



**Student Handbook  
2018-2019**

Meridian Technology Center  
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Property of: \_\_\_\_\_

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In case of emergency, please notify: \_\_\_\_\_

**The Board of Education and staff welcome you to Meridian Technology Center**

Mr. Randy Kellogg, President  
Mr. Gary Johnson, Vice President  
Mrs. Sherri Huneycutt, Clerk  
Mrs. Lorrie Janzen, Member  
Dr. Joe Williams, Member

Superintendent/CEO ..... Dr. Doug Major  
Executive Director, Career Planning/Career Development ..... Jeanie Zagar  
Director of Instruction..... Dr. DeAnna Little  
Director of Instruction.....David Shelton  
Director of Instruction..... Linda Thompson

Air Conditioning and Refrigeration  
Automotive Technology  
Biomedical Sciences – STEM Academy  
Business Technology  
Carpentry  
Collision Repair Technology  
Computer Aided Drafting  
Cosmetology  
Culinary Arts  
Digital Media  
Electrical Technology  
Energy and Power  
Facilities Management  
Health Careers  
Health Informatics  
Information Support and Networking Systems  
Masonry  
Pharmacy Technician  
Practical Nursing  
Radiologic Technology  
Precision Metal Fabrication  
Pre-Engineering – STEM Academy  
Product Development and Machining  
Welding Technology

**Mission Statement**

Educate. Enrich lives. Secure economic futures.

**Vision Statement**

An extraordinary experience for learning. A passionate partner for success.

## Meridian Technology Center School Calendar 2018-2019

Summer Conference..... Wednesday-Thursday, August 1-2, 2018  
Professional Days..... Friday-Tuesday, August 3-14, 2018  
**CLASS BEGINS** ..... Wednesday, August 15, 2018  
Labor Day (Campus Closed) ..... Monday, September 3, 2018  
**FIRST QUARTER ENDS** ..... Wednesday, October 17, 2018

Professional Days..... Thursday-Friday, October 18-19, 2018  
**SECOND QUARTER BEGINS** ..... Monday, October 22, 2018  
Professional Days..... Monday-Tuesday, November 19-20, 2018  
Thanksgiving Holiday (Campus Closed)..... Wednesday-Friday, November 21-23, 2018  
Professional Day (Discovery Day) ..... Wednesday, December 5, 2018  
**SECOND QUARTER ENDS** ..... Friday, December 21, 2018  
Christmas Holiday ..... Monday, December 24, 2018 - January 4, 2019

**THIRD QUARTER BEGINS** ..... Monday, January 7, 2019  
Snow Make-up Day or Campus Closed..... Monday, January 14, 2019  
Snow Make-up Day or Campus Closed..... Monday, February 18, 2019  
**THIRD QUARTER ENDS** ..... Friday, March 8, 2019

**FOURTH QUARTER BEGINS** ..... Monday, March 11, 2019  
Spring Break ..... Monday-Friday, March 18-22, 2019  
Professional Days/Snow Days ..... Monday-Tuesday, April 22-23, 2019  
**FOURTH QUARTER ENDS**..... Friday, May 24, 2019  
Memorial Day (Campus Closed) ..... Monday, May 27, 2019  
Snow Make-Up Day/Professional Day ..... Tuesday-Wednesday, May 28-29, 2019  
Professional Days..... Thursday-Friday, May 30-31, 2019

175 Total Days Taught

**MORNING SESSION: 7:50-10:40 | AFTERNOON SESSION: 12:45-3:35**

*There will be no discrimination in the district because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The technology center also provides equal access to the Boy Scouts of America and other designated youth groups. Jeremy Zweacker has been designated to handle inquiries regarding the technology center's non-discrimination policies and any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact: Jeremy Zweacker, Coordinator for Title VI, VII, IX/504/ADA, Age Act, Meridian Technology Center, 1312 South Sangre Road, Stillwater, Oklahoma, 74074, or by phone at (405) 377-3333. Outside assistance may be obtained from the U.S. Department of Education Office for Civil Rights at One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, or by phone at (816) 268-0550, fax at (816) 268-0599 TTY at (877)-521-2172 or email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).*

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## **ATTENDANCE AND ENROLLMENT**

Enrollment at Meridian Technology Center indicates a sincere interest in technical education. Acceptance into a program of study provides an opportunity for an enjoyable and successful educational experience. This is possible only through a complete understanding of the policies and procedures of the school and full cooperation on the part of each student in abiding by them. The following information should be studied carefully. Reference numbers, e.g., I-412, refer to the Meridian Technology Center Policy Manual. Please refer any questions to a program instructor.

## **GRADUATION REQUIREMENTS**

In order to be successful in a career, students will need to meet all technical and academic standards related to their career of choice at Meridian. Meridian offers rigorous programs of study designed in cooperation with business and industry to ensure students are fully prepared for the demands of the workplace.

### ***Meridian's Career Ready Credential***

When a student completes all standards as set forth in their program of study, they will be considered a graduate of Meridian and receive the Career Ready Credential. Students who do not meet these standards will not be considered graduates of Meridian. Students should have: Completed all courses in a career major with a grade of "C" or above and achieved required industry-based certifications for the career major.

Achieved WorkKeys® scores at or above the level required for the career major or earned an ACT® composite score of 19 or greater (Students may substitute equivalent scores on SAT, ACCUPLACER or other approved assessments.)

### ***Additional Endorsements***

Students earning a Career Ready Credential may also earn the Postsecondary Ready Endorsement, Citizenship Ready Endorsement and the National Career Readiness Certificate (CRC).

### ***Postsecondary Ready Endorsement***

Earned, or was on track to earn, a high school diploma or GED at the time of Meridian graduation  
Achieved a subscore of 19 or greater on the ACT® in math, English, reading and science (Students may substitute equivalent scores on SAT, ACCUPLACER or other approved assessments.).

### ***Citizenship Ready Endorsement***

Completed employment profile, résumé, job application, cover letter, mock interview and job search training through OKJobMatch.com. Documented active membership in a CareerTech Student Organization or professional association related to the program of study. Documented 20 hours of volunteerism or service in a community activity.

### ***National Career Readiness Certificate (CRC)***

Completed WorkKeys® assessments in Applied Mathematics, Locating Information and Reading for Information and received a silver, gold or platinum National Career Readiness Certificate through the Oklahoma Department of Career and Technology Education.

## ***SECONDARY STUDENTS (I-402-A)***

Secondary students who live in the Meridian Technology Center district and who exhibit interest and aptitude are eligible for enrollment with the consent of parents, the home high school, and the concurrence of the

Meridian Technology Center administration. All daytime training programs require two or three hours of attendance per day. Sophomores may be enrolled under special conditions.

