

ACKNOWLEDGEMENT OF HANDBOOK

Print Student Name

Grade

Home School

CT Program

STUDENT AGREEMENT

I have received the Central Technology Center Student/Parent Handbook. I have read the handbook, including the internet user agreement, and understand the policies contained within. I understand that I am responsible for following all school rules while in transit to school, on school property, or attending school sponsored events. I understand that by having a parking permit and being allowed the privilege to have a vehicle on the Central Technology Center campus that: 1) I have given permission to have said vehicle searched at any time on campus. 2) I understand that I may lose my privilege to operate/park a vehicle on campus or receive other disciplinary consequences if the vehicle is operated inappropriately on campus or on the way to or from Central Tech, if the vehicle is parked inappropriately, or if I fail to comply with vehicle search procedures. I also agree to the terms and conditions of the internet user agreement.

Student Signature

Date

PARENT/GUARDIAN AGREEMENT

I have read the Central Technology Center Student/Parent Handbook and understand the policies contained within. I understand that my child is responsible for following all school rules while in transit to school, on school property, or attending school sponsored events.

I hereby give my permission to Central Tech to release information about my child's progress, grades, and/or attendance to potential employers, agencies and representatives of other schools. It is understood that this authorization will continue until the student revokes it in writing to the Campus Director.

I hereby grant permission for Central Tech to produce directory information (photo-visual image, hometown/school, program enrollment) or student recognition to the local media or for school marketing purposes.

Parent/Guardian Signature

Date



TRANSPORTATION FORM

Central Tech provides bus transportation for the secondary student attending classes. Transportation to Central Tech originates and returns to the local high school. Dependent on the policies and regulations of each local high school, secondary students may be permitted to drive or ride in private vehicles. **All private vehicles are to display a Central Tech parking permit and remain in the student parking lot until class has been dismissed. No one may remain in the vehicle after it has been parked. Students are not to return to their vehicle during break or at any time class is in session. All vehicles should be locked.** The owner of any vehicle parked on campus accepts responsibility for any damage and/or loss to the vehicle. Any vehicle parked on the Central Tech campus may be searched at any time by administration and/or contracted canine detection units; parking on school grounds grants permission for random or scheduled vehicle searches. **Students who drive or ride with another student must have this form signed by a parent/guardian AND home school administrator.** Turn in signed form to the Central Tech Bursar when you purchase your parking permit.

I, the above-named student, understand the rules of safe operation of a motor vehicle and laws that govern such. I further understand that should I fail to abide by the rules and laws, I will forfeit my privilege of driving a private vehicle to and from Central Tech and agree to ride the student transportation as provided by Central Tech for the remainder of the school year. Safe operation of a vehicle includes to and from school as well as on the Central Tech campus.

We/I agree: I give permission for the student to DRIVE and/or RIDE via private vehicle to and from Central Tech. Neither the home high school, Central Tech, nor any of the employees thereof shall be held liable for any injury of the student from such transportation and hold the school and all school employees harmless on any claim for damages made by or growing out of the above (private conveyance), including all expenses of defending same.

X _____
Signature of Parent

As an administrative official of this student's high school, I am honoring the request being made by the student and parent to DRIVE and/or RIDE via private vehicle to and from Central Tech.

X _____
Signature of School Principal

VEHICLE REGISTRATION

Name: _____ Driver's License # _____

Vehicle 1:

YEAR _____ MAKE _____ MODEL _____
COLOR _____ TAG # _____ PERMIT # _____

Vehicle 2:

YEAR _____ MAKE _____ MODEL _____
COLOR _____ TAG # _____ PERMIT # _____



2018-2019

CENTRAL TECH'S VISION:

EVERYONE ACHIEVES SUCCESS

CENTRAL TECH'S MISSION:

*CENTRAL TECH CHANGES LIVES WITH
TECHNICAL EDUCATION AND SERVICES*

CENTRAL TECH'S CORE VALUES:

*INSTRUCTION, ENROLLMENT, PLACEMENT,
PRODUCTIVITY, EXCELLENCE*

Property of: _____

Address: _____

Phone #: _____ Email: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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TABLE OF CONTENTS

