Western Technology Center

Educating People for Success

www.westtech.edu

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580-562-3181
621 Sooner Drive
P.O. Box 1469
Burns Flat, OK 73624

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580-726-8400
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P.O. Box 659
Hobart, OK 73651

Sayre
580-928-2097
2002 NE Highway 66
Sayre, OK 73662

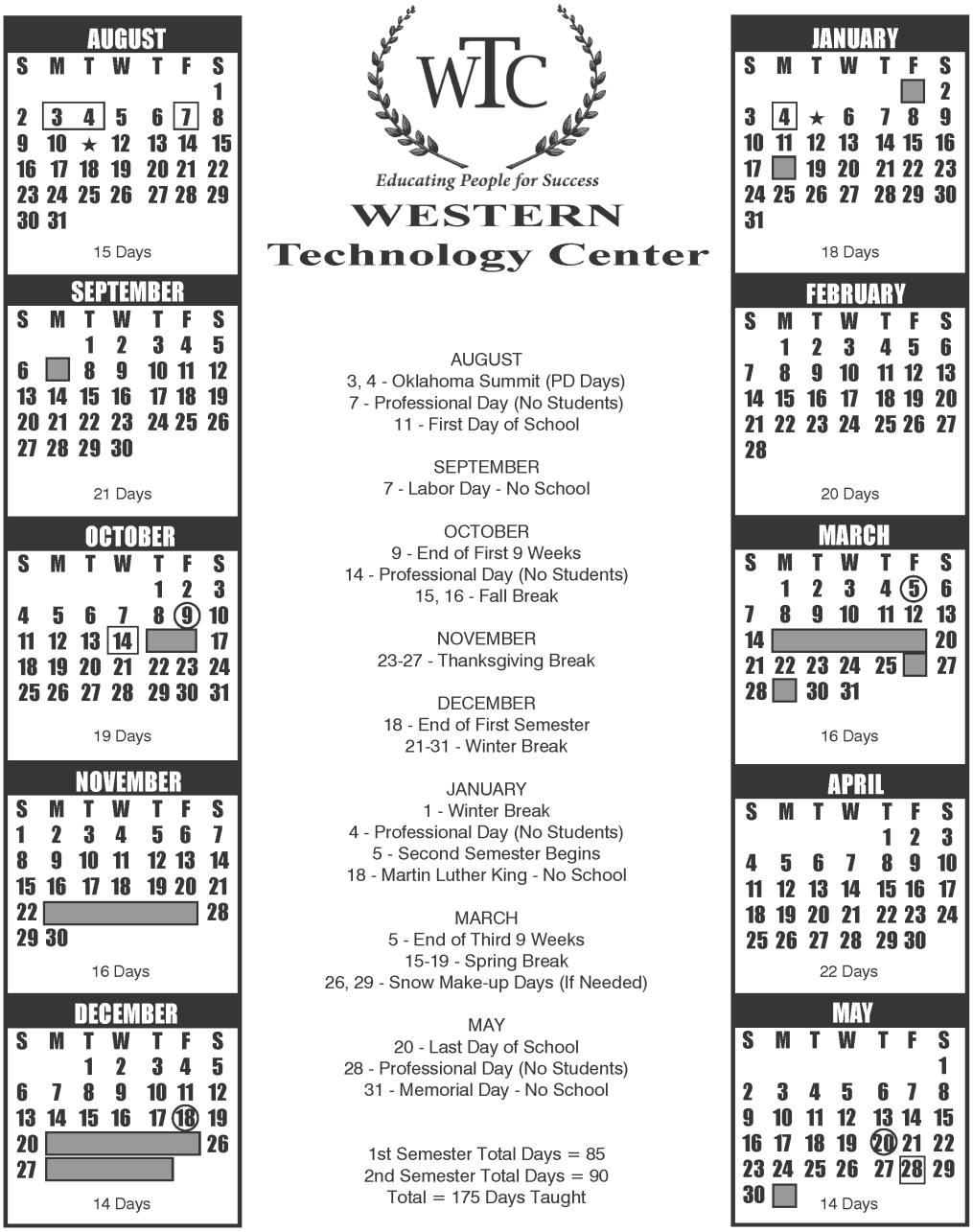
Weatherford
580-774-0224
2605 East Main
Weatherford, OK 73096

Elk City
580-225-4982
301 Western Drive
Elk City, OK 73644

Student Handbook
2026-2027

This handbook is intended to present an overview of Western Technology Center policies and procedures that are applicable to students. It is subject to the provisions of the School Board Policies and Procedures adopted by the Western Technology Center Board of Education.

SCHOOL CALENDAR 2026-2027



SCHOOL CANCELLATION

In the event of school cancellation, the following radio and television stations will be notified:

KCLI 99.3	KWEY 95.5	KECO 96.5
KOOL 94.3	KKZU 101.7	Television Channels 4, 5, 9 and 25

If you have provided WTC with a current phone number, you should receive communication from Parent Square in the event of school cancellation.

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WELCOME

Western Technology Center's (WTC) purpose is to provide students with quality skills training needed to succeed in today's workplace. WTC partners with local high schools to prepare area high school students for success in college and in the professional world. Both high school students and adult students are provided the opportunity to receive quality career and technology education through part-time or full-time classes.

WTC is one of 29 technology centers in Oklahoma. Established in 1970, WTC has gained a national reputation as a premier technology center offering students an education that meets the needs of career and college bound students.

WTC is a leader in the delivery of quality training and development programs for a globally competitive workforce. The WTC staff is a competent and compassionate team who work in an atmosphere of equality and cooperation to promote individual and professional growth.

ADMINISTRATION

Superintendent – Jay Edelen
Director of Instruction – Jeff Lewallen
Director of Student Services – Zane Trammell
Sayre Site Director – Christy Glasscock
Business and Industry Services Director – Cody McPherson
Business Manager - Pam Clark

MISSION STATEMENT

Educating People for Success

VISION STATEMENT

Western Oklahoma's first choice in education and industry-specific training.

CORE VALUES

We Value People

We are committed to the success of our students, clients, staff, and communities.

We Value Learning

We set the example of lifelong learning
by sharing knowledge, innovation,
leadership, and hard work.

We Value Integrity

We pledge to be honest, fair, and trustworthy in our words and our actions.

We Value Equality

We believe in equal opportunities and respect for all people.

We Value Service

We contribute to the well-being of the people and communities we serve through professionalism, care, compassion, and high standards of quality.

CONTINUING NOTICE OF NONDISCRIMINATION

Western Technology Center does not discriminate on the basis of race, color, national origin, sex, disability, age, veteran status or religion, and prohibits antisemitism.

For inquiries concerning this policy contact:
Title IX Coordinators, jlewallen@westtech.edu, echandler@westtech.edu, or 504 Coordinator kwedel@westtech.edu
580-562-3181, 621 Sooner Drive, Burns Flat, OK 73624;

ACCREDITATION

WTC is accredited by the Oklahoma State Board of Education and Oklahoma State Board of Career and Technology Education. There are additional third-party accrediting agencies. For a complete list see the Consumer Information located on WTC's website About District - Western Technology Center .

AMERICANS WITH DISABILITIES ACT (ADA)

Any student who self-discloses a qualified disability under section 504 of the Rehabilitation Act of 1973 or under the Americans with Disabilities Act of 1990 shall provide written documentation of the existing disability from an appropriately credentialed professional. Documentation shall be provided to the Director of Student Services, Counselor, or Site Director to discuss accommodations necessary to ensure full participation in educational activities.

ANNUAL SECURITY REPORT

Western Technology Center disseminates a public Annual Security Report (ASR) to employees and students every October 1st. This ASR includes important consumer information about our campus safety and security, specifically statistics of campus crime for the preceding 3 calendar years, details about efforts taken to improve campus safety, policy statements regarding crime reporting, campus facility security and access, law enforcement authority, incidence of alcohol and drug use, and the prevention of/response to sexual assault, domestic or dating violence, and stalking.

WTC will notify and make available the Annal Campus Security Report to all current students and employees. This annual report is also available online in the About/Notices and Reports section at Notices/Reports - Western Technology Center and 2025AnnualSafetyandSecurityReport2.pdf

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ATTENDANCE

Attendance at WTC is a high priority, just as it is on the job. Students must attend a minimum of ninety percent (90%) of the class sessions each semester and/or payment period to fully gain the knowledge and skills for successful program completion. Students attending WTC are expected to be in attendance on any day that WTC classes are in session. There will be days when a high school student should attend WTC even if their high school is not in session. There also will be days when WTC classes are not in session and the student's high school is in session. Students are expected to attend classes at their high school even if WTC is not in session. High school students will not be counted absent if their high school does not send the bus to WTC in the event of bad weather or activity at the high school involving all students. Adults are expected to be in attendance even when the public-school buses do not run.

An absence is defined as missing more than one hour of any given class session. However, some classes have program specific requirements. Please refer to the class syllabi. In the event of a student absence, the instructor must be contacted on the day of the absence. Upon returning to school, the student is required to update their attendance folder. Providing written documentation is strongly suggested and becomes extremely important if a student exceeds the allowed number of absences.

Excused absences will be granted for the following reasons:

1. Personal illness
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury
4. Extenuating circumstances deemed necessary by the site administrator
5. Observance of holidays required by student's religious affiliation
6. Documented participation in up to (5) 4-H activities each school year

7. Documented speech therapy, occupational therapy, or any other service related to a student's Individualized
8. Education Program (IEP)

Items 6 & 7 are statutorily excused absences which will require notification to the school district prior to the absence, and documentation from the 4-H educator or service provider after the absence to identify the absence as excused.

Students will be given the opportunity to make up any schoolwork missed while they are participating in activities or programs sponsored by 4-H. Grades cannot be adversely affected for lack of attendance or participation due to their participation in activities or programs sponsored by 4-H so long as the district was notified prior to the absence, and the appropriate documentation was provided by the 4-H educator after the absence which substantiates the student's attendance at the 4-H event or activity.

Students will not be provided with an excused 4-H absence if the student has been disciplined or suspended by the school district and a condition of the punishment would preclude the student from participation in any school field trips or extracurricular activities.

Only documented school activities (pink sheets) are **not** recorded as absences. Students receive only hours of instruction when present in class.