Any student whose legal residence is in the Agra, Carney, Glencoe, Guthrie, Morrison, Mulhall-Orlando, Pawnee, Perkins-Tryon, Perry, or Stillwater school district may attend Meridian Technology Center tuition free. Students will be admitted on the basis of career and technology training aptitude for a particular program. Students who do not demonstrate a reasonable chance for success or who may be a safety hazard will not be allowed to attend.

Non-resident secondary students may enroll in the program of choice if they meet the above requirements; pay out-of-district tuition; provide their own transportation; have approval of their parent or guardian, high school principal, and the Meridian Technology Center administration; and if the program has not reached maximum enrollment.

### **ADULT STUDENTS**

Adults (individuals who do not attend high school or participate in the home school program and are at least 16 years of age) who exhibit interest and aptitude may enroll in daytime programs if the program has not reached maximum capacity with resident secondary students and upon payment of program fees. The adult must be compatible with those students in the programs as determined by the Meridian Technology Center administration. Tuition for out-of-district adult students is double the amount of those who live in the Meridian Technology Center district. A deposit is required for enrollment in all full-time programs. Exceptions to this policy are when Meridian Technology Center has program offerings not available at surrounding Technology Centers.

### **ATTENDANCE IN FULL-TIME TRAINING (I-407 A1-A3)**

Attendance is a very important factor in vocational education. To maximize training opportunities, students are expected to be in attendance every day. Failure to participate in program projects daily will result in poor performance and a void in skill achievement. Because of the commitment of Meridian Technology Center to prepare students for careers, many of the policies and procedures of the school reflect those found in the work place rather than those typically found in a school.

Students are expected to attend classes daily and be in class on time. Violation of this policy may result in withdrawal. Students will be allowed nine (9) absences per semester. Allowed absences for students entering during the semester or who are on a non-traditional schedule will be prorated. It is the student's responsibility to call and/or inform the instructor each time he/she will be absent.

**Adult Student Absences is defined as missing *more* than 30 minutes of class time.**

- **Part-time & Full-time Adult students** who exceed 9 absences in a semester or 9 consecutive days with no contact will be withdrawn or dropped.
- **Part-time Adult students** are allowed 9 total absences in the session (AM or PM) in which they are enrolled.
- **Full-time Adult students** are allowed 9 absences in the AM session and 9 absences in the PM session.
- **Transfers:** If the adult student is enrolled full-time and transfers to part-time in the middle of the semester, the accumulated absences for AM or PM are calculated to get the total number of absences. (The same is true if they are enrolled part-time and transfer to full-time.)

(Exceptions to this policy are students enrolled in Full-time Adult Programs that have board approved handbooks reflecting the attendance policies applicable to their program.)

An absence for high school students is defined as missing more than 30 minutes of class time. High school students who exceed 9 absences in a semester will be withdrawn or dropped and returned to the partner school at the end of the 9-weeks for schools with block schedules, or the semester for schools with traditional schedules and may forfeit credit for the semester. To earn credit toward high school graduation, high school students must attend for Meridian's entire academic year. Therefore, regardless of their sending school's calendar, Meridian students are expected to attend each day Meridian is in session or be considered absent.

When a student reaches 4 absences, a meeting will be called between the student and a student advisor. It is the instructor's responsibility to call a parent/guardian each time a student is absent and document the call.

Missing less than 30 minutes of class by either arriving late or leaving early results in a "tardy" or an early "out". Each incident of either will count as one tardy or one out. Three tardies and/or outs equal one absence.

Pre-approved school activities, a leave of absence, inclement weather days (if secondary student's high school is closed), jury duty, subpoenas for court appearance and military duty are the only absences that will be considered "exempt". All students are expected to make up missed assignments due to an absence or tardy.

Continuation of enrollment in the Meridian Technology Center programs will be based on satisfactory academic progress, defined as maintaining a "C" average. If a student fails to maintain this average for one grading period, he or she will be counseled and put on probation. If the grade is not brought up to a satisfactory level by the end of the next grading period, the student may not be allowed to continue enrollment in the program. (For students attending full-time (6 hours per day), grading period is defined as one quarter. For students attending half-time (3 hours per day), grading period is defined as two quarters).

Students who have missed nine (9) consecutive days and are not on an approved leave of absence will be automatically dropped from Meridian Technology Center. Students attending Meridian Technology Center under various financial aid programs (including, but not limited to, Veterans' Benefits, Pell Grants, and Oklahoma Tuition Aid Grant) must follow guidelines relating to these programs. Information regarding these guidelines may be obtained from the Financial Aid Office. It is the responsibility of the student to obtain and abide by these guidelines. Failure to comply with the guidelines will result in loss of benefits.

### ***LEAVE OF ABSENCE POLICY – ADULT STUDENTS (I-449-A1)***

A student, for legal, medical, military service or personal/family reasons, can apply for an extended leave of absence. Except as otherwise provided, in this policy, a student is not eligible for more than one extended leave of absence during the academic year. To be eligible for a leave of absence the student must:

1. Complete the leave of absence application form, sign and date it before the leave begins.
2. Not have had a prior leave of absence during the current academic year.
3. Have maintained a minimum of a "C" average on current coursework.
4. A student may apply for a second leave of absence in the event the student can show extenuating circumstances, beyond the student's control, that warrant a second extended leave. Extenuating circumstances that would qualify for a second leave are those that involve catastrophic medical conditions of a student or immediate family or involuntary military service.

#### Extended Leave Procedures

1. Student shall meet with the student's instructor. Instructor will, if appropriate, sign the extended leave form.
2. Student shall meet with the Executive Director, Career Planning/Career Development for a review of the leave application and supporting documentation and to receive final approval of the leave or an explanation for the denial of leave.
3. The leave shall, to qualify as an extended leave of absence, be no less than one (1) week and no more than nine (9) weeks.

The dates of leave must be consecutive and not intermittent.



The student must return to the program at the end of the extended leave of absence. If the student fails to return to the program at the end of the approved leave period, an automatic dismissal will be recorded for the student. Also, failure to return from an approved leave of absence may result in the student owing repayment of financial aid previously received by the student.

4. Copies of the leave form will be made for the following: Finance, Financial Aid, Student, Student File, and the Instructor. Copies of supporting documentation shall be located in the Student File and will only accompany the form furnished to departments and the Instructor if the documents represent essential information for the department or instructor.

Failure to comply with any of the above conditions and procedures may result in automatic dismissal from the program. Leave of absence is available to all eligible students. Consequently, students do not need to visit with Financial Aid unless they have questions. An approved leave of absence has the effect of placing the student's aid and tuition on hold for the period of time the student is on approved leave. A student who violates the terms of an approved leave risks automatic dismissal as well as liability for the repayment of financial aid received by the student.

#### Attendance Appeals Process

If a student misses more than 9 days of school due to extenuating circumstances, the parent and/or student may present their case to the Attendance Appeals Committee who will have the discretion to grant exceptions. Attendance Appeal Committee members will be established by Meridian Technology Center. A written request for appeal must be submitted to the Director of the Career Planning Center within 3 business days of exceeding the absentee limit.