Acknowledgement of Handbook	1	Grades and Reporting	10
Student Agreement	1	Change of Address	10
Parent/Guardian Agreement	1	Course Grades	10
Central Technology Center Contact Information	5	Grading Scale	10
General Information	6	Incomplete Grades	10
School Hours	6	Reporting Grades to Parents, Students and Sending Schools	10
General Policies/Procedures	6	Discipline	11
Academic Integrity	6	Student Behavior	11
Appropriate School Attire	6	Suspension of Students	11
Breaks	6	Types of Disciplinary Actions in Order of Consideration	11
Counseling	6	Due Process Procedure	11
Electronic Communication Devices	7	Safety/Security	12
Financial Assistance (Post-Secondary Students Only)	7	Asbestos Management	12
Food and Drink	7	Campus Police	12
Grievance Procedure	7	Campus Searches	12
High School Credit	7	Campus Security	13
Identification Badges	7	Dangerous Weapons	13
Job Referral Available	8	Gun-Free Schools	13
Parent Portal	8	Harassment Intimidation and Bullying	13
Post-Secondary Students	8	Insurance	13
Prescription and Non-Prescription Medications	8	Personal Property	13
Requirements for Continued Enrollment	8	Safety Drills	13
School Closing Notification	8	Sexual Harassment	14
Smoking and Tobacco	8	Student Searches	14
Student Withdrawal	8	Transportation	14
Textbook and Equipment Care	8	Student Behavior on School Buses	14
Visitors	8	Transportation	14
Attendance	9	Vehicle Regulations	14
Attendance Policy	9	Local Honors and Awards	15
Early Dismissals/Tardies	9	National Technical Honor Society Membership Requirements	15
Permission to Leave School	9		



CENTRAL TECHNOLOGY CENTER CONTACT INFORMATION

DRUMRIGHT CAMPUS

3 CT Circle

Drumright, Oklahoma 74030

Phone (918) 352-2551

Fax (918) 352-2441

Attendance	Ext. 206
LaDonna Gear (Campus Director)	Ext. 289
Bruce McKinzie (Asst. Campus Director)	Ext. 214
Shane Bruce (Asst. Campus Director)	Ext. 292
Tori Whitecotton (Counselor)	Ext. 229

SAPULPA CAMPUS

1720 South Main

Sapulpa, Oklahoma 74066

Phone (918) 224-9300

Fax (918) 224-3190

Attendance	Ext. 100
Kim Howard (Campus Director)	Ext. 102
Linda Enlow (Asst. Campus Director)	Ext. 105
Diana Plummer (Counselor)	Ext. 108



CENTRAL TECHNOLOGY CENTER STUDENT/PARENT HANDBOOK 2018/2019

GENERAL INFORMATION

SCHOOL HOURS

	Drumright Campus
Morning Session:	8:25am to 11:15am
Afternoon Session:	12:45pm to 3:35pm

	Sapulpa Campus
Morning Session:	8:25am to 11:15am
Afternoon Session:	12:25pm to 3:15pm

GENERAL POLICIES/PROCEDURES

ACADEMIC INTEGRITY

Academic dishonesty or misconduct is neither condoned nor tolerated at Central Tech. Any student found guilty of academic dishonesty or misconduct shall be subject to disciplinary action. Academic dishonesty and/or misconduct includes, but is not limited to, the following actions: (1) Plagiarism: The representation of previously written, published or creative work as one's own; (2) Unauthorized collaboration on projects; (3) Cheating on examinations; (4) Unauthorized advance access to exams; (5) Fraudulent alteration of academic materials; (6) Knowingly cooperating with another person in an academically dishonest undertaking. Students are required to actively protect their work against misuse by others.

APPROPRIATE SCHOOL ATTIRE

Suitable attire and grooming are dictated by the needs of the training area and safe working practices as determined by the instructor. Appropriate dress is modeled on business and industry expectations. A school official may ask a student to change clothes, serve in-school detention or leave school, or take other appropriate disciplinary action, when students have inappropriate attire. Some examples of inappropriate attire are:

- Excessively short skirts or shorts. No bike-shorts, boxer shorts, cheer shorts, or running shorts (shorts cut high on the sides).
- Shorts and skirts must be no less than mid-thigh.
- Clothing that unduly expose the body.
- Clothing which promotes alcohol, drugs or tobacco.
- Clothing displaying offensive content such as profanity or nudity.

BREAKS

Each class may have a break at a designated time. Students must take breaks in the student commons area. Identification badges must be worn at all times. Students are not allowed to go to their cars or outside the commons area during break. **Use of tobacco or simulated tobacco products on the Central Tech campus is not allowed.**

COUNSELING

A full-time counseling staff is available to help students with attendance, career, educations, and personal issues. Students must have permission from their instructor to leave class and talk with a counselor. Appointments with the counselor should be made in advance when possible.

ELECTRONIC COMMUNICATION DEVICES

All electronic communication devices are to be used for educational purposes only and are not to interrupt or hinder the educational process. Electronic devices (including computers and the Internet) are not to be used for obtaining or storing inappropriate or copyrighted material (including music, videos or movies) or disrupting the network. Students are to read and sign the Internet Use Policy before using the Internet. Violations of the policy could result in the loss of privileges on the Internet, suspension from school, or other disciplinary action deemed appropriate by Central Tech administration.

