

Student Handbook



Where Education **Empowers.**

2026 - 2027



Where Education **Empowers.**

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ADMINISTRATION

Superintendent/CEO
Assistant Superintendent
Program Director
Program Director
Program Director
Program Director
Program Director
Director of Workforce and Economic Development
Director of Human Resources
Finance Director
District Treasurer
Director of Information Technology
Director of Facilities

Mike Martin
Michael Gustafson
Alisha Mason
Amber Phipps
Kim Goode
Dr. Fiona McAlister
Kristal McCathern
Jason Phipps
Jennifer Akins
Angela Young
Chelsi Rateliff
Becky Williamson
Danny Strus

BOARD OF EDUCATION

President
Vice President
Clerk
Member
Member

Dana Gossvener
Brian McDaniel
Bill Coleman
Georganne Westfall
Jack Jones

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2026-2027 SCHOOL CALENDAR

FALL SEMESTER

August 12
September 7
October 16, 19
November 23-25
November 26-27
December 18
December 21-23, 28-30
December 24, 25
December 31

Fall Semester Begins—ALL STUDENTS REPORT TO CLASS
Holiday – Labor Day (Campus Closed)
Instructional Programs closed – Fall Break (Campus Closed)
Instructional Programs closed (Campus Closed)
Holiday – Thanksgiving Break (Campus Closed)
Fall Semester Ends (85 instructional days in session)
Instructional Programs closed (Campus Closed)
Holiday – Christmas Holiday (Campus Closed)
Holiday- New Year's Eve Holiday (Campus Closed)

SPRING SEMESTER

January 1
January 4
January 18
March 15-19
March 26
May 19

Holiday – New Year's Eve Holiday (Campus Closed)
Spring Semester Begins
Instructional Programs closed – Optional Workday
Spring Break (Campus Closed)
Holiday - Good Friday (Campus Closed)
Spring Semester Ends (91 instructional days in session)

SouthernTech's school calendar may differ from a high school student's home school calendar. Students enrolled in programs exceeding 528 hours may follow a different scheduled calendar. All students are expected to attend SouthernTech as scheduled. Secondary students must comply with both their home school's attendance policy and SouthernTech's attendance policy.

If a student's home school is closed while SouthernTech remains open, the student is still expected to attend SouthernTech. Bus transportation will follow the normal route schedule whenever SouthernTech is in session.

GENERAL POLICY STATEMENT

The following policies and procedures are condensed. The policies and procedures can be viewed in their entirety at www.sotech.edu under Full-Time Career Programs – Student Guidelines.

INTRODUCTION

Welcome to SouthernTech! We are honored you chose SouthernTech to enhance your career skills and leverage your marketability. Our mission is to provide high-quality, skills-based technical education and training opportunities to ensure success. It is important that you completely understand our expectations. Our student policies are available on our website. To remain in good standing, you are expected to follow the policies during your time with us. SouthernTech policies are subject to revision by the SouthernTech Board of Education.

NON-DISCRIMINATION (Policy AB)

The District is committed to the policy that no person shall be unlawfully subjected to discrimination in, excluded from participation in, or denied the benefits of any educational program, extra-curricular activity, or employment in the District on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, or veteran status.

In accordance with applicable Oklahoma law, including provisions addressing discrimination based on religion, the District recognizes antisemitism as a form of discrimination. When determining whether conduct constitutes discrimination or harassment on the basis of religion, including against individuals who are Jewish, the District may consider the definition of antisemitism adopted by the International Holocaust Remembrance Alliance (IHRA), including contemporary examples, as an interpretive resource.

In compliance with Okla. Stat. tit. 70 § 24-163(D)(1), the technology center shall electronically report all incidents and complaints of antisemitic discrimination and harassment to the Oklahoma Department of Education's Title VI Coordinator.

If you have inquiries or information and would like to file a claim, you may contact the Title IX Coordinator or the 504 Coordinator with the emails listed below:

titleixcoord@sotech.edu or

504coord@sotech.edu

2610 Sam Noble Parkway

Ardmore, OK 73401

[580-223-3070](tel:580-223-3070)

TOBACCO PRODUCTS (Policy BB)

All district property is designated as non-smoking and tobacco-free. Smoking or the use of any tobacco product, including but not limited to cigarettes, cigars, pipes, smokeless tobacco, or vapor e-cigarettes shall not be allowed in any district-owned building, anywhere on district's campus, or in any vehicle owned or leased by district. Entrances to any district-owned building shall be posted with signs stating that smoking and the use of tobacco is prohibited. Smoking or other use of the above-listed tobacco or vapor e-cigarette related products by district employees, students, or any person while in or on school properties or while participating in a district-sponsored event is prohibited.

SAFETY EDUCATION (Policy BC)

The practice of safety is paramount to the instructional plan of the district by virtue of educational programs such as traffic and pedestrian safety, driver education, fire prevention, awareness of rape, acquaintance rape, other sex offenses, and emergency procedures and practices - including encouraging students and employees to be responsible for their own security and the security of others. Safety education is provided to students based on the program's specifics.

TRANSPORTATION SERVICES (Policy BF)

The district may furnish transportation to enrolled high school students who reside within the district. Pick up and drop off will be at the student's home high school. Adult students may request, in writing, assistance with transportation services; however, these requests will be considered on a 'case-by-case' basis. Such

transportation may be provided either with District-owned buses or vehicles or through contractual arrangements with local service providers. Students shall be expected to comply with any administrative regulations regarding conduct on buses and district-owned vehicles.

Transportation is a privilege and not a right; students may be removed from the bus for inappropriate behavior.

BUS RIDING RULES:

If a student desires to ride a bus that is not their normal route, prior approval must be obtained by a Program Director and High School Administration. If the student is a minor, the parent or legal guardian must be involved in the request for approval to modify transportation.

ALL PASSENGERS ARE SUBJECT TO AUDIO AND VIDEO SURVEILLANCE

STUDENTS SHOULD:

- Be on time at the designated school bus stop.
- Practice safety procedures while waiting, boarding, and riding the bus.

WHILE ON THE BUS – STUDENTS SHOULD:

- Keep hands inside the bus.
- Refrain from the possession, use of tobacco, vaping devices, alcohol, or drugs.
- Keep the bus safe and clean.
- Be respectful of property and pay for all damages.
- Never tamper with the bus or any of its equipment.
- Maintain possession of personal items and keep the aisle clear.
- Refrain from using vulgar language.
- Never throw objects in or out of the bus.
- Remain in assigned seat if restricted to one by the bus driver or the administration.
- Remain quiet when approaching a railroad crossing stop.
- Be courteous to fellow students and bus drivers.

- Remain on the bus during road emergencies except when it may be hazardous or unsafe to do so. (Hazardous or unsafe emergencies will be determined by the driver.)
- Never bring weapons, knives, or sharp objects on the bus.
- Refrain from inappropriate behavior and follow the direction of the bus driver.
- Refrain from walking around on the bus while bus is in motion

AFTER LEAVING THE BUS:

- If a student must cross the street in front of the bus, the student should walk on a sidewalk or along the side of the street to a place at least 10 feet in front of the bus before crossing. Students should wait for the bus driver's signal and stay clear of traffic.

EXTRACURRICULAR TRIPS:

- The above rules and regulations will apply to all trips under school sponsorship.

PENALTY FOR UNACCEPTABLE CONDUCT ON A SCHOOL BUS:

Any conduct that subjects other riders or drivers to verbal or physical abuse or causes unsafe conditions or is deemed by the Tech Center Administration to be unacceptable or inappropriate will result in disciplinary action. Disciplinary action may include the loss of transportation services. If district property is damaged, the Tech Center will seek restitution for any damages that have been incurred and could file a lawsuit to recover damages in accordance with state law.

SEXUAL HARASSMENT (Policy BH)

The district is committed to providing equal employment and educational opportunities and, therefore, forbids sexual harassment as defined below by or against any employee, student, or applicant for employment. This policy also applies to non-employee volunteers whose work is subject to the control of District personnel.

SEXUAL HARASSMENT REPORTING AND THE INVESTIGATION PROCESS

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

Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment.

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the school district's educational program or activity; or

Sexual assault, dating violence, domestic violence or stalking as defined by federal law.

For this policy, examples of sexual harassment include, but are not limited to:

Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually oriented "kidding" "teasing," double meanings, and jokes.

Demeaning comments about a student's ability to succeed in a class traditionally associated with the opposite gender—such as suggesting a girl cannot excel in a "boy's" subject or a boy cannot succeed in a "girl's" subject—may constitute sexual harassment.

Additionally, privately discussing sexual matters with a student, or engaging in inappropriate hugging or touching, may also be considered sexual harassment.

Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately. Use of e-mail, the Internet, or technology may constitute sexual harassment as much as use of in-person, postal mail, handwritten or other communication.

Any of these conducts effectively deprive a student of equal access to educational opportunities or benefits provided by the school.

Specific Prohibitions - Administrators and Supervisors

It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.

Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.

The "off-duty" conduct of school personnel that has or will have a negative impact on the educational process of the school or constitutes an illegal or inappropriate relationship with a student may subject the employee to disciplinary action which could include termination of employment. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 constitutes a crime under Oklahoma law and will most likely result in the suspension of certification by the State of Oklahoma.

Notice of this policy and grievance procedure, including how to file or report sexual harassment and how the district will respond shall be provided to applicants for admission and employment, students, parents or legal

guardians, and unions or professional organizations holding agreements with the school district.

Reporting Allegations of Sexual Harassment

It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.

Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The Title IX coordinator should then provide the appropriate paperwork to the student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail, or as directed by the Title IX coordinator.

Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur because of the good faith reporting of charges of sexual harassment.

Upon notice from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the student (alleged victim) to discuss the availability of supportive measures, consider the student's wishes regarding supportive measures, and explain the process that will be involved with a formal complaint.

Grievance Procedure

Equitable Treatment means that the alleged victim (complainant) and the alleged respondent (respondent) will be treated equitably by the school district.

Objective Evaluation of Evidence means that all evidence, both inculpatory and exculpatory, will be evaluated objectively. Credibility determinations will not be made based on the party's status as complainant, respondent, or witness.

Conflict of Interest mean any person serving as the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate the process shall not have a conflict of interest against complainants and respondents generally or against the complainant and respondent.

Presumption means that there will be a presumption that the respondent is not responsible for the alleged conduct until a determination is made at the grievance process's conclusion.

Timeliness means that the grievance process will proceed in a timely manner. Any delay in the process of good cause such as law enforcement involvement, absence of a party, witness or advisor, translation, or accommodation needs will be documented, and written notice provided to both parties explaining the reason for the delay.

Possible outcomes mean a description or listing of possible disciplinary outcomes, and remedies that may be implemented following a determination of responsibility must be provided to both parties.

Standard of Review means that the school district will utilize a preponderance of the evidence standard or a clear and convincing evidence standard to determine responsibility. The standard chosen by the school district is the same as all formal complaints, including those against employees.

Privileged Information means that the school district will not require, allow, or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

Written Notice

Upon receipt of a formal complaint, the school district will provide written notice to all known parties in sufficient time to give the respondent time to prepare a

response before an initial interview. The written notice must include:

Notice of the grievance process, including any informal resolution process.

Notice of the allegations, including sufficient details to allow the respondent to prepare a response.

A statement that the respondent is presumed not responsible for the conduct, and that responsibility will be determined at the grievance process conclusion.

Notice of the parties' right to have an advisor and to inspect and review evidence. The advisor may but is not required to be an attorney.

Notice of any provision in the student discipline code that prohibits knowingly making false statements or providing false information in the grievance process.

If during an investigation, the school district obtains additional information about the respondent or complainant that was not included in the original written notice, notice of the additional allegations must be provided in writing to both parties.

Investigation of the Allegations means the school district will designate an investigator to investigate the allegations. Contact information for the investigator will be provided to the complainant and respondent.

The burden of proof and gathering evidence remains in the school district.

An equal opportunity will be provided to both parties to present witnesses and evidence during the investigation.

Neither the complainant nor respondent will be prohibited from discussing the allegations or gathering and presenting evidence to the investigator.

Both parties will have the opportunity to have others present during interviews or related proceedings. This may include an advisor who may but is not required to be an attorney.

Written notice of the date, time, participants, purpose, and location of any investigative interview, hearing, or

other meetings shall be provided to the party who is invited or expected to attend.

Both parties and their advisors, if any, will be provided with an opportunity to review all evidence related to the formal complaint of the allegations. This would include any evidence on which the school district does not intend to rely, and any exculpatory or inculpatory evidence from any source. Such evidence must be provided prior to the completion of the final investigation report and in time to give the parties at least ten (10) days to prepare a written response, which the investigator must consider prior to completing the investigation report.

A written investigation report will be provided that summarizes the relevant evidence. This report will be provided to the parties and their advisors, if any, for their review and written response at least ten (10) days before a hearing or determination of responsibility.

Hearing means that the Title IX Coordinator will determine whether a live hearing is necessary on a case-by-case basis if both parties request and consent to such a hearing. Regardless of whether a live hearing is held, or a written hearing is conducted, each party will have ten (10) days from the receipt of the investigation report to submit written, relevant questions that the party wants the asking of another party or witness. Both parties will be provided with answers and follow-up questions. Federal law determines when questions regarding a complainant's prior sexual behavior or sexual predisposition are considered relevant in a hearing provided by a school district.

Determination of Responsibility means that the decisionmaker, who is not the Title IX coordinator or the investigator, will apply a preponderance of the evidence standard or a clear and convincing evidence standard to determine responsibility, and will issue a written determination of responsibility that:

Identifies the allegations that potentially constitute sexual harassment.

Describes the school district's procedural steps taken from the receipt of the complaint to the determination.

Includes findings of fact to support the determination.

Includes conclusions regarding applicants of the discipline code to the facts.

Includes a statement of, and rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the school's educational programs or activities will be provided to the complainant; and

The procedures and permissible basis for appeals.

Appeals means within ten (10) days of a determination of responsibility, dismissal of a complaint or any allegations therein either party may appeal for one of the following reasons:

- A procedural error affected the outcome.
- New evidence that was not reasonably available at the time of the determination could affect the outcome.
- Conflicts of interest on the part of the Title IX coordinator, investigator or decision maker that affected the outcome.

If an appeal is made, the school district will provide written notice to both parties of the appeal. Both parties will be provided with an equal opportunity to submit a written statement in support of or challenging the determination within ten (10) days of the written notice to both parties of the appeal being filed. The appeal will be heard by an appeal decision maker who is not the Title IX coordinator, the investigator, or the original decision maker. The appeal decision maker cannot have a conflict of interest or bias against complainants and respondents generally, or the complainant and respondent. The appeal decision maker will receive training as mandated by law. The decision of the appeal decision maker will be final and non-appealable. The written decision of the appeal decision maker will be provided within ten (10) days of the deadline for written statements supporting or challenging the initial determination. The written decision will be provided simultaneously to both parties.

Recordkeeping means that the school district will keep records related to reports of alleged sexual harassment for a minimum of seven (7) years. Records maintained will include investigation of records, disciplinary sanctions, remedies, appeals, and records of any action taken, including supportive measures. Records will document that, in each case, the school district responded appropriately and was not indifferent. They will also show that steps were taken to restore or maintain equal access to educational programs or activities. If supportive measures are not provided in response to a report, the records must explain why the school's response was reasonable based on the information available at the time.

The district will also post the training materials used to train Title IX coordinators, investigators, and decision makers on the district website at: www.sotech.edu. These materials will also be available to the public.

Retaliation means that the board of education prohibits reprisal by the school district or any employees of the school district against any person for the purpose of interfering with Title IX rights or because the person has participated or refused to participate in any manner in a proceeding under Title IX regulations. Complaints of retaliation will be addressed under the district's grievance process.

Charging a person with a discipline violation or code of conduct violation based on a person's knowingly making a materially false statement in bad faith in an investigation is not retaliation.

INTERNET ACCESS, INTERNET SAFETY, AND ACCEPTABLE USE POLICY (Policy BJ)

PURPOSE: The purpose of this policy is to establish a set of guidelines and expectations that will enhance learning at SouthernTech while protecting employees, students, and partners from illegal or damaging actions by individuals either knowingly or unknowingly. Inappropriate use of technology exposes the District to many risks including viruses, compromised data, and other legal liability.

SCOPE: This policy applies to employees, students, partners, contractors, or any other guests who access District resources using District-owned or personal equipment.

- I. Acceptable Use – The use of District resources must be in support of education or research and consistent with the educational objectives or Southern Oklahoma Technology Center. Transmission of any material in violation of U.S. or state law is prohibited. This includes, but is not limited to: copyright material, threatening or obscene material, material protected by trade secret, or other confidential information. Use for commercial activities, product advertisements, religious promotion, or political lobbying is also prohibited.
- II. Intellectual Property – All “Intellectual Property”, meaning databases, audio-visual material, electronic circuitry, computer software, computer files, communications, information, inventions, or discoveries, generated through any activity associated with the District will be considered the sole property of the District.
- III. General Use – Employees, students, partners, contractors, or guests are responsible for exercising good judgment regarding the use of the District’s technology resources. The following activities are, in general, prohibited. While the list is not exhaustive, it is an attempt to provide a framework for activities that fall into the category of unacceptable use.
 - a. Introduction of malware or malicious software onto District resources is prohibited.
 - b. Port scanning or security scanning is expressly prohibited.
 - c. Executing any form of network monitoring that intercepts data not intended for the recipient is prohibited unless this activity is part of an employee's normal job/duty.
 - d. Revealing your password to others or allowing others to use your account is prohibited.
 - e. Circumventing user authentication or security of any host, network, or account is prohibited.
 - f. Bypassing or attempted bypassing of internet filters or other monitoring software is prohibited.
 - g. Using any program, script, or command with the intent to interfere with or disable a user’s session is prohibited.
 - h. Sending unsolicited email messages, including the sending of “spam” or other advertising material to individuals who did not request such material is prohibited.
 - i. Posting non-business related messages to large numbers of individuals, including forwarding of chain letters or other “inspirational” type messages is prohibited.
 - j. Storing large amounts of personal photos, music files or other data on District owned servers or computers is prohibited.
- IV. Social Networks (District or Professional Use) – When participating in a social networking site or blog in a professional capacity you must have the approval of the Superintendent to do so. District employees are expected to serve as positive ambassadors for our schools and remember they are role models to students in this community. Because readers of social media may view the employee as a representative of the District, they are required to observe the following rules when referring to the district, its students, programs, activities, employees, volunteers and communities on social media:
 - a. Do not post confidential or proprietary information about the District, its students, alumni, or employees on social networking sites or blogs. District employees may not disclose information on any social media network that is confidential or

proprietary to the district, its students or employees or that is protected by data privacy laws such as FERPA. Posting images on any social media network of co-workers without the co-workers consent is prohibited. Information or images of students may NOT be posted on any social media network without written consent.

