

Central Tech

2025-2026

CENTRAL TECH'S VISION:

EVERYONE ACHIEVES SUCCESS

CENTRAL TECH'S MISSION:

*CENTRAL TECH CHANGES LIVES WITH EDUCATION AND
WORKFORCE DEVELOPMENT.*

CENTRAL TECH'S CORE VALUES:

INTEGRITY

COMMUNITY

RELATIONSHIPS

EXCELLENCE



CENTRAL TECHNOLOGY CENTER

CONTACT INFORMATION

DRUMRIGHT CAMPUS

3 CT Circle

Drumright, Oklahoma 74030

Phone (918) 352-2551

Fax (918) 352-2441

Attendance	cindy.gann@centraltech.edu.....	Ext. 206
Shane Bruce (Campus Director)	shane.bruce@centraltech.edu.....	Ext. 289
Daniel McEntire (Asst. Campus Director)	daniel.mcentire@centraltech.edu.....	Ext. 292
Pam Whittenburg (Asst. Campus Director)	pam.whittenburg@centraltech.edu.....	Ext. 208
Kacee Poteet (Drumright Counselor)	kacee.poteet@centraltech.edu.....	Ext. 229
Angie Piotrowski (Financial Aid)	angie.piotrowski@centraltech.edu.....	Ext. 237

SAPULPA CAMPUS

1720 South Main

Sapulpa, Oklahoma 74066

Phone (918) 224-9300

Fax (918) 224-3190

Attendance	tamika.dear@centraltech.edu	Ext. 100
Kim Howard (Campus Director)	kim.howard@centraltech.edu	Ext. 102
Julie Bird (Asst. Campus Director)	mike.baugus@centraltech.edu	Ext. 105
Sheila Stewart (Sapulpa Counselor)	Sheila.stewart@centraltech.edu.....	Ext. 108
Angie Piotrowski (Financial Aid)	angie.piotrowski@centraltech.edu.....	Ext. 131

SOCIAL MEDIA:

centraltech.edu



@centraltechedu

Central Tech

CENTRAL TECHNOLOGY CENTER STUDENT/PARENT HANDBOOK 2025/2026

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: 12:45pm to 3:35pm

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.

FEDERAL EDUCATIONAL RECORDS AND PRIVACY ACT (FERPA)

Central Tech will follow the Federal Education Records and Privacy Act (FERPA) regarding access to student records.

PARENT BILL OF RIGHTS

Central Tech complies with the Parents' Bill of Rights. 25 O. S. § 2002 provides a listing of rights for parents.

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, leave school, or take other appropriate disciplinary action, when students have inappropriate attire. Some examples of inappropriate attire are:

- Shorts and skirts must be no less than mid-thigh.
- Clothing that exposes the body.
- Hooded sweatshirts may be worn as long as the hood is not used.
- 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. Identification badges must be worn at all times. Students are not allowed to go to their cars or outside the commons area during break. Students must obtain permission from their instructor and the administration to leave the building. They will also need to check out with the receptionist. Breaks will be 10 minutes in duration for both morning and afternoon sessions.

CHANGES TO POLICY

Any updates to the student handbook will be shared through student email and updated on Central Tech's website, centraltech.edu.

COUNSELING

A full-time counseling staff is available to help students with attendance, career, education, 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.

FREEDOM OF EXPRESSION

Central Tech respects the rights of students and patrons to freely express their opinions and views this right as a critical tenant of a free democratic society. <https://centraltech.edu/consumer-information/>

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/Compliance Officer.
- 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.

Shane Bruce

Campus Director-Drumright

(918) 352-2551 X 289

Kim Howard

Campus Director-Sapulpa

(918) 224-9300 X 102

LaDonna Gear

Assistant Superintendent

(918) 352-2551 X 274

HIGH SCHOOL CREDIT

High School students may earn up 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 must be visibly worn while on Central Tech property. Students must pay for lost badges. Cost to student to replace an ID badge is five dollars. Consequences for not have an ID badge will be given at the discretion of the administration.

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', under the age of 18, grades. Parents will be notified how to access this information.

PARTICIPATION IN SCHOOL ACTIVITIES/STUDENT ORGANIZATIONS

In addition to meeting the 90% attendance requirement, students must also maintain a minimum of a "C" average in their technical and academic coursework to be eligible to participate in student activities including field trips and CTSO conferences/contests. Students placed on contract or have had disciplinary actions against them will be ineligible to participate as well. Some programs may also have additional requirements. Students must also meet all program requirements.

