disciplined by the Technology Center for refusing to (a) use the appropriate multiple occupancy restroom or changing area designated for their sex as defined herein, (b) designate multiple occupancy restrooms or changing areas for the exclusive use of one sex as defined herein, or (c) provide access to a single-occupancy restroom or changing room to an individual who does not wish to utilize the multiple occupancy restroom or changing area designated for their sex, provided that such individual is authorized to be on Technology Center premises. Students shall be disciplined pursuant to the Technology Center’s student behavior policy. Employees shall be disciplined pursuant to the appropriate Technology Center policy and Oklahoma law based on the employee’s position within the Technology Center. Other persons on the premises of the Technology Center shall be disciplined pursuant to the appropriate Technology Center policy and Oklahoma law.

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

1. For custodial, maintenance, or inspection purposes;
2. To render emergency medical assistance; or
3. If a suitable meeting room or area is not available, a coach may enter a locker room before, during, or after a school-sponsored athletic activity, provided:
  - All students present are fully clothed;

- The coach shall be accompanied by at least one additional adult at all times; and
- If the coach is the opposite sex of the students present, the coach shall be accompanied by at least one adult of the same sex as the students present,
- The adult accompanying the coach shall not be a current high school student.

### **Vaccinations**

Meridian Technology Center does not have a vaccination policy. Secondary students from partner schools are required to follow the vaccination policy of their respective school districts. Students enrolled in Health Career majors or any other career major that requires vaccinations will be required to follow those guidelines to participate in the major.

### **Virtual, Hybrid, And Distance Learning (I-460-A)**

This policy may be used if students are unable to attend class or able to attend class only on a part time basis for various health or safety reasons. Complete technology center closure is not a prerequisite to use of this policy.

When Meridian engages in virtual, hybrid, or distance learning, instruction can be delivered via a number of Technology Center-Approved Means and Mediums, but in all cases, instructional delivery methods will comply with requirements and guidance from the Oklahoma State Department of Education (OSDE) and Oklahoma Department of Career and Technology Education. These methods can include, but are not limited to, means and mediums already implemented or may be implemented in the future by Meridian administration which may or may not include use of technology. Although the student may not be on campus, programs will continue, and the Meridian shall continue to engage students with instruction and experiences that provide opportunities for continuous learning while allowing them to stay connected with their instructors.

Whether provided through virtual, hybrid, or distance instruction, Meridian shall, to the greatest extent practicable, provide students with quality educational opportunities and continuity of instruction that is consistent with Meridian's vision and mission. When making decisions regarding the means and mediums utilized for virtual and distance learning, the technology center shall strive to bridge any equity gaps between those students with and without the technology and resources necessary to access virtual instruction. Meridian shall utilize all available funding sources and means to bridge these gaps in compliance with federal and state law.

If you have any questions or would like to see a full copy of this policy, please visit the Career Planning Center or call them at 405-377-3333.

*Ongoing Evaluation And Adaptation To Exigent Circumstances*

Meridian, in consultation with state, local, and federal officials, shall continuously evaluate this policy, and the procedures herein, and adapt the same based on guidance from appropriate agencies. Reference: 20 U.S.C. § 1232g, 34 CFR Part 99