Adult and High School students are encouraged to keep documentation from unexcused absences in the event that the attendance policy is exceeded and an appeal must be filed.

After the appeal is requested the student should attend until a decision is handed forth by the attendance appeals committee.

#### **GRADING PERIOD (I-409)**

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F
I=Incomplete	
W=Withdrawal	

#### **ACADEMIC PROBATION**

Students failing to make satisfactory progress may be placed on academic probation for one semester. If at the end of that semester the student has not achieved a 70% average (C grade level) or better, continued enrollment in the same training program may not be permitted. The student may change to another training program only with the permission of the administration.

Meridian Technology Center students are on a four-quarter plan. At the end of each nine-week period, evaluations will be made and grades sent to the secondary students' home high schools to be recorded. Grades for adult students will be given to the instructor to distribute to those students.

## ***EXCUSES FROM CLASS***

Upon request from the high school principal, absences due to local school functions will not be charged against a student's record. Any such request should be called in or brought to the Career Planning Center prior to the day excused. The Career Planning Center will notify instructors in writing of the effective date of the school activity.

## ***RELEASE FROM CLASS OR LEAVING CAMPUS (I-421)***

Under no condition will a student leave the Meridian Technology Center campus without permission from their instructor. Requests from high school students under the age of 18 will be considered only when verified and confirmed by the home high school principal and/or the student's parent or guardian. Those students violating this procedure will be considered truant and dealt with accordingly.

## ***CHANGE OF CAREER MAJOR (I-405)***

Students will be permitted to change career major when/if the following criteria apply:

1. Availability of space in another career major; and
2. Approval of Executive Director of the CPC, instructor of the career major to which the student desires to change, and the local high school principal or counselor.

There are prescribed limits of class size, and these limits cannot be exceeded. Students are permitted one career major change per year.

## ***TRANSFER OF CREDIT (I-402-B)***

Meridian Technology Center personnel will review previous education and/or training documentation, to include military transcripts, and determine whether or not the student may receive advanced credit for previous education and/or training. If advanced credit is given, the total number of career major hours the student needs to complete is reduced by the number of credits awarded.

## ***COOPERATIVE ALLIANCE AGREEMENTS FOR COLLEGE CREDIT***

Meridian Technology Center has established Cooperative Alliance Agreements with Oklahoma State University-Institute of Technology, Cowley County Community College and Northern Oklahoma College. These formal agreements, approved by the State Regents for Higher Education and the Oklahoma Department of Career and Technology Education, allow high school and adult students who are enrolled in approved technical career majors at Meridian Technology Center to obtain college credit. This college credit can be applied toward an Associate of Applied Science degree at these higher education institutions. The number of college credits varies by career major. Students are responsible for meeting Cooperative Alliance Program requirements and completing the admission process before college credit is granted. Colleges will transcript the credit. It is not automatic. Contact the College and Career Transition Coordinator or Program Administration for more information.

## ***TUITION***

A deposit is required for enrollment of adults in all full-time training programs. Adult students are responsible for purchasing books and supplies required for that training program.

Adults in regular full-time training programs will pay tuition according to the payment schedule provided to them. Payment is due on the day listed. Students enrolling in the Radiologic Technology, Practical Nursing, or Evening Cosmetology programs will be required to submit a deposit at the time of their notification of acceptance.

When students have need for financial assistance to meet these obligations, arrangements should be made prior to the beginning of the student's training. Every effort will be made to meet the student's need through the variety of financial assistance programs available.

Students who are sponsored by an outside organization shall provide a letter from that sponsor before the first day of class stating the fees for which the organization will be responsible. If such a letter is not produced, other financial aid arrangements have not been made, or the student has not paid the required fees when due, he or she will be dropped from the class.

### **FINANCIAL AID**

Financial Aid is available to assist students and their families with educational expenses. Sources of aid are federal, state, institutional, community foundation, and business and industry programs. Additional information on financial aid programs offered at Meridian is available in the Financial Aid Office located in the Career Planning Center. Office hours are from 8:00 am to 5:00 pm.

Enrolled or prospective students wishing to obtain information regarding financial aid, completion or graduation rates or campus security should contact the Financial Aid Officer at (405) 377-3333, ext. 298. The Financial Aid Officer is also available to see students individually between the hours of 8:00 and 5:00, Monday – Friday.

Students receiving Title IV financial assistance must maintain at least a 70% grade average, 90 percent attendance and complete an acceptable percentage of the program's schedule to retain eligibility. Title IV recipients may refer to the Financial Aid Handbook and Meridian Technology Center website for specific details.

### **STUDENT WITHDRAWAL (I-422)**

Any student who is withdrawing from Meridian Technology Center must complete the proper procedure through the appropriate administrative offices. Students must complete an official withdrawal form or submit a letter to the director of full-time programs in charge of instruction to be eligible for any tuition refund. Any student receiving Title IV funds and withdrawing before the 60% point in a disbursement period must return all or a portion of Title IV funds received. This may cause the student to owe money to the school and/or federal government. Adult students with an unpaid balance on their student account will not be able to obtain copies of their transcripts until all outstanding charges have been paid. Students withdrawing during the semester must return all books and unused supplies owned by the school.

### **REFUND POLICY FOR FULL-TIME PROGRAMS (I-408)**

#### Full-Time Programs

Upon written notification of withdrawal\*, a tuition refund less the deposit will be remitted to individuals enrolled in full-time programs according to the following guidelines.

1. A 100% refund, less the deposit, will be remitted to students who officially withdraw within the first five (5) days of a payment period.
2. No tuition will be refunded to a student who has not officially withdrawn within the first five (5) days of a payment period or is dismissed due to breach of MTC policy.
3. A 100% refund, including the deposit, will be remitted only to students who have documented extenuating circumstances that have been approved by the Superintendent or his/her designee.

\*Written notice of withdrawal is considered to be the completion and submission of an official withdrawal form or a letter that is dated and signed by the student, and addressed to the Director of the Career Planning Center.

### Refund Policies for Recipients of Title IV Financial Aid

A federally mandated refund must be calculated for all Title IV financial aid recipients who withdraw prior to the completion of the period of enrollment for which he/she has been awarded aid according to the following federal regulations. If a student withdraws on or before the 60% point for the current period of enrollment, a portion of the total of Title IV funds awarded a student (Pell Grant and Oklahoma Tuition Aid Grant) must be returned, according to the provisions of the Higher Education Amendments of 1998. The calculation of the return of these funds may result in the student owing a balance to the school and/ or the federal government.

### **STUDENT RECORDS (I-427)**

A comprehensive system of records is kept on each student during his or her enrollment with Meridian Technology Center. This includes such information as grades, attendance, punctuality, results of safety tests, and work experience. Upon completion of the program by the student, a transcript is prepared for each student and retained as a permanent file. Attendance and grade records for high school students will be transferred to the home high school to become a part of their permanent record. The Meridian Technology Center Board of Education requires the school administration to maintain a system to ensure that the student's confidentiality is protected as mandated by the privacy laws.