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, maintaining 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 road conditions, 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. Closures will also be posted on our social media pages as well.

- 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 road conditions, 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 road conditions.

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. Post-Secondary students age 21 and above may smoke in designated smoking areas.

MEDICAL MARIJUANA

1. Pursuant to Oklahoma Statutes §63-420 et seq., unless failure to do so would cause the technology center to imminently lose monetary or licensing related benefits, under Federal law or regulations, the technology center will not discriminate against a student in enrollment or otherwise penalize a student solely on the basis of the student's status as a medical marijuana license holder.
2. Students who use, possess, sell, distribute, purchase or are under the influence of medical marijuana or medical marijuana product may be subject to discipline pursuant to this policy regardless of license holder status.
3. As used in this section, a determination of whether a student is "under the influence of medical marijuana or medical marijuana product" shall be based on the totality of circumstances. Circumstances that may contribute to a determination that the student is under the influence may include, but are not limited to:
 - A. Observation of any of the conduct or phenomenon described below:
 - (1) the smell of marijuana on or around the individual;
 - (2) Disorganized thinking;
 - (3) Paranoia and/or confusion;
 - (4) Bloodshot eyes;
 - (5) Increased heart rate;
 - (6) Increased appetite; or
 - (7) Loss of Coordination and
 - B. Any circumstance that would permit the technology center to engage in a "reasonable suspicion" drug or alcohol search of the student and/or their belongings.

STUDENT USE, SALE, POSSESSION, DISTRIBUTION, PURCHASE OR BEING UNDER THE INFLUENCE OF ALCOHOL OR ILLEGAL CHEMICAL SUBSTANCE

Any student who possesses, uses, distributes, purchases, sells or is determined to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance while on school property, at a school-sponsored event, in school vehicles, or going to or from a school-sponsored event will be subject to disciplinary action, including out-of-school suspension from 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 recruiter 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 and work-based learning opportunities; (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 for 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 partner 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.
10. Awards such as National Technical Honor Society, Outstanding Student or Honor Rolls are based in part on attendance. Students must be aware of such award requirements.

DISTANCE EDUCATION

Classes offering distance education will provide attendance requirements and additional information in their respective classes.

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
- Daily Performance Grade
- Project Grades
- Practice of Technical Skills Grades
- Work Based Learning 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".

INCOMPLETE ASSIGNMENTS:

Incomplete / missing assignments will be recorded as a "0" on the due date regardless of an excused / unexcused absence. Incomplete / missing assignments issued during an excused absence must be made up in the allowed time frame.

The allowed time frame is as follows:

- One day for each day missed.
- After three **consecutive** days missed, the student will be given five days.

REPORTING GRADES TO PARENTS, STUDENTS AND SENDING SCHOOLS:

Only semester grades will be issued to students. Access to these grades is available through our online portal. You can access the online portal by downloading PowerSchool Mobile on your device.

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

Progress Reports will be issued to any full-time student not making satisfactory academic progress, or at any time 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 must comply and adhere to the guidance and direction of administration, instructors as well as Central Technology Center staff. 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 the Campus Director, in writing, their request of a hearing to appeal the suspension. If the Campus Director is unable to resolve the problem, the appeal will be forwarded to the Assistant Superintendent of Instruction and a hearing committee will be created to hear the appeal. A hearing will then 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 regulation 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. The dogs will not search students; however, students may be asked to leave personal belongings in an area to be screened by a dog. If a dog alerts to an item or area, it may be searched by District officials, such as campus administration, teacher, or campus security. The searcher will be of the same gender of the student being searched. 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 both the Drumright and Sapulpa Campuses. Students may enter the east door on the Drumright Campus or the North door on the Sapulpa campus 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.

CLERY ACT

The Clery Act requires all institutions that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. This report is required to provide crime statistics for the prior three years, policy statements regarding various safety and security measures, campus crime prevention program descriptions, and procedures to be followed in the investigation and prosecution of alleged sex offenses.