- b. Never pretend to be someone else and post information about the District. Employees may not act or purport to act as a spokesperson for the District or post comments as a representative of the District, except as authorized by the superintendent or the superintendent's designee. District employees must make clear that any views expressed are the employee's alone and do not necessarily reflect the views of the district.
- c. Any information shared via social networking sites or blogs regarding the business of the District whether using personal or District equipment is considered public record and must be retained according to state and local laws.
- d. Thoroughly check spelling and grammar before you post.
- e. Be aware that blogs and social networking sites by their very nature are not private. Internet search engines can find information years after it was originally posted. Comments can be forwarded or copied even if you delete a post.
- f. An employee's use of any social media and an employee's postings, displays, or communications on any social media network must comply with all state and federal laws and any applicable district policies.

- g. District employees will exercise discretion and maintain professionalism when communicating with students or groups of students via school-approved platforms or wireless telecommunication devices. Employees will limit communication with students to matters concerning a student's education, or extracurricular activities for which the staff member has responsibilities.
- h. District's name/logo may not be used on any social media network without permission from the Superintendent, or designee. Nonpublic images of the District premises and property, including floor plans, may not be posted or shared.

V. Social Networks (Personal Use) – The personal use of social networking sites or blogs creates the risk of affecting your professional career. To that end, it is vital that you conduct yourself in a way that does not adversely affect your position with the District.

- a. Employees are prohibited from knowingly "friending" or communicating with current students on their personal social networking account. This does not include "professional" social networking accounts that may be created by the District Marketing Coordinator specifically for student/stakeholder communication.
- b. Posting of information or photographs that may be considered defamatory, libelous, obscene, or in violation of District policy, regulation or FERPA may result in professional repercussions.
- c. You do not have control of what others may post on social networking sites; therefore, be aware that your conduct in your private life may affect your professional life. District employees

should be aware that persons classified as “friends” or persons who can access a personal social networking site may have the ability to download and share the employee’s information and photographs with others. Employees are strongly encouraged to set and maintain social networking privacy settings at the most restrictive level.

- d. During the work day (unless on leave), including lunches or breaks, employees should refrain from participating in social networking sites that are personal in nature. Such activities leave time-stamps and could be misinterpreted by others.
- e. District employees are personally responsible for all comments/information they publish online. Respect and professionalism should be maintained in all communication – by word, image or other means. Employees shall not use obscene, profane or vulgar language on any social media network or engage in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior, sexual harassment, or bullying.

- VI. Generative Artificial Intelligence (AI) Chatbots – Staff – The use of generative AI chatbots will largely be allowed while performing work for the District. No proprietary District data may be submitted (copied, typed, etc.) to these platforms. Employees wishing to use generative AI chatbots should discuss the parameters of their use with their director/supervisor. Directors/supervisors may verbally approve, deny, or modify those parameters as best meet

company policy, legal requirements, or other business needs.

- VII. Generative Artificial Intelligence (AI) Chatbots – Student – The use of generative AI chatbots will be allowed with limitations while performing school work for the District. However, district-provided email addresses, credentials, or phone numbers cannot be used to create an account with these technologies. No proprietary District data may be submitted (copied, typed, etc.) to these platforms. Students wishing to use generative AI chatbots should discuss the parameters of their use with their instructor. Instructors may deny or modify those parameters as best meet company policy, legal requirements, or other business needs.
- VIII. Harassment/Cyber-Bullying – With respect to electronic communications, students are specifically prohibited from bullying, harassing, threatening, or intimidating other students, employees, patrons, and guests regardless of where the electronic communication originated. Students may be suspended, transferred, expelled or face other disciplinary/legal action if found to be in violation. Harassment or bullying should be reported to an instructor or an administrator.
- IX. Warranty – Southern Oklahoma Technology Center makes no warranties of any kind. The District is not responsible for any damages resulting from loss of data, delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the District’s technology resources is at your own risk.
- X. Privacy – While the District desires to provide a reasonable level of privacy, users should be aware that data or communications transmitted or stored using District resources is considered property of the District and may be accessed at any time without notification. For security and network maintenance purposes, authorized individuals within the District may monitor

equipment, systems, and network traffic at any time.

- XI. Children's Internet Protection Act (CIPA): Southern Oklahoma Technology Center has adopted CISCO MERAKI WEB FILTER AND FIREWALL as the technology protection measure (Internet Filtering Software). CISCO MERAKI protects against access by adults and minors to visual depictions that are obscene, or with respect to use of computers with internet access by minors – harmful to minors. **Our Internet Acceptable Use Policy addresses the following as required by CIPA:**

- a. Access by minors to inappropriate matter on the internet
- b. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.
- c. Unauthorized access including so called "hacking," and other unlawful activities by minors online.
- d. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
- e. Measures designed to restrict minors' access to materials deemed harmful to minors.

- XII. Copyright Material – Students are prohibited from installing, copying, or downloading any copyrighted material or software on the District's computer hardware. Employees are prohibited from installing, copying, or downloading any copyrighted material or software on the District's computer hardware without the express written consent of the copyright holder and the approval of the appropriate administrator or system operator.

- XIII. Exceptions – General Use b., c. These provisions are subject to the following exceptions:
- a. Port scanning, network monitoring as required as part of a student learning or demonstration within the confines of the lab environment and

- b. The instructor isolates the teaching lab/network from the network in use by staff and other students or guests
- c. The instructor will notify the Information Technology Department of the demonstration or activity before it takes place. Social Networks (Personal Use) a. This provision is subject to the following exceptions: (a) communication with relatives and (b) if an emergency situation requires such communication, in which case the employee should notify his/her supervisor of the contact as soon as possible.

- XIV. Consequences for Violations of social media/Network Policy: Reports of a violation of the policy may result in an investigation of the user's posts, files, internet usage, or other electronic/digital media. The investigation and its scope will be reasonable and calculated to disclose the existence and nature of the alleged violation. If warranted, consequences will be determined in accordance with state and federal laws, considering the type of violation, past history, and level of the user.

Consequences may include, but are not limited to the following: 1) Loss of internet access (while on school property) and/or network access, for a determined amount of time according to the offense; or 2) Disciplinary action that may include a recommendation for dismissal or non-reemployment.

SouthernTech Device Checkout

SouthernTech offers a device (i.e., laptop and accessories) checkout program for students in select full-time programs. Devices are checked out to students for the entire school year or until withdrawal from SouthernTech, whichever comes first.

Failure to return the device or if the device is lost, damaged or inoperable, the student and/or guardian should expect to pay SouthernTech's full replacement cost of the device.

ATTENDANCE POLICY FOR FULL-TIME PROGRAMS (Policy EB)

This SouthernTech regulation is designed to ensure students are informed of expectations regarding their attendance. These expectations will follow state mandates for clock hours, compulsory attendance, and truancy. Employers on SouthernTech advisory committees specify that they need employees who are at work and on time every day. Therefore, students are encouraged to establish a good attendance pattern. Students in full-time programs will be expected to complete all hours of the program and must maintain 90% of program time attendance. Attendance includes all scheduled time in class, distance education, work-based learning as approved by the program, and instructor-approved make-up time. Non-attendance includes absences, tardies, leave earlier, and missed distance education expectations. Absences and documentation must be promptly reported to Student Services.

The following events are exempt from the percentage of absences only if documentation is in the student's file before the absence.

- Subpoenaed Court Appearances
- Subpoenaed Jury Duty
- Military Duty

Instructors are required to record daily attendance and makeup time as applicable. This information is maintained within the District's student accounting system; this system connects directly with a Student Portal for self-tracking of attendance. All time missed (absence, tardy, leave early) is recorded. Students must make up for the work they missed during their absence.

Chronic tardiness and absenteeism will be addressed as classroom disciplinary issues and treated appropriately up to and including withdrawal from the program. Students in full-time programs not meeting 90% attendance may be referred for support to address reasons for low attendance after the student has met with the instructor and had the appropriate guardian/s contacted (for high school students). A student not

meeting attendance criteria will be placed on probation. A student placed on probation will be given a timeframe, stated on their probationary contract, to achieve satisfactory attendance. Failure to meet the probationary contract conditions may result in removal from the program.

Some programs have specific regulatory and/or accreditation requirements for attendance, which are included in this policy. Those requirements will be stated in the program handbook or course syllabus. The Oklahoma State Department of Education OAC 210:10-1-5 allows 10 extracurricular absences per year for high school students. These absences must be reported to the SouthernTech Registrar by the high school principal (or designee). Certain activities that are part of the curriculum are excluded from the 10-day rule, including District, State, and National Leadership Activities, Career Development Events, Project Exhibition (including livestock shows), and Career Guidance Events. NOTE: Students who are absent 5 consecutive days without notifying the SouthernTech Registrar may be administratively withdrawn.

LEAVE OF ABSENCE

A Leave of Absence (LOA) is a temporary interruption in a student's program of study for a period of 5 or more consecutive days. It is intended for emergencies or circumstances of an unforeseen nature beyond a person's control such as, but not limited to, an extended illness, accident, or hospitalization. The student, parent, high school representative, or SouthernTech employee must complete the request, with applicable documentation, in advance if possible. A Leave of Absence may not exceed 60 days in a 12-month period including days the school is closed, or classes are not scheduled. Students are expected to make up all missed clock hours. The LOA must be documented, and the student must return at the designated time or contact the school within 5 days of the LOA end date. A student who does not comply with this policy will be administratively withdrawn as of the first day of the LOA and may owe a return of financial aid.

