

**AUTRY TECHNOLOGY CENTER
DISTRICT NO. V-15**



**AUTRY TECHNOLOGY CENTER
1201 WEST WILLOW
ENID, OKLAHOMA 73703-2598
(580) 242-2750**



Autry Technology Center does not discriminate on the basis of sex/gender, race, color, religion, disability, age, national origin, or veteran status.

Autry Technology Center no discrimina en bases de sexo, raza, color, religion, incapacidad, edad, origen de nacionalidad y estado de civil.

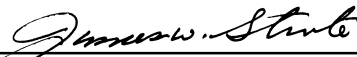
Welcome to Autry Technology Center

Autry Technology Center serves the diverse needs of a student population that consists of secondary students and adult students. This policy and procedure statement combines those policies that are applicable to all students, regardless of classification as an adult or secondary student, but also incorporates policies that may be applicable to only one of the two student populations that career and technology education strives to serve. This publication does not incorporate all of the District's policies, procedures, or practices related to students. Rather, its objective is to bring attention to some of the core policies that impact students.

Questions concerning the policies and procedures included in this publication and adopted by the District's Board of Education or the District's practices should be referred to the Director of Student Services.

Students benefit from career and technology education by honoring and abiding by standards that are designed to extend to all students a reasonable opportunity to take advantage of the courses offered. Accordingly, students are expected to attend class, to engage in meaningful participation consistent with a desire to learn and apply knowledge in selected technical areas, to refrain from conduct that impedes either the individual student's educational experience or that of peers, and to develop the personal discipline and work ethic that is sought by employers.

Students are encouraged to take advantage of the opportunities offered to achieve skills and positive work habits that will be life-long.



Dr. James W. Strate
Superintendent/CEO
Autry Technology Center



VISION

To be a progressive leader in serving business and industry.

MISSION

To align resources, people, knowledge, skills and opportunity to build self-worth and ensure economic prosperity in Oklahoma and beyond.

VALUE STATEMENTS

We focus on improving people's lives.

We recognize teamwork as an integral component for maximizing results.

We are responsible and ethical with all of the resources entrusted to us.

We believe risk taking should be combined with innovation.

We are a team of professionals who go above and beyond.

We value excellence as a quality reflected in all we do.

We believe that business and industry is our ultimate customer.

Copies of the student handbook shall be distributed to all students. High school students are responsible for distributing the handbook to their parents and/or guardians.

PURPOSE OF HANDBOOK

We urge all students to read this handbook and become familiar with Autry Technology Center. The handbook has been designed to acquaint readers with the policies, services, and procedures of Autry. School policies are the roadmaps that guide administrators, instructors, employees, and students. They are the rules and regulations that govern the School District. Throughout this handbook, any reference to the Superintendent/designee also includes his/her designee. Please keep this handbook as a reference to questions that may arise while attending Autry. Each student is held responsible for these policies throughout the year. Questions related to any material not understood should be presented to the Superintendent or Superintendent's designee for interpretation and clarification.

While enrolled at Autry, students are encouraged to utilize the services of the many support areas that are available. These support areas include the Financial Aid Office, the Academic Center, and the counseling staff. Instructors can provide more information about each of these areas.

INTRODUCTION

Autry Technology Center's partner schools include the following:

Chisholm	Enid	Pioneer-Pleasant Vale
Cimarron	Garber	Pond Creek-Hunter
Covington-Douglas	Kremlin-Hillsdale	Waukomis
Drummond	Oklahoma Bible Academy	

Autry Technology Center is under the administration and supervision of the Autry Technology Center Board of Education, District V-15, Garfield County, Enid, Oklahoma. Autry is operated in accordance with the regulations of the Oklahoma Department of Career and Technology Education and the Oklahoma State Department of Education. This publication is issued by Autry Technology Center as authorized by its Board of Education.

Autry Technology Center offers career specific training, business and industry training, consulting services, and short-term training to maintain a quality workforce and provide for career enhancement. Each of our programs and services maintains high standards for the benefit of those being served and the businesses who employ them. All programs focus on skill development necessary for students to enter the world of work in a high-skill, high-wage, or high-demand occupation. For further information about our individual program completion rates and other important information, please visit our website at www.autrytech.com.

EQUAL OPPORTUNITY STATEMENT

Autry Technology Center adheres to the equal opportunity provisions of Federal Civil Rights Laws and Regulations that are applicable to this institution. Therefore, no one will be discriminated against on basis of race, color, national origin (Title VI of the Civil Rights Act of 1964), sex/gender (Title IX of the Education Amendments of 1972), handicapping condition (Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973 and Age Discrimination Act of 1975), or veteran status in the pursuit of educational endeavors. Questions and/or concerns regarding rights under these laws should be referred to the Autry Director of Student Services for immediate assistance. For additional information concerning the rights of individuals under Federal Civil Rights Laws, contact the U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2637, Kansas City, MO 64114; phone 816-268-0550, TDD 800-437-0833.

COMPLIANCE OFFICER

The Director of Student Services has been designated as the Compliance Officer for Autry Technology Center to assure conformance with regulations regarding non-discrimination and equal employment opportunity. Inquiries concerning application of this policy may be directed to the Director of Student Services at (580) 242-2750, 1201 W. Willow, Enid, OK 73703.

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AUTRY TECHNOLOGY CENTER SCHOOL CALENDAR



2011-2012 School Calendar



★ In-service
 ○ Professional Days
 ⊗ No School
 () Grading Periods
✦ Teacher Work Days

August-2011

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	✦	✦	✦	✦	✦	13
14	✦	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-2 Professional Day (Summer Conference)
 3-5 In-service Days (8-15 Teacher Work Days)
 16 Parent Conference
 17 First Day of Class
 11 Teaching Days

September-2011

S	M	T	W	T	F	S
				1	2	3
4	⊗	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 Professional Day
 5 No School
 20 Teaching Days

October-2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	⊗	⊗	22
23	24	25	26	27	28	29

19 End of First Nine Weeks
 24 First Day of Second Nine Weeks
 20-21 No School (Fall Break)
 19 Teaching Days

November-2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	⊗	⊗	⊗	28
27	28	29	30			

23, 24, 25 No School
 19 Teaching Days

December-2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	⊗	⊗	24
25	⊗	⊗	⊗	⊗	⊗	31

21 Close of First Semester
 22-30 No School
 15 Teaching Days

January-2012

S	M	T	W	T	F	S
1	⊗	⊗	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2-3 No School
 4 First Day of Second Semester
 16 Professional Day
 19 Teaching Days

February-2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	★	20	21	22	23	24
25	26	27	28	29		

20 In-service
 20 Teaching Days

March-2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	⊗	⊗	⊗	⊗	⊗	24
25	26	27	28	29	30	31

16 Close of Third Nine Weeks
 19-23 No School (Spring Break)
 26 First Day of Fourth Nine Weeks
 17 Teaching Days

April-2012

S	M	T	W	T	F	S
1	2	3	4	5	⊗	7
8	⊗	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

6 & 9 No School
 19 Teaching Days

May-2012

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	✦	26
27	⊗	✦	✦	✦		

24 Close of Second Semester
 25; 29-31 Work Days
 28 No School
 18 Teaching Days

June-2012

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Total Teaching Days
 1st Quarter 44
 2nd Quarter 40
 3rd Quarter 51
 4th Quarter 42
Total Days 177

July-2012

S	M	T	W	T	F	S
1	2	3	⊗	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Teaching Days 177
 Professional Days 4
 In-service Days 4
 Work Days 10
Total Days 195

Board Approved - 04/04/2011

Secondary students' home high school calendars may differ slightly from the calendar of Autry Technology Center; however, students are required to attend Autry each day that classes are open for students.

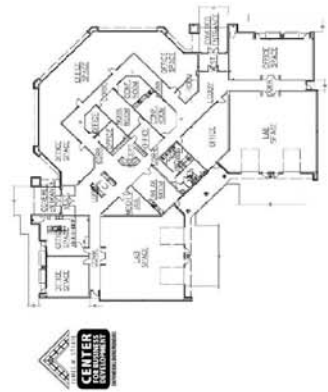
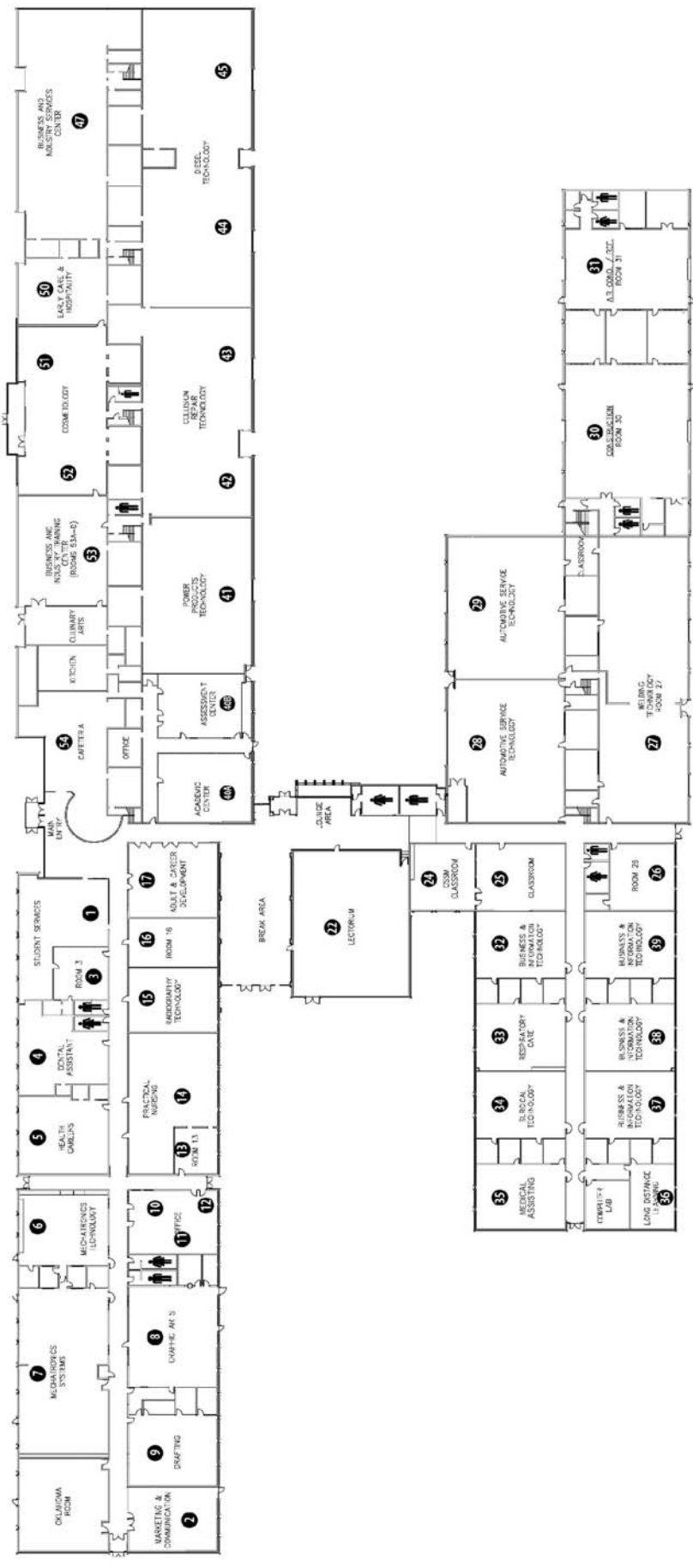
CLASSROOMS AND SHOPS

<ol style="list-style-type: none"> 1. Student Services 2. Marketing 3. Meeting Room 4. Dental Assistant 5. Health Careers Certification 6. Mechatronics Technology 7. Mechatronics Systems 8. Graphic Arts 9. Drafting & Design 10. Superintendent's Office 11. Board Room 12. Office 13. Classroom 14. Practical Nursing 15. Radiography 16. Meeting Room 17. Adult Career & Development 22. J.W. Ridge Lectorium 24. OSSM Physics/Calculus 25. Math 26. Meeting Room 27. Welding 28. Automotive Technology 29. Automotive Technology 30. Construction Technology 31. A/C & Refrigeration Technology 32. Business & Information Technology 	<ol style="list-style-type: none"> 33. Respiratory Care 34. Surgical Technology 35. Medical Assistant 36. Teleconference Center 37. Business & Information Technology 38. Business & Information Technology 39. Business & Information Technology 40. A. Academic Center B. Assessment Center 41. Power Products Technology 42. Collision Repair Technology 43. Collision Repair Technology 44. Diesel Technology 45. Diesel Technology 47. Business & Industry Services Center 50. Early Care & Hospitality Ed 51. Cosmetology 52. Cosmetology 53. BIS Training Center 54. Culinary Arts/Cafeteria <p>As indicated on school map:</p> <ul style="list-style-type: none"> Safety/Fire Training Center Oklahoma Room Warehouse James W. Strate - Center for Business Development
--	--

Willow

Willow

Willow



AUTRY
TECHNOLOGY CENTER

ACCREDITATION

Autry Technology Center is accredited and authorized annually by the following agencies:

- Oklahoma Board of Career and Technology Education (OBCTE)
- Oklahoma State Board of Education
- North Central Association (NCA)

The Oklahoma Board of Career and Technology Education is granted the rights and authority by the United States Department of Education to approve educational institutions for federal financial aid and ensure the quality of postsecondary education institutions of instruction for credit granting purposes. With accreditation from these agencies, patrons are ensured that Autry programs meet established measures of quality.

In addition to state and national accreditations, business and industry authorities also accredit individual programs.

Program Certifications/Accrediting Agencies by Instructional Area:

Program	Accrediting Agencies	Certifications
Accounting	Oklahoma State Department of Education Oklahoma Department of Career & Technology Education	Certified Bookkeeper (CB) Fundamental Payroll Certification (FPC)
Administrative & Support Information	Oklahoma State Department of Education Oklahoma Department of Career & Technology Education	Certified Coding Associate Certified Coding Specialist - Apprentice IC3 Microsoft Office Specialist (MOS)
Air Conditioning / Refrigeration Technology	Oklahoma State Department of Education Oklahoma Department of Career & Technology Education Partnership for Air Conditioning, Heating, Refrigeration Accreditation (PAHRA)	Industry Competency Exam (ICE) Environmental Protection Agency for Refrigerant Handlers (EPA)
Automotive Technology	Oklahoma State Department of Education Oklahoma Department of Career & Technology Education National Automotive Training & Education Foundation (NATEF)	Automotive Service Excellence (ASE) (Upon completion of 2 years industry experience students may take the ASE technician exams)
Collision Repair Technology	Oklahoma State Department of Education Oklahoma Department of Career & Technology Education National Automotive Training & Education Foundation (NATEF)	Automotive Service Excellence (ASE) (Upon completion of 2 years industry experience students may take the ASE technician exams)
Construction Technology	Oklahoma State Department of Education Oklahoma Department of Career & Technology Education Association of General Contractors (AGC)	
Cosmetology	Oklahoma State Department of Education Oklahoma Department of Career & Technology Education Oklahoma State Board of Cosmetology	Upon completion of the program, students may sit for the Oklahoma State Board of Cosmetology Exam
Culinary Arts	Oklahoma State Department of Education Oklahoma Department of Career & Technology Education	Serve-Safe Food Handler's

Dental Assistant	Oklahoma State Department of Education Oklahoma Department of Career & Technology Education	Students may take certification examinations in the following areas: DANB – Dental Assisting National Board Radiation Safety Course
Diesel Technology	Oklahoma State Department of Education Oklahoma Department of Career & Technology Education National Automotive Training & Education Foundation (NATEF)	Automotive Service Excellence (ASE) (Upon completion of 2 years industry experience students may take the ASE technician exams)
Drafting and Design	Oklahoma State Department of Education Oklahoma Department of Career & Technology Education American Design Drafting Association (ADDA)	
Early Care & Hospitality Education	Oklahoma State Department of Education Oklahoma Department of Career & Technology Education Oklahoma Association for Family and Consumer Sciences (OATFACS) National Association for Family and Consumer Science (NATFACS)	Food Handlers Teacher Assistant Child Care Provider Leader Teacher
Graphic Arts	Oklahoma State Department of Education Oklahoma Department of Career & Technology Education	
Medical Assistant	Oklahoma State Department of Education Oklahoma Department of Career & Technology Education	
Network Administration	Oklahoma State Department of Education Oklahoma Department of Career & Technology Education	A+ CCENT CCNA Microsoft Certified Systems Administrator (MCSA) Network+ Microsoft Certified Professional: XP 70-270 Installing, Configuring & Administering Microsoft Windows XP Professional Server 70-290 Managing & Maintaining a Microsoft Windows Server 2003 Environment Infrastructure 70-291 Implementing, Managing & Maintaining a Microsoft Windows Server 2003 Network Infrastructure
Practical Nursing	Oklahoma Department of Career & Technology Education Oklahoma Board of Nursing	Upon completion of the program, students may sit for the Licensed Practical Nursing exam with the Oklahoma Board of Nursing
Radiography	Oklahoma Department of Career & Technology Education Joint Review Committee on Education in Radiologic Technology (JRCERT) 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182 •ph: 312-704-5300•email: mail@jrcert.org	Upon completion of the program, students may sit for the national certifying exam in radiography by the American Registry of Radiologic Technologists

Respiratory Care	Oklahoma Department of Career & Technology Education Committee on Accreditation for Respiratory Care (CoARC)	Upon completion of the program, students may sit for the Oklahoma Respiratory Therapy Assistant licensure test
Surgical Technology	Oklahoma Department of Career & Technology Education Commission on the Accreditation of Allied Health Education Programs (CAAHEP) in conjunction with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)	Upon completion of the program, students may sit for the national certifying examination to become a Certified Surgical Technologist (CST) through the National Board of Surgical Technology and Surgical Assisting (NBSTSA)
Welding	Oklahoma State Department of Education Oklahoma Department of Career & Technology Education American Welding Society (AWS)	Upon completion of proficiency levels, students may complete certification testing

PROCEDURES FOR STUDENT ENROLLMENT

Autry Technology Center is open to high school juniors and seniors and adult/post-secondary students. The order of enrollment is as follows:

1. In-district high school students
2. In-district adults
3. Reciprocity adults
4. Out-of-district adults

High school and adult/post-secondary students must have established legal/permanent residence in Garfield County to be considered in-district. This definition excludes individuals who are temporarily living with a friend or relative. Proof of permanent residence may be required.