FOR MORE INFORMATION, PLEASE FIND THE ANNUAL SECURITY REPORT AT:

[HTTPS://CENTRALTECH.EDU/CONSUMER-INFORMATION/](https://centraltech.edu/consumer-information/)

DANGEROUS WEAPONS

The possession or use of dangerous weapons while a student attends 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, shelter in place and intruder alert 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, shelter in place and intruder alert 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 OF STUDENTS

Central Technology Center will address all incidents of sex discrimination and sexual harassment reported to the technology center’s Title IX Coordinators in compliance with Title IX of the Education Amendments of 1972, as amended. Questions, complaints, or requests for additional information regarding Title IX may be forwarded to:

- Title IX Coordinator for Drumright Campus Shane Bruce, Drumright Campus Director, 918.231.2551; shane.bruce@centraltech.edu
- Title IX Coordinator for Sapulpa Campus Kim Howard, Sapulpa Campus Director, 918.224.9300; kim.howard@centraltech.edu
- Title IX District Coordinator LaDonna Gear, Assistant Superintendent; 918.352.2551;
- ladonna.gear@centraltech.edu

- I. Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:
 - A. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student’s participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment;
 - B. Unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the school district’s educational program or activity; or
 - C. Sexual assault, dating violence, domestic violence, or stalking as defined by federal law.

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

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

Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging, or touching a student inappropriately may constitute sexual harassment.

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

Any of the aforementioned conduct that effectively deprives a student of equal access to educational opportunities or benefits provided by the school.

II. Specific Prohibitions

A. Administrators and Supervisors

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
3. The "off-duty" conduct of school personnel that unless the conduct has or will have a negative impact on the educational process of the school or constitutes an illegal or inappropriate relationship with a student may subject the employee to disciplinary action which could include termination of employment. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination of the employee. Any sexual affiliation between teachers and students under the age of 20 constitutes a crime under Oklahoma law and will most likely result in the suspension of certification by the State of Oklahoma.

III. Notice of this policy and grievance procedure, including how to file or report sexual harassment and how the district will respond shall be provided to applicants for admission and employment, students, parents, or legal guardians, and unions or professional organizations holding agreements with the school district.

IV. Reporting Allegations of Sexual Harassment

- ### A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.
1. Students who feel the administration, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The Title IX coordinator should then

provide the appropriate paperwork to the student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail, or as directed by the Title IX coordinator.

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

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

V. Grievance Procedure:

- A. Equitable Treatment. Both the alleged victim (complainant) and the alleged respondent (respondent) will be treated equitably by the school district.
- B. Objective Evaluation of Evidence. All evidence, both inculpatory and exculpatory will be evaluated objectively. Credibility determinations will not be made based upon the party's status as complainant, respondent, or witness.
- C. Conflict of Interest. Any person serving as the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate the process shall not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent.
- D. Presumption. There will be a presumption that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of the grievance process.
- E. Timeliness. The grievance process will proceed in a timely manner. Any delay in the process for good cause such as law enforcement involvement, absence of a party, witness or advisor, translation, or accommodation needs will be documented, and written notice provided to both parties explaining the reason for the delay.
- F. Possible outcomes. A description or listing of possible disciplinary outcomes and remedies that may be implemented following a determination of responsibility must be provided to both parties.
- G. Standard of Review. The school district will utilize a preponderance of the evidence standard to determine responsibility.
- H. Privileged Information. The school district will not require, allow, or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

VI. Written Notice. Upon receipt of a formal complaint, the school district will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. The written notice must include:

- A. Notice of the grievance process, including any informal resolution process;
- B. Notice of the allegations, including sufficient details to allow the respondent to prepare a response;
- C. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
- D. Notice of the parties' right to have an advisor and to inspect and review evidence. The advisor may but is not required to be an attorney.
- E. Notice of any provision in the student discipline code that prohibits knowingly making false statements or providing false information in the grievance process.