Students will be required to make up any work that has been missed due to any excused absence or school activity; makeup work is at the discretion of the instructor. Students will be given one (1) day to make up work for each day missed. All high school students who are absent will receive a Parent Square notification message and/or phone call.

Unexcused absences are any absences that do not fall within one of the above categories.

Students who have less than 90% attendance may not be eligible for course credit and NC will be recorded on his/her WTC transcript. NC will be reported to the appropriate sending school for secondary students who have less than 90% attendance.

Consideration for extenuating circumstances is based on the documentation placed in a student's attendance file. Documented chronic health issues or severe injury of the student and death of immediate family members are examples of situations that may be considered as extenuating circumstances. Only documented school activities (pink sheets) are not recorded as absences. It is the student's responsibility to make up work that has been missed; make-up work is at the discretion of the instructor. All high school students who are absent will receive a Parent Square notification message and/or phone call.

The attendance policy for adult students receiving federal financial assistance is not different or separate from adult students not receiving federal financial assistance, but attendance is measured in payment periods instead of semesters for those on financial aid. For example, in a 480 clock-hour payment period, the student is allowed to be absent up to 48 clock-hours, which equals 10% of the payment period.

TARDIES

A student is expected to be in class on time. A student who misses less than one hour of instruction time in a day will be counted as tardy. However, some classes have program specific requirements. Please refer to the class syllabi. Three tardies equal a session absence. Students who miss over one hour will be counted absent for that class session. A class session is defined as a morning or afternoon period of instruction. Five tardies in a semester is excessive and subject to discipline.

SECONDARY (High School) STUDENTS

A high school student who exceeds 9 absences during a semester may not receive credit for coursework or a certificate of completion at WTC. WTC will follow these procedures regarding attendance and possible dismissal resulting from excessive absences:

A. After 5 and 7 absences, the parent or legal guardian of a high school student will be mailed a letter to provide notification of the student's attendance status.
B. High school students will not be counted tardy if the high school's bus is late arriving at WTC.
C. High school students must give a completed Activity Form (Pink Sheet) to the student's WTC instructor prior to missing class at WTC because of an activity approved by the student's high school administration. Without an Activity Form on file within 3 days, the time missed from class may be counted as an absence.

POST-SECONDARY (Adult) STUDENTS

In a semester, adult part-time students are allowed up to 9 absences; full-time students are allowed up to 19. Additionally, three tardies equal an absence. Part-time students will receive notification by letter at 3, 5, and 7 absences. Full-time students will receive notification at 10 and 14 absences. Adult students who exceed allowed absences in a semester can be dismissed from the program and may not receive a certificate of completion. A full-time student can obtain 2 absences during a day: one for the morning session, one for the afternoon.

During the last semester of enrollment for completion of a career major, the number of absences an adult student is allowed and still be able to receive credit is 10% of the hours remaining for completion of the student's career major.

Additionally, adult students can be dropped from classes if the adult student is absent five (5) consecutive days without contact or making prior arrangements with the student's instructor. Dismissal will be based on the instructor's recommendation. A student dropped from class because of violation of this rule will not receive a certificate of completion.

A student who fails to receive credit or a completion certificate because of excessive absence can appeal this decision to the administration of WTC. An appeal can only be made if the student has provided valid written documentation for all absences in the semester. The student is responsible for placing appropriate documentation in their attendance folder within a week of the absence. Following verification that proper documentation has been provided by the student, the Administration of WTC will designate the members of the appeal committee. The members of the appeal committee will determine if there is justification for waiving WTC's attendance guidelines. Students may appeal dismissal from WTC by following the procedures outlined under GRIEVANCE PROCEDURE in this Student Handbook.

Students should reference their program specific handbook for attendance policies.

ATTENDANCE FOR ADULT STUDENTS WITH FINANCIAL ASSISTANCE

An adult student receiving financial assistance must attend class at WTC for a minimum of 90% of the time in a payment period for the career major enrolled to continue receiving financial assistance. In addition, students are required to complete the program within 110% of the stated clock hours. For additional information on Satisfactory Progress for federal financial aid please see the Consumer Information link on the WTC website https://www.westtech.edu/about-district/consumer-information. Adult students receiving funds from outside agencies or who are in a program leading to licensure, are responsible for meeting the attendance guidelines required by the agencies and/or licensing entity. For students on a WTC Senior Completion Scholarship, less than 90% attendance will result in the scholarship being canceled and the student will be held responsible for the cost of their tuition for the second semester.

The attendance policy for adult students receiving federal financial assistance is not different or separate from adult students not receiving federal financial assistance, but attendance is measured in payment periods instead of semesters for those on financial aid. For example, in a 480 clock-hour payment period, the student is allowed to be absent up to 48 clock-hours, which equals 10% of the payment period.

BREAKS

One ten-minute break will be scheduled as a privilege for the students during each session. A regular break schedule will be assigned to every program. Students will remain in the designated break area and will not go to other programs.

It should be remembered that Break is a privilege and can be taken away if problems occur. Snacks may be consumed in designated areas. Every effort has been made to provide for students' comfort, convenience, and an attractive surrounding. It should be everyone's goal to keep WTC in the best condition possible for students of the future.

BULLYING/HAZING

Bullying involves an imbalance of power, intent to cause harm, and repetition. It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. As changes in Oklahoma law occur, WTC will make adjustments to local policy. **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, student organization meetings and trips and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. 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.

Please refer to the section "PROHIBITING HARASSMENT, INTIMIDATION, BULLYING AND HAZING" (Investigation Procedures) for detailed definitions of bullying, hazing, electronic communication, threatening behavior and student organization.

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 of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

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

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated 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, and/or class trips.

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

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

The superintendent shall develop procedures providing for:

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

PROHIBITING HARASSMENT, INTIMIDATION, BULLYING AND HAZING
(INVESTIGATION PROCEDURES)

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, hazing, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

Definitions

- "**Bullying**" as defined in the School Safety and Bullying Prevention Act 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.
- "**Electronic communication**" means the communication of any written, verbal, pictorial information, or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.
- "**Threatening behavior**" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.
- **"Hazing"** as defined by the Stop Campus Hazing Act means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless or the willingness of such other person or persons to participate and is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in a student organization.
- **"Student Organization"** means an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club, sports team, fraternity, sorority, band or student government) in which two or more of the members are student enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

Procedures for Investigation

The procedure for investigating reported incidents of harassment, intimidation, bullying, hazing or threatening behavior, is as follows:

1. The matter should immediately be reported to administration/designee. If the incident involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the administration/designee. As much detailed information as possible should be provided to the administration/designee in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the administration/designee shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If during the course of the investigation it appears that a crime may have been committed, the administration/designee shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the administration/designee shall follow district policies regarding the discipline of the student. The administration/designee shall make a determination as to whether the conduct is actually occurring.
5. Upon completion of the investigation, the administrator/designee may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of

confidential information.

6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 10 days of the conclusion of the investigation.
7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within 10 days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to administration/designee by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of any behavior included in this policy.

The Administration shall be responsible for enforcing this policy. The administrator/designee should notify the superintendent within twenty-four (24) hours of any report of an incident. Upon completion of an investigation, the administrator/designee should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

CAMPUS SECURITY

WTC is aware of our responsibility to students and staff in providing a secure and safe environment to study and work. WTC is compliant with National Incident Management System. WTC provides protection of the facilities and equipment. Law enforcement personnel conduct building security checks as well as periodic inspections. Law enforcement officers perform a variety of tasks which include investigation of criminal activity, apprehension of criminals, and accident and fire response.

There are scheduled times for all building lock-ups. These duties are performed by WTC Staff. Students may be authorized to be in a building after lock-up if under the supervision of a staff member. Building keys will not be issued to a student nor will a staff member loan a building key to a student or non-employee.

Drills are conducted regularly with staff and students regarding fire, tornado, lockdown, and secure protocols. Instructors are provided with detailed protocols for specific emergency situations.

CAMPUS LAW ENFORCEMENT

An excellent working relationship exists between law enforcement officials and WTC. Serious crimes and other incidents that are deemed to be of interest to state and/or local authorities are reported to those agencies. All serious crimes are reported on a monthly basis to the Oklahoma State Bureau of Investigation (OSBI), and to the Federal Bureau of Investigation (FBI) Headquarters for publication in the annual Uniform Crime Report.

CARE OF SCHOOL PROPERTY

A considerable amount of money has been spent on textbooks and equipment. Students are responsible for the care of all school owned property assigned to them. If items are lost, damaged, destroyed, or stolen, the student may be responsible for replacement based on purchase price according to the depreciated scale below.

Electronics and accessories will be accessed on the following depreciated scale. Less than one year = 100% of the original cost, 1 year = 90% of the original cost, 2 years = 80% of the original cost, 3 years = 60% of the original cost, 4 years = 40% of the original cost, 5 years or older 20% of the original cost.

CELL PHONE/ELECTRONICS POLICY

It is the policy of the Board of Education that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior consent of both the student's parent or guardian and the superintendent or the superintendent's designee.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to

detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices.

Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists.

Students found to be in possession of or using a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including, but not limited to confiscation of the device pending parent/guardian conference, detention, or suspension. Punishment for violation will be determined by the administration on a case-by-case basis. Where appropriate, police authorities may be contacted.

All cell phones and digital/audio devices should be turned off during class. Any other electronic devices that distract from the learning environment will not be allowed in the school building. Cell phones may be used at Break or during the lunch period. If any student uses a cell phone anytime other than the specified times the following actions will take place. Any exception to this policy will need to be approved by instructor or administration.

1st Offense - WARNING **2nd Offense** - 5 DAYS NO BREAK **3rd Offense** - 1 DAY SUSPENSION

CERTIFICATES

Students who complete and pass all courses within a career major will receive a career major completion certificate as well as a transcript reflecting grades for coursework. Students who complete career major hours, but do not complete all courses, will receive a transcript, and will not participate in graduation. In addition, students may earn occupational competency certificates.

CLASS SCHEDULE

WTC secondary students will spend one-half of the school day (185 minutes) at WTC and the other half day at their home schools. On the WTC campus, morning classes are held from 8:10 to 11:15 a.m. and afternoon classes are from 12:40 to 3:45 p.m. Students enrolled at WTC may earn three or four (3 or 4) units of credit per year which may apply toward graduation from their home high school. Any exceptions will be approved by the local administration. Post-secondary students may attend on a full-time or part-time basis.