To be considered for enrollment, high school and home-schooled students must live in Autry's district, be classified as juniors or seniors at the time classes begin, and be at least 16 years of age on or before September 1. The items to be considered for a secondary student's admission, or for a thirteenth-year student's admission (one who is enrolling immediately following high school graduation), include the following: high school grades, test scores, attendance and behavior records, occupational/career interest, application answers, personal interview, and ability to benefit in terms of employment. In addition, the home-schooled students must provide an affidavit and sufficient evidence that they are participating in a home-schooled education in accordance with 70 O.S. 1981-10-105. High school students on an Individualized Education Plan (IEP) who wish to attend Autry and have met the entrance requirements must have an Autry counselor as a member of their annual review and IEP team. No student on an IEP may begin class without a current IEP copy on file at Autry.

Adults who apply for enrollment will be scheduled for an assessment if current standardized testing information is not available. Accepted tests may include: Plan, WorkKeys, ACT, SAT, or Compass. All adult applicants will also be scheduled for an interview with a career counselor to discuss test results, attendance, interest, and previous work history to help in determining suitability for program placement. If the assessment indicates that remediation is recommended, students may choose to work through lessons on KeyTrain. After remediation, students will meet with a career counselor to determine suitability of placement.

The potential advanced health care student's enrollment process follows the same procedures for enrollment but has additional requirements that are set forth in the application packets. These requirements are established by the program accrediting agencies, clinical sites, and Autry.

ADMISSION OF STUDENTS WITH ADVANCED STANDING

Students who apply for advanced standing must meet all admission requirements and provide documented proof of participation in an accredited program to include courses taken, grades received, possible clinical experience, and attendance. Students may be asked to take a challenge exam. An individual may be considered for advanced standing only if an appropriate faculty/student ratio can be maintained.

ADMISSION OF TRANSFER STUDENTS

Students may be accepted as transfer students from other accredited programs provided their grades are within acceptable limits, they provide a letter from their previous school stating that they left in good standing, they meet all the required enrollment criteria as established by Autry Technology Center, and space is available at the time the student wishes to transfer. Space in a program cannot be guaranteed since it is controlled by attrition and enrollment capacity for each program and/or clinical site.

Evaluation of a U.S. Armed Forces veteran's previous education and training will be completed by the student's instructor to ensure appropriate advanced standing. This evaluation will not only include academic transcripts but also military transcripts, life experience, and military experience.

REQUIREMENTS FOR CONTINUING ENROLLMENT AND STUDENT ELIGIBILITY

At Autry Technology Center, a student is considered in good standing as long as he/she maintains satisfactory progress toward the completion of his/her course of study for continued enrollment and student eligibility. A student must:

1. Maintain a minimum of a "C" average.
2. Maintain 90% secondary and 80% adult attendance.
3. Maintain appropriate behavior as defined in the student handbook.
4. Progress through the course work at a pace that will enable the student to complete the program in the designated length of time.

If a secondary student does not meet all of these criteria at the closing of a semester, he/she may be returned to his/her home school. If an adult student does not meet all of these criteria at the closing of a semester, he/she may be dropped from his/her program of study.

These four criteria are also the guidelines used to determine student eligibility for field trips, CTSO activities and competition, and participation in supervised work experience (SWE).

READMISSION OF STUDENTS

A dismissed student is eligible to be readmitted upon proper application for readmission. However, the administration may consider the student's prior disciplinary and incident record in determining whether to grant a student's request for readmission. Normally, a student must wait one year before readmission in a program will be considered. With approval of the program instructor and the Director of Student Services, the student may re-enter at the promotion level successfully completed if space is available in the program and/or clinical site. An adult student who re-enters will be charged tuition for the repeated course hours. If a student is dropped for clinical failure or misconduct, the program coordinator, medical facility staff, and the Director of Student Services will individually appraise his/her readmission. Readmission after two dismissals will not be granted.

PUBLIC ACCESS TO SCHOOL DISTRICT RECORDS

The Autry Technology Center (District V-15) Board of Education recognizes the public's right to access and review District records so that they may efficiently and intelligently exercise their inherent right-to-know and be fully informed about the District. It is, therefore, the policy of Autry Board of Education that records of the District and its employees shall be open to any person or organization for inspection, copying, and/or mechanical reproduction during regular business hours.

Public Records Subject to Inspection

Many District records are legally confidential and rightfully exempt from unlimited access. Personal records, exempt from disclosure under Oklahoma's Open Records Act, are not covered by this policy. Records maintained by the District that are open for inspection and copying will be included in a

corresponding set of administrative regulations.

Immunity from Civil Liability

The District and its employees are immune from civil liability for money or damages for providing access to records as allowed under Oklahoma's Open Record Act.

Physical Access to Records

Public records will be available for inspection and copying at the District's Student Services office during regular business hours 8:00-4:00, Monday through Friday, excluding holidays. The Superintendent/designee is responsible for the designation of Official Custodian(s) of these records and thereby authorizes the Official Custodian(s) to maintain and release District records for inspection and copying. Official Custodians will be available to release records throughout the District's normal business hours as stated above.

The Superintendent/designee has designated an area in the District's Student Services office as the location where records may be inspected and copies of requested records are maintained. No person or organization may demand the right to occupy or control the space designated for this purpose to the exclusion of other members of the public or to the extent that the operations of the District are disrupted.

A person, corporation, partnership, firm, or association shall remove no records under the control of the Aury Board of Education from their designated location unless said records are ordered or subpoenaed by a court of competent jurisdiction.

Copy and Search Fees

A reasonable fee will be charged to recover the cost of document search; and, under such circumstances as authorized under the Open Records Act, a reasonable fee will also be charged for copying and/or mechanical reproduction.

Reproduction fees will be determined annually and posted at the District office. Per hour document search cost will reflect an appropriate cost to the District, dependent upon the employees involved.

When possible, the actual copying and/or search costs will be calculated in advance of the reproduction or search, with payment to be made in cash, in advance. In the case of unknown costs, the person making the request will be asked for the amount of cash they wish to spend on this activity. Employees will accept the cash and stop copying and/or search activity when the cost reaches the amount of cash funds received from the requester. Once additional cash funds are received, the employee will proceed.

Requests for copying of documents that do not exceed ten (10) copies per original will be satisfied at request. Any copying over this amount must be sent to Student Services for copying with a one- to five-day (including weekends or holidays) turn-around time to be expected.

Procedures for Inspection and Copying Records

Routine requests to inspect and copy records will normally be honored at the time the request is made. However, in order to prevent excessive disruption of the essential functions of the District, a request for records that requires overwhelming staff search or extensive reproduction will be provided within a reasonable time frame mutually agreed upon by the requesting party and the District.

A log will be maintained setting forth information on the requesting person or group, including the signature of the person receiving the material.

Appeals Process

If a request for search or copy is denied, or if a requesting party objects to a copy or search fee, then the requesting party may make a written appeal to the Superintendent or his/her designee.

In the unusual circumstances where a particular request cannot be granted due to the request causing excessive disruption of the District's essential functions, or nonpayment of the copy and search fee, requests may be denied pending a written appeal to the Superintendent/designee. Within five (5) working days after receiving the written appeal, the Superintendent or his/her designee shall:

- A. Advise the person making the request of the time and place at which he/she may inspect and/or copy the records and/or the appropriate copy and search fee, or
- B. Deny the request

Any person denied access to a public record may bring a civil suit for declaratory and/or injunctive relief to obtain a record. However, if the District or public official involved successfully defends the civil suit, and the court finds that the suit was "clearly frivolous", the District or public official involved is entitled to recover their reasonable attorney fees.

TRANSCRIPT/CERTIFICATE REQUESTS

Students desiring a copy of a transcript or certificate must make the request in writing with the Student Services secretary. A Release of Information form is available in Student Services and on-line. Transcripts or certificates will be mailed or ready for pick-up within three working days of request.

POLICY REGARDING STUDENT RECORDS

Purpose

The purpose of this policy is to assure parents of secondary students and eligible students the full implementation, protection, and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974.

Examination of Student Records

1. Parents (as the term "Parent" is defined in this Policy) of secondary students and students who are eligible students (an eligible student is one who has attained eighteen years of age or is attending an institution of post-secondary education) shall have the right to inspect and review any and all official records, files directly related to the student, including all material incorporated into the cumulative record folder and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades and standardized achievement test scores), attendance data, scores on standardized intelligence, and psychological tests, interest inventory results, health data, family background information, and verified reports of serious or recurrent behavior patterns. Comments in official school records regarding students shall be limited to facts within the personal knowledge or observation of the person making the comment. Conclusions based upon such facts shall be made only by persons professionally competent to make the conclusion. If the educational records of a student contain information on more than one student, parents may inspect, review, or be informed of only the specific information that pertains to their student.
2. In the event a parent desires access to any of the above data, the parent shall sign a record inspection request form to be provided by the School District. Parents shall be granted access to the school records of their student within a reasonable time after a request, but in no case more than 45 days after the request has been received. If a parent wishes to have copies of documents from the student's file, such copies will be provided at the expense of the parent. The fee will be computed on the basis of \$.25 per page copied.

A record will be maintained by the District of all disclosures of personally identifiable information from the education records of a student. The parent and/or the adult student may inspect this record of disclosures.

STUDENT RECORDS

Student records shall be defined as any material concerning individual students maintained in any form by the District or its employees, except personal notes and work examples maintained by instructors and other school personnel solely for their own individual use and not communicated to any person.

All records pertaining to a student, with the exception of personal evaluations submitted in confidentiality before January 1, 1975, shall be open to that student. The school shall provide whatever assistance is necessary to enable the student to understand the material in the record.

All parents of secondary students, even those not having custody of their children, and students shall have the right to inspect and review any and all official school records, files, and data directly related to their children, including all material that is incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence and psychological tests, information, and verified reports of serious or recurrent behavior patterns.

Students may request copies of such records and are entitled to a hearing before the administrator in charge (or a designated representative) if they challenge the record as inaccurate, misleading, or otherwise inappropriate. If the problem cannot be resolved, the following review procedure will be followed:

1. A hearing shall be conducted, and the decision rendered by the administrator in charge shall be final.

2. The hearing will be conducted and decided within a reasonable period of time following the request for the hearing.
3. The student will be afforded a full and fair opportunity to present evidence relevant to the issue. The decision will be rendered in writing within a reasonable period of time after the conclusion of the hearing.

Students shall be allowed to submit any material to the record. Examples of the types of materials that may be inserted are psychological reports or explanations of unfavorable material appearing in the record.

The consent of the student shall be required each time and for each item in the student's record divulged to any person except:

1. School officials, including instructors, who have a "legitimate educational interest" in a student.
2. Officials of another school or school system in which the student seeks or intends to enroll.
3. Officials of the United States General Accounting Office and State Education Department who need specific data to evaluate federal programs or enforce federal laws.
4. Any entity to whom the student has made application for, or from whom the student has received financial aid.
5. Accrediting institutions.
6. Testing and research organizations; such as Education Testing Service, as long as confidentiality is maintained and records are destroyed after they are no longer needed.
7. Valid search warrant, court order, or subpoena, provided that a reasonable effort is made to notify the student of the order or subpoena in advance of the compliance therewith by the educational institution or agency.
8. Statistical data that does not identify any student.
9. The school can give information to medical personnel and city, county, state, and federal agencies in an emergency situation if common sense dictates release of the information is urgently needed to protect someone's health or safety.

RIGHTS TO RECORDS

Students have the right to:

- Inspect and review their education records that shall be maintained confidentially at all stages
- Ask for an explanation of any item in the records
- Have a representative inspect and review the records
- Request copies of records (the school/public agency may charge reasonable fees for copies but fees may not prevent the right to access)
- Be informed, on request, of locations of records being collected or used
- Ask for an amendment of any record they feel is inaccurate, misleading, or violates privacy rights
- Request a hearing if the school/public agency does not voluntarily amend records about which they have concern
- Give or withhold consent to disclose their records
- Be informed of persons that have accessed the records
- Be informed before information in their file is to be destroyed

Students are guaranteed the right to inspect as well as seek addition to or deletion from their individual records that are kept or required to be kept by the school. These records include the student's transcript and any other recorded information that is identified by the student's name.

Except for certain limited and specifically designated individuals, certain court officers, health officials, and authorized school personnel, no individual or agency may have access to school records of a student without . . . the specific informed written consent . . . of a student. This means that if a student wishes academic transcripts or records forwarded to schools, colleges, or prospective employers, a written request must be signed by the student and delivered to the Director of Student Services or appropriate custodian of the student's school records.

RIGHT TO FILE COMPLAINT

The parent or eligible student has a right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of the Family Educational Rights and Privacy Act of 1974. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

RIGHT TO OBTAIN A COPY OF DISTRICT POLICY

The parent or eligible student has a right to obtain a copy of this policy upon request made to any school official, or a copy may be obtained at Autry Technology Center in Student Services, 1201 W. Willow, Enid, Oklahoma.

NOTIFICATION OF RIGHT TO CONFIDENTIALITY

Parents or eligible students are hereby notified of their rights to confidentiality of educational records through annual distribution of this Student Handbook.

DIRECTORY INFORMATION

The term "directory information" includes information that would not generally be considered to be an invasion of the student's privacy if released. In the career and technology schools, directory information consists of the student's name, the parent's name, the home address, date and place of birth, major field of study, participation in officially recognized activities, dates of school attendance, awards received, distinguished academic performance, and most recent school attended.

These items so classified as directory information by the District will be released without prior student/parental consent unless the student/parent, within 60 days of enrollment each school year, notifies the District in writing of the refusal to let the District designate any or all of such items as directory information.

STUDENT WITHDRAWAL

A student desiring to withdraw from Autry must notify the program instructor and Student Services and complete the withdrawal form which is available in Student Services. Autry will coordinate the withdrawals of high school students with partnering schools. Students are responsible for clearing any financial obligation and for returning any Autry property prior to withdrawal completion.

TUITION & PAYMENT POLICY

High school students pay no tuition for full-time career programs. In-district adult/reciprocity students pay the in-district tuition rate which is calculated at \$1.60 per hour. Others pay the out-of-district rate which is calculated at \$4.50 per hour. Additional program costs may include books, supplies, exam fees, liability insurance, background checks, etc. Autry will make available on its website the Net Price Calculator. The purpose of the Net Price Calculator is to assist current and prospective students and their families in estimating the individual cost for attending Autry. Confirmed financial aid applicants may qualify for tuition and book deferrals (not to exceed financial aid disbursement). There will be a \$20.00 charge for returned checks.

Tuition payments must be received in Student Services on or prior to the first day of each nine weeks or grading period, unless a payment schedule has been agreed upon between the student and the Director of Student Services. Payment for ten month programs will be due on or prior to August 17, October 24, January 4, and March 26. Enrollment termination may occur if payment is one week past due.

FINANCIAL AID

Autry Technology Center believes the talents, hopes, and ambitions of young people and adults are among the most valuable resources. With this belief in mind, Autry will make every effort possible for students to attend school who would normally be deprived of an education due to inadequate funds. Any student needing financial assistance is encouraged to call the Financial Aid Office, 580-242-2750 ext 136, between the hours of:

7:30 am - 5:30 pm Monday-Thursday

7:30 am – 4:30 pm Friday

FINANCIAL ASSISTANCE OPTIONS

PELL GRANT (TITLE IV FEDERAL STUDENT AID) – Autry's School Code is 013530

The Federal Pell Grant program is a Title IV federally funded grant program that provides funds upon eligibility to adult undergraduate students who attend post-secondary education. Determination of funds is by a standard formula computed by the U.S. Department of Education. This determination is the result of computations involving the financial and non-financial data, (i.e. family size, income and assets), submitted by the student on the FAFSA (Free Application for Federal Student Aid). The method of computation is applied to all students uniformly. The formula determines the student's EFC (Expected Family Contribution). This number is an index of the student's ability to contribute to the cost of education. Grant amounts are determined yearly based on federal funding of the Pell Grant program, the student's EFC, the actual number of clock hours of the student's program and hours attended by the student, the tuition and book costs for the student's program, and living allowances based on the Consumer Price Index. All students who apply and are eligible will receive a Pell Grant.

General Criteria of Eligibility

- U.S. citizen, or an eligible U.S. non-citizen
- Valid Social Security number, except students from the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau
- Registered with Selective Service if required (males only, at least 18 years old and born after December 1959)
- High school diploma from an accredited secondary institution, GED certificate, pass an ability-to-benefit test*, or successfully complete 225 clock hours in an approved/accredited program.
*Accuplacer testing, approved by the U.S. Department of Education, is available in our Academic Center.
- Financial need as determined by the U.S. Department of Education upon completion of the FAFSA
- Does not have a Bachelor's degree
- Not in default of a Student Loan, or does not owe the U.S. Department of Education
- Must not have any disqualifying drug convictions
- Student must not be receiving any type of Federal Student Aid from another institution
- Provide any required documentation needed for verification of the FAFSA
- Enrolled in an eligible program that leads to a certificate as a post-secondary student at least part-time each week and student is capable of enrollment or continued enrollment and maintaining satisfactory academic progress, (SAP), in their course of study
- Must certify by signing a statement of Educational Purpose, that they will use the Pell Grant to pay for educational costs

To Apply

Application may be made by completing the FAFSA (Free Application for Federal Student Aid) online at the following internet website: www.fafsa.ed.gov or by completing a paper application, which is available on-line or in the Student Services Office. They need to have filed their federal income tax return, if required, to submit a complete application. Applicants will then use their tax return information in filling out the FAFSA, or they may use the new option available that links to the IRS (Internal Revenue Service) to automatically pre-fill the information needed. For more information or help in filling out the FAFSA, go to

www.studentaid.ed.gov/completefafsa or call 1-800-4-FED-AID. TTY users (for the hearing impaired) may call 1-800-730-8913. After completion and submission of the application, applicants will receive a Student Aid Report (SAR). Recipients must reapply each year.