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

- VII. Investigation of the Allegations. The school district will designate an investigator to conduct a thorough investigation of allegations. Contact information for the investigator will be provided to both the complainant and the respondent.
 - A. The burden of proof and of gathering evidence remains on the school district.
 - B. An equal opportunity will be provided to both parties to present witnesses and evidence during the investigation.
 - C. Neither the complainant or respondent will be prohibited from discussing the allegations or gathering and presenting evidence to the investigator.
 - D. Both parties will have the opportunity to have others present during interviews or related proceedings. This may include an advisor who may but is not required to be an attorney.
 - E. Written notice of the date, time, participants, purpose, and location of any investigative interview, hearing, or other meeting shall be provided to the party who is invited or expected to attend.
 - F. Both parties and their advisors, if any, will be provided an opportunity to review all evidence that is directly related to the allegations in the formal complaint. This would include any evidence on which the school district does not intend to rely and any exculpatory or inculpatory evidence from any source. Such evidence must be provided prior to the completion of the final investigation report and in time to give the parties at least ten (10) days to prepare a written response, which the investigator must consider prior to completing the investigation report.
 - G. A written investigation report will be provided that summarizes the relevant evidence. This report will be provided to the parties and their advisors, if any, for their review and written response at least ten (10) days before a hearing or determination of responsibility.
- VIII. A hearing is conducted, and each party will have ten (10) days from the receipt of the investigation report to submit written, relevant questions that the party wants to be asked of another party or witness. Both parties will be provided with the answers and follow-up questions. Federal law determines when questions regarding a complainant's prior sexual behavior or sexual predisposition are considered relevant in a hearing provided by a school district.
- IX. Determination of Responsibility. A decisionmaker, who is not the Title IX Coordinator or the investigator, will apply a preponderance of the evidence standard to determine responsibility and will issue a written determination of responsibility that:
 - A. Identifies the allegations that potentially constitute sexual harassment;
 - B. Describes the school district's procedural steps taken from the receipt of the complaint to the determination;
 - C. Includes findings of fact to support the determination;
 - D. Includes conclusions regarding applicants of the discipline code to the facts;
 - E. Includes a statement of, and rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the school's educational programs or activities will be provided to the complainant; and
 - F. The procedures and permissible basis for appeals.
- X. Appeals. Within ten (10) days of a determination of responsibility, dismissal of a complaint, or any allegations therein either party may appeal for one of the following reasons:
 - A. A procedural error affected the outcome.

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

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

- XI. **Recordkeeping.** The school district will keep records related to reports of alleged sexual harassment for a minimum of seven (7) years. Records maintained will include investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken including supportive measures. Records will document in each instance that the school district's response was not indifferent and that measures were taken to restore or preserve equal access to educational programs or activities. If the school does not offer supportive measures in response to a report, the records should document why the response was not clearly unreasonable under the known circumstance. The district will also post under "consumer information" the training materials used to train Title IX coordinators, investigators, and decision-makers on the district website www.centraltech.edu. These materials will also be available to the public.
- XII. **Retaliation.** The board of education prohibits retaliation by the school district or any employees of the school district against any person for the purpose of interfering with Title IX rights or because the person has participated or refused to participate in any manner in a proceeding under Title IX regulations. Complaints of retaliation will be addressed under the district's grievance process.

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

GRIEVANCE PROCESS FOR SEX DISCRIMINATION, HARASSMENT, AND RETALIATION

The purpose of this grievance procedure is to provide for the prompt and equitable resolution of grievances based upon complaints of sex discrimination, harassment, or retaliation, including complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations. Additional information and forms are available at centraltech.edu on the About/ Consumer Information/Title IX link.

A. Definitions:

Complaint: A written or verbal complaint alleging any action, policy, procedure or practice that discriminates on the basis of sex, (including harassment and retaliation).

Complainant: A complainant includes:

1. A District student or employee of who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
2. A person other than a District student or employee of who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in District's education program or activity; or
3. A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
4. District's Title IX Coordinator as permitted by law.

5. With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:
 - A. Any District student or employee; or
 - B. Any person other than a student or employee who was participating or attempting to participate in District's education program or activity at the time of the alleged sex discrimination.

District: Central Technology Center.

District Coordinator(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title VI, IX, Section 504/Title II and the Age Act is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons, but each coordinator will receive relevant training in order to perform his/her duties. The District Coordinators may be contacted at:

- Title IX District Coordinator is LaDonna Gear, Assistant Superintendent, 918.352.2551.
- Title IX Coordinator for Drumright campus is Shane Bruce, Assistant Superintendent, 918.352.2551
- Title IX coordinator for Sapulpa campus is Kim Howard, Sapulpa Campus Director, 918.224.9300
- Section 504 coordinator for Drumright campus is Kacee Poteet, Counselor, 918.352.2551
- Section 504 coordinator for Sapulpa campus is Ronda Casey, ESC Coordinator, 918.224.9300
- ADA coordinator is LaDonna Gear, Assistant Superintendent, 918.352.2551
- Compliance coordinator is LaDonna Gear, Assistant Superintendent, 918.352.2551
- Central Technology Center
3 CT Circle
Drumright, OK, 74030