STUDENT CODE OF CONDUCT AND DISCIPLINE

Students should be respectful, responsible, and ready to learn. Students are expected to conduct themselves in a manner that is consistent with professionalism. Conduct that is not acceptable may result in termination from class and from WTC. Any discipline problems that cannot be solved by the instructor should be referred to administration.

School administrators have wide discretion in determining appropriate discipline for violation of student code of conduct. Performing campus-site services may be considered as alternatives to suspension or expulsion. The following are some specific examples of unacceptable behavior which are subject to disciplinary action.

- Repeated violation of the cell phone policy
- Open or persistent defiance of authority to any school personnel
- Fighting
- Verbal and/or physical assault and/or battery
- Inciting, encouraging, promoting, or participating in attempts to interfere with the normal educational process
- Unauthorized or excessive absences from class
- Excessive tardies (5 per semester)
- Willful disobedience, profanity, or vulgarity
- Distributing obscene literature
- Vandalism
- Cheating or plagiarism
- Forgery, fraud, or embezzlement
- Use or possession of any tobacco products, e-cigarettes, or vaping systems

- Violation of the Internet Access Conduct Agreement
- Possession or use of dangerous or disruptive items, including but not limited to firearms, explosives, fireworks, knives, razors, or other weapons used for assault (refer to School Law of Oklahoma, Article XXIV, Section 33)
- Stealing, gambling or extortion
- Bullying, hazing, threatening behavior, and intimidation by any individual or group whether involving written, verbal, or physical actions
- Antisemitism, which is a certain perception of Jews, which may be expressed as hatred towards Jews.
- Sexual Harassment
- Repeated violation of dress code
- Any violation of federal, state, or local law, ordinance, or WTC policy
- Failure to comply with State of Oklahoma Immunization Law, Title 70, Section 1210, 191 as amended Nov. 1, 1998
- Possessing or being under the influence of alcohol, narcotics, over-the-counter pills, mind/mood altering drugs or controlled dangerous substances
- Operating a vehicle on school property in a reckless or unsafe manner
- Repeated violation of transportation policy
- Public Display of Affection
- Anything that is a material and substantial disruption of the learning environment
- Knowingly making false statements or providing false information in the grievance process
- Leaving campus without permission
- Title IX violation (refer to pg. 23)
- Gang related activity or action

Definitions

- **"Antisemitism"** as defined by the International Holocaust Remembrance Alliance in 2016, is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.

Any student knowingly violating any of these policies and regulations will be subject to warning, reprimand, probation, suspension, or expulsion in addition to any civil or criminal proceedings or prosecution. In addition to the preceding, a student may be subject to disciplinary actions including suspension expulsion from school when charges are filed in any court (municipal, state or federal) which accuses a student of commission of a criminal offense occurring on or off school premises at any time, and it is determined that the filing of said charges cause, in the opinion of the school administration, a possibility that the continued attendance of a student at school could have a direct and adverse immediate effect on discipline, operation, general welfare, educational environment, or safety of WTC students or staff. Students who have been suspended or expelled are not to be present at any school sponsored activities or on WTC school premises. Students who are serving a suspension at their high school may be suspended from WTC. Students suspended from WTC may also be suspended from their high school.

DRESS CODE

Prospective employers prefer that potential employees develop and demonstrate desirable characteristics during training to adjust more quickly to the job responsibilities upon employment. With this objective in mind, it is a requirement that each student be neatly groomed at all times. Students must be appropriately dressed as defined by the instructor in each program and approved by the administration of WTC. Additional guidelines may be required within programs or departments due to safety/industry standards.

- Clothing - Clothing should be neat and clean. Messages on shirts shall not include illegal drugs, alcohol, tobacco or other products that may not be utilized by children. Vulgar, obscene, profane messages or symbols are prohibited, and will be subject to discipline under the student discipline code. Shirts may not be sheer, or mesh, and must cover the entire upper body. No tank tops or midriff tops are acceptable. Pants shall be worn at the waist and must be no shorter than mid-calf in length. Ripped jeans must not show skin or underwear. Pajama pants are not allowed.
- Footwear - Footwear is necessary for reasons related to health and safety. Footwear that has material between the toes or around the toes is not allowed. Some examples of inappropriate footwear include flip flops and house shoes.

- Head coverings - All head coverings will be removed during assemblies and in class. Exceptions will be granted for religious or medical reasons.
- Uniforms - Based on requirements from the State of Oklahoma, industry standards and/or safety, students in some career majors will be required to wear uniforms. Failure to wear appropriate uniforms may result in punitive actions including dismissal from any program requiring specific uniforms.

DRUG-FREE CAMPUS

Western Technology Center is responsible for providing a safe educational environment and must maintain the trust of the public. Any student who is impaired by a controlled substance or alcohol is a serious risk to others. WTC adheres to all federal, state and local laws in reporting the use and/or possession of controlled substances or paraphernalia by students. Drug screening procedures may differ depending on the career major.

DRUG-FREE SCHOOLS POLICY STATEMENT

In order to maintain a healthy educational and working environment at WTC, and to comply with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 for purposes of receiving federal assistance, the WTC Board of Education adopts the following policy:

Using, possessing, dispensing, distributing, manufacturing, or being under the influence of a controlled substance or alcoholic beverage in any of WTC's facilities, on WTC property (including vehicles) or at a WTC sponsored function or event by a student or employee of WTC is prohibited. Violation of this prohibition shall result in disciplinary action, which may include dismissal from school or work or non-reentry of school or non-renewal of employment. Violations which constitute criminal acts will be referred for prosecution.

To discourage the use and transportation of a chemical substance, searches of the campus facilities by a trained dog handler may occur.

Searches may include workspaces, classrooms, lockers, vehicles, and personal items such as backpacks and purses. On an alert, based on probable cause or reasonable suspicion further searches may occur.

Parents and guardians of minor students shall be notified if prohibited substances are found. Law enforcement officials will be contacted if possession is verified or if difficulty is encountered with employees or students in question.

EMERGENCY PHONE NUMBERS

ALL CAMPUSES EMERGENCY NUMBER FOR FIRE/AMBULANCE/POLICE:
911

Referral Agencies for Services, Support and Dependency Rehabilitation Toll-Free Information

Substance Abuse Referral	800-662-HELP
Heart Line (*Resources*)	211
Red Rock Behavioral Services	580-375-6300
Suicide & Crisis Lifeline	988
Statewide Abuse & Neglect Hotline	800-522-3511

WTC does not endorse private or commercial products or services related to drug and alcohol abuse treatment. The sources of information listed herein are intended only as a partial listing of the resources that are available.

Health Depts. & Mental Health Centers		**Departments of Human Services**	
Sayre	580-928-5551	Beckham County	580-928-4000
Custer County	580-323-2100	Custer Co.	580-331-1900
Elk City	580-225-1173	Kiowa Co.	580-726-6500
Kiowa County	580-726-3316	Washita County	580-331-1900

ENTRANCE REQUIREMENTS

Priority for enrollment is based on the following student status:

1. Returning students
2. In-District high school students with mandatory parent/guardian meeting
3. Adult students

Enrollment opportunities are on a first-come first-served, space available basis within each status level. Some career majors may be subject to an application process and additional requirements as set forth by applicable licensing or accrediting agencies. Students requesting advanced standing/transfer hours must provide official, program-specific documentation prior to enrollment in desired program.

SECONDARY (High School) STUDENTS

Juniors and seniors at least 16 years old by September 1 are eligible for enrollment with the consent of parents, the home high school and the concurrence of WTC.

Secondary students whose legal residence is in the WTC district may attend WTC tuition-free. Students will be admitted to a particular program on the basis of assessed interest, academic achievement in past school experiences, aptitude, and subject to space availability.

Non-resident secondary students may enroll, subject to space availability, if they meet the above requirements, pay out-of- district tuition, provide their own transportation, and have the approval of their parent or guardian, high school principal, and the WTC Administration.

POST-SECONDARY (Adult) STUDENTS

Adult enrollment appointments are scheduled on a first-come, first-served, space available basis on or after April 1st, with high school and returning students having priority for enrollment.

Adults will be admitted to a particular class on the basis of assessed interest, aptitudes, work history, and the ability to benefit from instruction in terms of employment. Adults seeking admission must go through WTC's assessment process prior to enrollment.

Students will be allowed to enroll in some classes after the program has started with administrative approval.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

In accordance with the policy of the WTC Board of Education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

Definitions:

- **Student** – any person who attends or has attended a program of instruction sponsored by the board of education of this school district
- **Eligible student** – a student or former student who has reached age 18 or is attending WTC as a post-secondary student, and who is no longer a dependent of the parent for federal tax purposes
- **Parent** - either natural parent of a student unless his or her rights under the Family Educational Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian
- **Educational Records –** any item of information or record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:
    1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:
        a. It was made as a personal memory aid;
        b. It is in the sole possession of the individual who made it; or
        c. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;
    2. An employment record which is use only in relationship to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course).

- **Personal Identifier** – any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and WTC policy:

1. To Inspect and review the student's education records;
2. To exercise a limited control over other people's access to the student's education record;
3. To seek to correct the student's education record, in hearing, if necessary;
4. To report violations of the FERPA to the department of education; and
5. To be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

A copy of WTC Board Policy on Student Records can be obtained upon request. WTC will arrange to provide translations of this notice to non-English speaking parents in their native language.

For further information regarding FERPA visit:
http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

NOTICE OF DIRECTORY INFORMATION

Under the provisions of FERPA, directory information is information not considered harmful or an invasion of privacy if released. WTC may disclose the following information without consent: student's name, grade level, major field of study, participation in officially recognized activities, awards or honors, certificates, and photographs. The parent or eligible student will have two weeks after receiving the student handbook to advise WTC, in writing (a letter to the school superintendent's office) of any or all items they refuse to permit the district to designate as directory information about the student. To obtain a copy of WTC's policy on Directory Information, see a WTC administrator.