PELL GRANT, SAP, AND ATTENDANCE Students receiving Pell Grant, OTAG, and SouthernTech scholarships must complete 90% of the payment period hours to receive the next financial aid payment.

GRADING PROCEDURES (Policy EC)

GRADING SCALE

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Licensed Practical Nursing, Dental Hygiene, grading scale / requirements will be documented in respective student handbooks.

GRADING PERIOD

Student progress reports will be issued at regular intervals throughout the semester to students failing or at risk of failing. All students will receive a grade report at the end of each semester.

GRADING PROCEDURES

Each instructor's grading procedure is outlined in the class syllabus. Students have access to the course syllabus on the first day of school as it is in the learning management system (Canvas).

UNSATISFACTORY PROGRESS FOR SECONDARY STUDENTS

A student making unsatisfactory academic progress (F) may be advised to return to their home school at the end of the semester.

UNSATISFACTORY PROGRESS FOR POST-SECONDARY STUDENTS

Post-secondary students must meet school graduation requirements, and complete 90% or more of their program hours to make Satisfactory Academic Progress (SAP).

SATISFACTORY ACADEMIC PROGRESS AND ATTENDANCE

All students are expected to maintain satisfactory academic progress and attendance throughout their enrollment at SouthernTech. Students must successfully complete required coursework and maintain a minimum attendance rate of 90% of scheduled program hours.

Students demonstrating unsatisfactory academic progress, including failing grades or failure to meet attendance requirements, may be placed on probation, subject to intervention plans, or dismissed from their program. Secondary students may be returned to their sending school if academic performance or attendance is determined to be unsatisfactory.

COOPERATIVE ALLIANCE PROGRAMS / PRIOR LEARNING ASSESSMENTS (PLA)

Students may receive college credit through national and state assessments and Prior Learning Assessments (PLA) as available through Oklahoma Higher Regents, Oklahoma State Department of Education and Oklahoma Department of CareerTech Education.

STUDENT ORGANIZATIONS (Policy ED)

Enrollment at SouthernTech automatically allows a student to join the student organization applicable to the course in which the student is enrolled. Instructors will introduce students to organizations and the benefits to be derived from participation. The purpose of student organizations is to develop leadership, pride in craftsmanship, and appropriate skills for the workplace.

STUDENT ORGANIZATIONS:

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

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

HOSA – The mission of HOSA is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill, and leadership development of all health science technology education

students, therefore, helping students to meet the needs of the health care community.

Student American Dental Hygienists' Association (SADHA) – The mission of SADHA is to advance the art and science of dental hygiene by increasing awareness of the benefits of prevention; promoting the highest standards of dental hygiene education, licensure, practice, and research; and representing and promoting the interests of dental hygienist students.

National Technical Honor Society (NTHS) – To honor student achievement and leadership, promote educational excellence, and enhance career opportunities for NTHS membership.

STUDENT SERVICES (Policy EE)

The Student Services Office is available for students between 8:00 a.m. and 4:00 p.m.

SERVICES TO STUDENTS WITH DISABILITIES

SouthernTech provides reasonable accommodations and support for students with disabilities and Special Education needs covered by the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act (IDEA). If you have questions, need accommodation, or need a copy of the complete Notice of Rights: Section 504/ADA, contact Student Services at 580-223-2070.

TESTING AND ASSESSMENT

SouthernTech has a Testing Center and provides various testing for students. For more information, contact the Testing Center at 580-224-8202.

ACADEMIC ENHANCEMENT

SouthernTech's academic enhancement instructor provides services to help students be successful in their program of study. Kenneth Shade is the math instructor and provides tutoring upon request. For more information, contact Kenneth Shade at 580-224-8374.

CAREER GUIDANCE IS AVAILABLE

SouthernTech Career Advisors are available if assistance is needed. If you need assistance outside of normal

business hours, or to schedule an appointment, contact Student Services at 580-224-8204.

JOB PLACEMENT SERVICE

Job placement support is available to students. Job placement is a cooperative effort between the student, the faculty, and the administration of SouthernTech. Although this cooperative effort usually proves successful, SouthernTech does not guarantee job placement.

WORK-SITE LEARNING

To help bridge the gap between preparation for employment and entry into employment, eligible students may be permitted to work at a job in the field they are studying in. Guidelines exist regarding who is eligible to participate in the Work-Site Learning Program and how to apply for the program. A copy of the worksite learning agreement must be obtained from the office of the Program Director/Instructor.

STUDENT RECORDS (Policy EF)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's educational records. These rights include:

- Right to and procedure for inspecting and reviewing student's education records.
- Right to and procedures for requesting amendment of student education records believed to be inaccurate, misleading, or in violation of student privacy rights.
- Right to consent to disclosure of personally identifiable information contained in student education records.
- Right to file a complaint with ED for alleged school or educational agency failure to comply with FERPA requirements.
- Right to the criteria used to determine what constitutes a school official and a legitimate educational interest if school's or educational agency's policy is to disclose personally

identifiable information from a student's education records under §99.31 without prior consent.

For additional information, please go to:

<http://www2.ed.gov/policy/gen/guid/fpco/index.html>

DIRECTORY INFORMATION

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

- District Sponsored social media such as an individual program Facebook page.
- District Website.
- Honor roll or other recognition lists.
- Graduation programs
- Career Tech Student Organizations (CTSOs) participation sheets are utilized for contests at local, district, and state levels.

Directory information, which is information that is not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, colleges or other post-Secondary institutions, Oklahoma Department of Career Tech, newspapers, local television, and social media. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA (local educational agencies) that they do not want their student's information disclosed

without their prior written consent. **Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).**

SouthernTech has designated the following information as directory information:

- Student's name
- Address
- Current Secondary School
- Photograph
- Program of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities
- Degrees, honors, and awards
- The most recent educational agency or institution attended.

If you do not want your information (eligible student) or your student's information (parent of student under 18) released, please notify within ten (10) days of the student beginning classes. This notice will be provided annually in accordance with federal law.

SERVICE ANIMALS (REG BI-R-2)

The Americans with Disabilities Act, a federal law, governs service animals. Under Section 36.104 of the ADA, if a dog is a "service animal," it can accompany a student with a disability, a school patron with a disability, etc. on the SouthernTech Campus. "Service animals" are dogs that are individually trained to do work or perform tasks for people with disabilities. Under Title II and III of the ADA, service animals are limited to dogs. However, miniature horses who have been trained to perform tasks for individuals with disabilities are also included under certain circumstances.

GENERAL STUDENT POLICIES (Policy EG)

SCHOOL CALENDAR

School Closings: SouthernTech's school calendar may differ from the secondary school student's home school calendar. Students are expected to attend SouthernTech any day that classes are in session. Secondary Students are also expected to comply with the attendance

policies of their home schools. If a student's home school is closed but SouthernTech is not, the student will be expected to attend SouthernTech. SouthernTech buses will follow the normal route schedule whenever SouthernTech is in session. When weather conditions make driving unsafe and when other schools in the area are closed, SouthernTech's Administration will make the decision regarding the opening or closing of SouthernTech. If the decision is made to close SouthernTech, official announcements will be made on local television and radio stations and SouthernTech's website and social media platforms. In addition, automated calls, or texts may be used to contact students and parents in the event of a school emergency or inclement weather. Announcements may state that SouthernTech will be closed.

FULL-TIME PROGRAM CLASS SCHEDULE

Morning Class

8:00 a.m. – 11:00 a.m.

Afternoon Class

12:45 p.m. – 3:45 p.m.

ESTHETICS PROGRAM CLASS SCHEDULE

Morning Class

8:00 a.m. – 11:30 a.m.

Afternoon Class

12:30 p.m. – 4:00 p.m.

Licensed Practical Nursing: Flexible

****Enhancement/make-up time is by appointment only;
See Syllabus**

VISITORS

Visitors must sign in at the SouthernTech main entrance and obtain a "Visitors Badge." Visitors must wear the "Visitors Badge" while on campus. Students may not bring visitors to campus without prior approval from a SouthernTech Director.

TEXTBOOKS AND EQUIPMENT

Students cannot take SouthernTech-owned books from the program classroom/lab or School-owned equipment without consent from SouthernTech instructor and administration. (See use of district property)

USE OF DISTRICT PROPERTY

Students shall safely use and care for all SouthernTech properties made available for their use and assist in ensuring that all school-owned tools and books used are promptly returned to inventory after use. Students will be required to pay the amount necessary to replace or restore any school property, the loss or damage beyond normal wear for which they are responsible.

STUDENT VEHICLES

Students are granted the privilege of driving their vehicles to the SouthernTech campus. Students are not allowed to sit in or return to their vehicles until they are dismissed at the end of the class period. Students shall observe and obey the posted speed limits and respect one-way zones, handicapped zones, and "no parking" areas. Vehicles will be towed, at the owner's expense, when parked in an unauthorized area. If a student is observed passing a bus in SouthernTech parking lot while the bus is loading or unloading students, that student will lose parking privileges. This student may also be subject to receiving a citation by the Student Resource Officer (SRO) in accordance with Ardmore city traffic laws.

PROCEDURES FOR LEAVING CAMPUS DURING CLASS TIME

All students MUST sign out with the Registrar before leaving the SouthernTech campus. If a student is enrolled in a sending school, verbal confirmation must be obtained from a parent or guardian before the student leaves campus. Students who choose to leave campus must realize that the attendance policy will still apply. Students leaving without proper authorization will be considered truant and absent for the entire day and will face disciplinary action.