Students who take unauthorized video or pictures during the school day will be subject to disciplinary action. Students are not authorized to post to the internet any pictures or video taken on Central Tech property without the express permission of Central Tech.

FINANCIAL ASSISTANCE (POST-SECONDARY STUDENTS ONLY)

For information concerning financial assistance, contact the Financial Aid Advisor in the Student Services Department. Consumer information is available in the Student Services office and at www.centraltech.edu.

FOOD AND DRINK

Food and drink are available in the break area. **Everyone is responsible for keeping the break area clean.** Food and drinks **are not** permitted in classrooms, shops, labs or Seminar Center without prior approval.

GRIEVANCE PROCEDURE

A grievance is a complaint set forth by any student enrolled at Central Tech whereby the student alleges a violation concerning the non-discrimination clause. This includes any violation regarding discrimination based on race, color, religious creed, national origin, age, sex/gender, disability or veteran status. The procedure will be as follows:

- 1) The student shall communicate the grievance in writing to the Campus Director. If the Campus Director is unable to resolve the problem, the grievance will be forwarded to the Assistant Superintendent for Instruction.
- 2) Upon written submission of the grievance to the Compliance Officer, the compliance officer shall notify the parents of a student under 18 years of age of such action taken by the student.
- 3) The Compliance Officer shall present the complaint to a Grievance Committee appointed by the Superintendent, for evaluation and thorough investigation of the grievance.
- 4) Should the committee determine the grievance does not warrant a hearing, the student shall have the right to appeal the decision to the Superintendent. This appeal must be in writing and made within five days of the decision rendered.
- 5) Should the committee determine the grievance does warrant a hearing, a date for the hearing shall be set within ten days from the receipt of the complaint. The Compliance Officer, members of the Grievance Committee, the student and parents of a student under 18 years of age shall be present at the hearing.
- 6) The Grievance Committee shall make recommendations toward a resolution of the grievance. If the student is satisfied, the complaint shall be dismissed. If not, the student shall appeal to the Superintendent for further action.

LaDonna Gear

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Assistant Superintendent

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HIGH SCHOOL CREDIT

High School students may earn 1 ½ to 2 units of credit on their high school transcript for each semester successfully completed at Central Tech. The partner high school determines how many credits are earned, with a minimum of 3 credits and a maximum of 4 credits for one full year of half-day attendance.

IDENTIFICATION BADGES

Students will be issued an identification badge with the student's legal name and shall be worn in plain sight at all times while on the Central Tech campus. Students must pay for lost badges. In addition, if a student has permission from the instructor to go outside of the building for any reason during class hours, the class's lanyard must be worn.

JOB REFERRAL AVAILABLE

Job referral information is available to all students who satisfactorily complete a full-time career major.

PARENT PORTAL

Parents are the most important influence in a child's education. Central Tech now offers parents or guardians real-time, on-line access to students' grades. Parents will be notified how to access this information.

POST-SECONDARY STUDENTS

Any student who is not currently enrolled in high school is classified as a post-secondary student. Post-secondary students are expected to follow the school policies and regulations the same as high school students.

PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS

Prescription medication (a maximum 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.

REQUIREMENTS FOR CONTINUED ENROLLMENT

Factors considered to continue enrollment include attendance, work performance, behavior, following Central Tech's policies, maintain good financial standing as agreed, and achieving satisfactory progress in the instructional area. (Satisfactory progress will be determined as a grade point average of 2.0 or better.) Any student denied enrollment for completing of the second semester or second year of training may request a conference with the Campus Director.

SCHOOL CLOSING NOTIFICATION

Should it be necessary to close school due to inclement weather, announcements will be made over local television and radio stations as well as being posted on the Central Tech web site and television web sites. A voice message will also be placed on the school's telephone that can be accessed by calling 918-352-2551 (Drumright) or 918-224-9300 (Sapulpa). In addition, an automated call will notify the phone number identified on the student's official record. Please consult your local television and/or radio station for closure.

- Since Central Tech has campuses in both Drumright and Sapulpa, students should check the listings carefully to be sure the correct campus is specified as being closed.
- Students should also note whether it is being announced that day or evening classes are being cancelled.
- If a sending school is closed due to inclement weather, Central Tech will NOT run a bus to that school. Therefore, students will not be counted absent from Central Tech on days their high school is closed due to inclement weather.

SMOKING AND TOBACCO

The use of any tobacco products and the use or possession of simulated tobacco products, including but not limited to cloves, bidis, kretek and e-cigarette vapor smoking with/without nicotine, is specifically prohibited on Central Tech campuses in Drumright and Sapulpa, which includes buildings, land and vehicles used by the school.