FINANCIAL AID

Financial assistance is available for qualified adult students having a valid high school diploma, home school diploma, GED, or state-authorized high school equivalency certificate and be enrolled in an approved career major. Students must present a current government-issued picture identification card that will be photocopied for the student's confidential financial aid file. Students must maintain current enrollment and adhere to the attendance, grade and progress policy in the career major in which they are enrolled. WTC is approved for the Pell Grant Program, also known as FAFSA (www.studentaid.gov), and for the Oklahoma Tuition Aid Grant Program, and the Oklahoma Promise Program. Other assistance includes Bureau of Indian Affairs, Vocational Rehabilitation, Workforce Innovative and Opportunities Act, and the Otha Grimes Scholarship. Veterans with a valid DD214 documenting an honorable discharge may qualify for a tuition waiver in full-time accredited programs. In the case of unusual situations or special circumstances that would impact a student, federal regulations make provision for adjustments to be made to the student's financial aid award. For more information, please contact the financial aid office at 580-562-3181 Ext. 279 or visit https://www.westtech.edu/admissions/financial-aid.

A WTC Senior Completion Scholarship may be available to graduating high school students who meet the criteria as listed on the application. Applications are available through the WTC Counselors.

FREE EXPRESSION ON CAMPUS

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

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

Western Technology Center may establish a table for passive distribution of materials in each student center. Such table shall not be manned and will afford students and members of the campus community the opportunity to share information. Materials placed for distribution will not violate the student code of conduct and the table shall include a sign that designates the table as a means for the campus community to share information and express views. The information on the tables is not endorsed, supported, or approved by Western Technology Center in any way.

If a group has rented space from the technology center for a specific purpose, that area shall not be deemed to be an area wherein non-commercial expressive activity may occur during the duration of time that the group has exclusive use or control of that space.

To request a copy of the full policy, see an administrator.

GRADES – Grading Scale

100-90=A	89-80=B	79-70=C	69-60=D	Below 60=F

GRIEVANCE PROCEDURES FOR ALL STUDENTS (to be used for all grievances except Title IX)

It is the desire of the Administration and Board of Education of WTC that any complaint a student might have about a situation or procedure at the school be resolved in an informal manner. All parties will have the opportunity to present witnesses during all hearings. Steps will be taken to prevent recurrence of any discrimination or harassment and correct any discriminatory effect of such action or behavior on the complainant and others, if appropriate.

1. <u>Review with the Instructor</u>
   a. Discuss the problem or complaint with an instructor, a counselor, or an administrator.
   b. In situations where a solution cannot be reached in this informal manner, the following steps are to be followed.
2. <u>Review with the Compliance Coordinators</u>
   a. The student must file a complaint in writing. A form will be provided for the student's convenience. Forms may be obtained from the Compliance Coordinators, Jeff Lewallen (Burns Flat); Elissia Chandler, HR Generalist (Burns Flat).
   b. A review hearing will be scheduled within ten (10) school days and the compliance coordinators will notify all individuals deemed necessary to give a full hearing to the complaint.
   c. The review hearing will be documented and signed by all parties.
   d. If the complaint is not resolved, the student has the option of asking for a review by the Superintendent or the Superintendent's designee.

3. <u>Review with the Superintendent</u>
   a. The compliance coordinators will give the documentation, including the student's original complaint to the Superintendent immediately.
   b. Upon receipt of the documentation, the Superintendent will set a time and place at the earliest convenience for all parties involved for the complaint review. The Superintendent will notify all individuals deemed necessary for a full and complete hearing.
   c. The review hearing will be documented and signed by all parties.

d. Within a reasonable time, usually no longer than thirty (30) days, the Superintendent shall provide the student with a written decision, explaining what action (if any) will be taken (or proposed to the Board of Education, if necessary) in response to the student's complaint, and explaining the basis for the decision. The written decision shall also advise the student that, if the student is dissatisfied with the decision, the student may request a hearing with the Board of Education to present the student's evidence or arguments as to why the decision is inadequate and that the Superintendent (or a designated administrator) should be contacted to request and discuss arrangements for a hearing.

e. If the complaint is not resolved, the student has the option of asking for a review by the Board of Education. (If a satisfactory resolution of the problem is reached, the student may still choose to talk with the Board of Education on the matter and will be placed on the next agenda if requested.)

4. Review with the Board of Education

a. The Superintendent will deliver to the President of the Board of Education all documentation of the complaint and the preceding review hearing.

b. The hearing will be scheduled at the next regularly scheduled Board of Education meeting, providing there is sufficient time to include the item on the agenda. (Normally the agenda is determined one week prior to the board meeting.) The student will be advised of the date, time, and place of the meeting at which the recommendation will be considered by the board. If the student fails to request a hearing within a reasonable time, usually no longer than (30) days, and the recommendation is considered by the Board as scheduled, the student is not entitled to have the matter reconsidered by a later request for a hearing.

c. The President of the Board shall conduct the review hearing.

d. At a hearing requested by the student, the Board will provide the student with a full and reasonable opportunity to present relevant evidence, testimony, and argument in support of the student's position. The student may be assisted or represented at the hearing by another person of the student's choice, including an attorney. The hearing may be conducted in executive session.

e. The Superintendent shall notify the student of the board's decision and of the student's right to file an administrative complaint with the U.S. Department of Education within one hundred eighty (180) days of the action, event, or occurrence which gave rise to the student's complaint originally.

All Board of Education hearings shall be public unless the subject matter qualifies for a closed meeting under the Oklahoma Open Meeting Law and all parties to the complaint request a closed hearing.

HAZARD WARNINGS

- **Asbestos Hazard Emergency Response Act (1986) Annual Notification**

WTC is required by Federal Law to notify individuals that we continue to comply with the regulations required by this law. This notification serves as the annual notification for parents, students, district employees and the communities we serve. The WTC district currently employs the services of Precision Testing Laboratories, 624 N.W. 5th Street, Moore, OK to assist the district with compliance.

- **Student SDS Verification**

Students will have access to the SAFETY DATA SHEETS (SDS) for all chemicals students may be exposed to while enrolled in their respective programs. This information is given for safety and awareness of hazards involved in the use of the chemicals.

There is a master management plan that will be made available to anyone during school hours. Inquire at the front desk of each WTC campus.

- **Exposure Control Plan for Bloodborne Disease**

PURPOSE OF THE PLAN: One of the major goals of OSHA is to regulate facilities where work is carried out to promote safe work practices in an effort to minimize the incidence of illness and injury experienced by employees/students.

WTC believes that there are a number of acceptable general principles that should be followed. We have implemented this Exposure Control Plan to meet the letter and intent of the OSHA Bloodborne Pathogens Standard.

Our students and employees play an important role in complying with our bloodborne pathogens program. They will be expected to follow the plan and be responsible for attending the bloodborne pathogens training sessions.

They also will be expected to have good personal hygiene habits, which include proper hand washing, which is the

best defense against exposure. Latex gloves are available and must be used before any student/employee touches someone else's blood or body fluids in the event of an accident or exposure.

Employees/students must wash their hands with soap and water immediately, or as soon as feasible, if there is any contact with blood or any other potentially infectious material. Mucous membranes should be flushed with water.

Proper disposal containers and bags with the biohazard warning labels are available in each program and in a number of other locations on the campus.

Everyone in our facility recognizes that even with good adherence to all of our exposure prevention practices, exposure incidents can occur. We have set up procedures for post exposure evaluation and follow-up should exposure occur. The WTC Exposure Control Officer will investigate every exposure incident that occurs in our facility. The investigation is initiated immediately after the exposure incident is reported and involves gathering information. The Exposure Control Officer can be contacted at the front desk.

HEALTH / INSURANCE

WTC does not carry medical insurance on students and assumes no legal liability if a student is injured at school or while participating in work-site learning activities. Each student/parent is responsible for providing their own medical insurance and for any associated costs of injuries or illnesses. At enrollment, students are requested to disclose on the Health Form any special medical conditions including regular medications.

Students should report illnesses and/or injuries that may interfere with their ability to participate in the learning environment or activities.

First Aid kits and AEDs are available in designated areas at each campus site.

Instructors and school staff will assist students who have medical issues and will coordinate communication to responsible parties. School staff will assist students if emergency medical services are needed.

INTERNET/TECHNOLOGY POLICY and AI USAGE

All Western Technology Center students are required to sign and comply with the Internet Access Conduct Agreement. Use of district-owned or district-managed technology resources is subject to monitoring, and users should have no expectation of privacy. The use of artificial intelligence (AI) tools must support learning objectives and be consistent with course expectations. Students may not use AI to engage in academic dishonesty, misrepresentation of original work, or any activity that violates district policy, school rules, or applicable laws.

LEAVING CAMPUS OR CLASS

In the event a student must leave campus anytime during the school day, they must receive permission from instructor/administrative personnel and follow the check-out procedure.

A student who leaves the campus any time during the school day without first receiving permission from administrative personnel will be considered truant or subject to discipline. For high school students, a note from the home high school principal/parent or telephone call must accompany any request for a permit to leave school.

Students are not to be excused from classes or shops unless it is absolutely necessary. Hall and restroom traffic should be kept to a minimum.

LIVEWORK

All live-work must be arranged and approved by the instructor. Prior to outside property arriving at any WTC campus, instructor approval must be obtained.

MEDICATION

High school students may not retain possession of or self-administer any medicine, with the exception of inhaled asthma medication for treatment of asthma, the self-administration of anaphylaxis medication for treatment of anaphylaxis, insulin for the treatment of diabetes, and replacement pancreatic enzymes for the treatment of cystic fibrosis. Violation of this rule will be reported to the student's parents and may result in discipline.

A student who has a legitimate health need for a medicine shall deliver the medicine to administration in its original container with the written authorization of the student's parent or guardian for administration of the medicine. The parent's authorization must identify the student, the medicine, and include or refer to the label for instructions on administration of

the medicine. The medicine will be administered to the student only by the WTC administration pursuant to the parent's instructions and the directions for use on the label or on the physician's prescription with the exception of medical marijuana. Medical marijuana policies will be addressed according to current laws and WTC policy.

All students taking medication which could compromise the safety of themselves or others should be reported to their program instructor.

MINUTE OF SILENCE/PLEDGE OF ALLEGIANCE

The school day will begin with a flag salute. However, students not wishing to participate shall not be required to do so. Following the flag salute students will observe one minute of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their choice.