Verification Policy

The Financial Aid Office requires verification of FAFSA information for those applicants who have been selected for verification by the U.S. Department of Education or who have discrepancies arise in their data on the FAFSA. Students to be verified will be notified of the documents they need to submit to the Financial Aid Office. All student financial aid records are confidential. The following may be required:

- Proof of all income reported on the FAFSA [copy of federal income tax return(s) and W-2(s)]
- Completed and appropriately signed (independent or dependent) verification worksheet
- Documentation of untaxed income reported
- Proof of source of support if income tax return was not filed
- Proof of child support paid or received
- Proof of marital status
- Other documentation may be required to verify discrepancies

VERIFICATION MATERIALS SHOULD BE SUBMITTED TO THE FINANCIAL AID OFFICE WITHIN 30 DAYS OF STUDENT NOTIFICATION. FAILURE TO COMPLY WITH VERIFICATION REQUIREMENTS MAY RESULT IN FORFEITURE OF AID.

If the school and student cannot resolve conflicts that may occur regarding verification, the case will be referred to the U. S. Department of Education, Student Validation Branch. Cases of suspected fraud will be referred to the Regional Office of the Inspector General if they cannot be resolved locally. After meeting the above requirements, the grant may be determined according to the guidelines set by the U.S. Department of Education. No financial aid disbursements will be made until verification is complete.

Award Notification

When all required documentation is received and the student's file is complete, the amount of the grant will be calculated by the Financial Aid Officer according to federal regulations. The student will then receive an award notice that contains the amount of the Pell Grant, along with the disbursement procedures. The student will also receive the Satisfactory Academic Progress Policy, Title IV Return of Unearned Funds Policy, and Certification Statements.

Method and Frequency of Disbursement

Payment is by check from Autry. There are one or two payment periods per school year, dependent upon student's enrollment status. Students will receive their first disbursement approximately six weeks following their entry date. Upon satisfactory completion of designated clock hours of the student's first payment period, disbursement will be made approximately 6 weeks following the beginning of the student's second pay period. This procedure is the same for any subsequent payment periods. Pell Grant disbursements are issued coinciding with the student's tuition payment schedule. The eligible amount less tuition, fees, books and supplies will be disbursed, payable to the student through the Business Office in the Student Services Area. Tuition, fees, books and supplies that are charged through Autry can be paid by credit of the Pell Grant upon written student authorization. Students may rescind this authorization at any time with a written and signed request. Funds will be requested for students as needed for disbursement. Disbursements cannot be made until funds have been received at the bank and deposited into the Federal Pell Grant account. **Students must sign for their disbursement and show a photo ID.**

Satisfactory Academic Progress (SAP)

Students must be in good standing, (the student is performing well enough according to the institution in terms of conduct, grades, and attendance to continue enrollment), and must be progressing satisfactorily according to institutional standards to receive Pell Grant funding. SAP consists of the following:

- Maintaining a cumulative grade of "C "or better
- Meeting the institutions adult attendance requirements

- Proceeding in a positive manner toward fulfilling the certificate requirements within 150 percent of the program's approved published clock hour length (i.e. A student attending six hours a day in the career major of Full Charge Bookkeeper should complete in 1080 clock hours which is approximately 10 months)
- Maintaining a pace of completion in which the student has successfully completed a minimum of 67 percent of the scheduled learning objectives associated with the specified clock hours

SAP will be evaluated at the point when the student's scheduled clock hours for the payment period have elapsed. The instructor will determine eligibility for the next payment period by completing a student progress report which is submitted to the Financial Aid Office.

A student can be allowed longer than the standard length of time to complete a program. However, Autry is a clock hour institution and the student can only receive payment for the approved/accredited program hours. Course incompletes and withdrawals do not affect GPA. If a student repeats a course the GPA can be affected; the highest grade may be used in calculating the GPA. However, course incompletes, withdrawals, and repetitions all affect a student's pace of completion age. The total number of hours it takes a student to complete a course will be used as their attempted hours. A student will not be paid more than once for completing the same coursework unless under unusual circumstances, (i.e. course has been updated due to technology).

If a student receives payment for course work and the student withdraws and re-enters the same program at a later date, the student must successfully complete the course work already paid for before receiving more Pell Grant funds. If a student withdraws and leaves the institution not in good standing or with unsatisfactory progress, the student will not be eligible to receive Pell Grant funds until the student has re-established eligibility by meeting all SAP requirements.

A student who withdraws from a program and reenters the same program after 180 days will be treated the same as a student who transfers into a program from another school. The program length will be reduced by the number of hours for which the student receives credit. Therefore, the hours for which the student receives credit count as attempted and completed.

Unsatisfactory Academic Progress and Re-establishing Eligibility

Any student who does not meet the preceding SAP criteria is determined to have unsatisfactory academic progress. Autry does not permit a student that is not making SAP to appeal a determination by the institution. The student will be placed on Financial Aid Warning and will not be eligible to receive Pell Grant funds until the student has re-established eligibility by meeting all SAP requirements. Students will be notified of their status of Financial Aid Warning and the steps to re-establish their eligibility. They will be evaluated at the point when their scheduled clock hours for the payment period have elapsed. The instructor will determine eligibility for the next payment period by completing a student progress report which is submitted to the Financial Aid Office.

Return of Title IV Funds (Pell Grant)

Pell Grant funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student fails to complete a payment period, the student may no longer be eligible for the full amount of the Pell Grant he/she was originally scheduled to receive. Federal law specifies how a school must determine the amount of Pell Grant funds that a student earns. Autry will process a "Return of Title IV Funds" calculation to determine the amount of Pell Grant funds the student earned as of the withdrawal date. Autry is an institution that takes attendance. Therefore, the withdrawal date will be the student's last date of attendance as determined by Autry's electronic attendance records. Students who do not complete more than 60 percent of the payment period may be required to return a portion of the Pell Grant funding they received to the U.S. Department of Education. Autry may be required to return a portion of the Pell Grant funding received to the U.S. Department of Education. Students may be billed for the portion the school must return. A detailed "Return of Title IV Funds" worksheet is available upon request in the Financial Aid Office.

The only Title IV Federal Student Aid Program that Autry offers is the Pell Grant. Autry has officially withdrawn from the Federal Student Loan Program and cannot certify loan applications nor do they participate in any private education loan program arrangements, provide private loan information from lenders to students, or have any Preferred Lender Lists.

OKLAHOMA TUITION AID GRANT (OTAG)

The Oklahoma Tuition Aid Grant is a Student State Incentive Grant. The grant is awarded from funds made available by state law and where applicable, other contributing partners. Students may apply for OTAG consideration by completing the FAFSA at www.fafsa.gov. Eligibility requirements include:

- All Pell Grant eligibility requirements
- Legal resident of Oklahoma as determined by the Oklahoma State Regents of Higher Education (OSRHE)
- Attend an approved Oklahoma post-secondary institution
- Demonstrate financial need as determined by the OSRHE
- FAFSA must be submitted by the Oklahoma FAFSA Deadline
- Maintain the same requirements for continued eligibility and SAP as for the Pell Grant
- Requirements to re-establish eligibility are the same as for the Pell Grant

Eligible applicants are funded on a first-come, first-served basis. It is important to apply as soon as possible, as OTAG receives more eligible applications than can be awarded with available funds. The OSRHE determines eligible students. OTAG funds are credited to a student's account, and if there is a credit balance, a check is made to the student and disbursed through the Business Office in the Student Services Area. Disbursements are usually once in the fall and once in the spring. The OSRHE determines annually the amount of the award to be given to students at Autry. The awards are calculated on a student's enrollment as full-time, (attending both the morning and afternoon), or part-time, (attending either the morning or afternoon).

OKLAHOMA PROMISE (FORMERLY OHLAP)

This is a scholarship for students that meet high school and college requirements (i.e. Oklahoma high school graduate, family income, academic courses, GPA, attendance, etc.). The scholarship is awarded from funds made available by state law. OSRHE annually determines the amount of the award to be given to students at Autry. This scholarship is to be used to help with tuition costs at an approved Oklahoma post-secondary institution. This scholarship is applied for while the student is attending an Oklahoma secondary education institution, between the 8th and 10th grade. Application information can be obtained through OSRHE at www.okpromise.org, e-mail okpromise@osrhe.edu, or call 1-800-858-1840. Students are advised by OSRHE concerning their eligibility upon high school graduation.

Eligibility is dependent upon enrollment in a program that is offered through a cooperative agreement, co-enrollment at the degree granting institution the Autry program is in cooperation with, along with providing a receipt for the paid credits from the cooperating institution. The awards are calculated on the student's enrollment at Autry as full-time, (attending both the morning and afternoon), or part-time, (attending either the morning or afternoon). Oklahoma's Promise, (OHLAP), funds are credited to a student's account and if there is a credit balance a check is made to the student and disbursed through the Business Office in the Student Services Area. Disbursements are usually once in the fall and once in the spring. Criteria for continued eligibility and re-establishing eligibility along with SAP standards for this program are the same as for the Pell Grant. Students who believe they may qualify should contact the Financial Aid Office to ensure the proper procedures are taken for the student to receive their benefit.

VOCATIONAL REHABILITATION

This is a program for educational assistance for individuals who have disabilities or injuries. Students who believe they may qualify should contact a vocational rehabilitation counselor at the Oklahoma Department of Rehabilitation Services (OK Dept of Rehab) concerning application information. Students will be determined as eligible by the OK Dept of Rehab. Educational benefit, method and frequency, criteria for continued eligibility and re-establishing eligibility, along with SAP standards for this benefit are administered by the OK Dept of Rehab. Call 1-800-487-4042 for information.

VETERANS EDUCATIONAL BENEFITS

The Veterans Administration (VA) awards educational benefits under several programs dependent upon student eligibility. Benefits could vary with each educational program. Educational benefits help students meet costs of education and living expenses while in training. Autry has been authorized to provide educational opportunities for veterans and dependents. Benefit information for each educational program, method and frequency of benefit, a listing of approved training options, along with application procedures can be accessed at www.gibill.va.gov. Students with VA-Vocational Rehabilitation Educational Benefits should contact their counselor for training options as they could vary from the listing of approved training options. The benefit the student qualifies for is determined by the VA. Criteria for continued eligibility and re-establishing eligibility along with SAP standards for educational benefits through the VA are contained within Autry's annual VA Bulletin. A copy is available upon request in the Financial Aid Office. Upon the student's eligibility confirmation from the VA, the student should contact the Financial Aid Office to ensure the proper procedures are taken for the student to receive his/her benefit. For additional information call 1-800-827-1000 or go to www.gibill.va.gov.

OKLAHOMA VETERAN GI BILL

This benefit is made available through the Oklahoma Department of Career and Technology Education, (ODCTE). Benefits under this program allow tuition-free training at most Oklahoma Technology Centers for Oklahoma veterans who meet the eligibility requirements. General eligibility requirements include:

- Oklahoma resident at the time of entry into the service
- Honorable discharge from the armed forces
- Served a minimum of 18 consecutive months between 8-10-1964 and 12-31-1976; or discharged with a service connected disability
- Accepted benefits within 15 years following discharge
- Still have Oklahoma Veteran GI Bill entitlement confirmed by ODCTE
- Provide a copy of your DD-214 form
- Satisfy Autry's enrollment eligibility requirements

Students who believe they may qualify should contact the Financial Aid Office. Students will be determined as eligible by the ODCTE. Criteria for continued eligibility and re-establishing eligibility along with SAP standards for this benefit are administered by the ODCTE.

BUREAU OF INDIAN AFFAIRS

The Bureau of Indian Affairs awards educational grants to students who meet their eligibility requirements. Assistance could vary with each student dependent upon his/her needs. Students who are listed on a tribal roll and believe they may qualify should contact their Tribal Agency Educational Office for application information. Criteria for continued eligibility, re-establishing eligibility, method and frequency of benefit, along with SAP standards for this program are administered by the student's Tribal Agency Educational Office. For additional information contact American Indian Education & Training Employment Center at 405-521-9047.

WORKFORCE INVESTMENT ACT (WIA)

The Office of Workforce Development has programs that assist individuals who are economically disadvantaged, facing employment barriers, and/or qualify as a Dislocated Worker in need of training to obtain productive employment. Assistance, along with method and frequency of benefit could vary with each student dependent upon his/her needs. Applicants must meet WIA economic, employment and geographical guidelines, which are determined by a WIA counselor. Criteria for continued eligibility and re-establishing eligibility along with SAP standards for this program are administered by the local WIA Office. Students who believe they may qualify should contact Community Development Support Association at 580-242-6600 for application information. For additional information contact Workforce Oklahoma at 1-888-840-9675.

OTHA GRIMES

The Oklahoma Foundation for Career and Technology Education administers the Otha Grimes scholarship. The scholarship is for school-related expenses and is offered usually twice a year (fall and spring) dependent upon availability of funds. The Financial Aid Office provides applications and procedures to the instructors along with posting instructions. Applications and procedures are also available in the Student Services Office. Students enrolled in a federally approved/accredited program will be eligible. Students must be in good standing (the student is performing well enough according to the institution in terms of conduct, grades, and attendance). This scholarship is targeted to students who show a financial hardship. Award amounts are determined by the Oklahoma Foundation for Career and Technology Education. Upon notification of student selection, award amounts, and receipt of scholarship funds, the awards will be disbursed through the Business Office in the Student Services Area. Students are eligible for this scholarship more than once, but an application must be completed each fall and spring.

AUTRY SCHOLARSHIP

The Autry Board of Education has created a special scholarship as an incentive for area students to continue their post-secondary educations locally. This scholarship is available to high school graduates who:

1. live in the Autry district
2. lived in the Autry district their senior year in high school
3. meet enrollment guidelines

This scholarship covers 100% tuition for three years. Students may attend during any of the three years immediately following high school graduation. For example, a qualifying student may begin two years following high school graduation and still receive one year of the Autry scholarship. The scholarship will only pay for tuition costs incurred during the three years immediately following high school graduation – any additional years will be paid by the student. The cost of books and other supplies are the responsibility of the student during their time at Autry.

Scholarship eligibility is reviewed upon enrollment and will be reviewed each semester. An academic grade of C or better must be maintained in each course, good discipline reports are required, and attendance must be 90 percent or better for the scholarship to remain in effect. If any of these criteria are not met, the student will be responsible for the remaining tuition payments if continued enrollment is allowed.

AUTRY TECHNOLOGY CENTER EDUCATIONAL FOUNDATION, INC.

The foundation grant provides financial assistance to potential and current students to allow them to begin or to continue their education at Autry Technology Center. This grant may be used one time per school year. Applications are available in Student Services, Adult Career Development, the reception desk, and in all classrooms.

Application Guidelines:

- The Foundation is designed to assist students who have exhausted other outlets for assistance.
- Funding is for tuition, supplies, uniforms or other expenses that may be required for a student to successfully participate in a class at Autry.
- Scholarship amount is determined based on the applicant's need. Generally, the applicant will be required to pay a portion of the expense.
- Applicant must be in good standing with Autry to receive assistance from the Foundation.
- Applicants must live in the Autry district.

Application Procedures:

1. Obtain an application (as indicated above)
2. Return the following to Student Services:
 - Completed application
 - Copies of prior two years of income tax returns
 - Three letters of personal recommendation
 - Resume' (optional)

Review of applications and grant approvals are made by the Autry Technology Center's Educational Foundation Grant Committee.

The method and frequency of the grant disbursement is decided by Autry Technology Center's Educational Foundation Grant Committee. If applicable, criteria for continued eligibility and re-establishing eligibility along with SAP standards for this grant are decided by Autry Technology Center's Educational Foundation Grant Committee.

VANCE HIGHER EDUCATION AND VOCATIONAL/TECHNICAL SCHOLARSHIP

Scholarships may be available for active duty military personnel, their spouses or dependents, or any U.S. Department of Defense civilian working at Vance Air Force Base upon availability of funds. This scholarship was intended to help with tuition expenses for students enrolled in a federally approved/accredited program. The scholarship is funded by the City of Enid, who annually determines the amount of the award to be given to students at Autry. The Education Office at Vance determines eligible students. Students are eligible for this scholarship more than once, but an application must be completed each fall and spring. Criteria for continued eligibility and re-establishing eligibility along with SAP standards for this program are administered by the Education Office at Vance. Students who believe they may qualify should contact the Education Office at Vance for application forms and procedures. Upon the student's eligibility confirmation from the Education Office at Vance, the student should contact Autry's Financial Aid Office to ensure the proper procedures are taken for the student to receive his/her benefit.

OKLAHOMA NATIONAL GUARD FEE WAIVER

Tuition fee waivers may be available for active members of the Oklahoma Army and Air National Guard. This award was intended to help with tuition expenses for students enrolled in a federally approved/accredited program. The scholarship is funded by Autry. Eligibility is determined upon continued active status in the guard, along with good standing in their unit and satisfactory performance in all required training. Students are eligible for this scholarship more than once, but an application must be completed each fall and spring by the student and his/her guard unit representative. Applications are available in the Financial Aid Office. Criteria for continued eligibility and re-establishing eligibility along with SAP standards for this program are the same as for the Pell Grant. Students who believe they may qualify should contact the Financial Aid Office to ensure the proper procedures are taken for the student to receive their benefit.

TUITION REFUND POLICY

Autry will abide by the following refund policy if the student officially withdraws through Student Services:

1. 100 percent tuition refund if student withdraws on or before the first day of each semester. After the first day of class of each semester there is no refund. Autry does not have a buy-back policy on books and supplies.
2. Once the student has completed the withdrawal process and it has been determined that the student is due a refund, a check will be processed and available within two working days.
3. The withdrawing student must sign a "Request for Refund" in Student Services. The Director of Student Services will be responsible for calculating refunds that are not Title IV.

GRADING SYSTEM

Autry Technology Center employs the following system for determining grades:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = Below 60
- NG = No grade (no credit)

The advanced health care programs require their students to maintain a minimum of 77% in each academic and/or clinical learning course in order to remain in the program and progress to the next course or graduate. If a health care student falls below 77% at the completion of any course, the student may not progress to the next course, and he/she will be dismissed from the program. These guidelines were established to maintain compliance with each program's accrediting agencies.

Secondary students' report cards will be given out by their home schools at the end of each nine-week grading period. Eligibility reports are sent to home schools and to the parents of students who would receive an F if they were to check out of class the day the eligibility list was due in the office. In addition to the eligibility report, a progress report may be sent anytime to partner schools and parents to help keep the schools and parents informed of students' status/performance at Autry.

Adult students enrolled in full-time programs receive grades from Autry at the end of each quarter or grading period. Students who withdraw prior to the end of a quarter or grading period will receive a WD (withdrawal) for that quarter. A computer-generated grade report and transcript will remain on file in Student Services. Adult students who are not maintaining the requirements for continued enrollment will receive progress reports to notify them of their status.