STUDENT WITHDRAWAL

To withdraw from class, a student must first visit with his/her instructor and counselor and then complete a withdrawal from the Student Services office. Secondary students may be withdrawn upon the request of the parents or the partner high school. Students are automatically withdrawn after ten consecutive days of absence with no contact to the school. All fees and tuition must be paid at the time of withdrawal.

TEXTBOOK AND EQUIPMENT CARE

Students are responsible for the care of all school-owned property assigned to them for their use. Normal wear and tear are understandable in the education process. If items are stolen, lost, or destroyed through irresponsible action, the student will be charged the purchase price for replacement.

VISITORS

Visitors wishing to tour our facilities must register and pick up a visitor's badge. Visitors will not be allowed to visit students during class without prior permission of the administration **AND** the classroom instructor.

ATTENDANCE

ATTENDANCE POLICY

Attendance is the highest priority at Central Tech, just as it is on the job. Students are expected to be in school every day our classes are in session. If not here, students are missing instructional time and will be counted absent. Failure to participate in class projects daily will result in poor performance and a void in skill achievement. Students are expected to attend Central Tech classes even when the partner high school may be dismissed for the day (except in the event the partner school is cancelled due to inclement weather). Students with good attendance may expect: (1) an opportunity to participate in field trips, contests, internship/ Project Based Learning/ on-the-job training; (2) opportunities for awards and recognition; and (3) employment opportunities after satisfactorily completing their courses. To prepare graduates for employment, attendance records will be maintained. The following attendance policies will be implemented:

1. Students are expected to attend at least 90% of instructional time. Absences are recorded as "excused" or "not excused." However, emergency leave (such as hospitalization) will be considered on an individual basis. Documentation of an emergency must be presented to a Central Tech administrator as soon as the student returns to school.
2. Excused absences include: documented illness or injury, doctor or dental appointments, emergency in the immediate family, military duties, and bereavement. Documentation must be submitted to the attendance office no later than five days from the date of the absence to be excused.
3. Emergency leave cannot exceed 10 consecutive days and may be used only one time per year. Emergency leave must be requested in writing by the parent/guardians of secondary student or by the post-secondary student no later than five days after the absence or three days after the close of the semester.
4. Students must attend at least 2 hours of the class to be counted present.
5. It is the student's responsibility to notify the attendance office each day absent. Parents must call to verify absences for secondary students. The attendance office number is 918-352-2551, extension 206, at the Drumright Campus. The attendance office number at the Sapulpa Campus is 918-224-9300, extension 100. Parents are notified by automated phone call when a high school student is absent unless the parent has contacted the school prior to the absence.
6. A school activity must be verified by the partner school administrator or attendance office no later than five days from the date of the activity, or it will be counted as an absence. School activities are limited by state school regulation to a total of 10 per school year. After 10 school activities, the student will be counted absent unless the student is competing in a state or national competition sponsored by his or her high school or Central Tech.
7. Eligibility to participate in home school or Central Tech school activities will be verified based on attendance, grades and conduct; students on contracts will not be eligible to participate in school activities, including field trips and contests.
8. Parents or post-secondary students will be notified when the student reaches four class section absences in one semester. Any student whose attendance drops below 90% shall be subject to termination from Central Tech and/or loss of a certificate or credit. A conference will be scheduled with students at that time. Extenuating circumstances that have been discussed with an administrator immediately following an absence will be considered.
9. Contact hours as required by state licensing and state boards, or national certification standards, may be made up according to individual class grading standards. Make-up hours do not erase absences, however.
10. Awards such as National Technical Honor Society, Outstanding Student, Honor Rolls or Vocational Excellence are based in part on attendance. Students must be aware of such award requirements.

EARLY DISMISSALS/TARDIES

Being on time to class is very important. Employers encourage Central Tech to emphasize punctuality for all students. Therefore, three tardies and/or early dismissals will count as one class section absence. Students must attend at least 2 hours of the class section to be counted present. Students who are frequently late may also lose their break and/or their driving privileges or be subject to other disciplinary actions as deemed appropriate by Central Tech administration.

PERMISSION TO LEAVE SCHOOL

Any high school or post-secondary student who leaves school during class hours must secure permission from the instructor and the administration office **before** leaving. For high school students, **verbal** permission is required from a parent, guardian or home school authority. Failure to follow this procedure will be considered an absence and/or truancy.

GRADES AND REPORTING

CHANGE OF ADDRESS:

Please inform the office if you change your address or telephone number. Please inform the office if your emergency contact phone numbers change. This information can be updated by calling the respective campus attendance office.

COURSE GRADES:

Grading patterns are calculated and established by the instructor(s) and may include, but are not limited to:

- Written Work Grades
- Test Grades
- Project Grades
- Practice of Technical Skills Grades
- Work Based Experiences (WBE) Grades

Each Instructor's grading pattern will be stated in each of their program's class procedures. In addition, each instructor will explain grading patterns at the beginning of school.