OPERATION

WTC is under the administration and supervision of the Board of Education of the Western Technology Center District 12. WTC serves as an extension of the school districts that are members of the WTC District.

PARENTS' BILL OF RIGHTS (PARENT PARTICIPATION IN THE SCHOOL DISTRICT)

WTC is in compliance with the Parents' Bill of Rights. Additional information on this subject is available for parents in the WTC School Board Policy and Procedure Manual. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the WTC site administrator.

PERSONAL PROPERTY

WTC is not responsible for lost or stolen items.

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles: 1)One race or sex is inherently superior to another race or sex, 2)An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously, 3)An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex, 4)Members of one race or sex cannot and should not attempt to treat others without respect to race or sex, 5)An individual's moral character is necessarily determined by his or her race or sex, 6)An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex, 7)Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or 8)Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must: A)Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures; B)Identify the dates the alleged discriminatory act occurred; C)Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated; D)Include relevant information that would enable a public school to investigate the alleged violation; and E)Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates Jeff Lewallen as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at 580-562-3181 ext. 212 and via email to jlewallen@westtech.edu. This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the

complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process, and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a claim. Within ten (10) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint; (2) exercising any right or privilege conferred by or referenced within 210: 10-1-23 of the Accreditation Standards; (3) exercising any right or privilege secured by a law reference in 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complainant bay be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

REQUIREMENT FOR CONTINUING ENROLLMENT

A student is expected to show progression at a rate that will allow completion of the career major in the allotted time. The Administration, Counselor and Instructor will determine whether or not a student should be placed on probation. Length of probation will be determined by administration. If at the end of the probationary period satisfactory progress is not achieved, the student will not be permitted to continue enrollment.

RETURN OF TITLE IV FUNDING

Return of Title IV Funds for students receiving a Pell Grant will be calculated according to the Department of Education's "Return of Title IV Funds" regulation.

For more information concerning return and refund policies please refer to the Consumer Information guide located at **https://www.westtech.edu/about-district/consumer-information**.

SCHOOL-SPONSORED ACTIVITIES

Field trips are an integral part of the learning process in all areas of career and technology education. Students are required to have the appropriate forms completed prior to taking field trips; high school students, regardless of age, must have appropriate signatures including parent/guardian and home school administration. Students will also adhere to all WTC policies and procedures described in the WTC Student Handbook and sign a Code of Conduct Contract. Any student not participating in the field trip is required to be in attendance at WTC, or will be counted absent.

Participating students will be provided an agenda/transportation plan for all off-campus activities. Transportation for all trips will be provided by WTC. Other transportation plans must be pre-approved by WTC. Audio entertainment with headsets/earbuds will be permissible as long as it is not distracting to the driver or others.

Participation in a school-sponsored activity is a privilege that can be revoked. Eligibility will be based on attendance as well as academics at WTC and at the high school. All students must meet Career Tech Student Organization (CTSO) guidelines. High School students must also meet Oklahoma Secondary Schools Activities Association (OSSAA) guidelines. Arrangements for make-up work must be completed with the high school prior to field trips.

EXTRACURRICULAR CLUBS & ORGANIZATIONS-PARENT NOTIFICATION

With regard to student organizations at WTC, parents and/or guardians have the right to withhold permission for a student to join or participate in one or more WTC extracurricular clubs or organizations. It is the responsibility of the parent and/or guardian to notify WTC administration of his or her student's withholding and prevent the student from participation in a club or organization for which participation is withheld, and no club or organization meeting shall be barred because a student who is not authorized to attend is present at the meeting.

The Director of Student Services is the Administrative Advisor for all student organizations. Shelby Reimer, Student Services Specialist, is the Advisor/Coordinator for Western Technology Center Career Tech Student Organizations.

Business Professionals of America – 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.

- Business Technology, Sayre – Susanne Silk
- Business Technology, Burns Flat – Michelle Potter

HOSA – Future Health Professionals is a student organization designed to promote career opportunities in health care and to enhance the delivery of quality health care to all people.

- Biomedical Academy, Burns Flat – Shane Brashears
- Dental Assisting, Weatherford – Kelly Pease
- Health Careers, Burns Flat – Linda Badillo
- Health Careers, Sayre – Kim McClure
- Practical Nursing, Burns Flat – Christy Crouch

National Technical Honor Society - **NTHS** honors student achievement and leadership, promotes educational excellence, and enhances career opportunities for the NTHS membership.

- Student Services Specialist, Burns Flat – Shelby Reimer
- Counselor, Sayre – Jaime Partain

SkillsUSA is a partnership of students, teachers and industry representatives, working together to ensure America has a skilled workforce and it helps students excel.

- Auto Collision Repair, Burns Flat – Chris Carpenter
- Auto Service Technology, Burns Flat – David Wright
- Aviation Structures Technology, Burns Flat – Wade Collins
- Computer Networking/Security, Burns Flat – Quinten Roller
- Construction Technology, Burns Flat – Zach Mattox
- Cosmetology, Burns Flat – Gladys Puente
- Cosmetology, Sayre – Bill Helton
- Criminal Justice, Sayre – John Currid
- Culinary Arts, Burns Flat – Alexander Thomison
- Diesel Technology, Burns Flat – Bruce Flannery
- Electrical Trades, Burns Flat – Alex Sharp
- Heating, Ventilation & Air Conditioning, Burns Flat – Daniel Boling
- Service Careers, Burns Flat – Greg Wedel
- Teacher Prep, Burns Flat – Lori Schneberger
- Welding Technology, Burns Flat – Don Hart
- Welding Technology, Sayre – Kelly Vanderwork

Technology Student Association – the **TSA** organization enhances personal development, leadership, and career opportunities in STEM.

- Engineering, Burns Flat – Reonna Slagell Gossen

SEARCHES

Searches of a student may be conducted by the superintendent, principal, a teacher, or school security personnel if reasonable suspicion exists.

- School Property – Students have no reasonable expectation of privacy in school lockers, desks, or any other school property without notice or reason.
- Personal Property – Search of student's belongings is authorized if reasonable suspicion exists, including vehicles parked on WTC property.
- Students – It is the policy of the WTC Board of Education that any instructor who has probable cause or reasonable suspicion that a student may be under the influence of, or the student has in their possession: weapons,

intoxicating beverages, a controlled dangerous substance as defined by law, or missing/stolen property shall immediately notify the campus administrator or their designee. The administrator or designee shall immediately notify the public-school administrator and a parent or legal guardian of the violation.

Any notification of suspicious behavior and/or search of said student shall be subject to any applicable school policy, state law, and/or student handbook regulation.

SEXUAL ASSAULT PREVENTION

WTC provides information and resources in an effort to create a safe and secure environment that is conducive to the educational and personal development needs of the students. Prevention media is provided in the form of various pamphlets.

SEXUAL HARASSMENT – TITLE IX

Sexual harassment is unwelcomed conduct of a sexual nature. It can include verbal, non-verbal, physical conduct, or any communication of a sexual nature. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct. Any sexual harassment should be reported immediately to the instructor and then administration. A copy of WTC's School Board Policy and Procedure Manual on sexual harassment of students can be found in the Policy and Procedure book which may be obtained from administration.

Title IX (Sexual Harassment and/or Discrimination) Grievance Procedures

Title IX Coordinators

Jeff Lewallen	Burns Flat Campus	jlewallen@westtech.edu	580-562-3181 Ext. 212
Elissia Chandler	Burns Flat Campus	echandler@westtech.edu	580-562-3181 Ext. 294
Jaime Partain	Sayre Campus	jpartain@westtech.edu	580-928-2097

After receiving a report or notice of an incident, the Title IX Coordinator will promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. A complainant's wishes with respect to whether the technology center investigates will be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

The technology center will promptly take necessary steps to protect the complainant and ensure safety as necessary, including taking interim steps before the final outcome of any investigation once a report or knowledge of sexual harassment has occurred. In some instances, the technology center may implement an emergency removal of a student when a safety and risk analysis indicate that an imminent threat exists to the physical health or safety of a party. A party subject to an emergency removal shall have an opportunity to challenge the decision immediately following the removal. An employee may be placed on administrative leave or suspended during the pendency of the grievance process. Periodic updates on the status of the investigation will be provided to the complainant. If the school determines that sexual violence occurred, the technology center will continue to take steps to protect the complainant and ensure safety at school or related activities. The technology center will provide the complainant with available resources, such as victim advocacy, academic support, academic counseling, disability services and assistance in reporting a crime to local law enforcement.

Written Notice of Complaint

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview.

Written notice includes:

a. Notice of the grievance process, including any informal resolution process
b. Notice of the allegations, including sufficient detail (i.e., names of known parties, the conduct alleged to be sexual harassment, and the date and location of the conduct, if known) to allow the respondent to prepare a response

c. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process
d. Notice of the parties' right to have an advisor (who may be, but is not required to be, an attorney) and to inspect and review evidence; and
e. Notice that knowingly making false statements or providing false information in the grievance process is a violation of the code of conduct of students or a violation of performance and conduct standards for employees.

Investigation

An investigator will be designated to investigate the allegations contained in the complaint or which are developed in the course of the investigation. The burden of gathering evidence and burden of proof must remain on the technology center—not on the parties.

Both the alleged victim (complainant) and the alleged respondent (respondent) will be treated equitably by the school district.