Respondent: The person alleged to be responsible for the alleged sex discrimination or harassment contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

Day: Day means a working day when the technology center's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

Outside Assistance: Individuals may also file complaints alleging discrimination, harassment or retaliation with the Office of Civil Rights. The OCR may be contacted at:

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

B. Procedures:

The District shall promptly investigate complaints of sex discrimination, harassment, and retaliation; take appropriate action against any student or employee who violates this policy; and take any other action reasonably calculated to end and prevent further discrimination, harassment, and retaliation against students, employees, or others. All employees shall cooperate with any investigation of alleged discrimination, harassment, and retaliation conducted under this procedure or by an appropriate state or federal agency.

1. Informal Pre-Filing Procedures:

Prior to the filing of a written complaint, the student, employee or other person is encouraged to visit with a Site Title IX Coordinator or the District Title IX Coordinator, as applicable, and reasonable effort should be made at this level to resolve the problem or complaint. In the event the Complainant is under the age of 18, the Title IX Coordinator will notify his/her parent(s).

2. Other Provisions:

- A. District will treat complainants and respondents equitably.
- B. District requires that any Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. A decisionmaker may be the same person as the Title IX Coordinator or investigator.
- C. District presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.
- D. District has established the following timeframes for the major stages of the grievance procedures: Upon initiation of this grievance procedure, the District will notify all known parties within ten (10) calendar days; the investigation may take up to sixty (60) calendar days; the parties will be provided with a copy of a written investigative report at least ten (10) days prior to a determination of responsibility; the parties will have at least ten (10) calendar days to respond to the investigator's report.
- E. Any deadline established in this policy may be extended for good cause, in the sole discretion of the appropriate District official. Reasonable written notice of any extension will be provided to the parties.
- F. District will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.
- G. District will objectively evaluate all evidence that is relevant and not otherwise impermissible—including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.
- H. The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by District to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:
 - Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
 - A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless District obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
 - Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

3. Notice of Allegations:

Upon initiation of this Title IX grievance procedures, District will notify the parties of the following:

- District's Title IX grievance procedures and any informal resolution process;
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
- That retaliation is prohibited; and
- That the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence. If, in the course of an investigation, District decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are

included in a complaint that is consolidated, District will notify the parties of the additional allegations.

4. Dismissal of a Complaint:

District may dismiss a complaint of sex discrimination if:

- District is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in District's education program or activity and is not employed by District;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and District determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
- District determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, District will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, District will promptly notify the complainant in writing of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then District will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

- District will notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint. If the dismissal occurs after the respondent has been notified of the allegations, then District will also notify the respondent that the dismissal may be appealed. Dismissals may be appealed on the following bases:
- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
- The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

If the dismissal is appealed, District will:

- Notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- Notify the parties of the result of the appeal and the rationale for the result.
- When a complaint is dismissed, District will, at a minimum:
- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within District's education program or activity.

5. Investigation:

- A. District will provide for adequate, reliable, and impartial investigation of complaints.
- B. The burden is on District—not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.
- C. District will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.

- D. District will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.
- E. District will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:
 - District will provide an equal opportunity to access either the relevant and not
 - otherwise impermissible evidence, or an accurate description of this evidence. If District provides a description of the evidence: District will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.;
 - District will provide a reasonable opportunity to respond to the evidence or the accurate description of the evidence; and
 - District will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