DRESS CODE

Students must dress appropriately in relation to the occupation for which they are preparing, as defined by the instructor, with input from the program advisory committee and approved by the SouthernTech school administration. Students that do not wear proper Personal Protective Equipment (PPE) may not be allowed to work in the shop or lab on that day. See Program handbook for further details.

STUDENT BADGES

All enrolled students must have, visibly on their person, a student identification badge while on School property. The ID Badge is intended to serve as proof of an individual's status at SouthernTech and provide access to many resources only available to currently enrolled SouthernTech students within the specified School program divisions.

THE STUDENT MUST POSSESS THEIR ID BADGE EVERY DAY

Student badges are required for safety purposes and as part of the workwear or uniform. Students must show their ID upon request to any School Official or Security Officer. Should the student's ID badge be lost or stolen, it must be reported immediately, and the student is responsible for replacing the badge at an approximate cost of \$10. See program handbooks for specific class requirements.

EMERGENCY SITUATIONS

When emergency situations occur, all students should follow specific instructions posted in their classroom or respond as directed by a SouthernTech Instructor/Staff Member. Communication is important for your success.

MINUTE OF SILENCE & PLEDGE OF ALLEGIANCE

At the beginning of each school day, the district shall observe one minute of silence for the purpose of allowing each student to observe and exercise their choice, to 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 choice, followed by the Pledge of Allegiance. Those students who do not wish to participate in the Pledge of Allegiance shall not be required to do so in accordance with Oklahoma law. Students or staff will not coerce or attempt to coerce any person to engage in any activity during the minute of silence or the Pledge of Allegiance.

FREE SPEECH ZONE

SouthernTech is compliant with 70 O.S. Section 2120 which provides Technology Centers and Higher Education Institutions shall not create "free speech zones" outside of which expressive activities are prohibited and declaring that all outdoor areas of Technology Centers and Higher Education Institutions campuses are public forums. The Act also specifies that Technology Centers and Higher Education Institutions may maintain and enforce reasonable time, place and manner restrictions narrowly tailored in services of an institutional interest when those restrictions meet certain requirements.

STUDENT CONDUCT (Policy EH and Regulation EH-R1)

Note: SouthernTech monitors video surveillance throughout the campus. Students are always expected to conduct themselves professionally and shall adhere to all rules, regulations, and policies formulated by the SouthernTech Administration and the Board of Education. Students shall always respect the rights of fellow students and District personnel. Students who fail to comply with rules, regulations, and policies shall be subject to disciplinary action.

HAZING

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.

BULLYING POLICY AND INVESTIGATION

This school district's policy is that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

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

In administering discipline, consideration will be given to alternative methods of punishment to ensure that

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

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

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

graduation ceremony, school dances, prom, prom activities, and/or class trips.

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

- Verbal, physical, or written harassment or abuse.
- Repeated remarks of a demeaning nature.
- Implied or explicit threats concerning one's grades, achievements, etc.
- Demeaning jokes, stories, or activities directed at the student.
- Unwelcome physical contact.

The superintendent shall develop procedures providing for:

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

SouthernTech's student conduct code prohibits bullying. The regulation below further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

It has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.

Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.

Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.

Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.

Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves and are specifically prone to develop into students who eventually inflict serious physical harm on other

students, or, to gain power over their life or situation, commit suicide.

Substantially disrupts school operations by increasing violent acts committed against fellow students.

Violence, in this context, is frequently accompanied by criminal acts.

Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in reluctance or resistance to attending school.

Definition of Terms

Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms "bullying," as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:

- Harm another student.
- Damage another student's property.

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

The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self-esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

General Display of Bullying Acts

Bullying, for this section of the regulation, includes harassment, intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be physical strength, social skills, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the

factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statements, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at

school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by SouthernTech.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on preventing bullying of students. All students will be provided with a summary of the policy and notice that a copy of the entire policy is available upon request. SouthernTech is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

SEARCHES AND REPORTING (Policy EI)

As allowed by law, the SouthernTech Superintendent or any administrator, teacher, or security personnel who has reasonable suspicion shall have the authority to detain and search, or authorize the search of, any

student or property of a student for dangerous weapons, controlled dangerous substances, intoxicating beverages, or missing or stolen property.

SOUTHERN TECH'S SAFETY COMMITTEE

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with an adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts.

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appear to constitute harassment, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff

members given that information will need to provide direct assistance to the students.

Staff members who witness such events must complete reports and submit them to the program director. Staff members who hear of incidents that may, in the staff member's judgment, intimidation, or bullying, are to report all relevant information to the building principal.

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents 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 school immediately if they think their child is being bullied or is bullying other students.
- Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
- Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary actions, teachers and administrators will be mindful that they deal with individual personalities. The program directors may consult with parents to determine the most effective disciplinary measure. If a suspension occurs at the sending school, SouthernTech will typically uphold the suspension unless unusual circumstances exist.

In considering alternatives to corrective actions, the faculty/administration of the school district will consider

those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely on the administrator's judgment and discretion to determine the appropriate remedial or corrective action in each instance.

- Conference with student
- Conference with parents
- Referral to counselor
- Behavioral contract
- Changing student's seat assignment or class assignment.
- Requiring a student to make financial restitution for damaged property.
- Requiring a student to clean or straighten items or facilities damaged by the student's behavior.
- Restriction of privileges.
- Involvement of local authorities.
- Referring students to an appropriate social agency.
- Suspension

Suspension

Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with

age-appropriate language for students. The policy will be posted on the school district's website.

STUDENT DISCIPLINE, SUSPENSION, TERMINATION AND DUE PROCESS (Policy EJ)

Good discipline is vital to the educational program. Discipline should be fair, dignified, and administered with an even temper. Discipline may include, but is not limited to, conferences with students, parents, or guardians, in-school detention, detention, referral to counseling or appropriate social agency, referral to law enforcement, behavioral contract, financial restitution, restriction of or revocation of privileges and suspension. Disciplinary action shall be based on an assessment of the circumstances surrounding each infraction and may take into consideration 1) the student's attitude, 2) the seriousness of the offense, 3) the effect of the offense on other students, 4) whether the offense is physically or mentally injurious to other people, 5) whether the incident is isolated or repeated behavior, and 6) any other circumstances which may be appropriately considered.

ALCOHOL AND DRUG-FREE SCHOOLS (Policy EL)

Students under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves and to others. The Board of Education hereby commits itself to a continuing good faith effort to maintain an alcohol-drug-free school. When there is reasonable suspicion to believe a student has taken or is under the influence of drugs, controlled substances, medical marijuana or alcohol, the student must submit to drug testing as set forth in this policy.

Any student who violates this policy will be subject to disciplinary action, up to and including expulsion from the program. Any student who refuses to take a drug test pursuant to this policy will be deemed to have violated this policy against the use of drugs and will be subject to disciplinary action as such, up to and including suspension.

If you need counseling regarding substance abuse, please contact student services or call the Drug Rehab Center Hotline 1-800-501-9330.

RE-ADMISSION

Secondary students have a right to appeal against suspension in accordance with state law and district policy.

Adult students who have been dismissed due to conduct have the right to an appeal according to policy; only if appeal is granted, students may reapply at the next available enrollment date and may or may not be admitted due to availability of space. Students who have withdrawn voluntarily or due to unsatisfactory progress may reapply at the next available enrollment date and may or may not be admitted due to availability of space.

FOOD SERVICE

Food and drink refreshments are available for purchase at multiple locations on campus.

CAMPUS PUBLIC SAFETY

The Campus Public Safety of SouthernTech provides community-oriented security services to the faculty, staff, students, and visitors to the campus. This service is provided to protect lives, safeguard individuals, private and public property, and individuals' rights. To view SouthernTech's campus crime statistics please see our website at www.sotech.edu. To report a crime or incident, please contact the Program Director and/or Student Resource Officer.

FINANCIAL ASSISTANCE FOR POST-SECONDARY STUDENTS

Information in the Student Handbook is a summary only and is not intended to be all inclusive. Please see the Financial Aid Specialist if you have questions or need more information.

Financial aid is awarded to Post-Secondary Students according to Federal and State rules and regulations, Institutional policies, and any defined sponsorships. Required disclosures, policies and consumer information are available on SouthernTech's web site, www.sotech.edu, and in the Financial Aid Office. The initial application for Federal and State aid is located at <https://studentaid.ed.gov>. Scholarship applications are available in Student Services.

To receive Federal Student Aid (Pell Grant) a person must be enrolled in and attending an approved program at least half-time, be considered a regular student in good standing and maintain Satisfactory Academic Progress (SAP).

WITHDRAWALS

Students must report to Student Services to officially withdraw from the program. Withdrawal dates are determined by school policy and federal and state regulations. If a student receiving financial aid withdraws before the end of a payment period and has not fully earned the funds, the student may owe money back to the government and/or the institution, for which the student will be held responsible. A student cannot be paid twice for the same coursework or payment period. No further aid can be awarded until the student successfully completes what has previously been paid for.

Repeating Coursework: Students are not allowed to repeat the same program to achieve a higher grade. However, a student who withdraws and then reenters the same program, depending on how much time has elapsed, may be required to pay for repeated coursework or may receive advanced credit for prior work completed.

REFUND INFORMATION

FULL-TIME PROGRAMS

If a student withdraws on or before the first day of class through the tenth day of class for the enrollment period for which the student has been charged tuition, 100% of institutional charges will be refunded. After the tenth (10th) day of class for the enrollment period for which the student has been charged tuition, 0% of institutional charges will be refunded. In addition to SouthernTech's refund policy, students receiving Title IV Federal Financial Aid are subject to the following:

REFUND POLICY FOR STUDENT RECEIVING FINANCIAL AID

Refund Policy for Students Receiving Title IV Financial Aid, State Aid, Military Education Benefits, and Institutional Scholarships.