An investigation will be conducted by a technology center Title IX official who shall not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent. This investigation will include:

- Meeting personally with the complainant (unless extraordinary circumstances prevent a personal meeting);
- Meeting personally with the respondent (unless extraordinary circumstances prevent a personal meeting);
- Presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made
- Collecting or facilitating the collection of any physical evidence
- Meeting personally with any witnesses (unless extraordinary circumstances prevent a personal meeting with one or more witnesses)
- Reviewing any documentary evidence; and
- Preparing a report of the investigation.
- Objective evaluation of both inculpatory and exculpatory evidence

The investigation of complaints will be adequate, reliable, and impartial. The investigation process can take up to 60 days. When investigating a complaint and throughout the grievance process, the technology center must do the following:

1. Ensure that the burden of proof and of gathering evidence rests on technology center rather than the parties
2. Provide an equal opportunity for the parties to present witnesses and evidence
3. Not restrict either party's ability to discuss the allegations or gather and present evidence
4. Provide the parties with the same opportunities to have others present during interviews or related proceedings, including an advisor
5. Provide, to a party who is invited or expected to attend, written notice of the date, time, participants, purpose, and location of any investigative interview, hearing, or other meeting, with enough time to allow the party to prepare and participate
6. Provide both parties and their advisors an equal opportunity to review all evidence directly related to the allegations in the formal complaint (both exculpatory and inculpatory) at least 10 days prior to the completion of the final investigation
7. Ensure that if the technology center obtains additional information from or about the respondent or complainant, during the course of the investigation, that was not included in the original notice to the parties—both parties will be provided written notice of additional allegations and a reasonable opportunity to respond in writing to the new information or documents
8. Prepare a written report that fairly summarizes the relevant evidence and provide the report to both parties and their advisors for review and written response at least 10 days before a hearing or determination of responsibility; and
9. Ensure that parties will have at least 10 calendar days to respond to the investigator's report; any response will be considered in connection with any hearing that is conducted.

The Title IX Coordinator will determine if a Title IX hearing is necessary. In making this determination, the Coordinator will consider whether both parties request or consent to a hearing and will agree to participate in a hearing. If it is determined that the technology center will proceed with a hearing, the complainant and the respondent will be notified in writing of the hearing.

Mandatory or Permissive Dismissal

Mandatory dismissal must occur when it is determined in the course of the investigation that allegations in a formal complaint: (1) did not occur in the technology center's program or activity; (2) did not constitute sexual harassment as defined, or (3) did not occur against a person within the United States. Both parties must receive written notice of a mandatory dismissal and reasons.

Permissive dismissal may occur at any time during the investigation or hearing when: (1) a complainant notifies the Title IX Coordinator in writing that they would like to withdraw; (2) the respondent is no longer enrolled or employed by the technology center; or (3) specific circumstances prevent the technology center from gathering evidence sufficient to reach a determination. Both parties must receive written notice of a permissive dismissal and reasons.

The technology center may still address allegations of misconduct under the Student Code of Conduct or employee disciplinary procedures.

Technology Center Action

A. Informal Resolution

Informal Resolution is available in some circumstances. Informal resolutions are unavailable unless a formal complaint of sexual harassment is filed. Informal resolution may include conflict resolution or a restorative agreement between the parties with a trained Title IX Officer presiding over the informal resolution conference. Participation in informal resolution is never mandatory, and will only take place with the full consent of both parties involved. Informal resolution may only be used:

1. When a formal complaint of sexual harassment is filed;
2. Prior to a Notice of Hearing being issued;
3. When a Title IX Officer determines this is a suitable option for resolving the concern, and both the complainant and respondent agree to use the process;
4. When the complaint does not involve sexual violence; and
5. When both parties acknowledge receipt of written notice of their rights under this policy and both parties provide written, voluntary consent.

Informal resolution is not available when the complaint alleges a technology center employee sexually harassed a student.

Because the outcomes of voluntary resolution conversations are mutually developed and agreed upon by parties involved, an appeal of the process and its result is not permitted. However, either the Complainant or the Respondent may withdraw from informal resolution at any time prior to the entry of a voluntary resolution agreement and proceed with the Title IX hearing. If the parties are unable to agree on a voluntary resolution, the matter will be referred by the Title IX Coordinator to a Title IX Hearing. No offers to resolve the conflict that were made or discussed during the informal voluntary resolution process may be introduced during the Title IX Hearing.

B. Title IX Hearing

The technology center has determined that the hearing process will be conducted through written exchanges, if the parties are secondary students, but a live hearing will not be conducted. The Title IX Hearing Officer's responsibilities include but are not limited to the following, regardless of whether a hearing is conducted through written exchanges or a live hearing:

- Read and understand the Title IX Policy and Procedures, which include the hearing process;
- Read and understand all of the information of the Title IX case provided by the Coordinator prior to the hearing as part of a hearing packet;
- Read and understand the procedures of the Title IX hearing (live or non-live) provided by the Coordinator prior to the hearing as part of a hearing packet;
- Have a clear understanding of the incident(s) in question before making a decision;

- Decide the outcome and sanctions if needed based on the information presented, hearing notes, and the technology center Title IX Policy;
- Maintain copies of all notes made. The hearing officer will inform the parties of the decision at the live hearing and send a letter as described in this policy;
- Ensure that parties have had ample time and opportunity to ask questions and obtain responses before the hearing officer renders a decision (live or nonalive); and
- Ensure that the determination (decision) includes a statement of and rationale as to each allegation, a determination of responsibility, any disciplinary sanctions, and whether remedies to restore equal access to the technology center's educational programs or activities will be provided to the complainant.

Complainant's Rights:

- Be given a written explanation of the allegations and the hearing process
- Have access to evidentiary material in advance of the hearing
- Be present during the entire live hearing or fully aware of the process used in a non-live hearing
- Be accompanied by an advisor during the hearing. The advisor is limited to advising the student and may not present the case or make statements during the proceedings. Students should provide technology center with the name and contact information for the student's advisor as soon as practical but at least three (3) business days prior to the hearing
- Be given, as applicable, a timely live or non-live hearing
- Be assured of exclusion of evidence of the victim's past sexual history from discussion during the hearing. The past sexual history of the victim with persons other than the respondent shall be presumed irrelevant.
- Be permitted to clarify that evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent (remember secondary students cannot consent to sexual harassment) or preclude a finding of sexual harassment
- Be provided written notification of the outcome of the hearing including any sanctions, remedies/accommodations for the complainant, additional remedies for the school community
- Be provided written notification of any internal or external counseling services that may be available
- Be provided written notification of options for changing academic, extracurricular, transportation, school-site, or work-site situations, if reasonable
- Be provided written notification of an avenue for appeal.

Respondent's Rights:

- Be given written notice of the allegations and the hearing process
- Be given access to evidentiary material in advance of the hearing
- Be present during the entire hearing if a live hearing is conducted or fully aware of the process utilized in a non-live hearing
- Have no violation presumed until found responsible
- Be given a timely hearing
- Be accompanied by an advisor during the hearing. The advisor is limited to advising the student and may not present the case, or make statements during the proceedings. Students should provide the technology center with the name and contact information for the student's advisor as soon as practical but at least three (3) business days prior to the hearing
- Be informed that evidence of the victim's past sexual history will be excluded from discussion during the hearing or hearing process. Similarly, the past sexual history of the victim with persons other than the respondent shall be presumed irrelevant
- Be provided written notification of the outcome of the hearing including any sanctions, remedies/accommodations for the complainant or respondent, additional remedies for the school community
- Be provided written notification of internal or external counseling services that may be available
- Be provided written notification of options for changing academic, extracurricular, transportation, school-site, or work-site situations, if reasonable; and
- Be provided written notification of an avenue for appeal.

Live Hearings

A live hearing will not be conducted unless students who are parties to the complaint are at least 18 years of age, extraordinary circumstances are present, or adult program students are the parties. The complainant and respondent will be notified in writing of the hearing date, the alleged policy violation(s) and issued a notice to appear at the hearing. The Notice of Hearing will be hand-delivered or mailed to the physical or electronic addresses of the parties. Parties are responsible for ensuring that a current physical and electronic mail address is included in technology center records. The live hearing will include opening statements, each party's evidence and witnesses, cross-examination, and closing statements. Students are permitted to have an advisor accompany the Student throughout the disciplinary hearing. Students should provide the technology center with the name and contact information for the Student's advisor at least 3 business days prior to the hearing. Parties are present during the disciplinary hearing (except during deliberations of the hearing officer). Parties are permitted to make statements, present witnesses and present evidence during the hearing which evidence has been previously collected and approved for relevance during the investigative process.

Non-Live Hearings

Non-live hearing parties will have similar rights and responsibilities, except that the hearing officer will conduct the hearing via written or oral exchanges and neither the complainant nor the respondent will confront one another, and no cross-examination will occur. However, both parties will be invited to submit questions, receive answers, and present relevant written arguments in connection with the parties' claims and defenses. Parties will have at least 10 days to respond to the receipt of information or documents to which they wish to respond. The investigator's report, all submissions by the parties, the exchange of information, documents and arguments will provide the basis for the hearing officer's decision.

All Hearings

Witnesses and evidence must be directly related to the claims. Parties will be notified in any instance in which responses, information or documents are not available because of a privilege (not waived by the party who asserts the privilege) or irrelevant information is involved (e.g., information involving prior sexual behavior or sexual predisposition is irrelevant; a privilege such as an attorney-client or doctor-patient or other privilege bars introduction of certain evidence). The standard of proof used in technology center Title IX Hearings is the preponderance of the evidence, which means the determination to be made is whether it is more likely than not a violation occurred. This is different than proof beyond a reasonable doubt, which is required for a criminal prosecution.

Outcomes

If it is determined under the preponderance of evidence standard (more likely than not to have occurred) that the respondent is not responsible for a Sexual Harassment policy violation—the complaint will be dismissed.

If it is determined under the preponderance of evidence standard that the respondent is responsible for a Sexual Harassment policy violation the following sanctions will be considered. The listing of sanctions below is not intended to be exclusive; actions may be imposed singularly or in combination when a violation of this policy is found.

Discrimination may include the following sanctions on the student(s) found responsible:

- Restriction – A limitation on a student's privileges for a period of time and may include but not be limited to, the denial of the use of facilities or access to parts of campus, denial of the right to represent the technology center, or denial of participation in extracurricular activities.
- Service Project – Community service or an education class or project beneficial to the individual and campus or community.
- Probation – A specified period of time during which the student is placed on formal notice that the student is not in good social standing with the technology center and that further violations of regulations will subject the student to suspension from the technology center.
- Suspension – If warranted by the severity of the incident, removal from classes or programs and other privileges or activities for a definite period of time not to exceed (for secondary students) the remainder of the semester in which the incident occurred and the following semester and until the conditions which are set forth in the hearing outcome letter are met. Students who are suspended from the technology center are not permitted on campus or in campus

buildings, facilities or activities at any time for any reason during the period of suspension, unless otherwise directed by the Superintendent. Conditions to conclude a suspension and reinstatement process will be stated in the written notification. Notation on the student's transcript will not be made; however, a permanent record of the action will be maintained in the student's record.