6. Process for Filing a Complaint and Investigation Timeline:

- A. Any student, employee or other person as set forth in this policy who believes he or she subjected to sex discrimination under Title IX who desires to proceed with a complaint, shall, within twenty (20) days of an alleged violation, submit a written complaint to the District Title IX Coordinator or Site Title IX Coordinator.
- B. In addition to taking action with respect to a written complaint, a Title IX Coordinator may investigate allegations of discrimination without a written complaint according to the procedures set forth in this Policy whenever a Title IX Coordinator deems such action to be appropriate.
- C. The complaint shall state the Claimant's name, the nature of the alleged violation, the date of the alleged violation, the names of persons responsible, any witnesses to the alleged action, and the requested action or relief sought.
- D. Upon the receipt of the complaint, the District Title IX Coordinator or Site Title IX shall authorize or undertake an investigation. In the event the Claimant is under the age of 18, the Coordinator will notify the parent(s) of the student.
- E. The District Title IX Coordinator or Site Title IX Coordinator may determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the claimant from the person who allegedly harassed or discriminated against the claimant, suspending the implementation of a policy, practice, or procedure and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified.
- F. Within ten (10) business days of receiving the Complaint, the the District Title IX Coordinator or Site Title IX Coordinator, shall notify the Respondent of the Complaint in writing.
- G. Within ten (10) business days of notification, the Respondent shall submit to the applicable District Title IX Coordinator or Site Title IX Coordinator, a written answer which shall confirm or deny the facts upon which the allegation is based, indicate acceptance or rejection of the Claimant's requested action, and/or outline alternatives. The Respondent may also identify witnesses who should be contacted to provide input during the investigation.
- H. Within ten (10) business days of receiving the Respondent's answer, the applicable District Title IX Coordinator or Site Title IX Coordinator shall initiate an appropriate investigation which may include, but is not limited to, interviewing both the Claimant and the Respondent and any witnesses identified by either party, identifying any documents or tangible evidence in support of or opposition to the complaint, and conducting any further investigation deemed appropriate by the District Title IX Coordinator or Site Title IX Coordinator. The investigation should be concluded within thirty (30) days but the District Title IX Coordinator or Site Title IX Coordinator may extend the period of time for an investigation by notifying the Claimant and the Respondent.
- I. Within ten (10) business days after completion of the investigation, the applicable Coordinator shall render a written decision as to the complaint and shall provide a copy of the written decision to the Claimant and the Respondent. The written decision shall be a summary report containing a synopsis of the evidence, findings of facts, determination of policy violation, and resolution. Additionally, if the applicable Coordinator determines that the allegations of the

complaint are in violation of the policy, prompt and appropriate action shall be taken to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or termination.

- J. Appeals must be submitted in writing to the Superintendent within ten (10) business days of receiving the decision from the applicable Coordinator. Failure to file an appeal within the prescribed time constitutes a waiver of any right to an appeal. The appeal must cite at least one of the following criteria as the reason for appeal and include supporting argument(s): 1. The decision-making process was not conducted in conformity with prescribed procedures and substantial prejudice to the complainant or the respondent resulted. 2. The evidence presented in the investigation was not "sufficient" to justify a decision against the student or group. 3. New evidence which could have substantially affected the decision has been discovered since the decision. The evidence must not have been available at the time of the original decision. Failure to present information that was available is not grounds for an appeal. 4. The sanction is not appropriate for the violation. This provision is intended to be utilized when a determined sanction is inherently inconsistent with district procedures or precedent. Dissatisfaction with a sanction alone is not grounds for overturning a sanction under this provision.
- K. The Superintendent will review the record of the original decision, including documentary evidence. It is the Superintendent's discretion to convert any sanction imposed to a lesser sanction, to rescind any previous sanction, or to return a recommended sanction to the original decision-maker for review/or reconsideration. If there is new evidence (unavailable at the time of the decision through no fault of the parties) which is believed to substantially affect the outcome, or that the evidence presented was "insufficient" to justify a decision against the student or group, or a finding that a substantial procedural error resulting in prejudice occurred, the matter may be remanded for reconsideration of the entire matter or specific issue.
- L. The final decision will be communicated in writing by the Superintendent to both parties. The decision will be communicated within ten (10) business days of receiving notice of an appeal.
- M. The decision of the Superintendent on appeal shall be final.

7. Questioning the Parties and Witnesses:

District will provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination. Any party or witness will be given reasonable notice of the time, date, and location of an interview. Any party or witness may be questioned about any matter determined by the decisionmaker to be relevant to the assessment of the party's or witness's credibility, if credibility is both in dispute and relevant to evaluating an allegation of sex discrimination.

8. Determination Whether Sex Discrimination Occurred:

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, District will:

- Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred. The standard of proof requires the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker will not determine that sex discrimination occurred.
- Notify the parties in writing of the determination whether sex discrimination occurred under Title IX including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- Not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination.
- If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:
 - Coordinate the provision and implementation of remedies to a complainant and other people District identifies as having had equal access to District's education program or activity limited or denied by sex discrimination;
 - Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and

- Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within District's education program or activity.
 - Comply with the grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
 - Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.
9. Appeal of Determinations: A determination may be appealed as set forth in Paragraph 6 above.
10. Informal Resolution:

In lieu of resolving a complaint through District's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. District does not offer informal resolution to resolve a complaint that includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student, or when such a process would conflict with Federal, State, or local law.