The Financial Aid Specialist must determine if a student receiving Title IV Federal Financial Aid (Pell Grant) is subject to a pro rata return of unearned funds. A student must earn more than 60% of the scheduled hours in a payment period. Otherwise, the student will owe the Federal Department of Education a pro-rated amount of unearned funds scheduled, but not completed, hours. The student must pay for these unearned funds in addition to any other institutional charges owed for tuition, fees, books, supplies etc. Students receiving State Aid must be enrolled and attending to receive Aid.

Veteran and Active Military students may qualify for scholarship funds.

Students receiving SouthernTech scholarships may owe unearned funds if they do not meet the requirements of the scholarship. Students receiving funds from an outside sponsor are subject to the sponsor's requirements.

PERSONAL ELECTRONIC DEVICES (Policy EQ)

I. It is the policy of the Board of Education that a student may possess a personal electronic device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon consent of both the student's parent or guardian, and the superintendent or the superintendent's designee. Students may be issued a device by the school district such as a laptop, tablet, or other electronic device. School-issued devices or school-approved devices are exempt from the requirements of this policy and shall be utilized only for educational purposes by students.

Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell. Exceptions may be made as follows:

1. Instructional Use: Students may use personal electronic devices when authorized by the

teacher or instructor to accomplish tasks associated with classroom instruction. This includes accessing educational resources, conducting research, participating in class activities, or completing assignments as directed by instructional staff.

2. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but is not limited to:
 - a. Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure).; or
 - b. Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornados, fires, lockdowns, or other emergencies affecting the school; or
3. The use of cell phones or personal electronic devices by students who use them to monitor health issues. This includes, but is not limited to, glucose monitoring which may occur multiple times during the school day; or
4. Students with special needs may use cell phones or personal electronic devices during class time or during the school day if their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. To qualify for this exception, the use must be listed as documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan.

“Bell to bell” means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time.

“Personal electronic device” means a personal device capable of connecting to a smart phone, the Internet, or a cellular or Wi-Fi network, or directly connecting to

another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school-approved devices that are specifically limited to classroom instruction.

II. Students found to be using any personal electronic device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device may be confiscated by the administration of the school district.

Any personal wireless communication device that is confiscated will be returned to the student at the end of the school day. Students violating this rule may be disallowed from carrying any wireless telecommunication device following the incident unless the device is utilized to monitor a health condition.

Students found to be in possession of or using a personal electronic device in violation of the rules shall be subject to disciplinary action under the student discipline policy. Punishment for violations will be determined by the administration on a case-by-case basis.

LEGAL NOTICES / CIVIL RIGHTS

EEOC STATEMENT:

SouthernTech does not discriminate based on race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, or veteran status race, color, national origin, gender, age, or disability in admission to its programs, services, activities, in access to them, in treatment of individuals, or in any aspect of their operations, including hiring and employment.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to:

SouthernTech Superintendent

2610 Sam Noble Parkway

Ardmore, OK 73401

Voice [580-223-2070](tel:580-223-2070)

Monday-Friday, 8:00 a.m. – 4:00 p.m.

AVISO DE NO DISCREMINACIÓN

SouthernTech no discrimine a base de raza, color, origen nacional, sexo, orientación sexual, edad, religión, o inhabilidad en admisión o acceso a, o tratamiento de personas o empleo en, sus programas educacionales o actividades.

ASBESTOS STATEMENT

All friable asbestos has been removed from the facilities of SouthernTech. Every effort has been made to make SouthernTech a safe and healthy environment. Facilities are inspected every six months to ensure all local, state, and federal requirements relating to asbestos management are met.

A copy of SouthernTech's asbestos management plan is available for review. The SouthernTech AHERA Management Plan is on file in the office of the SouthernTech Facilities Coordinator, 2610 Sam Noble Parkway, Ardmore, OK 73401, phone: [580-223-2070](tel:580-223-2070), website: www.sotech.edu.

CONSUMER INFORMATION

SouthernTech is considered by the U.S. Department of Education to be a post-secondary vocational institution. The school is accredited by the Oklahoma Department of Career and Technology Education.

In August of 1966, the Southern Oklahoma Area Vocational and Technical Center opened as part of the Ardmore Public School District I-19. It was governed by the Ardmore Board of Education through June of 1977, when the district was formed into a separate vocational-technical school district (VT-20).

SouthernTech recognizes that the success of local economic development efforts is directly connected with the area's ability to supply the technically trained workforce required. The center continues to serve both high school students and adults.

At SouthernTech, students participate in a program pertaining to their chosen career field. At their high school, the students continue academic preparation. Upon graduation, the student is then prepared to enter the world of work, continue in a program of advanced study at the technology center, and/or enter college (often with articulated credit hours that are applied to a related college degree).

SouthernTech continues to grow in enrollment and expand program offerings. In addition to full time day programs, SouthernTech offers additional programs and services to in-district students, employers, and customers that includes adult training and development classes, safety classes and customized business and industry training designed to meet the needs of local employers. The needs of the district continue to be the driving force of SouthernTech' growth.

Mission Statement

To provide high-quality, skills-based, technical education opportunities that drive economic success.

Vision Statement

To be the premier technology center that develops a modern, highly skilled, and efficiently trained workforce to close the national skills gap.

Core Values

Excellence – Excellence is celebrating the accomplishments and achievements of our staff and students while continually striving to improve our organization. To achieve success and demonstrate a growth mindset, we will stay committed to continuous improvement in all facets of the school.

Competence – Competence has the knowledge, skills, and abilities to uphold our mission with efficiency, effectiveness, and correctness to meet stakeholder and customer expectations.

Diversity – Diversity is defined by the way we value differences in people, opinions, needs, thoughts, ideas, and skill levels. A diverse group of people makes our

organization stronger, and we will work to eliminate barriers to inclusion and access.

Integrity - Integrity is striving towards our mission with moral and ethical standards that honor our promise to serve all students and members of our community.

Accountability – Accountability is holding ourselves responsible for delivering relevant and impactful educational experiences and for the effective stewardship of public funds that are graciously provided by our district communities.

Innovation – Innovation is our commitment to a vision of the future that incorporates new ideas within our organization to create successful outcomes for all our stakeholders. Our innovation process utilizes creative programming and forward thinking, which encompasses our values and embraces the needs of our community partners.

Listening and Collaboration - Listening and Collaboration is more about seeking to understand and less about preparing to respond. We do this by creating a supportive, thoughtful, and respectful environment when working in school-based teams and with all our community partners.

Service – Service is defined by our ability, drive, to inspire, educate, and provide opportunities for our stakeholders and community members to be successful in their ventures and support them as they pursue a lifetime of career advancement.

Leadership - Leadership is grounded in a servant leadership approach that promotes trust, effective communication, and accountability. Strong leadership focuses on what is best for the organization while seeking information to make decisions that impact all stakeholders.

Facilities

These facilities are approved by the Oklahoma State Department of Career and Technology Education as having adequate space available in each course approved for Title IV Student Financial Aid. All facilities are modern and up-to-date, and the equipment

provided in each course meets industry standards. All facilities are equipped to accommodate the handicapped.

SouthernTech (Main Campus) 2610 Sam Noble Parkway
Ardmore OK 73401

580-223-2070

Love County Extension Center 100 Chuck Sewell Drive
Marietta OK 73448

580-319-5872

Financial Aid Approved Programs, Instructors, Accreditation

Auto Collision Repair & Refinishing (960 hours):

Chris Rickets

ASE Education Foundation

The Auto Collision program requires students to work in an automobile shop that builds skills in basic and advanced auto body, non-structural, and plastic repair. Students also learn automobile painting, welding, and refinishing. Students use online curriculum from I-Car and practice hands-on in our on-campus garage. They learn workplace skills including estimating and the use of automotive software programs. The Auto Collision program is accredited by the ASE Education Foundation, and students can gain industry-specific certifications.

Basic Peace Officer Certification (BPOC)(700 hours):

Billy Turner

Center on Law Enforcement Education and Training
(CLEET)

The Basic Patrol Officer Certification program prepares students for careers in public safety, corrections or law enforcement. Students not only learn police fundamentals and functions but are also introduced to forensics and criminal investigation. Students study criminal law, procedures, and defensive tactics for law enforcement.

Cabinetmaking and Carpentry (960 hours):

Robby Adams

The Cabinetmaking and Carpentry program prepares students for careers in both residential and commercial construction trades. Students gain hands-on experience in a variety of key skills, including safety practices, blueprint reading, materials estimating, and both basic and advanced framing. They also learn interior and exterior finishing, with opportunities to apply their knowledge in the shop and on-location projects such as home building. In the Cabinetmaking portion, students dive into the craft and science of cabinet construction, with a focus on print reading, design, layout, and finishing techniques. They specialize in producing fine cabinetry and furniture, using methods, materials, machinery, joinery, and precise assembly to create high-quality, flawless products. This program emphasizes practical experience and skill development in both fields.

Cosmetology (1250 hours):

Jacci Mayo

Oklahoma State Board of Cosmetology and Barbering

The Cosmetology program prepares students to become licensed cosmetologists who provide nail, skin, scalp, and hair care to customers to help them enhance their personal appearance. Students receive classroom instruction and hands-on training in hair styling, cutting, and coloring. Included are manicures, pedicures, facials, lash and brow tinting and arching, and scalp treatments along with customer service and shop management. To obtain state licensing, students must complete 1250 hours of instruction and pass the Oklahoma State Board of Cosmetology and Barbering written and practical exams.