- Removal – If warranted by the severity of the incident, adult students may be removed from the technology center with no right to return to classes or programs or a future right to apply to return. Conditions to which the adult student is subject will be stated in the written notification of outcome. Notation on the student's transcript will not be made; however, a permanent record of the action will be maintained in the student's record.

Sexual Harassment may include the following sanctions on the student(s) found responsible.

- Restriction – A limitation on a student's privileges for a period of time and may include but not be limited to the denial of the use of facilities or access to parts of campus, denial of the right to represent technology center.
- Service Project – Community service or an education class or project beneficial to the individual and campus or community.
- Behavioral Change Requirement – Required activities including but not limited to, seeking academic counseling, substance abuse assessment, decision making class, writing a reflection paper, etc.
- Probation – Students are prohibited from participating in or holding leadership positions in any extracurricular activities not directly associated with academics (e.g., Skills USA, tech demonstration events, student organizations/clubs/associations, or other sanctioned events or competitions). Students must apply to be removed from probation by submitting documentation of their significant active efforts to become good citizens of the community and engage in responsible, productive behavior.
- Suspension – If warranted by the severity of the incident, removal from classes, programs, and other privileges or activities for a definite period of time not to exceed the remainder of the semester in which the incident occurred and the following semester, if a secondary student, and for a longer period of time, if an adult student, and until the conditions which are set forth in the hearing outcome letter are met. Students who are suspended or removed from technology center are not permitted on campus or in campus buildings, facilities or activities at any time for any reason during the period of suspension or removal, unless otherwise directed by the Superintendent. Conditions to conclude a suspension or removal and reinstatement process will be stated in the written notification. Notation on the student's transcript will not be made; however, a permanent record of the action will be maintained in the student's record.
- Removal – If warranted by the severity of the incident, adult students may be removed from the technology center with no right to return to classes or programs or a future right to apply to return. Conditions to which the adult student is subject will be stated in the written notification of outcome. Notation on the student's transcript will not be made; however, a permanent record of the action will be maintained in the student's record.

Sexual Violence may include the following sanction on the student(s) found responsible.

- Long-term Suspension or removal – Suspension of student status for an indefinite period not to exceed the maximum period permitted by law. Secondary students may only be suspended for the rest of the current semester and the succeeding semester; adult students may be suspended for a period to be determined or may be removed from the technology center with no right to return. The conditions for readmission, if any, shall be stated in the hearing outcome letter. In addition, a student, though readmitted to the district by operation of law, may be denied the opportunity to participate in extracurricular activities for as long as the student is enrolled in the technology center. Notation on the student's transcript will not be made; however, a permanent record of the action will be maintained in the student's record. Removal should be reserved and used only in cases involving the most severe instances of misconduct.

Both parties will be notified of the outcome in writing at the same time by certified mail or other agreed upon form of notice within five business days after the hearing. Both parties have the right to appeal the decision reached through the hearing process within five days after receipt of the hearing decision.

Appeal Procedures

An appeal is not a new hearing but is a review of the record of the original hearing. It serves as a procedural safeguard for the student or other party. The burden of proof shifts from the technology center to the party found responsible for the policy violation. The appealing party must show one or more of the listed grounds for an appeal.

A. Appeals must be submitted in writing to the appeal decision maker within five (5) technology center calendar days of receiving the decision. Failure to file an appeal within the prescribed time constitutes a waiver of any right to an appeal.

B. The appeal must cite at least one of the following criteria as the reason for appeal and include supporting argument(s):

1. The original hearing was not conducted in conformity with prescribed procedures and substantial prejudice to the complainant or the respondent resulted.
2. The evidence presented at the previous hearing was not "sufficient" to justify a decision against the student or group.
3. New evidence which could have substantially affected the outcome of the hearing has been discovered since the hearing. The evidence must not have been available at the time of the original hearing. Failure to present information that was available is not grounds for an appeal.
4. The sanction is not appropriate for the violation. This provision is intended to be utilized when a determined sanction is inherently inconsistent with technology center procedures or precedent. Simple dissatisfaction with a sanction is not grounds for overturning a sanction under this provision.

C. The appeal decision maker will review the record of the original hearing, including documentary evidence. It is the appeal decision maker's discretion to convert any sanction imposed to a lesser sanction, to rescind any previous sanction, or to return a recommended sanction to the original hearing officer for review/or reconsideration. If there is new evidence (unavailable at the time of the hearing through no fault of the parties) which is believed to substantially affect the outcome, or evidence presented at the previous hearing was "insufficient" to justify a decision against the student or group, or a finding that a substantial procedural error resulting in prejudice occurred, the matter may be remanded to either a rehearing of the entire matter or reconsideration of specific issues. If remanded to the original hearing officer, either or both students may appeal the hearing officer's decision to appeal decision maker and the procedures set out above shall control the appeal.

D. The final decision will be communicated in writing by the appeal decision maker to both parties. The decision will be communicated within ten (10) calendar days of receiving the hearing officer's decision.

E. The decision of the appeal decision maker on appeal shall be final.

Retaliation

The Federal civil rights laws, including Title IX, make it unlawful to retaliate against an individual for the purpose of interfering with any right or privilege secured by these laws. This means that if an individual brings concerns about possible civil rights problems to a technology center's attention, including publicly opposing sexual harassment or filing a sexual harassment complaint with the technology center or any State or Federal agency, it is unlawful for the technology center to retaliate against that individual for doing so. It is also unlawful to retaliate against an individual because he or she testified, or participated in any manner, in an OCR or technology center's investigation or proceeding. Therefore, if a student, parent, instructor, sponsor, administrator, or other individual complains formally or informally about sexual harassment or participates in an OCR or technology center investigation or proceedings related to sexual harassment, the technology center is prohibited from retaliating (including intimidating, threatening, coercing, or in any way discriminating against the individual) because of the individual's complaint or participation. Individuals who, apart from official associations with technology center, engage in retaliatory activities will also be subject to technology center's policies insofar as they are applicable to third party actions.

The technology center will take steps to prevent retaliation against a student who filed a complaint on his or her own behalf or reported on behalf of another student, or against those who provided information as witnesses. Complaints of retaliation will follow the same process of investigation, hearing, and appeal.

If it is determined under the preponderance of evidentiary standard (more likely than not to have occurred) that a student is responsible for retaliation the following sanction will be imposed:

- Suspension or Removal – Removal from classes and other privileges or activities for a definite period of time not to exceed the maximum period permitted by law and until the conditions which are set forth in the hearing outcome letter are met. Suspension of secondary students is limited to the current and succeeding semester; adult students may be suspended for a designated period of time or removed from the district with no right to return to a district

program. Students who are suspended or removed from technology center are not permitted on campus or in campus buildings, facilities or activities at any time for any reason during the period of suspension, unless otherwise directed by the Superintendent. Conditions applicable to the suspension, removal or reinstatement process will be stated in the written notification. Notation on the transcript is not made; however, a permanent record of the action is maintained in the student's record.

VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

Western Technology Center is aware of the Violence Against Women Act (VAWA) of 1994 amendments to the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures and programs pertaining to these incidents in their annual security reports. Western Technology Center is making a good faith effort to comply with the statutory provisions as written in Vol. 79 No. 202 of the Federal Register Rules and Regulations. National Domestic Violence Hotline 1-800-799-7233.

STUDENT AND STAFF ELECTRONIC OR DIGITAL COMMUNICATION

School personnel engaging in electronic or digital communication with an individual student shall include the students' parent or guardian in the electronic or digital communication, unless such communication is on a school approved platform and related to school and academic communication.

The school approved platforms approved for Western Technology Center are:

1. Parent Square
2. Zoom
3. WTC Microsoft 365 Suite for Education
4. WTC Google Workplace for Education (Not Google Voice)
5. WTC Social Media – Facebook, X (Twitter) and Instagram
6. WTC Website Contact Form

The only exception to this requirement may be made in case of an emergency, subject to subsequent notification of parent or guardian.

STUDENT SERVICES

Student Services staff are available during class hours or before and after class hours by appointment. Services are available to all students on all campuses and include:

- **Academic Center**
  The Academic Center (AC) is designed to meet individualized needs of students. Students receive individual remediation, academic integration, and accelerated skills to prepare for future job markets. The AC facilitates online WorkKeys curriculum or occupationally specific academics for all WTC students.
- **Assessment Center**
  Students are administered assessment instruments such as interest inventories, aptitude tests, and achievement tests to provide guidance in program selection and placement. Students are also administered program specific certification tests.
- **Career Placement Assistance**
  WTC encourages all students to utilize a student-managed portfolio. The portfolio provides a comprehensive picture of student's skills and job readiness preparation. Students are presented with an opportunity to learn more about real-world career skills, including resume development, applications, job search and interview techniques. Students are also encouraged to utilize the Job Placement office for at least six months after career major completion.
  Job placement is available to all students; in fact, students are urged to take advantage of the WTC Student Job Board located on the WTC website under the Student Resources tab, www.westtech.edu. While students are not guaranteed a job, they are guaranteed the opportunity to become valuable, skilled and trained employees.
- **Financial Aid**
  Financial assistance is available for qualified adult students having a valid high school diploma, home school diploma, GED, or state-authorized high school equivalency certificate. Students must maintain current enrollment, be in good standing, adhere to the attendance policy, and achieve satisfactory academic progress. Contact the Financial Aid Office at (580) 562-3181 Ext 279.

- **Guidance**
  Staff members provide students with information on career options, advise them on appropriate educational paths to meet their career goals, and provide students with the necessary support for success in their programs.
- **Special Needs**
  Western Technology Center is committed to equal access for students with documented disabilities. To request additional information and/or accommodation(s), please contact a counselor, site administrator, or special needs representative.
- **Student Records**
  Comprehensive and up-to-date records will be kept on each student's grades and attendance. Each instructor also keeps daily progress and plans of study for each student.
  Grade records for high school students will be transferred to their home high school to become part of their permanent record.

STUDENT/SHOP SAFETY

Shop safety will be given the utmost consideration and is tied very closely with shop conduct. Potentially hazardous behavior will not be tolerated. Completed safety tests, with a score of 100%, are required and will become part of the student's permanent file. Protective clothing and footwear will be required in designated areas. Safety glasses will be issued to students at the beginning of the year in programs where they are required. Replacement cost for lost or damaged glasses will be charged to the student.