### **RELEASE OF STUDENT INFORMATION/FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT**

Meridian Technology Center may provide directory information in accordance with the provisions of the Family Educational Rights and Privacy Act. The following items of information are considered "directory information" and can be released without consent or a record of disclosure.

1. Name
2. Address
3. Telephone number (unless it is unlisted)
4. Date and place of birth
5. Major Field of study
6. Dates of attendance
7. Degrees and awards received
8. Previous educational agency or institution attended
9. Participation in officially recognized activities and sports
10. Weight and height of members of athletic teams

Requests to withhold directory information must be submitted in writing by the parent or guardian, or the student personally if 18 years of age or older, within 10 calendar days after the first scheduled day of class. All written requests for non-disclosure will be honored for only one academic year.

### **DISABLED STUDENT ACCESSIBILITY**

Meridian Technology Center's facilities are accessible to disabled students. In addition, programs and instructional materials are adapted for high school students based upon the student's Individualized Education Program (IEP). Adults who want to request accommodations for a documented disability must complete an Accommodation Request Form available in the Career Planning Center. Adults must furnish documentation of the disability, which meets the requirements of the *Americans with Disability Act* and Section 504 of the *Rehabilitation Act*. Adults must allow sufficient time for the request to be processed. Further information is available from a counselor in the Career Planning Center.

### **ON-THE-JOB TRAINING (I-417)**

In order to provide Meridian Technology Center students with practical experience prior to their joining the job market, the majority of programs place qualified students in on-the-job training locations where they continue to develop the skills learned in the classrooms and lab areas.

Participation in on-the-job training is a privilege, which is extended to the student for the purpose of assisting the student in his/her career and technology training objective. Students afforded on-the-job training opportunities are expected to review the On-The-Job Training Plan. While participating in on-the-job training the student is required to attend one day per week on the Meridian Technology Center campus for discussion and classroom instruction. In addition to the responsibilities that the student must fulfill for the On-The-Job Training Plan, general program coursework must be completed and turned in by given deadlines. Students must maintain a 70% grade average in order to continue in any on-the-job training program. Violation of standards and requirements established as a condition of participation in on-the-job training and/or breach of any aspect of this policy may result in termination of the On-The-Job Training Plan and experience, discipline of a student, and/or termination of the training program(s).

### ***JOB PLACEMENT***

Meridian Technology Center operates an active job placement assistance program for both current students and recent graduates. Current listings can be found at [www.meridiantech.edu/areajobs](http://www.meridiantech.edu/areajobs). Contact program instructors or the College and Career Transition Coordinator for additional information.

### ***ACCREDITATION***

Meridian Technology Center is accredited by the Oklahoma Board of Career Technology Education (OBCTE) and the Oklahoma State Department of Education. Some full-time career majors have additional accrediting agencies. Current or prospective students wishing to review documents describing the institutions accreditation, approval or licensing should submit a written request to the Superintendent's office. Within ten (10) working days of submission of the request, documentation will be made available.

### ***DISCIPLINE AND BEHAVIOR***

#### ***DISCIPLINE***

It is the intent of the Board of Education to provide students a fair and reasonable determination of a discipline issue, providing a strong disciplinary system within the school and affording all the rights and responsibilities intended and decreed by the state and the United States Constitution. The complete cooperation of students is encouraged to assure that classroom time is not lost except under proper cause and proper procedure.

#### ***ADULT STUDENT BEHAVIOR (I-412)***

##### Purpose

The technology center serves adult and secondary students. A discipline code is provided for secondary students to inform students of the standards of conduct required of students, and of the consequences that attach to misconduct. School laws that prescribe procedures applicable to secondary students are, in some instances, not applicable to adult students. Accordingly, the technology center has established a separate policy applicable to adult students that explains the standards of conduct and civility expected of adult students and also explains the actions that may be taken when adult conduct violates those standards. Adults are held to standards of conduct that are no less than those, which attach to secondary students attending the technology center. Educational opportunities available to adult students may be cut short or terminated in instances where an adult student's conduct violates the approved standards or when a student, for other reasons, cannot fulfill program requirements essential to successful course completion.

In instances involving a student's dismissal or removal from a course or program, the technology center will utilize procedures that are fair and reasonable. The complete cooperation of students is encouraged to assure

that all students have an opportunity to benefit from the educational opportunities available. Conduct which violates policies, rules and practices or which interferes with or disrupts learning must and will be addressed by school administration. This policy explains the technology center's standards of conduct and describes the procedure that will be used when it is necessary to remove a student from a course or program. Removal may involve a short or long period or may involve a permanent removal.

### References in Policy

Reference to "administrator" means an assistant superintendent or the technology center staff member to whom the administration has delegated the responsibility for student discipline. Reference to the "superintendent" refers to the superintendent of schools or the superintendent's designee. "Removal" or "dismissal" refers to taking a student out of a course or program for a short period, a longer period, or permanently.

### Procedures

#### 1. Immediate Removal of Student

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

#### 2. Evidentiary Hearing

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

If the student is unable to attend the original time and day specified by the administrator for the evidentiary hearing, the matter may be continued only once and, in such case, will be reset to be conducted within the next 72 hours, excluding weekends and holidays. Any further request for continuance will result in immediate disposition of the matter with notification in writing sent to the student.

#### 3. Decision

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

Should the punishment be one of short- or long-term removal or dismissal, the administrator will notify the superintendent of the action.

#### 4. Appeal

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

If the student desires an appeal to the superintendent, he or she shall be permitted to remain in school unless the circumstances delineated under "Dismissal" section, above, are met. At the hearing, the division administrator shall first present his/her evidence and be subject to cross-examination by the superintendent. This will be followed by the student's evidence. The decision of the superintendent shall be final. Such decision shall be

communicated orally after the hearing **or** in writing to all parties, within three business days following the hearing, shall be followed by issuance of the superintendent's written decision, which shall be placed in the mail within three (3) business days of announcing the decision.