COMPLETION CERTIFICATE

Upon satisfactory completion of a course of study, a student will be given a Completion Certificate and a Competency Profile indicating the level of proficiency reached by the student on each of the course competencies. If the student exits the program prior to completion, the student may request a copy of the Competency Profile, indicating the level of proficiency reached by the student at the point of exit.

Completion statistics are available in Student Services. Autry's retention and completion rate for 2009-2010 was 93%.

ATTENDANCE POLICY

Autry Class Hours

Most Classes	Adults - 8:15 a.m. – 11:15 a.m. High School – 8:15 a.m. – 10:45 a.m.	Adults - 12:30 p.m. – 3:30 p.m. High School 12:30 p.m. – 3:15 p.m.
Radiography Theory Surgical Tech Theory	8:15 a.m. – 11:30 a.m. Clinical Hours Vary	12:30 p.m. – 3:30 p.m.
Practical Nursing Theory minimum 24 hrs per week	8:15 a.m. – 9:30 p.m. 8:15 a.m. – 3:00 p.m. Clinical Hours Vary	Monday-Thursday Friday
Respiratory Care Theory	1:00 p.m. – 3:00 p.m. Clinical Hours Vary	
Air Conditioning Evening Class	6:00 p.m. to 10:00 p.m.	Monday through Wednesday

Because of Autry's commitment to prepare students for careers, many policies and procedures reflect those found in the work place rather than those found in a school system. Attendance is one such policy. Therefore, anytime Autry Technology Center is in session, students are expected to be in attendance. Instruction cannot take place when students are not present. An absence is defined as missing more than 30 minutes of class time. Prospective employers always want to know about the attendance practices of graduates. At Autry, students who have an A for their semester grade and have perfect attendance (no absences or tardies) will not be required to take the written portion of their semester exam. In addition, these students will not be required to attend their class the day of the exam. Students who have an A for their semester grade and have a total of three (3.0) or less absences will not be required to take the written portion of their semester exam. They will be required to attend their class the day of the exam. Students who have a B for their semester grade and have a total of two (2.0) or less absences will not be required to take the written portion of their exam. They will be required to attend their class the day of the exam.

Students must be in class at the designated time (8:15/12:30) or they will be counted tardy. Any tardy that extends beyond 8:45/1:00 will be counted as an absence. Block students' tardies become an absence if the student is more than fifteen minutes late. Three tardies will be counted as an absence. Advanced health care classes have no tardies. Students lose one hour of theory/clinical learning if they are late. Each nine-week period, tardies are counted cumulatively. Each semester, tardies are counted separately. Any time a student is tardy, he/she must have an admit from Student Services before entering class.

Leaving class early is counted the same as arriving late. Any leave-early that is before 10:15/10:45 and 2:45/3:00 will be counted as an absence. Three early departures from class will count as an absence. Each nine-week period, leave-earlys are counted cumulatively. Each semester's early departures are counted separately.

Absences, tardies, and early departures are all counted cumulatively toward the attendance policy (examples: 3 absences, 2 tardies, 1 early departure = 4 absences).

Any student receiving an "NG" for a semester/course or any student receiving excessive tardies/leave earlies will not be allowed to continue his/her enrollment the following semester nor to progress to the next level or course of study.

There are extenuating circumstances that are not counted toward the ninety/eighty (90/80) policies for continued enrollment. Students may have 1 day that will not count toward the ninety/eighty (90/80) when there is a death of an immediate family member. Two or three days may be allowed for a family member living out of state. For the purposes of this attendance policy, an immediate family member shall be defined as parent, grandparent, spouse, child, brother, sister, grandchild, mother-in-law, and father-in-law. Other extenuating circumstances that are not counted toward the ninety/eighty (90/80) policy are as follows: illnesses that require hospitalization, surgery, vehicle accidents requiring emergency medical care, being subpoenaed as a witness to a crime, testing (ACT), interviewing/training for a job that is related to a student's program of study, and jury or military duty.

The absences that are counted toward the 90/80 include, but are not limited to, absences for illness; doctor/dentist appointments; a child/spouse/parent's illness or hospitalization; going to court; agency meetings or appointments; visits to the emergency room; suspensions; or truancy. The student is responsible for obtaining and turning in the make-up work. Students have one day for each day's absence to make-up his/her work. If this is not done, a zero will be recorded.

The Director of Student Services will monitor the attendance policy. Any questions concerning attendance should be brought to the attention of the Director of Student Services.

Secondary Attendance

To accomplish the goals of personal discipline, good work ethic, and competencies of curriculum and shop, all secondary students must be in attendance 90 percent of the time in order to receive a grade/credit for completion of a course of study at Autry. No grade/credit will be given to a student who is counted absent more than 5.2/5.66 days (5 absences & 2 tardies) in any one nine-weeks period, or 10.2/10.66 days (10 absences & 2 tardies) in any one semester. An "NG" (no grade/credit) will be sent to the home school of secondary students who are counted absent more than 5.2/5.66 days in any one nine-week period, or 10.2/10.66 days per semester.

Adult Attendance

All adult students must attend class at least 80 percent of the time to receive credit and be allowed to move to the next course of study. The adult grade report/transcript will reflect an "NG" (no grade/credit) for any adult who is counted absent more than 9.2/9.66 days in any one nine-week period or 18.2/18.66 days per semester. Morning and afternoon attendance is recorded/counted separately (not added together and divided by two).

Advanced health care students must be in attendance to meet their individual theory and clinical hours as required by their accrediting agencies.

MAKE-UP ASSIGNMENTS

If a student has an absence, it is the student's responsibility to check with the instructor about make-up work immediately upon returning from the absence. A student is given the same number of days to make-up work as the number of days missed. If a student knows in advance that he/she will be absent, the work may be completed and turned in prior to the absence with the permission of the instructor.

AUTRY TECHNOLOGY CENTER POLICY ON SECONDARY STUDENT BEHAVIOR AND DISCIPLINE

The Board of Education of the Autry Technology Center adopts the following procedures dealing with secondary student behavior. Discipline and behavior involving adult students are addressed in Autry's Adult Student Behavior and Discipline Policy.

General Expectations

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Autry. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

Discipline Code

Every student has the right to learn in a safe environment. Therefore, the following behaviors at school, while in school vehicles, or going to or from, or attending school events, will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Adjudication as a delinquent for an offense that is not a violent offense. For purposes of this section, "violent offense" shall include those offenses listed as the exception to the term "nonviolent offenses" as specified in Section 571 of Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault.
2. Arson
3. Assault - A crime of violence against another person with the intention of causing serious bodily injury, serious and permanent disfigurement, or grave risk of death.
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender, or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized, or electronic message
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender, or sexual orientation by broadcasting, publishing or distributing, or causing or allowing to be broadcast, published or distributed, any message or material
6. Bullying - One or more individuals inflicting physical, verbal, or emotional abuse on another individual or individuals. Physical bullying can range from being hit or shoved to being stabbed or shot. Verbal and emotional bullying – teasing or causing embarrassment, threatening or intimidating, or intentionally excluding or ostracizing – are less conspicuous but can create fear and anxiety equal to abuse that is inflicted physically. The School Bullying Prevention Act prohibits peer student harassment, intimidation, and bullying. These terms include, but are not limited to any gesture, written or verbal expression, or physical act that a reasonable person should recognize will: (1) harm another student; (2) damage another student's property; (3) place another student in reasonable fear of harm of the student's person or damage to the student's property; or (4) insult or demean any student or group of students in such a way as to disrupt or interfere with the School District's education mission of the student or other students.
7. Cheating – Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to: copying another student's homework, working with others on projects that are meant to be done individually, looking at or copying another student's test or quiz answers, allowing another student to look at or copy answers from a test or quiz, using any other method to get/give test or quiz answers, taking a test or quiz in part or in whole to use or to give others, copying information from a source without proper attribution, and downloading or uploading (in the file-sharing context) parts of a copyrighted work without authority.
8. Conduct that threatens or jeopardizes the safety of others
9. Continued absenteeism and/or tardiness
10. Cutting class, sleeping, eating, or refusing to work in class
11. Disruption of the educational process or operation of the school or repeated classroom disturbances
12. Driving a privately owned vehicle on school property in a reckless or unsafe manner
13. Extortion
14. Failure to attend assigned detention or other disciplinary assignment without approval
15. Failure to comply with state immunization records
16. False reports or false calls
17. Fighting
18. Forgery
19. Gambling
20. Harassing conduct may take many forms, including verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to

harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. When such harassment is based on race, color, national origin, sex, or disability, it violates the civil rights laws that OCR enforce.

21. Hazing (initiations) in connection with any school activity
22. Immorality
23. Inappropriate attire:
 - a. Students must recognize that brief and revealing clothing are not appropriate apparel for school. The following guidelines are examples and do not cover all situations: garments that are see-through or that allow undergarments to be visible, cut low, short shorts, mini skirts, bicycle and boxer shorts, sleepwear/pajamas, or expose one's midriff are not acceptable.
 - b. Students may not wear clothing that has cuts and holes in it, is inappropriately sagging, or has unfastened straps. All pants must fit around the waist and be properly fastened.
 - c. Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous, that denigrate others on the basis of race, color, religion, creed, national origin, gender, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission.
 - d. Students may not wear hats, caps or bandanas, inside the school building unless approved for medical/safety reasons. Hoods on sweatshirts may not be worn over the head inside the building at anytime.
 - e. Students' hair is to be reasonable, well-groomed and clean. Extreme hairstyles that disrupt the educational process or endanger the health and safety of the students will not be permitted.
 - f. Jewelry, earrings, or similar items may have to be removed in certain classes where a student's health and/or safety may be in danger.
24. Inappropriate behavior or gestures
25. Inappropriate public behavior
26. Indecent exposure
27. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or (c) threatening, by word or act
28. Obscene language
29. Phones - Any use of cell phones during class time (cell phones are to be turned off during class time)
30. Physical or verbal abuse
31. Plagiarism
32. Possession or use of a caustic substance not related to course work
33. Possession or distribution of obscene materials.
34. Possession, threat or use of a dangerous weapon, including firearms and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
35. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as per OK law, i.e., 3.2 beer) and/or controlled substances
36. Possession or distribution of a controlled dangerous substance as defined in the Uniform Controlled Dangerous Substance Act
37. Possession of illegal and/or drug related paraphernalia
38. Profanity
39. Sexual or other harassment of individuals including, but not limited to, students, school employees, patrons, volunteers
40. Theft
41. Threatening behavior (whether involving written, verbal, or physical actions)
42. Truancy
43. Use or possession of tobacco in any form

44. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
45. Using racial, religious, ethnic, sexual, gender or disability-related epithets
46. Use of the school's technology resources (i.e., computers, electronic mail, Internet, and similar resources) in a manner prohibited by policies and regulations, or in any manner not authorized by school officials or in violation of law
47. Vandalism
48. Violation of Internet Use Statement, accessing sites not applicable to program
49. Violation of the Board of Education policies, rules, or regulations
50. Vulgarity
51. Willful damage to school property
52. Willful disobedience of a directive of any school official, open or persistent defiance of authority to any school personnel, whether in or away from school

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

In addition, conduct occurring outside of the normal school day or off school property but that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or suspension.

SAMPLE DISCIPLINARY OPTIONS

Detention

Detention is a correctional method used when it is deemed appropriate. Students are to report to the appropriate instructor/administrator at the specified time with class work to be studied. Detention may be assigned on a weekday as deemed appropriate.

Alternative In-School Placement

Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives.

Other Alternative Measures

1. Behavior contract
2. Conference with parent(s) or guardian(s)
3. Conference with student
4. Letter to parent(s) or guardian(s)
5. Loss of the item that violates school policy
6. Probation
7. Referral to counselor
8. Restriction of privileges
9. Restitution (financial, replacement, repair)
10. Involve law enforcement

STUDENT SUSPENSION

The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the School District must be consistent with the due process rights of students and must provide proper procedures for fair and consistent treatment of students. **"SUSPENSION" REFERS TO REMOVAL OUT-OF-SCHOOL FOR A PERIOD NOT TO EXCEED ONE CALENDAR YEAR FOR OFFENSES INVOLVING FIREARMS AND THE REMAINDER OF A CURRENT SEMESTER AND THE SUCCEEDING SEMESTER FOR ALL OTHER OFFENSES. ALTERNATIVE IN-SCHOOL PLACEMENT, DETENTION, AND SIMILAR DISCIPLINARY OPTIONS OR CORRECTIONAL MEASURES ARE NOT**

CONSIDERED BY LAW TO BE A SUSPENSION AND DO NOT REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURES OF THIS POLICY.

Reference to "parent" in this section of the policy refers to a student's parent or legal guardian.

Reference to "administrator" means the Superintendent or his/her designee to whom the responsibility of student discipline has been delegated.

Reference to the "Superintendent" refers to the Superintendent of Schools or the Superintendent's designee.

AUTRY'S OBLIGATION APPLICABLE TO ALL SUSPENSIONS

Alternative In-School Placements

Before Autry recommends suspension, alternative in-school placements shall be considered, including, but not limited to: placement in an alternative school setting, reassignment to another classroom (where one is available) placement in in-school detention, or other available disciplinary or correctional options. These shall not be considered as suspensions but shall be treated as disciplinary or correctional actions, as an alternative to suspension. **STUDENTS IDENTIFIED AS DISABLED UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT OF 1973 AND WHO ARE SUSPENDED OUT-OF-SCHOOL OR RECEIVE DISCIPLINARY REMOVAL FROM THE CLASSROOM MAY REQUIRE ADDITIONAL PROCEDURAL CONSIDERATIONS.**

Pre-Suspension Conferences

1. When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in Okla. Stat. Tit. 57, §571), the administrator shall conduct an informal conference with the student.
2. At the conference the administrator shall read the policy, rule, or regulation which the student is charged with violating and shall discuss the conduct of the student which is a violation of the policy, rule, or regulation.
3. The student shall be asked whether he/she understands the policy, rule, or regulation and be given a full opportunity to explain and discuss his/her conduct.
4. If it is concluded that a suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the suspension.
5. The administrator shall immediately notify the parent by phone and in writing that the student is being suspended and that alternative in-school placement or other available options have been considered and rejected. The written notice should state what alternative in-school placement or other available options have been considered and why they were rejected.

Immediate Suspension Without a Suspension Conference

1. A student may be suspended without a pre-suspension conference with the student only in situations where the conduct of the student reasonably indicates to the administrator that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or school employees, or to school property, or cause a continued substantial disruption of the educational process.
2. In such cases, a suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

Conferences With Parents

1. The administrator will seek to hold a conference with the parent or guardian as soon as possible after the suspension has been imposed. The parent should be advised of his/her right to a conference with the administrator at the time he/she is notified that a suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.
2. At the conference, the administrator will read the policy, rule, or regulation which the student is charged with violating and will outline the student's conduct or behavior. The administrator will also explain the basis for suspension rather than the use of alternative options. The parent should be asked if he/she understands the rule and the charges against the student.
3. At the conclusion of the conference, the administrator shall state whether he/she will terminate or

modify the suspension. In all cases, the parent will be advised of his/her right to have the suspension reviewed by the Superintendent/designee, the Board of Education, or the suspension review committee as provided by this policy. If the parent is in agreement with the administrator's decision, he/she will be requested to sign a waiver of review.

Suspension Requirements

1. Suspension involves an out-of-school placement. A suspension shall be long-term or short-term. A long-term suspension is a suspension of more than ten (10) school days. A short-term suspension is a period of ten (10) or fewer school days.
2. In no event should a suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case a suspension for up to one calendar year is appropriate. Suspensions involving firearms are governed by Atry's Gun-Free Schools Policy. Suspensions should have a definite commencement and ending date; indefinite suspensions are not permitted. It is recommended that suspensions beyond ten (10) days be imposed only in serious situations.
3. Suspensions should be consistent; that is, one student should not be suspended for a few days and another student suspended for an extended period for the same or similar offense. However, the administrator may take previous conduct and previous disciplinary actions and suspensions of the student into consideration.
4. Suspensions until the student performs some remedial act are not permitted; however, the student may be advised that suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.

Education Plans for Suspension

An individualized education plan for suspension is required when a suspended student is enrolled in courses for which the student is to receive credit for core units. Core units, as applied to Atry, consist of the minimum English, Mathematics, Science, Social Studies and Art units required by the Oklahoma Department of Education for high school graduation in grades nine through twelve. If the suspended student is not enrolled in any core units, no education plan is required. Also, an education plan is only required when the suspension is five (5) or more days.

An education plan shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the administrator with the assistance of other staff members who have knowledge of the core units for which the plan is provided.

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

An education plan shall be applicable in the event of a suspension for any of the following reasons:

- a. Violation of a school regulation, including the Discipline Code
- b. Immorality
- c. Adjudication as a delinquent for an offense that is not a violent offense and
- d. Possession of an intoxicating beverage, low-point beer, or missing or stolen property if the property is reasonably suspected to have been taken from student, a school employee, or the school during school activities

No education plan is necessary for acts which involve possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in suspension as provided in the District's policy related to firearms.

Records and Reports

The administrator will keep written records of each suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection of alternative disciplinary options. Also, the administrator shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan.

LONG-TERM SUSPENSIONS SUSPENSIONS OF MORE THAN TEN (10) SCHOOL DAYS

Right of Appeal

A parent or the student may appeal the administrator's suspension decision for a suspension of more than ten (10) school days to the Superintendent/designee and, following the appeal to the Superintendent/designee, to the Board of Education, or, if appointed by the Board, a Hearing Officer.

Method of Appeal to the Superintendent/designee

1. If no appeal is received within five (5) calendar days after the administrator's decision is received by the parent or student, the administrator's suspension decision will be final and nonappealable.
2. Appeal of a student's suspension is commenced by letter to the Superintendent/designee.
3. The Superintendent/designee should hold a conference with the parent as soon as possible after receipt of the appeal. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
4. At the conference, the Superintendent/designee will read the policy, rule or regulation that the student is charged with violating and will briefly outline the student's conduct. The parent should be asked by the Superintendent/designee if the parent understands the rule and the charges against the student.
5. At the conclusion of the conference, the Superintendent/designee will state whether the suspension will be terminated or modified. In all cases, the parent shall be advised of right to have the suspension reviewed by the Board of Education or its designated Hearing Officer. If the parent is in agreement with the decision of the Superintendent/designee, the parent shall be requested to sign a waiver of review by the Board.