Cybersecurity and Network Administration (600 hours):

Jeff Morris

The Cybersecurity and Network Administration program will prepare students to plan, implement, monitor, and coordinate security measures for computer networks and information. They will gain an understanding of the principles of risk management, security architectures, incident handling, disaster recovery, and secure systems administration. Students study the typical aspects of information technology audits and apply their

knowledge to manage the risk of security attacks and implement appropriate compliance policies and strategies. Students will also prepare to build simple LANS and perform basic configuration for routers and switches along with basic network troubleshooting. They may also cover the WAN technologies and network services employed by converged applications in a complex network.

Esthetics (600 hours):

TBD

Oklahoma State Board of Cosmetology and Barbering

The Esthetics program prepares students to become licensed estheticians who provide skin care, make-up and non-permanent hair removal services to customers. Students receive classroom instruction on functions of the skin and skin structures, disorders, and diseases along with hands-on training in cleansing and massage, makeup application, and facial treatments. Included are cosmetology laws, rules and regulations, and salon development. To obtain state licensing, students must complete 600 hours of instruction and pass the Oklahoma State Board of Cosmetology and Barbering written and practical exams.

HVAC Install and Technician (1000 hours):

Travis Southerland and Shane Stepps

The HVAC Install and Technician program will prepare students to become useful and profitable members of any installation team. The program not only provides practical hands-on training but will help students learn the right way to install and start residential and light commercial equipment. Students will also learn how to ensure proper system operation with top efficiency, promote customer satisfaction, and eliminate costly callbacks. Skills covered include but are not limited to brazing, refrigerant recovery and charging, and proper use of common HVAC troubleshooting tools, and how to correctly install ductwork and low-voltage controls. When this program is completed before or after our HVAC Technician program, students can earn as much as 1000 hours towards their Journeyman requirements.

Graduates of HVAC Install and Technician program keep workplaces and living quarters heated and cooled efficiently. They maintain and install equipment that keeps our food fresh or frozen in our supermarkets. Students learn the skills that prepare them to work as heating, air conditioning, and/or refrigeration technicians. This class may be substituted for up to one year of the three years required in the apprenticeship for the Mechanical Journeyman's License. Environmental Protection Agency (EPA) certification for refrigerant handling is also available.

Licensed Practical Nursing (1350 hours):

Susie Morales, Lisa Chronister, Heather Miller, Tracie Kelch, Kristi Inselman, Payton Hill

Oklahoma Board of Nursing and Accreditation
Commission for Education in Nursing (ACEN)

The Licensed Practical Nurse has an opportunity to serve people when they need assistance the most. To help others is the reason that most practical nurses have chosen this field. A licensed practical nurse has many opportunities for employment in several health care areas as soon as a license is obtained. Some of the areas where LPNs are employed are Hospitals, Hospice, Nursing Homes, Home Health Agencies, Doctor's Offices, Dentists Office, Private Clinics, Private Duty Nursing, Adult Day Care Centers, Public Health Organizations and Surgical Centers.

Programs not Financial Aid Approved through SouthernTech, Instructors, Accreditation

Auto Service (540 hours):

Austin Emge

ASE Education Foundation

Careers relating to the automotive service industry are the focus of these career pathways that were once called "auto mechanics." The course of study allows advanced students to participate in worksite learning to gain additional work experience. Instruction is meaningful, flexible, and adaptable to the needs of the industry, allowing students to enter the job market with broad transferable skills. The hands-on practice of working on projects adds to each student's experience

in this rapidly advancing field of automotive technology. The training program is aligned with the updated 2024 ASE Education Foundation standards.

Biotechnology (480 hours):

Kim Cooper

The Biotechnology Program prepares students for entry level positions in a wide range of bio-science career pathways. Biotechnology is a science that harnesses cellular and biomolecular processes to develop technologies and products that help improve our lives and the health of our planet. Students learn the theory of how biotechnology is applied in medicine, agriculture, industry, and environmental systems. They explore techniques in DNA analysis, microbiology, biochemistry, plant tissue culture, forensics, genetic engineering, pharmaceutical production, Bioremediation, and more. Students learn the skills to be a part of the breakthroughs in diagnosing and combating debilitating diseases, reducing our environmental impact, feeding the hungry, using cleaner energy, and having safer and efficient industry processes.

Cabinetmaking (480 hours):

Robby Adams

In the Cabinetmaking program, students learn the craft and science of building cabinets. This program includes print reading, design and layout, and finishing. Students specialize in producing fine cabinetry and furniture, as well as architectural woodwork that may include ceiling treatments, doors, trim, walls, and floors. Projects in the shop focus on the methods, materials, machinery, joinery, and precise assembly used to create fine flawless products.

Carpentry (480 hours):

Robby Adams

The Carpentry program prepares students to work in residential and commercial construction trades. Students learn safety related topics, blueprint reading, materials estimating, basic and advanced framing, and interior and exterior finishing. Students have a variety of opportunities to practice their skills.

Computer Aided Design (480 hours):

Anthony Bilyeu

The Computer Aided Design (CAD) program prepares students for a career in a CAD field or for advancing to a higher education institution. Students learn to convert ideas and specifications into working drawings by utilizing sketches and parametric solid modeling methods. Students explore the fundamentals of CAD software, learn basic drafting, and build a professional portfolio. The computer software experience assists students in becoming designers in just about any field - from stage design to architectural engineering. Students with an interest in self-paced learning, drawing or sketching, math, and working with computers benefit from this program. This course specializes in architecture and interior design and engineering - all of which lead to many career options.

Cosmetology (1250 hours):

Jacci Mayo

Oklahoma State Board of Cosmetology and Barbering

The Cosmetology program prepares students to become licensed cosmetologists who provide nail, skin, scalp, and hair care to customers to help them enhance their personal appearance. Students receive classroom instruction and hands-on training in hair styling, cutting, and coloring. Included are manicures, pedicures, facials, lash and brow tinting and arching, and scalp treatments along with customer service and shop management. To obtain state licensing, students must complete 1000 hours of instruction and pass the Oklahoma State Board of Cosmetology and Barbering written and practical exams.

Dental Hygiene (2771 hours):

Christy McCullers Lindsey Hays

American Dental Association (ADA) and Commission on Dental Accreditation (CODA) Student may apply for financial aid through the University of Oklahoma

The dental hygiene program is offered through a unique partnership with the University of Oklahoma (OU) and SouthernTech. A registered dental hygienist (RDH) is a licensed healthcare professional, oral health educator

and clinician who provides preventive, educational, and therapeutic services supporting total health for the control of oral diseases and the promotion of oral health. In addition to treating patients directly, dental hygienists may work as educators, researchers, and administrators. Students engage in lectures through interactive videoconferencing delivered live from the College of Dentistry, located in downtown Oklahoma City. All laboratory and clinical training are conducted at the new state-of-the-art dental hygiene clinic located at SouthernTech, an accredited dental hygiene education program. State licensure mandates that a dental hygienist must graduate from an accredited dental hygiene education program.

Diesel (480 hours):

Mike Shelton

The Diesel program gives students the skills to perform basic service and maintenance on a wide variety of trucks and buses. {As our supply chain becomes increasingly sophisticated, technicians in the diesel industry continue to be in high demand, both locally and nationally.} In this program, students learn about preventative maintenance, inspections, regulations, and documentation of services. While in the shop, students gain hands-on experience in electrical, brake, steering, hydraulics, and ventilation system diagnosis. They also have many opportunities to problem-solve and resolve system malfunctions. The hours completed in this program are aligned with ASE standards, and students will have an opportunity to earn industry recognized ASE certifications.

Electrical Technology (480 hours):

Jared Trotts

The Electrical Technology Program focuses on building a strong foundation for electricity generation and delivery, electrical safety, residential/light commercial wiring, and the National Electrical Code. Students will learn how to choose the proper tools to install from rough to finish residential and commercial wiring that powers devices we use every day. Theory and explanations in the program will accompany and support practical hands-on exercises built to simulate real world situations.

Program outcomes are aligned with NOCTI Job Ready Credential in Electrical Occupations.

Graphic Design (480 hours):

Gus Ocana

The Graphic Design program gives students the opportunity to learn and apply the fundamentals of various design software applications such as Adobe Illustrator, Photoshop, and InDesign. Students gain skills and techniques in image editing, computer vector drawing, page layout, digital printing, binding, digital photography, etc. Valuable knowledge and experience are gained through challenging hands-on projects that are typical of the graphic design industry.

Heavy Equipment Operation (480 hours):

Ed Edington

The Heavy Equipment Operation Program is designed with standards nationally recognized by employers in the construction, earthmoving, and excavation industries. Students will learn to operate heavy equipment through in-the-seat operation of several types of heavy equipment and through classroom instruction that includes simulators.

Industrial Mechanics (480 hours):

Tom Hefley

The Industrial Mechanics program will prepare students to work as mechanical, industrial, and/or maintenance technicians. Students will learn a variety of industrial concepts and skills through both practical theory and hands-on practice with industry-standard equipment.

Media and Animation (480 hours):

Dayna Stephens

The Media and Animation program helps students conceptualize and practice processes in modern media, streaming, and animation. Students learn media tools and software applications to create and edit digital video and audio content. Our lab provides access to the latest tools of the trade including Premier Pro, After Effects and Animate. Students use equipment including digital tablets, digital cameras and high-definition cameras to complete projects both on-location and in

our Green Screen Studio. Classroom projects may include stop-motion, motion graphics, animated characters and assets, theme videos, live action events, and the opportunity to complete industry projects for clients.