SUSPENSION OF STUDENTS (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the respective site administrators.

1. Any student may be suspended for:
   - Violations of policy or regulations
   - Possession of an intoxicating beverage, low-point beer (37 O.S. §163.2)
   - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
   - Possession of a dangerous weapon or a controlled dangerous substance while or within two thousand (2,000) feet of public-school property, or at a school event (Uniform Controlled Dangerous Substances Act)
   - Possession of a firearm may result in out-of-school suspension of not less than one year (See Weapons-Free Schools Policy)
   - Any act which disrupts the academic atmosphere of the school, endangers, or threatens fellow students, teachers, or officials, or damages property
   - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See Weapons-Free Schools Policy)
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular classroom setting in the district but

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

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

PROCEDURAL STEPS TO SUSPENSION

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

1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the site administrator as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefor.
2. In-school placement. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's site administrator, and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention.

3. Out-of-school suspension.
   A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension to the board of education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based schoolwork assignment setting or another appropriate setting.
   B. If a student is suspended out-of-school for five (5) days or less, the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

APPELLATE PROCEDURES

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the board of education. The following procedures shall govern the appellate process:

   A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
   B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
   C. During the hearing of the appeal before the board of education, the student or the student's parent(s)

shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.

D. The board of education shall determine the guilt or innocence of the student and the reasonableness of the term of the suspension. The board of education may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education shall be final.

1. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:

   A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
   B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
   C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
   D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.

NOTE: 70 O.S. §24-101.3 (E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

TOBACCO USE POLICY

Use of tobacco or vapor products in any form by any person will not be permitted on school property between the hours of 8:00 a.m. and 4:00 p.m. School property will include all buildings, grounds and district-owned vehicles.

TRANSPORTATION

Secondary students will use school transportation. Administration will consider hardship cases. Driving permits should be obtained prior to the day needed and signatures of parents and home school principals will be required. Students who drive are not to allow other students to ride to or from WTC.

Should an emergency come up that a student might need to drive, they will need to notify the high school principal and parent who will then call the Administration of WTC. The student must park in front of the main building and report to the front desk immediately upon arrival at WTC. The vehicle shall remain in the front parking lot for the duration of the class.

BUS PROCEDURES

The bus driver has a very responsible and important job, their attention must be on driving at all times, and therefore students must follow these rules:

PREVIOUS TO LOADING, STUDENT SHOULD:

- Be on time at the designated bus stops - keep the bus on schedule.
- Stay off the road at all times while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to enter.
- Respect people and their property while waiting on the bus.
- Receive proper school official authorization to be discharged at any place other than the regular bus stop.

STUDENTS SHOULD FOLLOW THESE RULES, STATE LAWS, AND DRIVER INSTRUCTIONS:

- Keep all parts of the body inside the bus.
- Refrain from eating and drinking on the bus.
- Use or possession of any form of tobacco, alcohol, drugs, or e-cigarettes (also known as personal vaporizer or electronic nicotine delivery system) is prohibited.
- Assist in keeping the bus safe and clean at all times.
- Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. The life you save may be your own!
- Treat bus equipment as valuable furniture. Damage to seats, etc., must be paid for by the offender.
- You should never tamper with the bus or any of its equipment.
- Maintain possession of books, lunches, or other articles and keep the aisle clear.
- Do not throw objects in or out of the bus.
- Remain in your seats while the bus is in motion.
- Rough play and fighting is prohibited on the bus.
- Be courteous to fellow students, the bus driver, or driver's assistant.
- Remain quiet when approaching a railroad-crossing stop.
- Remain in the bus during road emergencies except when it may be hazardous to your safety.
- Public Display of Affection is prohibited.

AFTER LEAVING THE BUS, STUDENTS SHOULD:

- Go at least ten (10) feet in front of the bus, stop, check traffic, wait for driver's signal, then cross the road.
- Students who repeatedly cause trouble on the bus may be sent back to the high school and thus may lose credit for the semester.
- To ensure student safety, bus surveillance video cameras can and/or will be in use to monitor student behavior.
- Bus riding is a privilege and can be taken away.

EXTRACURRICULAR TRIPS

- The above rules and regulations apply to all trips under the sponsorship of WTC.
- WTC school officials will appoint sponsors for extracurricular trips.

TUITION AND FEES

High School students from the Western Technology Center (WTC) district may attend secondary career programs free of tuition charges. Tuition for adult students is dependent upon the specific career major and the location of residence.

The required tuition payment for the career major is due when class starts according to a prearranged payment plan, unless the student is eligible for a Federal Pell Grant, or has provided the school an authorization from an agency confirming funding. It is the student's responsibility to make these arrangements.

A student's tuition must be paid in full before the student will be eligible to receive a certificate and before they may enroll in any future classes at Western Technology Center. A student who withdraws prior to paying tuition or before financial aid is arranged will be invoiced for the tuition owed according to the refund policy.

Tuition charges are based on career major hours once the student has selected a major and completed the

enrollment process. Credit will be given for advanced standing hours and tuition adjusted accordingly as approved by the program instructor and administration. Students may be required to purchase uniforms, tools and pay other student-related fees.

The Student Accounts Manager at the Burns Flat Campus will notify each self-pay student of the required tuition payments and due dates for the student's career major. Self-pay students must pay tuition in accordance with the tuition contract signed by the student prior to attending WTC. Any exceptions must be discussed and approved with the Student Accounts Manager in advance of the due date.

TUITION REFUND POLICY

If a student withdraws or is dropped and fails to complete a period of enrollment for which they have been charged and paid, WTC will calculate what, if any, refund may be made to the student or funding agency. Dues, testing fees, books, and supplies/fees are non-refundable. Refunds are not given for absences.

Refund requests should be directed to the Student Accounts Manager and are based on the official date of withdrawal or drop according to the Student Records/Registrar. The tuition refund policy for a student enrolled for at least three hours per day during a tuition period is as follows:

Enrolled & withdrew/dropped within	Amount owed	Amount of refund due
0 - 5 days	0 %	100%
6 – 20 days	50%	50%
21 days or more	100%	0%

Unpaid balances will remain on the student's account and will prevent the student from progressing to the next payment period, receiving certificates, or enrolling at WTC in the future.

VETERANS POLICY

Western Technology Center offers a full tuition waiver for one class to any veteran enrolling in our school in the daytime programs that are Pell-eligible. The veteran must produce proof of service and have obtained an honorable discharge by providing the form DD214.

Western Technology Center chooses to honor the Oklahoma National Guard Tuition Waiver Program for Career and Technology Centers. The student must provide the OKARNG/ANG Form 215-5 signed by the Soldier's Unit Representative of the Oklahoma National Guard to the Financial Aid Office.

The student should contact Dana Ellis in the Financial Aid Office at the Burns Flat campus for additional information. (580) 562-3181 x279 or dellis@westtech.edu.

VISITORS

WTC welcomes visitors at any time. Visitors are to report to the Administration Office upon arrival, where arrangements will be made to obtain a visitor pass, visit programs, students, or teachers. Anyone interfering with the peaceful, orderly conduct of school activities can be removed from the premises according to state law. To protect the learning environment, WTC students will not be allowed to attend class if they are accompanied by children. Customers of the Cosmetology program are not allowed to bring children while a parent receives services.

VOTER REGISTRATION

Oklahoma voter registration forms are available upon request in the Student Services area at the Burns Flat Campus or online at https://www.ok.gov/elections/.

WEAPONS FREE SCHOOL POLICY

It is the policy of Western Technology Center to comply with the Gun-Free Schools Act. Students may not carry a gun into Western Technology Center school facilities.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property, including school transportation or school sponsored transportation, may be removed from school for not less than one full calendar year. Firearms are defined in Title 18 of the United States Code, Section

921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above. Such firearm or weapon will be confiscated and released only to the proper legal authorities.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the Board of Education of the district, to have in such person's possession, on any public or private school property, or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon including firearms, knives, or forms of such weapons, or any other offensive weapon."

Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the Superintendent or Superintendent's designee.

The Superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, substantial modifications must be reported to the Board of Education at its next meeting.

Beginning November 1, 2011, handguns are allowable for those with a valid handgun license under the following circumstances: "any property set aside for the use or parking of any vehicle, whether attended or unattended, provided the handgun is carried or stored as required by law and the handgun is not removed from the vehicle without the prior consent of the technology center administrator while the vehicle is on school property" according to Title 21 O.S. 1277.

An individual with an open carry license is **only** permitted to carry a handgun on Western Technology Center property with the **WRITTEN** permission of the Western Technology Center Superintendent.

Weapons policies will be addressed according to current laws and WTC policy.

WITHDRAWAL POLICY

If a student withdraws from school prior to the end of a semester and/or financial aid payment period, the student must provide notice to the school either in writing or verbally. At the time of withdrawal, a student must return all WTC property in good condition.

Written or verbal notice should be submitted to the WTC Instructor, Counselor, Academic Center, Financial Aid Director and the Administration. This notice should contain the date the student will cease attendance and the reason for the withdrawal. After this process, the following will ensue:

1. The notice is placed in the student's file in the Student Records Office and copies are submitted to the Instructor, Counselor, AC, Student Accounts Manager, and the Financial Aid Director.
2. The Financial Aid Director will calculate any refunds due to the Title IV program and notify the student in writing within five days.
3. A student will be expected to complete the total number of clock hours in the program enrolled. Early completion could result in federal funds having to be returned by the student.
4. The student will be billed for any refunds due to the U.S. Department of Education for Title IV funds and/or any other agency funds paid on the student's behalf.
5. A stop-enrollment notice may be placed on the account of any student that owes WTC funds, including refunds due to the U.S. Department of Education and/or any other agency funds paid on the student's behalf. The stop-enrollment prohibits the student from enrolling in any course at any WTC campus until full payment is received.
6. If the student has not repaid the funds within 45 days, the repayment due may be posted to the National Student Loan Data Base (NSLDS) showing the student is ineligible for further funding.
7. If the student has not repaid the funds within six months, the Collection Department of the U.S. Department of Education may contact the student.