Method of Appeal to the Board of Education or the Board's Hearing Officer

1. An appeal can be requested by letter directed to the clerk of the Board of Education at the address of the school's Student Services office.
2. If no appeal is received within five (5) calendar days after the decision of the Superintendent/designee is received by the parent or student, the decision of the Superintendent/designee will be final and nonappealable.

Hearing the Appeal

1. The Board will hear the appeal as soon as possible, or it may appoint a Hearing Officer to hear the appeal. The Board's decision, or the Hearing Officer's decision, is final and nonappealable.
2. The parent and student will be notified in writing of the date, time, and place of the hearing.
3. The parent and student will have the right to an "open" or "closed" hearing, at their option.
4. Reasonable efforts will be made to accommodate the work schedule of parents.

Procedure for Suspension Appeal Hearing Before the Board of Education

1. The Board President should:
 - a. Announce that the next agenda item is a suspension review hearing for the student. In order to protect the confidentiality and privacy of the student, the student's initials should be used and not the student's name.
 - b. Ask whether the parents/student wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If a parent/student requests a closed hearing, a motion to go into executive session per their request should be made and voted on.
2. The Board President or Hearing Officer should advise the parents/student:
 - a. That they are entitled to legal counsel, if they desire it.
 - b. That the administration will present its witnesses first and that after each witness, the parents or their legal counsel will be given an opportunity to cross-examine.
 - c. That the parents/student will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration.

- d. That the Board or its Hearing Officer will consider the evidence and documents and reach a decision. The decision of the Board will be recorded by vote in open session.
- e. That the parents/student may ask any questions about the procedure.
- 3. Following presentation of 1 and 2 above, all administration witnesses and documents should be presented subject to cross-examination.
 - a. Parents/student may call any witnesses and present any documents subject to cross-examination.
 - b. After each witness is presented, School Board members may ask the witness any questions.
 - c. Parents'/students' closing statement.
 - d. Administration's closing statement.
 - e. Deliberate in private. (If the hearing is not in executive session, the Board may deliberate in executive session with permission of the parents or student.)
 - f. Return to open session and vote. After adopting a motion making certain findings of fact, the Board must make a motion to: (1) affirm the suspension; (2) modify the suspension (increase or decrease severity of the suspension); or (3) revoke the suspension.
 - g. If the hearing is before a Hearing Officer, no agenda or motions will be required as a part of the hearing process; otherwise, the Hearing Officer will have the same obligations as the Board with respect to conducting the hearing and rendering a decision.

Attendance at School Pending Appeal Hearing

Pending the appeal hearing of a suspension to the Board, the student will have the right to attend school under such "in-house" restrictions as the administrator deems proper, except that at the discretion of the administrator, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the administrator:

- a. the conduct for which the student was suspended indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members, or school property; or
- b. the conduct for which the student was suspended indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the education process at the school.

SHORT-TERM SUSPENSIONS TEN (10) OR FEWER SCHOOL DAYS

The Board of Education recognizes that student suspensions of ten (10) or fewer school days (referred to as "short-term suspensions") involve less stigma and require less formal due process procedures than are required for suspensions of more than ten (10) school days. Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the suspension decision to a committee composed of administrators and/or instructors. The composition of the committee shall be reserved to the Superintendent/designee's discretion.

Right of Appeal

A student suspended for a period of ten (10) or fewer school days is entitled to all pre-appeal rights presently accorded by Autry policy to students who have been suspended for periods of greater than ten (10) school days. A student who has been given a short-term suspension and that student's parents have a right to appeal a suspension decision to a committee composed of administrators and/or instructors. A student with a short-term suspension and his/her parents shall be informed by the administrator of this right and the manner of appeal.

Method of Appeal to a Committee

1. An appeal to a committee can be requested by letter to the administrator received within five (5) calendar days following the parents' or student's receipt of the administrator's suspension notice. The suspension decision will become final and nonappealable if a request is not timely submitted and received.
2. Upon receipt of the request, the administrator shall confirm that the student's suspension falls within the category of suspensions reserved to the committee. If the administrator determines that the period of suspension is greater than ten (10) school days, or if for any reason, the short-term suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures

applicable to long-term suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education or, at the discretion of the Board, a Hearing Officer.

Hearing the Appeal

1. The Superintendent/designee shall appoint a review committee consisting of not less than three (3) School District employees who shall be certified administrators, instructors, or both, and shall designate a chairperson for the committee. No administrator or instructor is eligible to serve on the committee who was a witness to the student's conduct, nor is any instructor eligible to serve who has the student in his/her class for the current school term.
2. The Superintendent/designee shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parents whenever possible. The student and his/her parents will be notified in writing of the date, time and place of the hearing. The administrator who issued the suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the right to have counsel attend the hearing.
3. The committee will conduct, through the hearing process, a full investigation of the student's suspension. The committee's proceedings shall be conducted in an informal manner. The administrator will briefly outline the student's conduct, read the policy, rule or regulation that the student's conduct violated, and present any evidence and witnesses that support the administrator's decision to suspend the student. The student and his/her parents will be asked by the committee if they understand the rule and charges against the student. The student and his/her parents will then briefly explain the student's conduct and present any evidence and witnesses that support the student's position.
4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parents, the administrator, and the Superintendent/designee.
5. The decision of the committee shall be final and non-appealable.

STUDENT PRIVILEGES WHILE UNDER SUSPENSION OR UNDER OTHER DISCIPLINARY OR CORRECTIONAL MEASURES

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the administrator of a suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when an administrator determines to impose alternative in-school disciplinary or other correctional measures upon a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the administrator, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, travel, student government, and all other school sponsored activities and organizations.

POLICY FOR THE SUSPENSION OF DISABLED STUDENTS

Short-Term Suspensions

The School District may suspend a disabled secondary student for a period of ten (10) consecutive school days or less for any conduct that would warrant suspension for a non-disabled student. The School District will follow its policy and procedures for the suspension of non-disabled students in conjunction with the short-term suspension of disabled students.

Long-Term Suspensions

Before implementing the suspension of a disabled student for more than ten consecutive school days, the School District will notify the student's parent or guardian in writing of the proposed suspension and convene a meeting of the student's I.E.P. team. The I.E.P. team will determine whether additional evaluation of the student is necessary and whether the misbehavior for which suspension is proposed is related to the student's disability.

Emergency Suspensions

If the student poses an immediate threat to his or her own safety or to the safety of others, the School District may immediately suspend the student for up to ten (10) school days. During the suspension period, the student's I.E.P. team will meet to determine whether the misbehavior is related to the student's disability and whether further evaluation is necessary.

Relationship Between Misbehavior and Disability

Misbehavior Related to Disability

If the I.E.P. team determines that the student's misbehavior is related to his or her disability, the team will consider whether the student's current educational placement is appropriate and what, if any, modifications to the I.E.P. should be made. These modifications may include a more restrictive placement. If the I.E.P. team determines that the student's placement should be modified, the School District will give the student's parent or guardian written notice of the proposed modification and allow at least ten (10) calendar days for response. The School District will also advise the parent that the student is entitled to all due process procedures available under the Individuals With Disabilities Education Act ("IDEA") and applicable state policies and procedures. The School District will maintain the student's current placement during the ten-day period, unless the student's parent or guardian agrees to the modification before the period expires or an emergency suspension is necessary under Section 3 or 5 of this policy. If the I.E.P. team determines that the student's disability is related to his or her misbehavior, the School District will not suspend the student as discipline for the misbehavior.

Misbehavior Not Related to Disability

If the I.E.P. team determines that the misbehavior is not related to the student's disability, the student may be suspended from school as discipline for the misbehavior. If the School District proposes a suspension that will cause the student's days suspended to total more than ten (10) during the current school year, the School District will give the student's parent or guardian written notice of the proposed suspension and allow at least ten (10) calendar days for response before implementing the suspension. The School District will also advise the student's parent or guardian that the student is entitled to all due process procedures available under the IDEA and applicable state policies and procedures, as well as the due process rights available to a disabled student for whom suspension has been recommended. The School District will not implement the suspension during the ten-day period unless the student's parent or guardian agrees to the suspension before the period expires or an emergency suspension is necessary under Section 3 or 5 of this policy.

Stay Put

If either the student or the School District initiates due process proceedings under the IDEA, the student will remain in his or her current educational placement until those proceedings have been completed, unless the School District and the parent or guardian agree otherwise or Section 8 of this policy applies. However, if the student poses an immediate threat to his or her own safety or the safety of others, the School District may bring a civil action to enjoin the student from attending school for the duration of the due process proceedings or to seek other appropriate relief.

Continuing Education Services

The School District will not provide educational and/or related services to disabled students during short-term suspensions. The School District will provide appropriate educational and/or related services during long-term suspensions to any student who is categorized as disabled under the IDEA, whether or not the student's misbehavior is related to his or her disability. The student's I.E.P. team will determine an appropriate educational program for the student during the term of the suspension.

Multiple Suspensions

The School District may suspend a disabled student for multiple periods of ten (10) consecutive school days or less. When the student has been suspended for a total of eleven (11) days during the current school year, the School District will implement the procedures described in Sections 2 and 4 of this policy for any subsequent suspension.

Suspension for Violation of Gun-Free Schools Act

If a disabled student violates the Gun-Free Schools Act by bringing a firearm to a school under the jurisdiction of the School District, the School District will follow the above procedures with the following exceptions:

If the student's I.E.P. team determines that the misbehavior is not related to the disability, the student may be suspended from school. The I.E.P. team may determine that the student will receive continued educational services during the suspension in an alternative education setting (i.e., alternative school or in a home-based setting) and may implement that placement immediately.

If the student's I.E.P. team determines that the misbehavior is is related to the disability, the student may not be suspended from school. However, the I.E.P. team can determine that the student's placement should be changed to an alternative education setting (i.e., alternative school or in a home-based setting) for up to forty-five (45) calendar days and may implement that placement immediately. During the time in which the student is in the alternative education setting, the I.E.P. team should convene to review and change, if appropriate, the student's placement or, if necessary, bring a civil action to enjoin the student from returning to school at the end of the forty-five (45)-day period.

If the student's parent or guardian requests a due process hearing challenging any aspect of the team's decision, the student's alternative education placement will be his or her "stay put" placement during the pendency of the due process proceedings.

GUIDELINES FOR SUSPENSION OF DISABLED STUDENTS

These guidelines should be read in conjunction with the Policy for the Suspension of Disabled Students.

Long-Term Suspensions

A suspension for more than ten (10) consecutive school days constitutes a change in the placement of a disabled student. Before implementing a suspension of more than ten (10) consecutive school days, the School District must take the following steps:

1. Notify the student's parent or guardian in writing of the proposed change in placement; and
2. Convene an I.E.P. team meeting to determine:
 - a. Whether the School District needs to conduct an additional evaluation of the student;
 - b. Whether the student's misbehavior is related to his/her disability; and
 - c. If necessary, the type and frequency of educational and/or related services to be provided to the student during the suspension.

The School District should schedule the I.E.P. team meeting as quickly as possible after a suspension from school is proposed. If the team determines that additional evaluation of the student is necessary, the School District should obtain parental permission to perform the evaluations and arrange to conduct them as quickly as possible. The School District may not implement the proposed suspension pending completion of the evaluation.

Emergency Suspensions

If the School District implements an emergency suspension, it will immediately notify the student's parent or guardian in writing of the suspension and, during the term of the suspension, convene an I.E.P. team meeting to determine the need for additional evaluation and the relationship between the student's disability and his or her misbehavior. If the parent or guardian fails or refuses to attend the meeting, after having been properly notified, the other team members should proceed with the meeting. If the parent or guardian does not attend, the School District should thoroughly document its attempts to arrange the meeting and the parent's response, if any.

Relationship Between Misbehavior and Disability

Misbehavior Related to Disability - To decide whether a student's misbehavior is related to his or her disability, the I.E.P. team should consider whether the behavior has a direct and substantial relationship to

the disability or, in other words, whether the disability impairs the student's behavioral controls. If the team finds a "direct and substantial relationship", it should find that the student's disability is related to his or her misconduct. On the other hand, if the team finds that the misconduct bears only an attenuated relationship to the student's disability, it should find that the disability is not related to the misconduct. The team should thoroughly consider the relationship between disability and misbehavior for every student. The team should not summarily conclude that a direct and substantial relationship between disability and misbehavior can exist only for students categorized as "seriously emotionally disturbed." The team should document its decision.

Unless the parent or guardian initiates due process proceedings under the IDEA to challenge the modified placement, the School District will implement the modified placement immediately after the ten-day waiting period expires. However, if the student poses an immediate threat to his or her own safety or the safety of others during the ten-day period, the School District may impose an emergency suspension or bring a civil action to enjoin the student from attending school during that period.

Once due process proceedings have been initiated, the student must remain in his or her current educational placement until those proceedings have been completed, unless the School District and the parent or guardian agrees otherwise. If the pre-modification placement is found to be the student's "stay put" placement and if the student poses an immediate threat to his or her own safety or the safety of others, the School District may bring a civil action to enjoin the student from attending school during the duration of the due process proceedings.

Misbehavior Not Related to Disability

Unless the parent or guardian initiates due process proceedings under the IDEA to challenge the determination that the student's disability is not related to the misbehavior, the School District will implement the proposed suspension immediately after the ten-day waiting period expires. However, if the student poses an immediate threat to his/her own safety or the safety of others during the ten-day period the School District may impose an emergency suspension or bring a civil action to enjoin the student from attending school during that period.

Once due process proceedings have been initiated, the student must remain in his or her current placement until the proceedings have been completed, unless the School District and the parent agree otherwise. If the student poses an immediate threat, the School District may bring a civil action to enjoin his or her school attendance during the duration of the due process proceedings.

Continuing Educational Services

The School District cannot completely terminate educational and/or related services during long-term suspensions to students who are categorized as disabled under the IDEA, whether or not the student's disability is related to the misconduct. The student's I.E.P. team will determine the type and frequency of the interim services to be provided. The School District need not provide educational services during long-term suspensions to students who are disabled only under the Rehabilitation Act of 1973, if the student's disability is not related to his or her misconduct. The only exception to the latter rule would arise if the School District's policy for the suspension of non-disabled students provides that some type of educational services will be provided during suspensions of more than ten (10) days. Disabled students should be permitted to make up tests or assignments missed during suspensions to the same extent as are non-disabled students.

Evaluating Suspended Regular Students

Although the School District is not required to refer and evaluate regular students suspended for disciplinary reasons, it should do so if there is reason to believe the student might be disabled.

<p style="text-align: center;">AUTRY TECHNOLOGY CENTER POLICY ON ADULT STUDENT BEHAVIOR AND DISCIPLINE</p>

Autry Technology Center serves adult and secondary students. A discipline code is provided for secondary students to inform students of the standards of conduct required of students, and of the consequences that attach to misconduct. School laws that prescribe procedures applicable to secondary students are, in many instances, not applicable to adult students. Accordingly, Autry has established a separate policy applicable to adult students that explains the standards of conduct and civility expected of adult students and also explains the actions that may be taken when adult conduct violates those standards.

Adults are held to standards of conduct that are no less than those which attach to secondary students attending Autry. Educational opportunities available to adult students may be cut short or terminated in instances where an adult student's conduct violates the approved standards or when a student, for other reasons, cannot fulfill program requirements essential to successful course completion.

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

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

1. Arson
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender, or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized, or electronic message
3. Assault - A crime of violence against another person with the intention of causing serious bodily injury, serious and permanent disfigurement, or grave risk of death.
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender, or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
5. Bullying - One or more individuals inflicting physical, verbal, or emotional abuse on another individual or individuals. Physical bullying can range from being hit or shoved to being stabbed or shot. Verbal and emotional bullying – teasing or causing embarrassment, threatening or intimidating, or intentionally excluding or ostracizing – are less conspicuous but can create fear and anxiety equal to abuse that is inflicted physically. The School Bullying Prevention Act prohibits peer student harassment, intimidation, and bullying. These terms include, but are not limited to any gesture, written or verbal expression, or physical act that a reasonable person should recognize will: (1) harm another student; (2) damage another student's property; (3) place another student in reasonable fear of harm of the student's person or damage to the student's property; or (4) insult or demean any student or group of students in such a way as to disrupt or interfere with the School District's education mission of the student or other students.
6. Cheating – Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to: copying another student's homework, working with others on projects that are meant to be done individually, looking at or copying another student's test or quiz answers, allowing another student to look at or copy answers from a test or quiz, using any other method to get/give test or quiz answers, taking a test or quiz in part or in whole to use or to give to others, copying information from a source without proper attribution, and downloading or uploading (in the file-sharing context) parts of a copyrighted work without authority.
7. Commission of a violent offense
8. Conduct that threatens or jeopardizes the safety of others
9. Continued absenteeism and/or tardiness
10. Cutting class, sleeping, eating, or refusing to work in class
11. Disruption of the educational process or operation of the school or repeated classroom disturbances
12. Driving a privately owned vehicle on school property in a reckless or unsafe manner
13. Extortion
14. Failure to attend assigned detention or other disciplinary assignment without approval
15. Failure to comply with state immunization records
16. False reports or false calls

17. Fighting
18. Forgery
19. Gambling
20. Harassing conduct may take many forms, including verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. When such harassment is based on race, color, national origin, sex, or disability, it violates the civil rights laws that OCR enforce.
21. Hazing (initiations) in connection with any school activity
22. Immorality
23. Inappropriate attire
 - a. Students must recognize that brief and revealing clothing are not appropriate apparel for school. The following guidelines on brief clothing are examples and do not cover all situations: garments that are see-through or allow undergarments to be visible, cut low, short shorts, mini skirts, bicycle and boxer shorts, sleepwear/pajamas, or expose one's midriff are not acceptable.
 - b. Students may not wear clothing that has cuts and holes in it, is inappropriately sagging, or has unfastened straps. All pants must fit around the waist and be properly fastened.
 - c. Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission.
 - d. Students may not wear hats, caps or bandanas inside the school building unless approved for medical/safety reasons. Hoods on sweatshirts may not be worn over the head inside the building at anytime.
 - e. Students' hair is to be reasonable, well-groomed and clean. Extreme hairstyles that disrupt the educational process or endanger the health and safety of the students will not be permitted.
 - f. Jewelry, earrings or similar items may have to be removed in certain classes where a student's health and safety may be in danger.
24. Inappropriate behavior or gestures
25. Inappropriate public behavior
26. Indecent exposure
27. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or (c) threatening, by word or act
28. Obscene language
29. Phones – Any use of cell phones during class time (cell phones are to be turned off during class time)
30. Physical or verbal abuse
31. Plagiarism
32. Possession or use of a caustic substance not related to course or program work
33. Possession or distribution of obscene materials
34. Possession, threat, or use of a dangerous weapon, including firearms, and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
35. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as per OK law, i.e., 3.2 beer) and/or controlled substances
36. Possession or distribution of a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act
37. Possession of illegal and/or drug related paraphernalia
38. Profanity

39. Sexual or other harassment of individuals including, but not limited to, students, school employees, patrons, volunteers
40. Theft
41. Threatening behavior (whether involving written, verbal, or physical actions)
42. Truancy
43. Use of tobacco in any form
44. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
45. Using racial, religious, ethnic, or sexual gender or disability-related epithets
46. Use, without prior authorization, of a wireless telecommunication device
47. Use of the school's technology resources (i.e., computers, electronic mail, Internet, and similar resources) in a manner prohibited by policies and regulations, or in a manner not authorized by school officials or in violation of law
48. Vandalism
49. Violation of Internet Use Statement, accessing sites not applicable to program
50. Violation of the Board of Education policies, rules, or regulations
51. Vulgarity
52. Willful damage to school property
53. Willful disobedience of a directive of any school official, open or persistent defiance of authority to any school personnel whether in or away from school

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

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will result in disciplinary action, which may include, but is not limited to, short or long term removal from a program or dismissal.