11. Supportive Measures:

District will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to District's education program or activity or provide support during District's Title IX grievance procedures or during the informal resolution process. For complaints of sex-based harassment, these supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, school escort services, mutual restrictions on contact between the parties, changes in class locations, leaves of absence, increased security and monitoring of certain areas of the school, and other similar measures. District will not disclose information about supportive measures to persons other than the person to whom they apply, unless necessary to provide the supportive measure or restore or preserve a party's access to the education activity or program, or as allowed by law.

Supportive measures may include removing a respondent from District's education program or activity on an emergency basis, as permitted by law.

12. Confidentiality of Records:

All records, complaints, notes, documents, and statements made during or relating to allegations of discrimination shall be maintained on a confidential basis by the District Title IX Coordinator or Site Title IX Coordinator, and no information concerning any complaint shall be documented in an employee's personnel file. However, in the event official proceedings relating to such allegations are initiated by a party or the District, such records may become public as provided by law. Information pertaining to complaints shall be maintained for seven (7) years after resolution of the Complaint.

13. Disciplinary Sanction and Remedies:

Following a determination that sex-based harassment occurred, District may impose disciplinary sanctions as provided in Board policy.

STUDENT SEARCHES

Students should be free from unreasonable search and seizure by school officials. However, students shall not have a reasonable expectation of privacy regarding the contents of lockers, desks, or other school property. Further, school officials shall have the authority to search a student's possessions and property when there is reasonable suspicion that a student may possess, stolen or missing property, controlled dangerous substances as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, or dangerous weapons. School officials consist of administrators, teacher, or campus security. Officials conducting the search will be the same gender as the student being searched. 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 driver 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 for the Drumright Campus, or 918.224.9300 for the Sapulpa Campus. 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. By signing the internet user agreement, 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.
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.

Students should be advised that while on the school network (either WIFI or computer), it is understood that there shall be no expectation of privacy.

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

Awarded to students by their instructors for their distinguished and exemplary performance in their class based on individual teacher standards. Recipients of this award will also receive the Choices Tuition Waiver.

Perfect Attendance

Awarded to students who have no unexcused absences, tardies or early dismissals for the entire year. School absences are excused and will not count against perfect attendance.

Superintendent's Honor Roll for the Year

Awarded to students who have a 4.0 grade point average while maintaining perfect attendance for the entire year.

Director's Honor Roll for the Year

Awarded to students who have a 3.0 grade point average and no more than three unexcused absences for the entire year.

Choices Tuition Waiver

Students who have graduated from a public, private, home, or charter high school in the Central Tech district may be eligible for the CHOICES Tuition Waiver. Central Tech may waive an amount up to, but not to exceed the cost of, 1600 hours of tuition calculated at the current full-time rate. This waiver may apply to full-time, ACD or TDT tuition for eligible students.

To be eligible students must:

- Currently, reside in the Central Tech district.
- Be a graduate of a public, private, charter, or home school within the Central Tech District.
- Begin class within 48 months of High School graduation.
- Be enrolled in a program greater than 40 hours in length or an ACD Career Track program whose total length is greater than 40 hours.
- Demonstrate satisfactory academic progress in the chosen program.
- Provide a copy of their high school transcript.

This waiver does not apply to supplies, fees, tools, or certification examination fees. Restrictions apply.

STUDENT ORGANIZATIONS

The student organizations listed below are available to all Central Tech students enrolled in full time programs. Although participation is optional, it is highly encouraged. Through these organizations, you can learn valuable leadership skills, interpersonal skills, and soft skills, and students may compete in local, district, regional, state, and national skill events.

Business Professionals of America

BPA prepares students to work efficiently not only in an office setting, but also in a wide variety of business situations. BPA's mission is "To contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic and technological skills."

Health Occupations Students of America

HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, post-secondary, adult and collegiate students enrolled in health occupations education programs. HOSA's mission is "To promote career opportunities in health care and to enhance the delivery of quality health care to all people."

SkillsUSA

SkillsUSA is a partnership of students, teachers and industry representatives working together to ensure America has a skilled workforce. SkillsUSA's mission is "To provide quality education experiences for students in leadership, teamwork, citizenship and character

development. It builds and reinforces self-confidence, work attitudes and communication skills. It emphasizes total quality at work: high ethical standards, superior work skills, lifelong education and pride in the dignity of work."