GRADING SCALE:

Central Tech, unless otherwise noted, will utilize the following standard grading scale:

A=90-100

B=80-89

C=70-79

D=60-69

F=59 and below

Honors courses from Pre-Engineering, Biomedical Sciences and block schedule academic classes will utilize the following honors grading scale:

A=85-100

B=75-84

C=68-74

D=60-67

F=59 and below

INCOMPLETE GRADES:

When a grade of Incomplete (I) is issued, the student has ten (10) school days from the end of the grading period to correct the Incomplete grade or the "I" shall be recorded as an "F".

REPORTING GRADES TO PARENTS, STUDENTS AND SENDING SCHOOLS:

9 Week Grade Reports will be given to students in their class to be taken home to parents.

Only semester grades are recorded on student transcripts. Only semester grades are used to calculate the grade point average.

At the end of the fifth week of each grading period, secondary student Progress Reports will be issued to any full-time student not making satisfactory academic progress. In addition, a Progress Report may be issued at other times if deemed necessary by the instructor.

- Satisfactory Academic Progress is defined as a student maintaining a 2.0 grade point average or better and the student's attendance is within limits prescribed in the attendance policy for all courses.

Weekly ineligible reports will be sent to sending school that will identify failing students for that week.

DISCIPLINE

STUDENT BEHAVIOR

Students are expected to be cooperative in maintaining a positive instructional environment and to be respectful to others. Students who fail to live up to this responsibility face disciplinary action according to school policies and state law. Students must be in good standing to participate in extracurricular activities.

SUSPENSION OF STUDENTS

The administrative staff has the authority to discipline a student for inappropriate behavior such as, but not limited to, any of the following acts while in attendance at Central Tech, in transit by school transportation, under school supervision to, from, or at any school function authorized by the school district, or when present at any facility under the control of the school district. Unacceptable behaviors such as those listed below are prohibited and will be addressed by a conference with the Director or Assistant Director and may also result in disciplinary action.

- Immorality, profanity (not limited to verbal usage) or pornography
- Violation of school rules, regulations or policies and/or state laws
- Insubordination or not responding appropriately to authority
- Possession, threat, or use of a dangerous weapon
- Assault and battery
- Possession of, or under the influence of, any illegal drugs, alcohol, or any mind-altering substance; or possession of drug paraphernalia
- Conduct which jeopardizes the safety of others – including fighting or disruptive behavior
- Conduct which disrupts the educational process or operation of the school
- Truancy and/or excessive absenteeism
- Stealing, gambling, misinformation, extortion, or cheating
- Sexual harassment
- Harassment, intimidation, or bullying

TYPES OF DISCIPLINARY ACTIONS IN ORDER OF CONSIDERATION:

1. Alternative disciplinary measures as deemed appropriate by instructor or administrator including, but not limited to, behavior contract, conference, letter to parent(s) or guardian(s), referral to counselor, probation, and/or restriction of privileges.
2. In-House Detention: Out-of-class assignments at Central Tech. Duties outside of the classroom will be assigned by the Director or Assistant Director in cooperation with the classroom instructor.
3. Short-term Suspension: Removal from school for up to 10 days.
4. Long-term Suspension: Removal from school for more than 10 days up to the remainder of the current semester plus the next semester or up to one full calendar year.

DUE PROCESS PROCEDURE

When a short-term or long-term suspension is contemplated, the following due process procedures shall apply:

1. Alternative in-school placement options will be considered and applied, if appropriate, before out-of-school suspension is initiated.

2. **Short-Term Suspension:**

An administrator may suspend a student for up to ten days provided the student has first been advised of the infraction and has been given an opportunity to respond to the allegation.

3. **Long-Term Suspension:**

When a suspension of more than ten days is contemplated, the administration should follow the procedures for implementing a short-term suspension and notify the students and/or parents of the recommended long-term suspension. The student and/or parents shall have three days from the date of the suspension to advise Central Tech in writing their request of a hearing to appeal the suspension. The hearing will be held before a Hearing Committee composed of three members of the staff identified by the Assistant Superintendent for Instruction. The hearing will be scheduled within ten school days of the date of the initial suspension.

4. **Appeal of Long-Term Suspension:**

If the long-term suspension is upheld by the Hearing Committee, the student and/or parent may request an appeal before the Superintendent. Such request must be in writing and directed to the Superintendent within five school days of the decision of the Hearing Committee. The decision of the Superintendent can be appealed to the Board of Education by submitting a request in writing to the Superintendent within three days of the Superintendent's decision. The decision of the Board of Education shall be final.