#### 5. Modification of Corrective Action

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

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

#### 6. Readmission

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

#### Notification of Policy

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

#### Administrative Actions

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

#### Adult Student Behavior Code

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

1. Arson;
2. Altering or attempting to alter another individual's food or beverage;
3. Assault (whether physical or verbal) and/or battery,
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message;
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material;
6. Cheating;
7. Conduct that threatens or jeopardizes the safety of others;
8. Cutting class or sleeping, eating or refusing to work in class;
9. Disruption of the educational process or operation of the school;
10. Extortion;
11. Failure to attend assigned detention, alternative school or other disciplinary assignment, without approval;

12. Failure to comply with state immunization requirements;
13. False reports or false calls;
14. Fighting;
15. Forgery, fraud or embezzlement;
16. Gambling;
17. Gang related activity or actions;
18. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication and physical acts;
19. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location;
20. Immorality;
21. Inappropriate attire, including violation of dress code;
22. Inappropriate behavior or gestures;
23. Indecent exposure;
24. Intimidation or harassment because of race, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b);
25. Obscene language;
26. Physical or verbal abuse;
27. Plagiarism;
28. Possession or use of a caustic substance (unrelated to course work);
29. Possessing, distributing or viewing of obscene materials; including electronic possession, distribution or viewing (sexting)
30. Unauthorized use of a wireless telecommunication device;
31. Possession, threat or use of a dangerous weapon, including firearms, and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.);
32. Possession, claimed possession, use, manufacture, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
33. Possession or claimed possession of illegal and/or drug related paraphernalia as defined in the Uniform Controlled Dangerous Substances Act;
34. Possession or claimed possession of prescription and/or non-prescription medicine while at school and school related functions without prior administrative approval;
35. Profanity;
36. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions;
37. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers;
38. Theft;
39. Threatening behavior, including gestures, written or verbal expression, electronic communication or physical acts;
40. Truancy;
41. Use, possession, claimed possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches,



lighters, e-cigarettes, personal vaporizers, and electronic nicotine delivery systems, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product.

42. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a technology center employee or the technology center.
43. Using racial, religious, ethnic, sexual, gender or disability-related epithets;
44. Use of the school's technology resources (i.e., computers, electronic mail, Internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials or in violation of law;
45. Vandalism;
46. Violation of the board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property;
47. Vulgarity;
48. Willful damage to school property;
49. Willful disobedience of a directive of any school official.

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

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include removal from school. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

#### The School Bullying Prevention Act (70 Okla. Stat. § 24-100.2)

The Oklahoma Legislature established the School Safety and Bullying Prevention Act with the express intent of prohibiting bullying in all schools. In addition to the prohibition listed in the student discipline code above, the board has adopted a separate policy prohibiting bullying and outlining the district's plan to address it.

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

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

#### Students Attending Meridian Technology Center by Virtue of a Special Program

In some instances, adult students are participating in programs offered by the technology center as a result of their eligibility established by terms of a federal or state program. In these instances, the programs establish eligibility requirements as well as minimum standards, which students must meet in order to remain a part of the program and a recipient of program benefits. Student participation and dismissal of the student may be governed by the program criteria. Students have no property interest in this program and, as a result, those who violate expectations related to attendance, participation, and otherwise fail to meet the obligations which accompany participation, may be removed from the program with notice to the student and the program

director. Whether to allow the student to return to the program and, if so, under what conditions, will be a joint decision of the designated school representatives and the designees for the federal or state program. The student's dismissal or removal shall include written notice to the program or project director of the student's dismissal and the reasons for dismissal.

## **SECONDARY STUDENT BEHAVIOR AND DISCIPLINE (I-411-A)**

### **DISCIPLINE CODE**

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out of school suspension: SEE ITEMS 1-48 LISTED UNDER PREVIOUS POLICY: ADULT STUDENT BEHAVIOR (I-412).

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

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with technology center equipment, if the communication is specifically directed at students or technology center personnel and concerns harassment, intimidation or bullying at school.

### **THE SCHOOL BULLYING PREVENTION ACT (70 OKLA. STAT. § 24-100.2)**

The Oklahoma Legislature established the School Bullying Prevention Act with the express intent of prohibiting bullying in all schools. In addition to the prohibition listed in the student discipline code above, the board has adopted a separate policy prohibiting bullying and outlining Meridian's plan to address it.

### **SAMPLE DISCIPLINARY OPTIONS**

- Instructor or Administrator Intervention - May include, but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by student, changing student's seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances.
- Detention or In-School Intervention - Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/campus director at the specified time with class work to be studied. Detention may be assigned on a weekday or on a Saturday, as deemed appropriate.
- Alternative In-School Placement - Alternative in-school placement is an optional correctional measure that may be used by the administration when deemed appropriate. It involves assignment to a site, designated by the technology center, for a prescribed course of education as determined by school representatives. Any such placement will be made in accordance with applicable special education procedural safeguards.
- Alternative Placement  
Alternative out-of-school placement is an optional correctional measure specifically authorized in cases when a student has made electronic communications intended to terrify, intimidate, harass, or threaten injury or harm to faculty or students. Any such placement will be made in accordance with applicable special education procedural safeguards.
- School Service  
School service may be required of students when an administrator believes that it would allow the student to understand the logical consequences of his/her conduct. Examples include, but are not limited

to, cleaning after vandalism or littering, helping a teacher after disrupting a class, etc. School service will not be utilized to augment the district's workforce, in ways which are likely to endanger a student, or in a manner which is designed to unduly embarrass a student.

- **Out of School Student Suspension** - Students may be suspended out of school pursuant to the technology center's policy regarding student suspension. Corporal punishment will not be used at any school site.

#### Student Privileges While Under Suspension

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the campus director to impose disciplinary or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by Meridian Technology Center during the term of the discipline unless, in the sole judgment of the director, such participation is appropriate given the nature of the offense.

"Extracurricular activities" include, but are not limited to, all technology center sponsored teams, clubs, organizations, ceremonies, travel, student government, etc.

#### Suspension or Disciplinary Action Imposed by Sending School District

When a sending school district suspends or takes disciplinary action on a student who, at the time of the suspension, is enrolled in the technology center, the superintendent or his/her designee shall promptly review the available information and determine whether the suspension shall also result in a suspension from the technology center. In the event the student shall be suspended from the technology center, for a reason involving suspension by the sending school, the technology center shall follow its procedures for suspension including notice of the suspension, opportunity to respond, and (where applicable) right to a hearing. When the technology center suspends or takes disciplinary action on a secondary student, it will likewise notify the sending school district of the suspension. Treatment accorded the technology center's suspension shall be the decision of the sending school district.

### ***SECONDARY STUDENT SUSPENSIONS/OUT OF SCHOOL (I-411-C)***

This policy applies only to out-of-school suspensions for secondary students and, unless otherwise noted, all references to "suspension" in this policy mean out-of-school suspension. References to "parent" in this policy mean a minor student's parent(s) or legal guardian(s). References to "campus director" mean the campus director or staff member to whom the campus director has delegated the responsibility for student discipline.

#### Behavior or Conduct that May Result in Suspension

Students may be suspended for:

1. Violation of a technology center regulation;
2. Possession of an intoxicating beverage, low-point beer, as defined by Okla. Stat. tit. 37, § 163.2, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a technology center employee, or the technology center during school activities;
3. Possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in suspension as provided in the technology center's policy related to firearms.

Students who are suspended under categories 1 or 2 will be provided with an education plan as outlined below. No education plan will be required for students who are suspended under category 3.