National Technical Honor Society

NTHS is the acknowledged leader in the recognition of outstanding student achievement in career and technical education. The NTHS mission is "To honor student achievement and leadership, promote educational excellence and enhance career opportunities for the NTHS membership." Students enrolled in Central Tech Career Training Programs who meet academic, attendance and citizenship requirements may be nominated by their instructor.

NTHS MEMBERSHIP REQUIREMENTS

To be eligible for NTHS, a student must:

- Be enrolled full-time at Central Technology Center
- A grade of "A" in technical instruction at Central Tech through December of the application year.
- A grade no lower than a "B" in academic courses at Central Tech and/or the partner school through December 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 four unexcused absences through December)
- No probationary or disciplinary actions during the application year.
- 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

Once selected, 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, national origin, sex, disability, and age in any of its policies, practices or procedures. These equal opportunity provisions include, but are not limited to, admissions, employment, financial aid, educational services, treatments, or access to programs or activities. Questions, complaints, or requests for additional information regarding these laws may be forwarded to:

Title VII Coordinator is LaDonna Gear, Assistant Superintendent, 918.352.2551

Title IX Coordinator for Drumright campus is Shane Bruce, Drumright Campus Director, 918.352.2551

Title IX Coordinator for Sapulpa campus is Kim Howard, Sapulpa Campus Director, 918.224.9300

Title IX District Coordinator is LaDonna Gear, Assistant Superintendent, 918.352.2551

Section 504 Coordinator for Drumright campus is Kacee Poteet, Counselor, 918.352.2551

Section 504 Coordinator for Sapulpa campus is Rhonda Casey, ESC Coordinator, 918.224.9300

ADA coordinator is LaDonna Gear, Assistant Superintendent, 918.352.2551

Compliance coordinator is LaDonna Gear, Assistant Superintendent, 918.352.2551

Central Technology Center
3 CT Circle
Drumright, OK, 74030

Spanish version of this handbook is available online at www.centraltech.edu



CENTRAL TECH DICTIONARY

Below are a few terms that you may hear around campus.

Program Completer: A student that completes all the program requirements set forth by Central Tech.

Work Based Learning (WBL): Learning that takes place in a real work environment. This includes clinicals, apprenticeships (formal and informal), internships and on-the-job training. **WBL can only be taken during the last quarter and can last no longer than one-quarter (1/4) of the total program time.** However, programs that include a clinical setting are limited to the time included in that programs scope and sequence.

Excused absence: Absences that include documented illness or injury, doctor or dental appointments, emergency / bereavement for the immediate family and / or military duties. Documentation must be submitted to the attendance office no later than five days from the date of the absence to be excused.

Unexcused absence: Any absence that does not meet the criteria of “excused absence” or “school activity”. Assignments / work missed during an unexcused absence may be made up at the teacher’s discretion.

School Activity: An absence will be considered excused if the student is attending a school sponsored activity. Limited to 10 per school year and requires partner school notification. They are not counted in the total number of absences for the school year and the student will be allowed to make up any work missed while participating in a school activity. The amount of time allowed to make up will be equal to the amount of days missed.

OJT: See Work Based Learning

Shelter in Place: A shelter in place secures the perimeter (doors and windows) of a building to minimize exposure to a safety threat outside, such as criminal activity in the area. During a shelter in place, no person (parent, student, staff member, guest, etc.) may enter or leave the building and classes will proceed as usual (to the extent possible). A shelter in place ends when the police department confirms that the threat has passed.

Intruder Alert: A Lockdown alert is a physical response to an imminent safety threat inside the building, such as an intruder or attacker. An intruder alert response is situational and may include running away or hiding in a secure space. In an intruder alert, staff members and students will evaluate their options to determine safest course of action.

IMPORTANT NOTE: In either a shelter in place or intruder alert, Central Tech will act with the safety of students and staff in mind. School officials will work in coordination with police and fire departments. So that we can keep our focus and effectively manage our emergency resources, we kindly ask that you do not attempt to contact us during a shelter in place or intruder alert. We will always communicate with parents as soon as it is practicable—our first priority is keeping students safe.

Block Schedule: A course that is completed in a single semester. Central Tech Academies and some academic classes are on this type of schedule.

PLTW: Project Lead the Way. The curriculum providing entity for our Engineering/Biomedical Academies.

Clinical: See Work Based Learning