5. **Extracurricular Activities:**

A student may not be on school property or attend or participate in any school activities, including all extra-curricular functions, while suspended from school. A suspension is effective until the next school day following the ending date of the suspension (i.e., if suspended from school through Friday, suspension is effective until the next school day, Monday)

6. **Education Plan:**

Any student who is suspended for more than five days and who is enrolled in core unit subject shall be provided with an education plan. An education plan meeting IDEA regulations will be provided for a student on an IEP. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. The provisions of this subsection shall not apply to a student who has been suspended for possession of a dangerous weapon or a controlled dangerous substance.

7. **Suspension from the Partner School:**

A student suspended from the partner school may also be suspended from Central Tech upon notification and request from the partner school officials. Likewise, as student suspended from Central Tech may also be suspended from the partner school upon request of Central Tech administration.

SAFETY/SECURITY

ASBESTOS MANAGEMENT

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. Central Tech has complied with this act. An asbestos management plan documenting these inspections is kept on file for public review. To view the plan, please contact the maintenance office at the respective Central Tech campus.

CAMPUS POLICE

Central Tech believes in providing safe facilities, surroundings and activities for employees, students and employers. Students and employees are encouraged to be responsible for their own security as well as the security of others. In the event of a crime or other emergency, however, prompt and accurate reporting is encouraged by contacting the Campus Director or Assistant Director. He/She will then contact the campus Police Department, which has full legal authority and also works cooperatively with local law enforcement officials. The Central Tech Campus Police Department is a C.L.E.E.T. recognized police department staffed by C.L.E.E.T. certified peace officers. Any person who threatens the health or safety of students or employees on campus, according to Oklahoma School Law, may be directed to leave the school campus and cannot enter the campus for six months after that time without permission of the Campus Director.

CAMPUS SEARCHES

To discourage the use and transportation of any unlawful substances, the Board of Education has authorized searches of campus facilities by a trained dog and handler. Searches may be conducted at any time, without notice. Searches may include classrooms, lockers, shops and any other school property or student's possessions. Searches may also include student parking lots. All vehicles driven by students on to school property, whether or not owned by said student, will be subject to a search. If the dog "alerts" to indicate that prohibited substances are present, the area will be further searched. Parents(s) and/or guardian(s) of high school students will be notified if prohibited substances are found. Law enforcement officials will be contacted if possession of any unlawful substance is verified (with secondary or post-secondary students). Law enforcement officials will also be contacted if difficulty is encountered with the student(s) in question.

CAMPUS SECURITY

To maintain a safe environment for students, all doors except the main entrance will be locked at the Drumright Campus. Students may enter the south door 30 minutes prior to the beginning of class. At all other times, the main entrance door must be used. Surveillance cameras are in place inside and outside the building at both the Drumright and Sapulpa campuses.

DANGEROUS WEAPONS

The possession or use of dangerous weapons while a student is in attendance at Central Tech, at any function authorized by the school, or while in transit to or from Central Tech on school transportation, is expressly prohibited.

Oklahoma Statutes, Title 21, section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined in Section 1272 below:

“...any pistol; revolver; shotgun or rifle whether loaded or unloaded; or any blackjack; loaded cane; billy club; hand chain; metal knuckles; or any other offensive weapon.”

Central Tech administration will determine what constitutes a weapon. Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the administration. Such weapon will be confiscated and released only to law enforcement authorities.

GUN-FREE SCHOOLS

It is the policy of this school district to comply fully with the Gun-Free School Act. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property, including school transportation or school-sponsored transportation, may be removed from school for not less than one full calendar year. Such firearm will be confiscated and released only to a law enforcement authority.

HARASSMENT INTIMIDATION AND BULLYING

The School Safety and Bullying Prevention Act defines the term “bullying” as including, but not limited to *a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the schools educational mission on the education of any student that reasonable person would recognize will: harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property; or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.* The prevention of and education about harassment, intimidation and bullying to Central Tech students will be addressed on a yearly basis. Anyone alleging bullying, harassment or intimidation have occurred should contact the Assistant Campus Director. As much written detailed information as possible should be provided. Board policy is available at centraltech.edu or upon request.

INSURANCE

While every effort is made to prevent accidents and injuries, the nature of the instruction is such that the possibility of injury is greater than in an academic program. Therefore, students are requested to carry personal insurance to cover the costs of caring for any accident that may occur. Central Tech provides information from an independent company to consider regarding various levels of student accident insurance, which is offered for a nominal cost. Central Tech does not endorse any individual policy or company.

PERSONAL PROPERTY

It is the responsibility of each individual to care for and safeguard his/her personal belongings. At no time shall Central Tech be responsible for lost, stolen or damaged personal items.