#### Violent Acts Toward School Personnel

Any student in grades 6 through 12 found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a technology center employee or person volunteering

for the technology center shall be suspended for the remainder of the current semester and the next consecutive semester. For good cause and considering the totality of the circumstances, the superintendent or designee may modify the term of the suspension. Final action as to any such suspension, including its term, remains with the board of education or designated hearing officer, pursuant to a timely appeal. Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

#### Prior to Suspension

Before the technology center administration recommends suspension other disciplinary options will be considered, including, but not limited to: placement in an alternative school setting, reassignment to another classroom, and detention. Meridian will provide additional procedural safeguards as required by law for students identified as having disabilities under the Individuals with Disabilities Act or Section 504 or the Rehabilitation Act/Title II of the Americans with Disabilities Act.

#### Pre-Suspension Conferences

A. When a student engages in behavior or conduct that may result in suspension, the campus director shall conduct an informal conference with the student. At the conference the campus director shall read the policy, rule or regulation that the student is charged with violating and shall discuss the student's conduct. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct. If the campus director concludes that suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the suspension. The campus director shall immediately notify the parent by phone and in writing that the student is being suspended and that other disciplinary options were considered and rejected. The written notice will state which alternative disciplinary options were considered and why they were rejected.

A student may be suspended without a pre-suspension conference only in situations when the campus director reasonably believes that the student's continued presence in the building will constitute an immediate danger to the health or safety of the students, employees, technology center property, or would be a substantial disruption of the educational process. In such cases, a conference with the student and the parent will be scheduled as soon as possible after the student has been removed from the building.

#### Conferences with Parents

The campus director will seek to hold a conference with the parent as soon as possible after the suspension has been imposed. The parent should be advised of his/her right to a conference with the campus director at the time he/she is verbally notified that suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.

At the conference, the campus director will read the policy, rule or regulation which the student is charged with having violating and will briefly outline the student's conduct. The campus director will also explain the reason for rejecting other disciplinary options. The parent should be asked by the campus director if he/she understands the rule and the charges against the student. At the conclusion of the conference the campus director shall state whether he/she will terminate or modify the suspension. In all cases the parent will be advised of the right to have the suspension reviewed by the superintendent, board of education, a hearing officer appointed by the board, or the suspension committee as provided by this policy. If the parent is in agreement with the campus director's decision, he/she will be requested to sign a waiver of review.

### Individualized Plans

Suspension in excess of five (5) days shall include an individualized Plan (“plan”) shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The Plan shall be prepared by the campus director with the assistance of other school employees. The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for high school graduation. A copy of the Plan shall be provided to the student and parent. The parent shall be responsible for providing a supervised, structured environment monitoring the student’s educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

### Records

The campus director will keep written records of each suspension conference. The records will contain the date of the conference, names of participants, time duration of the conference, and the basis for rejecting alternative disciplinary options. The campus director shall also maintain records related to the Plan and the student and/or parent’s compliance with the Plan.

### Suspension Terms

All suspensions will have a definite start and end date. The term of a suspension may be reduced if a student performs a specified remedial act if those conditions are agreed to at the time of the suspension. Suspension lengths will be as consistent as possible between students considering the nature of the conduct and the previous disciplinary history of the student.

Long-term suspensions are those suspensions in excess of ten (10) school days. Suspensions will not extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case a suspension shall be for a period of not less than one (1) calendar year.

Suspensions involving firearms are governed by the technology center’s Gun-Free Schools Student Suspension policy.

Short-term suspensions are those suspensions of ten (10) or fewer school days. Long-Term Suspension Appeals A parent/student may appeal the suspension to the superintendent and board of education or a hearing officer appointed by the board. The campus director shall inform the parent/student of the right to appeal the suspension and the method for appealing. At the parent/student’s option the appeal may be directly to the board or the board’s appointed hearing officer.

A written appeal must be received by the superintendent within five (5) calendar days after the parent/student receives the campus director’s decision. If the superintendent does not receive a written appeal within five (5) calendar days of the campus director’s decision, the campus director’s suspension decision is final.

### Appeals to the Superintendent or Designee (“Superintendent”)

If the superintendent receives a timely written appeal request, the superintendent will hold a conference with the parent or guardian as soon as possible. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.

At the conference, the superintendent will read the policy, rule or regulation the student is charged with having violated and will briefly outline the student’s conduct. The parent will be asked if he/she understands the rule and the charges against the student. The student/parent will be given an opportunity to provide his/her version of events.

At the conclusion of the conference the superintendent will state whether he/she shall terminate or modify the suspension. In all cases the parent shall be advised of the right to have the suspension reviewed by the board of education or a board appointed hearing officer. If the parent is in agreement with the superintendent's decision, he/she shall be requested to sign a waiver of review by the board.

#### Appeals to the Board of Education or Designated Hearing Officer

An appeal must be presented by letter to the superintendent within five (5) calendar days after the parent/student receives the superintendent's decision. If the superintendent does not receive a written appeal within five (5) calendar days of the superintendent's decision, the superintendent's suspension decision is final.

If the board receives a timely written appeal request, the board or an appointed hearing officer will hear the appeal as soon as possible. The decision is final and non-appealable.

The parent/student will be notified in writing of the date, time and place of the hearing and will have the right to choose an "open" or "closed" hearing. Reasonable efforts will be made to accommodate the work schedule of parents. The following procedures will be followed:

1. The board president or the appointed hearing officer should:
  - a. Announce that the next agenda item is a suspension review hearing.
  - b. Ask whether the parent/student wants the hearing to be open to the public or in executive session. The offer of an open hearing and the response is to be made a part of the minutes of the meeting. If the parent/student requests a closed hearing, a motion to go into executive session per their request should be made and voted on.
2. The board president or hearing officer should advise the parent/student:
  - a. That they are entitled to legal counsel, if they desire it.
  - b. That the administration will present its witnesses first and that after each witness the parent or their legal counsel will be given an opportunity to cross-examine.
  - c. That the parents/student will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by the administration's legal counsel.
  - d. That the board or its hearing officer will consider the evidence and documents and reach a decision that will be recorded by vote in open session.
  - e. That the parent/student may ask any questions about the procedure.
3. Administration may call witnesses and present documents subject to cross-examination.
4. Parent/student may call any witnesses and present documents subject to cross-examination.
5. After each witness is presented board members or the hearing officer may ask the witness questions.
6. Parent/student's closing statement.
7. Administration's closing statement.
8. Deliberate in private. (If the hearing is not in executive session, the board or its hearing officer may deliberate in executive session with permission of the parent/student.)
9. Return to open session and vote. After adopting a motion making certain findings of fact the board must make a motion to: (1) affirm the suspension; (2) modify the suspension (increase or decrease severity of the suspension); or (3) revoke the suspension. If the hearing is before a hearing officer, no motions will be required as a part of the hearing process; otherwise, the hearing officer will have the same obligations as the board when rendering a decision.