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

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

Students Attending Autry by Virtue of a Special Program

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

Discipline of Adult Students

It is the intent of the Board of Education to provide students a fair and reasonable determination of a discipline issue, by providing a strong disciplinary system within the school and affording all the rights and responsibilities intended and decreed by the State and the United States Constitution. The complete

cooperation of the students is encouraged to assure that classroom time is not lost except under proper cause and proper procedure.

Reference to "administrator" means the Superintendent or his/her designee to whom the responsibility of student discipline has been delegated.

Reference to the "Superintendent" refers to the Superintendent of Schools or the Superintendent's designee.

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

Immediate Removal of a Student

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

Evidentiary Hearing

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

If the student is unable to attend the original time and day specified by the administrator for the evidentiary hearing, the matter may be continued only once and in such case, will be reset to be conducted within the next 24 hours. Any further request for continuance will result in immediate disposition of the matter with notification in writing sent to the student.

Decision

Once the evidentiary hearing has been held, the administrator will summarize the findings in a written report, which will include the decision as to the student's innocence or guilt and recommended discipline, if applicable. This decision will be announced orally at the conclusion of the hearing, with a written report to follow, or within three business days of the conclusion of the hearing, by issuance of the written report. The imposition of discipline will commence following announcement of the decision or issuance of a written report, whichever comes first.

Should the punishment be one of short or long term removal or dismissal, the administrator will notify the Superintendent/designee of the action.

Appeal

If all or any portion of the administrator's decision is not agreed to, the student has the right to appeal the decision to the Superintendent/designee. An appeal is commenced by letter to the Superintendent/designee delivered within 72 hours of the decision rendered by the administrator. The administrator, upon receipt of notice of the appeal, will forward the report of the hearing to the Superintendent/designee for decision. The Superintendent/designee shall have the authority to sustain, overrule, or modify the administrator's decision.

If the student desires an appeal to the Superintendent/designee, he or she shall be permitted to remain in school unless the circumstances delineated under "Dismissal" section, above, are met. At the hearing, the administrator shall first present his/her evidence and be subject to cross-examination by the Superintendent/designee. This will be followed by the student's evidence. The decision of the Superintendent/designee shall be final. Such decision shall be communicated orally after the hearing or in writing to all parties, within three (3) business days following the decision. An oral decision, when rendered immediately following the hearing, shall be followed by issuance of the Superintendent/designee's written decision, which shall be placed in the mail within three (3) business days of announcing the decision.

Modification of Corrective Action

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

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

Readmission

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

Notification of Policy

Copies of any procedural regulations and the "Adult Student Behavior Code" shall be distributed to all adult students annually, and students are responsible for compliance with the School's behavior and conduct standards. Questions as to the interpretation of any part of the policy should be presented to the appropriate administrator, and the administrator's response will be final.

Administrative Actions

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

GUN-FREE SCHOOLS STUDENT SUSPENSION POLICY

It is the policy of Autry Technology Center that any student who is determined to have brought a weapon to a school under the jurisdiction of the School District shall be suspended for a period of not less than one year.

The chief administrative officer of the School District may modify any suspension imposed under this policy for any student on a case-by-case basis.

For the purposes of this policy, the following definitions shall control:

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

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

It is the policy of this School District to refer to the appropriate criminal justice or juvenile delinquency system any student who violates this policy. Any firearm seized from a student by any school employee shall immediately be delivered to a law enforcement authority for disposition pursuant to applicable law.

Any suspension initiated pursuant to this policy shall be subject to the procedural safeguards set forth in the School District's policy for the suspension of students.

Before the District, through its designated representatives, recommends suspension, alternative in-school placements including, but not limited to, placement in in-school detention or other available disciplinary or correctional options shall be considered. These shall not be considered as a suspension, but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to suspension and as a part of the chief administrative officer's case-by-case review of violations of this policy.

Consistent with Oklahoma law, for a suspension under this policy, no education plan shall be implemented during the term of suspension. This policy applies only to students who are determined to have brought a weapon to school under the jurisdiction of the School District, as defined above; current School District policy on student suspensions for non-weapon violations are unaffected by this policy.

SECONDARY STUDENT SUSPENSION

In the event an Autry Technology Center secondary student is suspended by his/her home or partner school district, Autry will receive notice of the suspension. The suspension time will be given the same effect at Autry as at the student's home school. Likewise, when Autry issues a notice of suspension, the notice will be automatically transmitted to the secondary student's home district. Each school district reserves the right to alter this statement of procedure if circumstances warrant.

INTERFERENCE WITH PEACEFUL CONDUCT

The Superintendent of Schools or anyone designated by the Superintendent or the Board of Education to maintain order at Autry Technology Center shall have the authority and power to direct any person to leave Autry property who is not a student, officer, or employee thereof, and who: (1) Interferes with the peaceful conduct of activities on Autry property; (2) Commits an act that interferes with the peaceful conduct of activities on Autry property; or (3) Enters Autry property for the purpose of committing an act that may interfere with the peaceful conduct of activities on Autry property.

For purposes of this policy, the term "interferes with peaceful conduct" includes, but is not limited to, actions that directly interfere with classes, study, student or faculty safety, parking areas, or extra curricular activities; threatening or stalking any person; damaging or causing waste to any property belonging to another person or Autry; or direct interference with administration, maintenance, or security of property belonging to Autry.

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

OFFENSES NEAR SCHOOLS

It is unlawful for any person to engage in any of the following acts in or near schools, school groups, or streets and alleys adjacent to schools:

- a. Loitering by any person not having lawful business in connection with school or its employees
- b. Any conduct that would disturb the orderly conduct of the school
- c. Annoying or molesting any student or employee of the school
- d. Lewd or wanton conduct in, near, or around schools, school grounds, or streets and alleys adjacent to schools
- e. Moving or parking any vehicle in the vicinity of a school for the purpose of annoying or molesting any student or employee of the school
- f. Any other act or conduct calculated to, or likely to, annoy or molest any student or employee of such school
- g. (Ordinance 1238, Section 1, 4-15-1958)

VANDALISM

The Autry Technology Center Board of Education will prosecute to the full extent of the law any individual who willfully destroys, mutilates, or disfigures public school property of any kind. State law makes the parent of secondary students responsible for the willful destruction of property by their children. (OKLA. STAT. tit. 23, § 10 makes parents responsible up to \$2,500 for willful destruction of property by their children who are under the age of 18.)

STUDENT SEARCHES

An Administrator of Autry Technology Center, having reasonable suspicion, shall have the authority to detain and search or authorize the search of any student or property in the possession of the student when said student is on any school premises or while in transit under the authority of the school, or while attending any function sponsored by or authorized by the school for:

1. Dangerous weapons
2. Controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act

3. Intoxicating beverages and non-intoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes
4. Electronic paging devices, wireless telecommunications devices (without prior authorization)
5. Missing or stolen property if said property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities

The search shall be witnessed by at least one other authorized person.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrant-less search.

The administrator or the school personnel searching or authorizing the search shall have authority to detain the student to be searched and to preserve any of the defined items above that might be in the student's possession including the authority to authorize any other persons they feel necessary to restrain such student or to preserve any of the above items.

Students shall not have any reasonable expectation of privacy towards school administrators or instructors in the contents of a school locker or other designated storage areas, desk, or other school property. School officials shall have access to (allowing for opening and examining) school lockers, desks, computers (and other technology), and other school property in order to properly supervise the welfare of their students and staff. The search may be conducted at any time, and no reason shall be necessary for such search. (Title 70, O.S. 1981, Section 24-102)

If a student flees pending a search or destroys any property in the student's possession prior to or after the search, this will be considered a serious violation of the Student Code.

Canine inspections of school property or property in the possession of the student, including automobiles, will be periodically conducted, and no reason shall be necessary for such inspections.

ANTI-BULLYING, HARASSMENT, AND DISCRIMINATION POLICY

The School Board of Autry Technology Center is committed to protecting its students, employees, and applicants for admission from bullying, harassment, or discrimination for any reason and of any type. Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning, thereby undermining the ability of students to achieve their full potential. Some student misconduct that falls under a school's anti-bullying policy also may trigger responsibilities under one or more of the federal antidiscrimination laws enforced by the Department's Office for Civil Rights. The statutes that OCR enforces include Title VI of the Civil Rights Act of 1964 (Title VI), which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973 (Section 504); and Title II of the Americans with Disabilities Act of 1990 (Title II) which prohibits discrimination on the basis of disability. The School Board believes that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all applicable state and federal laws. Conduct that constitutes bullying, harassment or discrimination, as defined herein, is prohibited. *Autry's nondiscrimination statement* addresses requirements for discrimination against defined federal, state, and local protected categories of persons.

I. Definitions

- A. "*Bullying*" means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to:

1. unwanted teasing

2. threatening
 3. intimidating
 4. stalking
 5. cyberstalking
 6. cyberbullying
 7. physical violence
 8. theft
 9. disability, sexual, religious, or racial harassment
 10. public humiliation
 11. destruction of school or personal property
 12. social exclusion, including incitement and/or coercion
 13. rumor or spreading of falsehoods
- B. *"Harassment"* means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:
1. places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
 2. has the effect of substantially interfering with a student's educational performance, or employee's work performance, or either's opportunities or benefits;
 3. has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; or
 4. has the effect of substantially disrupting the orderly operation of a school.
- C. *"Cyberstalking"* means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.
- D. *"Cyberbullying"* is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social websites (e.g., MySpace, Facebook, Twitter), chat rooms, and instant messaging.
- E. *"Bullying"*, *"Cyberbullying"*, and/or *"Harassment"* also encompass:
1. retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying, harassment, or discrimination.
 2. retaliation also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith.
 3. perpetuation of conduct listed in the definition of bullying, harassment, and/or discrimination by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - a. incitement or coercion;
 - b. accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system; or
 - c. acting in a manner that has an effect substantially similar to the effect of bullying, harassment, or discrimination.
- F. *"Bullying"*, *"Cyberbullying"*, *"Harassment"*, and *"Discrimination"* (hereinafter referred to as bullying, also encompass, but are not limited to, unwanted harm towards a student or employee in regard to his/her real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background. Therefore, Autry prohibits bullying of any student or employee by any Board member, District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, or at training facilities or training programs sponsored by the District.
- G. *"Accused"* is defined as any District employee, consultant, contractor, agent, visitor, volunteer,

student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the District who is reported to have committed an act of bullying, whether formally or informally, verbally or in writing, of bullying.

H. *"Complainant"* is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person who formally or informally makes a report of bullying, orally or in writing.

II. Expectations: Autry Technology Center expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

A. The School District prohibits the bullying of any student or school employee:

1. during any educational program or activity conducted by Autry;
2. during any school-related or school-sponsored program or activity or on a school vehicle;
3. through the use of any electronic device or data while on school grounds or in a school vehicle, computer software that is accessed through a computer, computer system, or computer network of Autry. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section.
4. through threats using the above to be carried out on school grounds. This includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity, or on a school vehicle.
5. while the District does not assume any liability for incidences that occur at a bus stop or en route to and from school, a student or witness may file a complaint following the same procedures for bullying against a student and the school will investigate and/or provide assistance and intervention as the Director of Student Services/designee deems appropriate.

Reporting an Act of Bullying

At Autry, the Director of Student Services/designee is responsible for receiving oral or written complaints alleging violation of this policy, as with all infractions from the policy on student behavior and discipline. The complaint does not have to be in writing. It is helpful if details of dates, times, places, and witnesses, if any, to the harassment/bullying can be provided.

Complaint Investigation and Confidentiality

A team designated by the Director of Student Services/Compliance Officer will investigate all complaints promptly.

The identity of the individual making the complaint as well as the identity of the individual accused of harassment/bullying will be kept strictly confidential. Information regarding the charge of harassment/bullying and the investigation for that charge will not be made known to anyone who is not directly involved either as a party, a witness, a member of the investigatory team, or the Compliance Officer. Witnesses interviewed will be provided only such information as is necessary to elicit from them their observations and other relevant information.

During the investigation, both the complainant and the accused will be provided a full opportunity to discuss the alleged incident. Witnesses identified by the complainant or the accused will also be interviewed. Upon completion of the investigation, the investigatory team will prepare a written report of its findings and recommendations for the Compliance Officer who shall submit the report with the Coordinator's recommendation for acceptance or rejection of the investigatory team's recommendations and any additional comments or recommendations to the Superintendent/designee. Any disciplinary action that the Superintendent/designee determines to be necessary shall be taken pursuant to regular procedures for the disciplinary action in question, including where applicable, submission to the Board of Education for final action with notice and an opportunity for hearing provided to the affected student.

Retaliation Prohibited

- A. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment in connection with filing a complaint or assisting with an investigation under this policy.
- B. Retaliatory or intimidating conduct against any individual who has made a bullying complaint or any individual who has testified, assisted, or participated, in any manner, in an investigation is specifically prohibited and as detailed in this policy shall be treated as another incidence of bullying.

CAMPUS SECURITY

Crime

It is an unfortunate fact that criminal incidents of all types occur on school campuses. Many campuses around the country investigate and make public the nature of crimes, the quantity, and how they are investigated. Autry Technology Center subscribes to that approach and disseminates this information during student/parent and staff orientation assemblies each fall. In addition, students and the public are given an annual security report and security policies in the student handbook. A written statistical report is available upon request in Student Services.

Report Crimes

Crime victims are encouraged to promptly report any incident to an Administrator.

Actual Crimes at Autry

Autry had three reports of security violations in respect to the Campus Security Act of 1990 during the 2010-2011 school year. Police were notified, but none of the students were arrested. The student discipline code was followed for students who violate the Drug & Gun Free policies.

Future

Although we believe that our low incidence of crime will continue, this report is not intended to give a false sense of security. Students need to know that crime does occur, but prevention efforts can be effective in reducing the opportunities for criminal activity. Students play a key role in crime prevention by being cautious, careful, alert, and protective of themselves and others. Please be aware of crime prevention efforts as detailed below.

Security and Access Control

It is Autry's policy to lock the doors of buildings that are not in use. All entrances, except the main/front entrance are locked at 7:00 p.m. Monday through Friday. However, when working or studying in buildings after normal working hours, it is suggested that individual offices, classrooms, and shops be locked based upon an assumption that unrestricted access to the building is possible.

Crime Prevention

Autry has experienced some real success at reducing and preventing crime. Some of the more notable efforts are:

- Emergency 911 dialing
- Burglar alarms in key areas
- Building occupied after hours by maintenance/custodial staff
- Anytime a class is in session, there is a coordinator in the building
- Monitoring of parking lots
- Video cameras in key areas
- Upon request, anyone will be escorted to his/her vehicle
- Phones have been installed in all classrooms
- Parking lots are well lighted
- Ability to notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency
- Publicizing emergency response and evacuation procedures on an annual basis in a manner designed to reach students and staff
- Testing emergency response and evacuation procedures on an annual basis
- Requiring notification of a parent or guardian if a secondary student is missing

In addition to preventing crime, considerable effort is devoted to crime intervention. All reported crimes will be investigated immediately. Follow-up investigation occurs to identify the offender(s). Where multiple incidents occur, surveillance techniques will be implemented to help apprehend violators. When caught, offenders will be dealt with through the city and county court system when appropriate.

Police Protection - DIAL 911

Avoid Victimization

Follow these few quick tips for personal safety and property security:

- Wear student and staff pictured identification
- Report strangers
- Avoid getting into vulnerable, no exit places
- Do not hesitate to call police when confronted by persons
- Walk with confidence, avoid walking near bushes and parked cars
- When parking, remove valuables from plain view and lock your vehicle
- Engrave valuables with driver's license number and record serial numbers
- Make copies of credit cards and other valuables
- Write your name and ID number in several places in textbooks
- Report all incidents and losses to administration and police immediately

When serious crimes occur on or off campus that are considered to be a threat to the campus community, such information will be provided to faculty, staff, and students. The medium for this information dissemination will be faculty/staff newsletters, e-mail, or faculty/staff/student meetings.

If a student or staff member were to ever become a victim, Autry has a working relationship with several mental health agencies and crisis centers so that appropriate referrals would be made.

GRIEVANCE PROCEDURE

In the course of career and technology education at Autry Technology Center, the student shall have the opportunity for contesting any action, grading, or evaluation made by administration, faculty, or staff of Autry in a grievance hearing, if so desired.

Definition

A grievance is a claim or charge of injustice or discrimination based upon an event or condition that affects the welfare of conditions of an individual student or group of students.