SAFETY DRILLS:

Fire, tornado, lockout and lockdown drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obey orders promptly and clear the building or seek appropriate shelter by the prescribed route as soon as possible. Maps and directions for fire, tornado, lockout and lockdown evacuation/procedures will be posted in each classroom, and classroom teachers will give the students instructions. Other types of drill will also be performed as deemed necessary.

SEXUAL HARASSMENT

Sexual harassment is any type of unwelcome conduct directed toward a student or employee because of gender or sex. This conduct may include, but is not limited to, inappropriate electronic communication, touching, verbal comments, name calling, spreading sexual rumors, suggestive gestures, suggestive sounds, pressure for sexual activity, or sexual assault. Incidents of sexual harassment should be reported to an instructor, counselor, assistant campus director or campus director.

STUDENT SEARCHES

Students should be free from unreasonable search and seizure by school officials. However, school officials shall have the authority to search a student's possessions and property when there is reasonable suspicion that a student may possess items resulting in violation of school policy including, but not limited to, possible stolen merchandise, drugs, weapons or tobacco. A student who refuses to peacefully submit to a search or who refuses to turn over items discovered as a result of a search will be subject to disciplinary action, usually resulting in suspension.

TRANSPORTATION

STUDENT BEHAVIOR ON SCHOOL BUSES

Students may ride Central Tech buses as long as they adhere to the policies regarding student behavior while on the bus. Students must comply with bus drive guidelines at all times. The bus driver is to be respected and obeyed. Central Tech buses are equipped with cameras.

TRANSPORTATION

Bus transportation is provided to and from partner high schools. Several high schools require students to ride the bus and others allow them to drive their own vehicles. High school students should check with their administration to be aware of their school's policy. However, all high school students are encouraged to ride the bus. Buses will depart from the partner high school on a regular schedule. Students will be returned to their respective high schools immediately after classes.

Post-secondary students may also ride the buses on a space-available basis in accordance with the partner school policy and with the permission of the Central Tech Director or Assistant Director.

Students who drive must display a parking permit on their vehicle.

All students must go directly inside the building once they arrive on campus; students are not to remain in vehicles or the parking lot.

Transportation will be provided for students to participate in Central Tech activities; students must utilize this transportation unless emergency situations are approved by Central Tech administration.

VEHICLE REGULATIONS

1. All students must complete and have on file the Student Transportation form.
2. High school students driving personal vehicles to Central Tech must have permission from the partner school.
3. Both post-secondary and secondary students are required to register their vehicles and obtain a parking permit to park or drive on the Central Tech campus. All eligible students will be issued one free parking permit. Replacement permits are available at a cost of fifty cents per permit.
4. All students must park in the designated parking lots. Vehicles in violation of parking guidelines may be towed.
5. Students are not to be in vehicles or the parking lot during breaks or during class hours. Upon arrival at school, students need to go directly inside the building.
6. Any vehicle driven on to the Central Tech campus may be searched at any time by Central Tech administrative personnel and/or Central Tech contracted canine detection units while parked on school grounds. By parking on school grounds, students are granting permission for random or scheduled vehicle searches.
7. Damage and losses to personal vehicles or any student possessions will be at the risk of the owner.
8. Safe driving habits on campus are mandatory. Driving privileges may be revoked for not obeying traffic laws or practicing safe driving habits to and from Central Tech, or for leaving campus without proper authorization.

INTERNET USER AGREEMENT

Parents must read and understand the Central Tech School Board Internet Access and Acceptable Use Policy printed below. Your child will only be allowed to access the Internet after you have signed this agreement giving your permission to do so. If you wish to discuss this document with the instructor, please call 918.352.2551. Please understand that by giving permission for your child to access the Internet, your child *will not* be under 100% control by the instructor; therefore, you and your child must both accept complete responsibility for your child's adherence to the Central Tech School Board Internet Access and Acceptable Use Policy. Sign below to signify your approval if you choose to assume this responsibility.

Students must read and understand the Central Tech School Board Internet Access and Acceptable Use Policy printed below. You will be allowed to access the Internet only after you have returned this form signed by your parents. This agreement will be retained as a record of your acceptance of both the privilege and responsibilities pertaining to the Central Tech School Board Internet Access and Acceptable Use Policy.

General: The Internet is an electronic highway connecting a multitude of computers throughout the world. Through the Internet, students and employees have access to electronic mail (e-mail), news, databases, library resources, and a wide variety of other information sources. The District provides a wide variety of opportunities for students and employees to use the District's computers to access the Internet. Through the Internet, it is possible to access material which may contain illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the nature of the Internet, the District cannot guarantee that students and employees will not access such material.