#### Attendance at School Pending Appeal Hearing

Pending an appeal of the student suspension, the student will have the right to attend school under such "in-house" restrictions as the campus director deems proper, except that at the discretion of the campus director, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the campus director the student's continued presence in the building will constitute an immediate danger to the health or safety of students, employees, technology center property, or would be a substantial disruption of the educational process

### Short-Term Suspension Appeals

A parent or student may appeal the suspension decision to a suspension review committee established by the superintendent. The campus director shall inform the parent/student of the right to appeal the suspension and the method for appealing.

An appeal must be presented by letter to the campus director within five (5) calendar days after the parent/student receives the campus director's decision. If the campus director does not receive a written appeal within five (5) calendar days of the decision, the campus director's suspension decision is final.

Upon receipt of the request, the campus director shall confirm that the student's suspension falls within the category of suspensions to which an appeal to the committee is authorized. If the campus director determines that the suspension is a long-term suspension, or the original short-term suspension is extended beyond ten (10) school days prior to the hearing, the procedures applicable to long-term suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the board of education.

### Hearing the Appeal

1. The superintendent shall appoint a review committee consisting of not less than three certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.

2. The superintendent shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent whenever possible. The parent/student will be notified in writing of the date, time and place of the hearing. The campus director shall attend the hearing. Either party choosing to have legal counsel at the hearing shall give the other party twenty-four (24) hours advance notice. The failure to give such notice will preclude the party's right to have counsel attend the hearing.

3. The committee will conduct a full investigation of the student's suspension in an informal manner. The campus director will briefly outline the student's conduct, read the policy, rule or regulation that the student's conduct violated, and present any evidence and witnesses that support the suspension decision. The parent/student will be asked by the committee if they understand the rule and charges against the student. The parent/student will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.

4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent, the campus director and the superintendent.

5. The decision of the committee shall be final and non-appealable.

### Student Privileges While Under Suspension

Participation in school extracurricular activities is a privilege and not a right. Accordingly, students who are suspended are immediately ineligible to participate in extracurricular activities, notwithstanding the filing of an appeal. "Extracurricular activities" include, but are not limited to, all technology center sponsored teams, clubs, organizations, ceremonies, student government, etc.

## ***STUDENT BULLYING (I-411-D)***

### Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the school safety and bullying prevention act, 70 Okla. Stat. § 24-100.2 et seq. ("act"). Meridian Technology Center (Meridian) intends to comply with the mandates of the act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in Meridian's policy on

student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

### Definition of Terms

#### A. Statutory definition of terms:

“Bully” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

“Electronic communication” means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

Note: Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

“At school” means on Meridian grounds, in Meridian vehicles, at Meridian sponsored activities, or at Meridian sanctioned events.

#### B. The “Reasonable Person” Standard

In determining what a “reasonable person” should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the discipline history and physical characteristics of the alleged bully.

#### C. Types of Bullying

“Physical Bullying” includes harm or threatened harm to another’s body or property, including but not limited to threats, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

“Emotional Bullying” includes the intentional infliction of harm to another’s self-esteem, including but not limited to insulting or profane remarks or gestures, or harassing and frightening statements.

“Social Bullying” includes harm to another’s group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage the target’s current relationships, or deprive the target of self-confidence or the respect of peers.

“Sexual Bullying” includes harm of a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target’s body; engaging in off-campus dating violence that adversely affects the target’s education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target’s sexuality or sex life. Such conduct may also constitute sexual harassment, which is prohibited by Meridian.



### Understanding and Preventing Bullying

A full copy of this policy will be posted on the Meridian's website and included in all handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the Meridian's annual written notice of the availability of the anti-bullying policy. Written notice of the policy will also be posted at various places in all campuses.

Students and staff will be periodically reminded throughout the year of the availability of this policy, Meridian's commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into Meridian's other violence prevention efforts. All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. Meridian's bullying coordinator and individuals designated as campus investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the Meridian's strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Parents and guardians of minors may participate in a parent education component.

### Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or campus administrator. The employee will give the student an official report form, and will help the student complete the form, if needed.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims, which are made anonymously, and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

### Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the campus director on an official report form. Any staff member who witnesses, hears about, or suspects bullying is required to submit a report.

### Bullying Investigators

Each campus will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on Meridian's website, and in the bullying prevention education provided annually to students and staff. Meridian's anti-bullying program is coordinated at the district level by its bullying coordinator, David Shelton, Director of Instruction, Health and Academic Services.

### Investigating Bullying Reports

For any alleged incidents of bullying reported to Meridian officials, the designated official will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), and (iii) the potential for future violence.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). Meridian officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation.

In the event the investigation reveals that bullying occurred, Meridian's bullying coordinator will refer the student who committed the act of bullying to a delinquency prevention and diversion program through the Office of Juvenile Affairs. Upon completion of an investigation, the campus director may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The campus director may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a Meridian official believes the resource might be of assistance to the student/family. Meridian is not responsible for paying for these services. No Meridian employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All Meridian employees will act in good faith.

Meridian may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Okla. Stat. tit. 12 § 1376, Okla. Stat. tit. 59 §1376 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. Meridian may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow Meridian officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

#### Parental Notification for Minor Students

The assigned investigator will notify the parents (minor students only) of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents (minor students only) of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents (minor students only) of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation. The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

#### Parental Responsibilities

All parents/guardians of minor students will be informed in writing of Meridian's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents of minor students. Parents of minor students will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the administration immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a target of bullying and report those symptoms; and
- Cooperate fully with Meridian personnel in identifying and resolving incidents.

### Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the *School Safety and Bullying Prevention Act*, 70 Okla. Stat. § 24-100.2 et seq., will identify a Bullying Coordinator who will serve as the contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and Meridian will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator. A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of Meridian's Annual Performance Report.

### **STUDENT POSSESSION OF DANGEROUS WEAPONS (I-355)**

In order to provide a safe environment for the students and staff of the district, the board of education adopts this policy prohibiting the possession and/or use of dangerous weapons, replicas or facsimiles of dangerous weapons and items or instrumentalities which are used to threaten harm or are used to harm any person. Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the district. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the district.

For the foregoing reasons and except as specifically provided below, possession by any student of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on technology center property, at a school-sponsored activity, or on a technology center bus or vehicle, is prohibited. Further, use of any item or instrument by a student to threaten harm to any person or which is used to harm any person, while on technology center property, at a school-sponsored activity or on a technology center bus or vehicle, is prohibited.

For purposes of this policy, "dangerous weapon" is defined as any item which was manufactured for the purpose of, or used with the intent to, threaten or cause physical harm to another person." Possession of a dangerous weapon" includes, BUT IS NOT LIMITED TO, any person having a dangerous weapon: (1) on his or her person; (2) in his or her locker; (3) in his or her vehicle; (4) held by another person for his or her benefit; or (5) at any place on technology center property, a technology center bus or vehicle, or at a technology center activity.