The statement shall meet the following conditions:

1. The grievance must be filed within thirty (30) days of the occurrence and describe the circumstance upon which it is based.
2. It must specifically identify the policy, procedure, or status violated, misinterpreted, or inequitably applied.
3. It must furnish sufficient background concerning the alleged violation, misinterpretation, or inequitable applications, and identify persons, actions, and/or omissions that led to the allegation.
4. It must include the date, time, and place of the occurrence.
5. The specific solution/relief requested by the aggrieved must be stated

Procedures

1. Informal: Should a student or parent believe there is a cause for grievance, he/she should discuss the grievance with the person(s) involved in an effort to resolve the grievance mutually and informally.
2. Formal: If attempts to resolve the grievance informally are unsuccessful, the student or parent should file a written, dated, and signed grievance with the Director of Student Services. The Director of Student Services will appoint a committee made up of an administrator, counselor, and instructor to hear the grievance within five (5) working days. The committee will notify the grievant of its decision in writing within five (5) working days.
3. If the grievant is not satisfied with the decision rendered by the committee or no decision has been given within five (5) additional working days, the grievant may request an interview with the Superintendent or his/her designee. The interview shall be held within five (5) working days of the request. The Superintendent/designee shall render a written decision within five (5) working days of the interview. The decision of the Superintendent/designee shall be final provided nothing herein shall prevent the grievant from exercising other recourse available to him/her.

DRUGS, DRUG PARAPHERNALIA, ALCOHOL POLICY

Sale, distribution, use, or possession of non-intoxicating or alcoholic beverages, controlled substances, illegal drugs, marijuana, or other materials expressly prohibited by federal, state, or local laws is not permitted by students in the school building, on school property, or at school functions. The sale,

distribution, or abusive use of prescription, patent, or imitation drugs is not permitted. Further, "drug paraphernalia," as defined by law, is not permitted.

Violation of this policy may result in the following consequences:

1. Whenever possible, when applicable, the parent/guardian will be notified
2. The law enforcement agency will be notified of any criminal activity and school officials will cooperate fully
3. The Superintendent of Schools will be contacted
4. The student may face suspension up to two semesters
5. The partner (home) school superintendent/designee and administration, when applicable, will be contacted

These consequences will be imposed independently of court action. However, the consequences may be lessened or waived if information provided by the student leads to the arrest and conviction of the person or persons illegally dealing in drugs. In the event a student is suspended from school for chemical problems, the administration may require evidence that he/she has completed or is currently undergoing acceptable rehabilitation treatment before allowing the student to return to school. A student, his/her locker, or personal property may be searched where there is reasonable suspicion that the student may be hiding evidence of a wrongdoing. (Title 70, O.S. 24-102.) A student who is thought to be under the influence of alcohol or illegal drugs may be required to undergo a medical screening (urinalysis testing) prior to the possibility of being returned to the classroom. Parents of secondary students suspected of violating this policy will be notified.

Definitions

Drug - Any chemical that in sufficient amounts will alter a person's ability to function normally on a mental or physical task. Drugs include, but are not limited to, alcohol, controlled substances, hallucinatory drugs, marijuana, glue, paint, or materials expressly prohibited by federal, state, or local laws.

Possession - Possession includes having the drug on their person, in the immediate vicinity of the person, or among the personal possessions (locker, car, etc.) of the individual.

Abusive Use - The taking of more or less of a drug than what is prescribed so as to alter the person's ability to function normally on a mental or physical task.

REPORTING A STUDENT UNDER THE INFLUENCE OR POSSESSION OF NON-INTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES

It shall be the policy of Autry Technology Center that any instructor/staff who has reasonable cause to suspect that a student may be under the influence of or in possession of non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance (as above are now defined by state law) shall immediately notify the Director of Student Services or his/her designee of such suspicions. The Director of Student Services shall immediately notify the Superintendent of Schools, or his/her designee, and a parent or legal guardian of said student when applicable, and/or the law enforcement agency, of the matter if the situation warrants action. Reference: O.S. Title 70, Section 133.

DRUG-FREE SCHOOL

Autry Technology Center shall be designated as a drug-free school along with any location at which school is conducted, whether at this site or another site. All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug use is illegal at school and interferes with both effective learning and the healthy development of young people, Autry has a fundamental, legal, and ethical obligation to prevent drug use and to maintain a drug-free, educational environment.

All students are absolutely prohibited from unlawfully manufacturing, distributing, dispensing, having, or using controlled substances in the school or on its grounds.

Students have the right to know the dangers of drug abuse, the school policy about them, and sources of help that are available to combat drug problems. The school shall have an education program for students on the dangers of drug abuse.

To assist students in overcoming drug abuse problems, the school may offer rehabilitative help to include information about community resources for assessment and treatment. In addition, the school will provide

supervisory training to assist in identifying and addressing illegal drug use by students.

Any student convicted of violating a criminal drug statute in this school must inform the Superintendent or his/her designee of such conviction (including pleas of guilty and nolo contendere) within five (5) days of the conviction occurring. Failure to inform the Superintendent/designee subjects the student to disciplinary action.

The school reserves the right to offer participation in an approved rehabilitation or drug abuse assistance program as an alternative to discipline for students convicted of violating a criminal drug statute in the school. If such a program is offered and accepted by the student, then the student must satisfactorily participate in the program as a condition of continued enrollment in school.

ALL STUDENTS ARE ASKED TO ACKNOWLEDGE THAT THEY HAVE READ THE ABOVE POLICY AND AGREE TO ABIDE BY IT IN ALL RESPECTS. BY LAW, THIS ACKNOWLEDGMENT AND AGREEMENT ARE REQUIRED AS A CONDITION OF ENROLLMENT AT AUTRY.

Drug Free Workplace Act of 1988, 34CFR part 85 Subpart F. published Federal Register January 31, 1989. Drug-Free Schools and Communities Act Amendments of 1989; PL101-226, December 12, 1989.

CORE COMMITTEE

Autry Technology Center has committed itself to helping students deal with chemical dependency problems. Therefore, a Core Committee has been created from the Drug-Free School Committee that includes instructors, counselors, and administrators.

The purpose of the Core Committee is to recognize students who by their actions and other symptoms point to possible problems.

When the committee determines that a secondary student has a problem, the parent will be called in for a conference. The Core Committee will have available a list of resources where the student/parent may choose to seek help.

No officer or employee of any public school district or member of any school board shall be subject to any civil liability for any statement, report, or action taken in assisting or referring for assistance to any medical treatment, social service agency or facility, or any substance abuse prevention and treatment program any student reasonably believed to be abusing or incapacitated by the use of non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance, unless such assistance or referral was made in bad faith or with malicious purpose. No such officer or employee of any public school district, member of any school board, school or school district, shall be responsible for any treatment costs incurred by a student. (Title 70, O.S. Supp. 1989, Section 24-138, amended May 1987).

POLICY ON SMOKING

Tobacco products are widely recognized as a public health concern. The Board of Education of Autry Technology Center believes that a safe and healthful environment should be provided for all students and employees. Pursuant to 63 O.S. Sec. 1-1523 it is policy that smoking or the use of any tobacco products is prohibited on School District property. The entire district premises (buildings and outside grounds) are designated as non-smoking and tobacco free. The use of all tobacco products, which includes cigarettes, cigars, pipes, snuff, chewing tobacco or any other form of tobacco product, is prohibited in the buildings or on the grounds of Autry by all persons whatsoever.

USE OF ELECTRONIC DEVICES/CELL PHONES

Use of cell phones, musical devices, and handheld games during class/lab/shop time is prohibited. Students are encouraged to leave these devices in their lockers, backpacks, or vehicles. Cell phones may be used in the Commons area during breaks and before and after class. Otherwise, they should be turned off or placed on silent.

Students found to be in violation of this policy will be asked to leave the device with the instructor until the end of class for the first offense. If a second offense occurs, the device will be given to the Director of Student Services and the student may come to Student Services for his/her possession after class.

If a third offense occurs, the student will be sent to the Director of Student Services. Adult students will be dismissed for the remainder of the day. High school students' parents will be asked to come to Autry to meet with the Director of Student Services. Students will be dismissed for the remainder of the day. Suspension/dismissal may result if further violations occur.

Students found to be using a cell phone for any illegal purpose, violation of policy, or to in any way send or receive personal messages, data, or information that may contribute to or constitute cheating shall be subject to the discipline code and the phone will be surrendered to the Director of Student Services. Students violating this policy will lose the privilege of possessing a cell phone while at Autry.

STUDENT'S RIGHT TO ASSEMBLE & DEMONSTRATE

The Board of Education recognizes the following: Students shall have the right to assemble on school property subject to the following conditions:

- a. Prior approval must be obtained from the Director of Student Services, at least twenty-four hours prior to the meeting.
- b. The Director of Student Services will determine the time and place of the meeting.
- c. Such meeting will be scheduled before or after school to avoid disrupting the normal operation of the school.

Students will have the right to demonstrate peacefully, subject to the following conditions:

- a. Demonstrations must be conducted off school property.
- b. Demonstrations must be conducted in such a manner as not to interrupt, distract, or disrupt the school's academic or activity programs.
- c. Demonstrations must be conducted before or after school hours, so as not to interrupt, distract, or disrupt the normal operations of the school.

DISTRIBUTION OF PRINTED MATERIAL

No printed matter or literature may be distributed on any property of Autry Technology Center without the prior approval and consent of the Superintendent or his/her designee.

VISITATION IN CLASSROOM

Activities are usually planned for Career-Technical Education Week and other special occasions. Frequent or prolonged visits by a large number of persons, however, can have a disruptive effect upon both the instructional program and the learning environment of the school. Therefore, it is requested that all visitors to classrooms register in the school office and state the purpose of their visit. An administrator shall have the prerogative to approve or disapprove the visit. If the visit is approved, the visitor will be given a pass. If, in the judgment of the administrator, the visitation is not in accordance with this procedure, he/she shall ask the visitor or visitors to leave the classroom or building. If they do not leave, the administrator may invoke City Ordinance.

INSURANCE

While this school will make every effort to prevent accidents and injuries, the nature of some programs is such that the possibility of injury is greater than that of programs that are mostly theory. Therefore, the student is requested to have personal accidental and health insurance.

An accident insurance program is offered for your convenience through United HealthCare Insurance Company. The packets are available upon request in Student Services.

For the students in the advanced health care programs, Cosmetology, and Early Care & Education, liability insurance is a strict requirement. Clinical facilities will not allow students to participate in their clinical rotations unless the students are covered by liability insurance. This must be paid at the beginning of each school year by adult students. Secondary student's liability insurance is paid for by Autry Technology Center.

Autry assumes no financial responsibility for medical costs of an accident occurring to a student while participating in any school activity.

NAME BADGES

All students attending daytime classes will be issued one name-badge free of charge. If that name-badge is damaged, lost or stolen, the replacement cost is \$3 per replacement. Students are required to wear their name-badge each day. Badges must be displayed so they are visible from the front and worn above the waist.

TELEPHONE MESSAGES

Except in the case of an emergency, students will not be called out of class or clinical rotations for telephone calls. Important messages will be relayed from the office to the student.

DRIVING PRIVILEGES

All vehicles must display current-year parking permits in the lower left or right-hand corner of the front window.

Cars must be parked properly upon arrival and not moved until the end of the class session. Students will not be permitted to loiter in the parking lots or sit in their cars before or after school, during break or lunch period. Students are to remain on paved roadways and not drive around the fire training facility.

The driver of any vehicle driven on the campus of Autry Technology Center shall be responsible for any and all items found in that vehicle.

The speed limit for all automobiles is posted. If, at any time, a student violates the rules and regulations concerning his/her use of personal vehicles, driving privileges may be revoked and the student will be required to find other means of transportation.

BUS TRANSPORTATION

Bus transportation for high school students is available to and from designated high schools in the District. Bus service is a privilege to students and may be denied a student when necessary. The driver has the authority to deny bus service to any student for just cause. The same high standards of behavior expected of students in the classroom will also be expected of them on the bus.

LEAVING CAMPUS

Autry Technology Center is responsible for all students during school hours. Therefore, students must clear with their instructors before leaving the school grounds during class hours. In addition, parental permission will be secured in Student Services before a high school student will be released. Students leaving without permission will be counted truant/absent for the day.

CARE OF BOOKS AND EQUIPMENT

In order to provide optimum career and educational training, it is essential that care and respect of school property and equipment be maintained. A great deal of money has been invested in upgrading and maintaining equipment and textbooks. Students will be responsible for the care of all school-owned property that has been assigned to their custody. Students must pass a safety examination before beginning to use equipment which might be hazardous. Students, who steal, or lose, damage, or destroy, through irresponsible action will be required to make complete restitution, and disciplinary action may be taken. Failure to make such restitution is cause for suspension and/or legal action to be brought against the student. Normal wear and tear is understandable in the education process.

MEALS

The Autry Technology Center Culinary Arts class makes lunch available to students and staff Monday through Friday from 11:30 - 12:15, unless otherwise posted.

MOMENT OF SILENCE

The Oklahoma Legislature has directed that the District shall observe approximately one minute of silence each day. This policy is adopted to comply with that directive.

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

NOTIFICATION OF ASBESTOS HAZARDS EMERGENCY RESPONSE ACT (AHERA)

The U.S. Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further to develop a management plan that identifies, defines procedures for managing, and schedules re-inspection of all asbestos present in the school.

The management plan may be reviewed at the school during normal working hours.

EMERGENCY ALARMS

Autry Technology Center has a system of alarms that will be used in case of fire, severe weather activity, or other emergencies. This alarm system will be sounded and explained to the students during the initial portion of the school year. Emergency drills will also be practiced periodically during the school year. Students are to follow the instructions given by their instructors. SchoolReach is used in emergency situations to contact staff, students, parents, and community officials. State law requires that the first fire drill of each semester will be practiced within the first fifteen days of school. The second drill must follow any time after thirty days of the school session.

MEDICATIONS FOR SECONDARY STUDENTS

Students may not retain possession of or self-administer any medicine, either prescription or non-prescription, except for asthma inhalers, 70 O.S. § 705-117 and medicine/specialized equipment necessary to monitor and manage diabetes, 70 O. S. § 1210.196.1. All medications, except inhalers, must be turned over to the Director of Student Services or his/her designee for administration. Violations of this rule may result in disciplinary action.

Prescription medication (maximum of a one week supply) must be in a container that indicates the following: student's name, name and strength of medication, dosage and directions for administration, name of physician or dentist, and date and name of pharmacy. Such medication should be accompanied by a written authorization from the parent, guardian, physician, or dentist that indicates the following: time to be administered and termination date for administering the medication.

IMMUNIZATIONS

Oklahoma law states that no minor child shall be admitted to any public or private school unless the parent or guardian presents to the school certification that the child has received the required immunizations.

All adult advanced medical students must provide immunization records to meet the clinical facilities guidelines.

State Statue 70-3243 requires public /private postsecondary educational institutions to provide information on the risks associated with meningococcal disease and the benefits of the vaccination. Meningitis is an inflammation of the membrane that surrounds the brain. Left untreated, it can cause seizures, coma, lasting disability and even death. Health professionals are recommending that students receive the meningitis vaccine. The Garfield County Health Department, 580-233-0650, can answer any questions regarding the disease or the immunization.

INJURIES

All injuries must be reported to an instructor as soon as possible and an incident report completed. If the condition warrants, an administrator will be notified and the student sent to Student Services. At this time, the decision will be made for appropriate follow through. Secondary students' parents may be contacted.

MEDICAL EMERGENCIES

If students become ill while at school, they should seek direction from their instructors. The adult student may be dismissed. The instructor, when necessary, will send the secondary student to Student Services. Parents will be contacted before the student is dismissed. Students who have a condition that may require medical treatment are encouraged to report the condition and to discuss possible emergency treatment that may be required.

INCLEMENT WEATHER DAY

Should inclement weather occur, a decision on whether to hold classes will be made by the administration. If classes are canceled, announcements will be made on KCRC Radio, KGWA Radio, KXLS Radio, KNID Radio, KFOR TV (Channel 4), KOCO TV (Channel 5), KWTW (Channel 9), and *SchoolReach*.

COLLEGE DAY

Students with proper documentation will be allowed one college day per year that will not be counted toward the ninety/eighty (90/80%) policies for continued enrollment.

FIELD TRIP POLICY

- Field trips are those school-sponsored activities away from Autry Technology Center that are planned for educational purposes to meet classroom objectives.
- Field trips are a privilege.
- Field trips are considered as desirable methods of providing students with community contacts as a part of their educational experiences in addition to the normal classroom experiences of the students. In such instances, they may be taken during the regular school day.
- All field trips must be approved by the Director of Student Activities and submitted on a Field Trip Request Form at least one (1) week prior to the date of the planned activity. All trips will be closely evaluated as to their educational content.
- No overnight field trips will be approved.
- No out of town trips will be approved that are primarily recreational. Permission slips must be completed and turned in to the Director of Student Activities one (1) day prior to the trip. Permission Slips and the Emergency Medical Forms for any activity outside of Enid are required of every student and are the responsibility of the instructor. The instructor will then take the Permission Slip and the Emergency Medical Form on the field trip. This includes Career and Technology Student Organization (CTSO) contests and conferences. Field Trip Request Forms, the Field Trip Permission Slips, and the Emergency Medical Forms are available in Student Services and on the Autry Intranet. (NOTE: A student without a completed permission slip will not be allowed to participate in the field trip.)
- For all day trips, a list of all students making the trip must be on file in the office of the Director of Student Activities, five (5) school days prior to the trip
- No secondary or post-secondary student may attend any field trip if he/she is considered ineligible for the week in which the field trip occurs. The eligibility guidelines of 90%/80% attendance, a C average or better, and no disciplinary referrals (as explained on page 14) will apply.
- Post-secondary students' tuition must be paid in full for the time period that the field trip occurs.
- Secondary students must also be eligible at their home school.

- Secondary students will not be allowed to drive their own vehicle on an approved field trip and must utilize school-provided transportation to and from the designated field trip site.
- Secondary students may not ride with an adult student to or from the designated field trip site.
- If a student rides with an instructor to a school sponsored activity, the instructor will have on file with the Director of Student Activities a copy of his/her comprehensive insurance verification prior to any event. If an adult student chooses to drive his/her car to a school sponsored activity, the adult student must have on file with the Director of Student Activities a copy of his/her comprehensive insurance verification prior to any event.
- Students will be held to the same rules they follow when regular class is in session.
- In deciding to attend the field trip activity, the student accepts full responsibility for his/her actions while on the field trip.

STUDENT SERVICES

Student Services include the areas of career counseling, assessment, financial aid, job placement, and the academic center. Student Services is available to disseminate information concerning the school, graduation and completion rates, security policies, crime statistics, and other consumer information. Personnel are available upon reasonable notice during normal administrative working hours. The Student Services area is open from 7:30-5:30, Monday through Thursday and from 7:30 to 4:30 on Friday.