The District makes no warranties of any kind, either express or implied, regarding the Internet access being provided. The District is not responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. Nor shall the District be liable for the accuracy, nature or quality of information stored on District's computer equipment or of information gathered through Internet access provided by the District. However, the Administration shall develop, implement and maintain regulations and forms to restrict the use of the District's computers and Internet access to legitimate and acceptable purposes and to regulate students' and employees' privilege of access and use. The District may install and operate computer software programs that restrict access to certain inappropriate materials, which, taken as a whole, lack serious literary, artistic, political or scientific values. Students who are granted access to the Internet shall receive instruction regarding safety and security when using electronic mail, chat rooms, and other forms of direct electronic communications and the disclosure, use or dissemination of personally identifiable information. The District provides education to minors about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms and cyber bullying awareness and response.

Acceptable Uses: The District's computers, equipment and software are intended for administration, education, and academic research purposes only, and shall be used only as according to Administration regulations. Acceptable uses of the District's computers and the Internet are activities which support learning and teaching or which promote the District's mission and goals.

PROHIBITED USES: ACCORDING TO ADMINISTRATIVE REGULATIONS, THE DISTRICT'S COMPUTERS AND THE INTERNET ACCESS (INCLUDING E-MAIL) PROVIDED BY THE DISTRICT SHALL NOT BE USED:

1. To violate an individual's right to privacy;
2. To access materials, information, or files of another person or organization without permission;
3. To violate the copyright laws,
4. To spread computer viruses;
5. To participate in "hacking" or deliberately attempt to vandalize, damage, disable, or disrupt the District's property or the property of any other individual or organization;
6. To locate, receive, transmit, store, or print files or messages which are profane, obscene or sexually explicit, or which use language that is offensive or degrading to others;
7. To distribute religious materials;
8. To campaign for or against any political candidate or ballot proposition or for political lobbying except as authorized by law;
9. For any commercial purpose unless authorized by the Administration or Board;
10. To engage in any illegal activity;
11. To access inappropriate matter on the Internet and World Wide Web or to access materials harmful to minors; or
12. To disclose, use or disseminate personal information regarding minors

Consequences of Misuse:

The use of the District's computers and the Internet access provided by the District is a privilege, not a right. Any student or employee who inappropriately uses the District's computers or the Internet (including e-mail) may have the privilege of using the computers or the Internet (including e-mail) denied, revoked, or suspended and may be subject to other disciplinary sanctions.

No Expectations of Privacy: No student or employee shall have any expectation of privacy in any electronic mail being sent or received by the District's computers or the District-provided Internet access.

The District's system operators may access any electronic mail and may delete any inappropriate material from any electronic mail sent or received using the District's computers or the District-provided Internet access.

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

LOCAL HONORS AND AWARDS

Outstanding Student of the Year

Perfect Attendance

Superintendent's Honor Roll for the Year

Director's Honor Roll for the Year

NATIONAL TECHNICAL HONOR SOCIETY MEMBERSHIP REQUIREMENTS

A NTHS member must be enrolled full-time at Central Technology Center

A NTHS member shall:

- Have a desire to pursue a career in the field of his/her technical studies
- Exhibit dependability
- Be of worth character
- Have good mentality
- Exhibit creditable achievement
- Have a commendable attitude
- Be a member of a local, state and national career tech student organization (BPA, HOSA, SkillsUSA)
- Make a significant contribution to community service and/or school projects
- Be recommended by the instructor

A NTHS member shall have:

- A grade of "A" in technical instruction at Central Tech for each of the first three grading terms of the application year
- A grade no lower than a "B" in academic courses at Central Tech and/or the partner school for the first semester of the application year, excluding Central Tech career major grade (secondary students only)
- At least 97% in attendance and punctuality (this means no more than five unexcused absences through the third nine weeks)
- No probationary or disciplinary actions during the application year.

A NTHS member shall receive:

- Official NTHS membership certificate, pin, card, window decal and newsletter
- Official seal to be attached to Central Tech certificate
- Participation in the official NTHS induction ceremony
- Up to three letters of recommendation on the member's behalf, for job application or college admission. (Letters are available upon request to the NTHS national office)

Central Technology Center, in compliance with Title VI of the Civil Rights Act of 1964, Title VII and Title IX of the Education Amendments of 1974, Section 504 of the Rehabilitation Act and the American with Disabilities Act (ADA), does not discriminate on the basis of race, color, religious creed, national origin, age, sex/gender, disability or veteran status in any of its policies, practices or procedures. These equal opportunity provisions include, but are not limited to, admissions, employment, financial aid and educational services. Central Tech offers career and technical training under the national career cluster framework. Admission is open to interested students. Questions, complaints, or requests for additional information regarding these laws may be forwarded to Kent Burris, Assistant Superintendent, the designated compliance coordinator, at 918-352-2551, Monday through Friday between 8:00 am and 4:00 pm.