Medical Assisting (480 hours):

Taryn Wagner

Medical Assisting is one of the fastest growing occupations in health careers today. A clinical medical assistant is a professional who performs routine clinical tasks in a medical office setting. Responsibilities may include patient triage, assisting medical practitioners during routine clinical exams, collecting and processing diagnostic tests, and medication administration. Students have the opportunity to take two National Certification exams to become a Certified Clinical Medical Assistant and a Certified Phlebotomist. Instruction is presented through independent study, project-based learning, and clinical work experience.

Medical Office Administration (480 hours):

Cindy Adams

The Medical Office Administration program allows students to experience the best of three emerging fields including business management, information technology, and health care. Students learn how to work in a variety of medical facilities and the importance of patient health information. They learn to adhere to the standards that ensure quality, integrity, and protection of patient health information. Students receive specialized training and hands-on practice in subject matters that include medical terminology, electronic health records, health insurance, patient billing, medical coding, financial operations, and HIPAA compliance. Students have an opportunity to work with emerging technologies, experience hands-on applications in completing real-world projects, and master the use of electronic management systems.

Nurse Assisting (480 hours):

Kristina Frodsham Taylor Runyan

Oklahoma State Department of Health: Nurse Aid Registry

Nurse Assisting is designed for students who are interested in discovering the field of health with an emphasis on Long Term Care. The program provides a study of medical terminology, anatomy, physiology, and an introduction to the basic skills needed for various medical professions. Students will have the opportunity to earn certifications in CPR, First Aid, Long-Term Care Aide, and Home Health Aide

Robotics (480 hours):

Jennifer Laird

The Robotics program provides students with the foundation for design, implementation, and analysis of robotic systems. Students explore the robotics design process, fundamentals of microcontrollers, embedded systems programming, actuator control, and sensor interfacing. Students learn to optimize robotic technology using digital hardware, software programming, and digital and analog circuit design analysis. Through hands-on labs, students solidify their knowledge of core robotics concepts and gain real-world experience building their own robotic systems. Program completers are equipped with the foundational knowledge they need to enter the robotics field

Welding (480hours):

Jason Sampson

The Welding program provides students with a strong introductory foundation for welding skills. Students will explore what it takes to cut and weld metal, including how to perform Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding (GTAW) and Oxy-fuel Cutting (OFC). Students who successfully complete the program will be able to perform fillet and groove welds in all positions using five different electrodes, three modes of transfer, and self-shielded and gas shielded wire. Students will also learn welding and shop safety and be introduced to welding symbols, blueprints, and industry mathematics. Students have the opportunity to become state certified welders.

SouthernTech Accreditation

SouthernTech is accredited by:

Oklahoma State Board of Career and Technology
Education

1500 West 7th Ave
Stillwater OK 73470

800-522-5810

<https://oklahoma.gov/careertech.html>

Oklahoma State Department of Education
2500 North Lincoln Boulevard

Oklahoma City OK 73105

405-521-3301

<https://sde.ok.gov/>

Any student wishing to review documents describing the institution's accreditation, approval, or licensing should submit a written request to the Superintendent's office. Within ten (10) working days of submission of the request, documentation will be made available for inspection.

Click on the hyperlink below to access the policies listed below.

[Student Grievances](#) (Civil Right Policy BI)

Constitution Day

In 2004, Sen. Robert Byrd, (D-WV) inserted language into the Consolidated Appropriations act of 2005, requiring educational institutions receiving federal funds, to implement an annual education program related to the United States Constitution beginning on September 17, 2005. September 17 is the date which commemorates the 1787 signing of the Constitution. For the purpose of this requirement, SouthernTech celebrates Constitution Day and carries out activities which may include a guest speaker, presentation/video, or reading over the intercom about this special day.

Voter Registration

Voter Registration Application [voter-registration-application.pdf](#) (oklahoma.gov)

New Voters Register to Vote (oklahoma.gov)

Registered Voters OVP (oklahoma.gov)

Students may also visit their local County Election Board office.

College Navigator

SouthernTech is required by the Oklahoma Department of Career and Technology Education to report enrollment, completion, placement, retention, & diversity rates for all students enrolled. Students can view these rates for first time full-time students at the U.S. Dept. of Education's College Navigator Website: College Navigator - Southern Oklahoma Technology Center ([ed.gov](https://nces.ed.gov))

Textbook Information

Textbooks and curriculum resources are included in the cost of tuition.

Net Price Calculator

SouthernTech will make available on its website the Net Price Calculator. SouthernTech will use the template provided by the U.S. Department of Education to develop the Net Price Calculator. The purpose of the Net Price Calculator is to assist current and prospective students and their families in estimating the individual net price for an Institution. The most recent Net Price Calculator can be accessed at the following website: Financial Aid - SouthernTech (sotech.edu)

Student Diversity, Completion, Placement, Retention and Transfer Out Rates

SouthernTech is required by the Oklahoma Department of Career and Technology Education to report enrollment, completion, placement, retention and diversity rates for all students enrolled.

Transfer Out Rates: The mission of SouthernTech is "To provide high-quality, skills-based, technical education opportunities that drive economic success." SouthernTech's mission does not include providing substantial preparation for its students to enroll in another eligible school (such as an eligible four-year school). Therefore, the reporting of transfer rates is not applicable.

Gainful Employment

On July 1, 2024, final regulations for Financial Value Transparency and Gainful Employment (FVT/GE) requirements became effective. These requirements apply to most educational programs that are eligible to participate in the student financial assistance programs authorized under Title IV of the Higher Education Act of 1965, as amended (HEA).

Campus Security and Annual Crime Report (Policy BC, BE, and BL)

The Federal Student Right-to-Know, Crime Awareness and Campus Security Act, now cited as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” and herein identified as the “Clery Act,” requires institutions of higher education to annually prepare and publish a report concerning campus crime statistics and security policies. The report is distributed to all current students and employees, as well as to all prospective students and employees, on www.sotech.edu. The report contains annual specific campus crime and arrest statistics, and campus policies and practices intended to promote crime awareness, campus safety and security. This report is prepared by Kerry Blankenship, Safety Coordinator.

Obtain a copy of this report by clicking [here](#). A copy of this report can also be obtained in person by contacting Kerry Blankenship, Southern Oklahoma Technology Center, 2610 Sam Noble Parkway, Ardmore, OK 73401 or by email at kblankenship@sotech.edu.

SouthernTech is a career and technology center district serving the Southern Oklahoma area. We offer a variety

of training and career programs to secondary and post-secondary students and business and industry clients. Housing is not available for students, nor does any student organization own, operate or manage on/off-campus facilities.

Additionally, no off-campus facilities such as field houses or infirmaries are owned or operated by SouthernTech. Campuses are provided with armed School Resource Officers during hours of operation. SouthernTech is staffed with administrative personnel that oversee campus operations. Procedure specifies that any crime occurring on campus is to be reported immediately to campus administration or a security guard. All crimes are officially reported to the Ardmore Police Department. For additional information relating to SouthernTech’s crime statistics, contact Kerry Blankenship, Safety Coordinator.

Missing Person

SouthernTech does not have on-campus housing for students; we are not required to have a “missing persons policy”.

Annual Notice of Disclosures

Annually SouthernTech updates its Financial Aid and Consumer Information Guide. Dissemination occurs by means of the student handbook, SouthernTech’s Website, students’ learning management system, and the Financial Aid Office.



STUDENT SAFETY

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

THE STANDARD RESPONSE PROTOCOL

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

Our campus is expanding the safety program to include the SRP, which is based on these five actions: Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the public address system and delivered to your campus safety application.

Timely notification is essential with any type of crisis. Please verify that your contact information is current in the campus notification system.

HOLD

"In Your Room or Area"

Hold is called when halls or common areas need to be temporarily cleared.

Students:

- Clear the hallways and remain in your area or room until all clear is announced
- Do business as usual

Instructors and staff:

- Recover people from the hallway
- Lock classroom door
- Account for students, visitors and others
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Secure is called when there is a threat or hazard outside the building.

Students:

- Return to inside of building
- Do business as usual

Instructors and staff:

- Recover students, visitors and staff from outside building
- Lock exterior doors
- Increase situational awareness
- Account for students, visitors and others
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Lockdown is called when there is a threat or hazard inside the building.

Students:

- Move away from sight
- Maintain silence
- Prepare to evade or defend

Instructors and staff:

- Recover people from hallway if it is safe to do so
- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Evacuate is called to move people from one location to another.

Students:

- Leave stuff behind if required to
- If possible, bring your phone
- Show your hands
- Be prepared for alternative instructions

Instructors and staff:

- Bring roll sheet and Go Bag (unless instructed not to take anything with them, dependent on reason for evacuation.)
- Lead students to evacuation location
- Account for students, visitors and others
- Report injuries or problems to first responders using Red Card / Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Shelter is called when the need for personal protection is necessary.

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students:

- Use appropriate safety strategies for the hazard

Instructors and staff:

- Lead appropriate safety strategies for the hazard
- Account for students, visitors and others
- Report injuries or problems to first responders using Red Card / Green Card method.



STATEMENT OF UNDERSTANDING

Student/Parent Signature Sheet

Students and Parent/Guardian (where applicable) are required to sign for acknowledgement.

I have read and understand the contents of the 2026-2027 Student Handbook. I acknowledge that it is my responsibility to adhere to its rules and regulations. I sign below with the understanding that I am bound by the policies, guidelines, and expectations contained within this handbook.

The acknowledgement form to sign will be provided by your instructor during orientation.