Guidance and Career Counseling Services

Autry Technology Center counselors provide individuals with a variety of services to facilitate student development in the academic, career, and personal/social areas. Student Services include assessment, academic advisement, career information and planning, college articulation, community referrals, financial aid and scholarship counseling, and job readiness assistance. Follow-up services continue to be available for students. Autry counseling staff includes certified counselors. All information disclosed to counselors is confidential, with the exception of immediate threat of serious or foreseeable harm to self or identified others, suspicion of child abuse or neglect, or court-ordered disclosure.

Toll-Free Counseling Helplines

Teenline: 1-800-852 TEEN (8336) Text "Teen" to 839863 between 3:30 – 7:30 pm CST
(Helpline available 4:00 – 8:00 p.m. CST)

National Suicide Prevention Lifeline: 1-800-273-TALK (8255)
(24-hour Hotline – www.suicidepreventionlifeline.org)

Reachout Hotline: 1-800-522-9054
(24-hour assistance with mental health & substance abuse services)

2-1-1 Community Resource & Referral 24-hour
(www.211oklahoma.org)

Assessment Services

The Academic Center offers assessment systems designed to assist students in making informed career goals and decisions. Using our computerized career programs, students can discover the career path best suited to their interest, ability, and work values.

Carl Perkins Career Counselor

The Carl Perkins Career Counselor coordinates and provides career development activities for students in grades 8 through 12 from schools participating in the cooperative arrangement under Carl Perkins.

Financial Aid Office

Autry continually promotes financial assistance opportunities to eligible students who might otherwise be deprived of the benefits of career training. The Financial Aid Office is available to disseminate information concerning financial assistance. Personnel are available upon reasonable notice during normal administrative working hours.

Job Placement Office

The mission of the Autry Job Placement Office is to provide resources for securing gainful, training-related employment for students through job-search instruction, resume and interview preparation, job search tips, workplace education, and placement opportunities. On-going services are provided to former students and the community at large. Its purpose is not to replace existing agencies and their efforts, but rather to supplement and complement their activities to the benefit of all concerned.

Academic Center

The Academic Center offers opportunities for individuals to improve educational skills and provides services to assist students in overcoming academic barriers. Students will work through the KeyTrain Instructional software. KeyTrain software is designed to help prepare an individual for the ACT WorkKeys test. Students' KeyTrain level goals will be directly linked to the ACT WorkKeys levels as they are identified in the ACT job Profiles database. Other services provided by the Academic Center include applied communications, employability skills, salaries, employment trends, keyboarding, study skills, ACT prep, computerized career assessment, Accuplacer prep, time management, and research resources.

Credit Recovery

Credit recovery in math and English is available to Autry juniors and seniors who have enrolled through their home school. NovaNet, a computer-assisted learning system, will be the courseware utilized in credit recovery. The NovaNet academic curriculum aligns with state essential PASS skills.

Voter Registration

Voter Registration forms will be available for all students in Student Services.

CAREER AND TECHNOLOGY STUDENT ORGANIZATIONS

Career education's commitment to student organizations stems from the belief that the total development of individuals is essential to the preparation of competent workers. Research and experience have shown that student organization activities are the most effective way to teach some of the critical skills that are necessary for students to reach their fullest potential.

Autry Technology Center pays for all students to have the opportunity to participate in one of three (3) student organizations. These organizations offer leadership development activities and skills and competition at the local, district, state, and national levels. They are considered an integral part of each program offered at Autry and are sponsored by the instructor. Each program is a part of a division within career education and each division sponsors a student organization. The three (3) organizations along with their respective division represented at Autry are as follows: Business Professionals of America (BPA), Business Division; Health Occupations Student Association (HOSA), Health Division; and SkillsUSA, Trade & Industrial Division.

Any student wishing to participate in organizational activities, contests, and/or trips must be currently enrolled, must have a minimum of a C average, and must have maintained appropriate behavior and be within 90%/80% attendance as defined in the Student Handbook. The secondary student must also be eligible at his/her home school. The Director of Student Activities will approve each student prior to contests and trips. All adult tuition and fees must be paid to date before the student will be permitted to attend an out-of-town function. Students not participating must be in attendance at Autry.

All-School CTSO Committees

The Autry Career and Technology Student Organizations (CTSO's), including SkillsUSA, HOSA, BPA, and FCCLA, which represent more than one (1) program, shall have an all-school officer committee. This committee shall be made up of officers elected from eligible members in any of the individual class programs represented by the all-school committee.

For those organizations that have a membership of more than one (1) class, a coordinating advisor appointed by the Director of Student Activities will advise this committee. The coordinating advisor will take care of all activities relating to the respective career organization.

Activity Trips

All trips away from the school will have to be scheduled through the Director of Student Activities. Students attending activity trips will be subject to the provisions of the Student Code (page 13). If the trip is more than ½ day (such as District, State, or National event), the home partner school will have to clear the individual secondary students involved. Scheduling should be done as soon in the year as possible.

NATIONAL TECHNICAL HONOR SOCIETY

Autry Technology Center's most outstanding students are honored each year by induction into the National Technical Honor Society. Selection is based on scholastic excellence, skill development, honesty, service, leadership, citizenship, and individual responsibility.

A student must meet the following criteria to be nominated for NTHS:

1. Nominee must currently be enrolled as a secondary or post-secondary student in a full-time program at Autry.
2. Nominee must have been enrolled for one full semester prior to nomination.
3. Nominee must be nominated for membership by his/her instructor/administrator after the close of the third nine weeks, prior to the due date established on the nomination form.
4. Nominee must have maintained a 93% average for the previous and the third nine weeks prior to nomination. Secondary students must maintain a 3.2 grade average between Autry and his/her home high school.
5. Nominee may have no more than (7) seven absences cumulative for the first 3 nine weeks.
6. Nominee should have a school record free of serious discipline incidents, as evidenced by student discipline records.
7. It is strongly encouraged that the nominee be an active member of the student organization relating to his/her vocational program (SkillsUSA, BPA, HOSA, or FCCLA).
8. Nominee must have exhibited outstanding citizenship, leadership, and attitude qualities.
9. Nominee must dress appropriately to programs occupational objective.

A National Technical Honor Society Induction Ceremony will be held each year in May for the inductees and their families.

INTERNET ACCEPTABLE USE POLICY

Terms and Conditions For Use of Internet/Technology

Please read the following carefully before signing this document. This is a legally binding document and is a part of the policies of Autry Technology Center.

Autry Technology Center shall provide students and staff with educational technology resources. These guidelines are provided here so that the user is aware of the responsibilities acquired. In general this requires efficient, ethical and legal utilization of the network resources.

If an Autry user violates any of these provisions, their access will be terminated and future access will be denied. Additionally, students who violate this agreement will face disciplinary consequences including the possibility of suspension or removal from school. Consequences shall be consistent with the behavior and conduct policies of Autry applicable to students. Likewise, staff determined to be in violation of this policy may face adverse employment penalties including the possibility of non-reemployment or dismissal. The signature(s) at the end of this document is (are) legally binding and indicates the party(ies) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

INTERNET-TERMS AND CONDITIONS

1. Acceptable Use – The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use of product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable. **THERE IS NO EXPECTATION OF PRIVACY OF ANY USER IN THE USE OF AUTRY'S INTERNET SYSTEM. ITS USE MAY BE PERIODICALLY REVIEWED BY DESIGNATED PERSONNEL. USE OF THE INTERNET SYSTEM IN A MANNER INCONSISTENT WITH THIS POLICY AND AGREEMENT IS STRICTLY PROHIBITED.**

2. Privileges and Penalties – The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will participate in a discussion with an Autry faculty member pertaining to the proper use of the network. The system administrators and instructors will deem what is inappropriate use and their decision is final. The district may deny, revoke, or suspend specific user access. Additionally, in the event the user incurs any unauthorized costs, fees or charges, they shall be the sole responsibility of the user and not Autry. Likewise, any user who willfully or through gross negligence destroys or damages any District computing resources or equipment shall be held financially responsible for the repair or replacement of the computing resources or equipment.
3. Autry makes no warranties of any kind, whether expressed or implied, for the service it is providing. Autry will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by negligence, errors or omissions. Use of any information obtained via Autry is at the users own risk. Autry is not responsible for the accuracy or quality of information obtained.
4. Security – Security on any computer system is a high priority, especially when the system involves many users. If a user has knowledge of a security problem with the Internet or technology resource, it must be reported to user’s supervisor/instructor who then must report it to the systems administrator. Do not demonstrate any problems to other users. Do not use individual’s account without written permission from that individual. Attempts to access Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.
5. Vandalism – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or other networks. This includes, but is not limited to, the uploading or creation of computer viruses.
6. Exception of Terms and Conditions – All terms and conditions as stated in this document are applicable to Autry Technology Center. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma, and the United States of America.
7. Inappropriate Use – Each system user is expected to comply with all District policies governing Internet access and to abide by generally-accepted rules of network etiquette. These general rules include, but are not limited to, the following:
 - a. Appropriate language – Do not use abusive language in messages to others. Be polite. Do not use obscene, indecent, lewd or profane language, vulgarities, rude, or disrespectful language. Do not engage in personal attacks or activities intended to distress, harass or annoy another user.
 - b. Safety – Do not reveal personal contact information about yourself or any other person. This information includes telephone numbers and addresses. Do not use the Internet access to arrange meetings with persons you have met on line. Users will promptly disclose to the instructor, District system administrator or to some other member of the faculty or staff any message they consider to be inappropriate or which makes them feel uncomfortable.
 - c. Electronic mail – Users should be aware that electronic mail (E-Mail) may not be assumed to be a private communication. The District and system administrators do have access to E-Mail. Autry reserves the right to log, monitor, examine and evaluate all usage of its technology resources. Messages relating to or in support of illegal activities will be reported to the authorities. System users should not post any message which is intended to be private.

- d. Network resources – System users should not use the network in a way that will disrupt the use of the network by other users. **THE NETWORK SHOULD BE USED FOR EDUCATIONAL, PROFESSIONAL AND CAREER DEVELOPMENT ACTIVITIES ONLY.** System users should refrain from downloading large files unless absolutely necessary, and then only when the system is not being heavily used. Such files should be removed from the system computer to the user's personal computer as soon as possible.
 - e. Intellectual property – Do not plagiarize works obtained from the Internet. Users must respect the rights of copyright owners and comply with all limitations imposed upon use of copyrighted material.
 - f. All users waive the right to privacy with respect to their files and communications, and consent to access and disclosure of them by Superintendent or his/her designee.
8. Inappropriate Material – Access to information shall not be restricted or denied solely because of the political, religious, or philosophical content of the material. However, system users must realize that rights go hand-in-hand with responsibilities and agree not to use the District system to access information or to distribute information or material which is:
- a. Obscene to minors, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (ii) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.
 - b. Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.
 - c. Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.
 - d. Display or promotion of unlawful products of services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.
 - e. Group defamation or hate literature, meaning material which disparages a group on the basis of race, religious affiliation, ethnic or national origin, gender identity or preference, or disabling condition or advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs", insults and abuse.
 - f. Disruptive school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.
9. Employee Access – In order for any employee of the District to gain access to the District system, the employee must sign the Employee Internet Access Agreement.
10. Application and Enforceability – The Terms and conditions set forth in the policy shall be deemed to be incorporated in their entirety in the Internet Access Agreement executed by each system user. **BY EXECUTING THE INTERNET ACCESS AGREEMENT, THE SYSTEM USER AGREES TO ABIDE BY THE TERMS AND CONDITIONS CONTAINED IN THIS ACCEPTABLE USE POLICY. THE SYSTEM USER ACKNOWLEDGES THAT ANY VIOLATION OF THIS ACCEPTABLE USE POLICY MAY RESULT IN ACCESS PRIVILEGES BEING REVOKED, DISCIPLINARY ACTION BEING TAKEN, INCLUDING, AS TO STUDENTS, DISCIPLINARY ACTION UNDER THE DISTRICT'S STUDENT DISCIPLINE POLICY AND, AS TO EMPLOYEES, ANY SUCH DISCIPLINE AS MAY BE ALLOWED BY LAW, INCLUDING TERMINATION OF EMPLOYMENT.**

SOFTWARE POLICY

No one shall use any software other than that provided by the District on the computer facilities of the District without the permission of the Superintendent or his/her designee.

The use of non-Autry disks is prohibited. Autry disks are prohibited to be used outside of the facility.

ARTICULATION/ADVANCED STANDING CREDIT AGREEMENTS

Autry Technology Center is currently coordinating with several higher education institutions to link some of its courses for college credit toward an Associate of Applied Science degree. Advanced Standing credit may be awarded to students who follow procedures established by the Oklahoma State Regents for Higher Education and the guidelines set in each college, university, or post-secondary institution's articulation agreement with the respective Autry program. This process should help students make a smooth transition from one level of education to the next without experiencing delays, duplication of courses, or loss of credit.

The State Regents approved the fee of \$8.00 per credit hour for services provided by higher education institutions to students (both high school and adult) enrolled for college credit in courses taught at the technology centers.

According to HB1123, the amount and acceptance of credit is at the discretion of the higher education institution. Credit hours are subject to change without notice.

For additional information about receiving college credit go to www.autrytech.com, or call 580-242-2750 and ask to speak with a career counselor.

Autry Technology Center	Annual Notice of Required Disclosures of Consumer Information	2011-2012
What to Disclose, When and to Whom	Brief Description of Information to be Disclosed	Where to Find Full Disclosure Information*
What: Financial Assistance Information When: Upon Request To: Enrolled Students Prospective Students	<ul style="list-style-type: none"> Description of all available federal, state, local, private and institutional financial assistance, and a description of: (1) application form and procedures; (2) student eligibility requirements; (3) selection criteria; and (4) criteria for determining the amount of a student's award Rights and responsibilities of students receiving Title IV and other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method and frequency of financial aid disbursements 	<ul style="list-style-type: none"> *Student Handbook **Consumer Information Handbook
What: Institutional Information When: Upon Request To: Enrolled Students Prospective Students	<ul style="list-style-type: none"> Cost of attending school i.e.: Tuition, Fees, Etc. Institutions Refund Policy & Return of Student's Unearned Pell Funds Requirements for officially withdrawing from school Information regarding the school's programs/career majors and academic support Entities that accredit, license, or approve the school and its career majors and procedures for reviewing school's accreditation, licensing, or approval documentation Description of services and facilities for students with disabilities Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how and where to contact them Description of policy for Copyright Infringement, including Peer-to-Peer File Sharing Information regarding Articulation Agreements Vaccination Policy Net Price Calculator Information Clear notice describing penalties associated with Drug-Related Offenses Constitution & Citizenship Day and Voter Registration Forms 	<ul style="list-style-type: none"> *Student Handbook *Course Catalog www.autrytech.com **Policy & Procedure Manual **Consumer Information Handbook *Program Description Handouts
What: Completion, Transfer, Retention, and Employment Rates When: Upon Request To: Enrolled Students Prospective Students	<ul style="list-style-type: none"> The institution's completion rate for full-time, first-time, certificate seeking students enrolled at the post-secondary level who completed their career major within 150% of the normal time (scheduled length of career major) for completion Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution Information on student body diversity in the categories of gender and ethnicity of enrolled students who receive Federal Pell Grants Retention rates of certificate seeking first-time full-time students Placement rate of , and types of employment obtained by certificate receiving students 	<ul style="list-style-type: none"> *Student Handbook *Course Catalog **Consumer Information Handbook U.S. Dept of Ed's College Opportunities On-Line website: www.nces.ed.gov/IPEDS See College Navigator www.autrytech.com
What: Drug and Alcohol Abuse Prevention When: Upon Enrollment or Hire To: Enrolled Students Current Employees	<ul style="list-style-type: none"> Information on preventing drug and alcohol abuse Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities A description of the sanctions under local, state and federal law for unlawful possession, use or distribution of illicit drugs and alcohol A description of any drug and alcohol abuse education programs, counseling, treatment, or rehabilitation programs available to students and employees A description of the health risks associated with the use of illicit drugs and alcohol A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution 	<ul style="list-style-type: none"> *Student Handbook **Policy & Procedure Manual ** Consumer Information Handbook
What: Campus Security (Clery Act) When: Upon Request To: Enrolled Students Current Employees	<ul style="list-style-type: none"> Statistics for 3 most recent school years concerning the occurrence on campus, in or on non-campus buildings or property and public property of following offenses reported to campus security authority or local police: (1) murder and non-negligent manslaughter; (2) negligent manslaughter; (3) sex offenses-forcible and non-forcible; (4) robbery; (5) aggravated assault; (6) burglary; (7) motor vehicle theft; (8) arson; (9) arrests for liquor law violations; (10) drug law violations; and (11) illegal weapons possession Policies concerning the security of and access to campus facilities and procedures to report campus crimes or other emergencies Disciplinary actions imposed for the possession, use and sale of alcoholic beverages and illegal drugs and enforcement of state underage drinking laws and federal and state drug laws Programs to inform students and employees about campus security and the prevention of crime Annual report contains statement regarding Sex Offense Policy, Procedures & Programs, Emergency & Response Evacuation Policy, Timely Warning & Emergency Notification Policy Where to obtain information concerning registered sex offenders Crimes reported by category if Hate/Prejudice crime and by geographic location 	<ul style="list-style-type: none"> *Student Handbook **Policy & Procedure Manual ** Consumer Information Handbook Student Services Posting in Classrooms Emergency Handout for Each Staff Member
What: Family Education Rights and Privacy Act (FERPA) When: Upon Request & Annually To: Enrolled & Prospective Students and Parents of students under the age of 18	<ul style="list-style-type: none"> Right to and procedures for inspecting and reviewing student's education records Right to and procedures for requesting amendment of student's education records believed to be inaccurate, misleading, or in violation of student's privacy rights Right to consent to disclosure of personally identifiable information contained in student's education records Right to the criteria used to determine what constitutes a school official and a legitimate educational interest if school's or educational agency's policy is to disclose personally identifiable information from a student's education records under §99.31 without prior consent 	<ul style="list-style-type: none"> *Student Handbook **Policy & Procedure Manual ** Consumer Information Handbook
<ul style="list-style-type: none"> * Paper copy available in the Student Services Office and on website at www.autrytech.com. ** Paper copy available in the Student Services Office 		

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