Weapons expressly prohibited by this policy include a: pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife the blade of which can be opened by a flick of a button or pressure on the handle, dart, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, garrotes, and choking devices.

Other items that may be considered dangerous weapons when used with the intent to threaten or cause physical harm to another include, but are not limited to, pocket knives (regardless of the length of the blade), credit card knives, mace, pepper spray, and other substances whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person's consent. The foregoing list of "dangerous weapons" is descriptive and by way of example only and is not to be considered an exclusive or limiting list of dangerous weapons. It will not be a defense to any disciplinary action under this policy that the student possessing the dangerous weapon did not know that it is a dangerous weapon, but such claim of a lack of knowledge may be considered in mitigation of any disciplinary penalty.

Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy or who uses any item or instrumentality to threaten harm to any person or is used to harm any person may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate technology center or legal authorities. Students who violate this policy may be suspended from school, barred from technology center property and all technology center activities for any period of time up to the maximum period authorized by law. Additionally, appropriate technology center staff members may seek to file criminal charges against the student.

If a teacher or other technology center employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any students or staff in jeopardy, and shall immediately notify the superintendent or the superintendent's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the superintendent or the superintendent's designee of the situation.

If the superintendent or his/her designee learns that a student is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the superintendent or designee shall observe the following procedure:

1. Immediately investigate the matter and contact the police or campus security, if appropriate.
2. If not already confiscated by an employee of the district and if it can be accomplished without risk of injury, the superintendent or designee should take possession of the dangerous weapon or replica or facsimile.
3. Notify the superintendent or designee.
4. Notify the student's parents.
5. Cooperate fully with the police.
6. Transfer confiscated weapon to the police department, if feasible.

A student, who has been suspended from another school district because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into the district.

An exception to this policy may be granted for students participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, prior written approval by the superintendent is required. A student's inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on technology center property, a technology center bus or vehicle, or at a technology center activity is no defense or excuse to compliance to this policy, but may be considered in determining the length or severity of any punishment for violation of this policy.

Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of disabled students must be observed in accordance with applicable law and technology center board policies.

#### Adult Students and Handguns on School Campus

HB 1652 amended Okla. Stat. tit. 21 § 1277 by designating the limited areas in which concealed handguns can be located on a technology center campus. Adult students may not carry a gun into any technology center school facility (including offices, common areas, or structures of whatever type or kind). Likewise, it is unlawful for any adult student to carry a handgun onto the campus of a K-12 school whether or not the adult student is engaged in an activity related to the technology center in which the student is enrolled. Students found in possession or control of a handgun in violation of school policies and applicable state or federal laws will suffer the most severe disciplinary consequences available, including removal from school, and referral of unlawful handgun possession or storage to authorities for criminal prosecution. The only area adult students,

who have a valid concealed carry license, may have a handgun on a technology center campus is in a vehicle in the parking lot of the school campus, provided the handgun is carried or stored as required by law. No handgun may be removed from a vehicle absent the express permission of the superintendent.

### ***WEAPONS-FREE SCHOOLS STUDENT SUSPENSION (I-448)***

Any student who is determined to have:

- brought a weapon to a school under the jurisdiction of the district; or
- possessed a weapon within two thousand (2,000) feet of public school property; or
- possessed a weapon at a school event

Shall be suspended out of school for a period of not less than one calendar year. This policy does not apply to students who are members of the JROTC and who possess or bring an inoperable weapon to school for participation in a school program, provided the student obtained prior permission from the campus director, the weapon remains inoperable while at school and the weapon is used consistent with the permission granted. Any out-of-school suspension imposed under this policy may be modified for any student on a case-by-case basis by the chief administrative officer of the district.

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

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

Enforcement of this policy shall be consistent with state and federal laws dealing with discipline of students with disabilities. Students who violate this policy will be referred to the appropriate criminal justice or juvenile delinquency system. Any firearm seized from a student by any Meridian employee shall immediately be delivered to a law enforcement authority for disposition pursuant to applicable law.

Any out-of-school suspension initiated pursuant to this policy shall be subject to the procedural safeguards set forth in the Meridian’s policy for the out-of-school suspension of students.

Consistent with Oklahoma law, for an out-of-school suspension under this policy, no education plan shall be implemented during the term of the suspension. This policy does not apply to student suspensions for non-weapon violations.

### ***GANG CODE (I-447-A)***

The following is prohibited at Meridian Technology Center during the school day and at all school events (home and away):

1. Possessing, wearing, using, distributing, or the displaying of any sign, symbol, badge, color, or other item that is evidence of affiliation with or membership in a gang.
2. Wearing pants below the waistline (sagging and bagging), or wearing caps, bandanas, handkerchiefs, shoestrings, or any other item associated with gang-related behavior.
3. Participating in any act, either verbal or non-verbal, to include gestures, expressions, handshakes, signs, etc., that may indicate an affiliation with or membership in a gang.
4. Participating in any act that may further the interest in a gang affiliation or gang membership such as, but not limited to, writing or inscribing gang-related graffiti to include messages, symbols, or signs on school property.

Violation of this policy will result in disciplinary action up to and including suspension for the current semester and the following semester and the filing of criminal charges, depending on the severity of the infraction.

### ***DRESS CODE (I-416)***

It is the consensus of the administrative and instructional staff at Meridian Technology Center that, in addition to teaching a marketable skill, the school should help students realize that society generally demands certain personal characteristics of those who hope to succeed within it. Prospective employers prefer that students develop and demonstrate these characteristics during the training period in order that they may adjust more quickly to job responsibilities following initial employment.

Clothing should be neat, clean, inoffensive and appropriate to meet sanitation and safety requirements specific to their training programs. Some examples of inappropriate attire are clothing or accessories that display obscene or profane language or symbols; symbolic of drugs, alcohol, sex, gangs, or illegal activities, or that unduly expose the body (for example bare midriffs, clothing that allows the undergarments to be visible when the student is sitting or walking, tank tops, skirts, dresses, and shorts should be no shorter than mid-thigh. Short shorts, athletic or cut offs that are above mid-thigh are not appropriate. Yoga pants and leggings can be worn as long as they are covered by an outer garment that reaches mid-thigh. Prohibited are the nude look, see-through blouses and revealing fashions without appropriate concealing undergarments. For safety and health reasons, footwear is required. Hair should be neat, clean and well-groomed at all times.

Any type of wearing apparel that distracts from the classroom atmosphere will be considered inappropriate. Modesty and the avoidance of distracting influences is the key to appropriate dress. Additional guidelines may be required within training programs or departments. Due to safety, sanitation, and security reasons and the safety of those around them, students must be appropriately dressed in relation to the trade for which they are preparing, as defined by the instructor in each program and approved by the administration of the school. Students participating in school activities, which require travel, in town or out of town, are expected to present an appearance, both in groups or individually, which will enhance the reputation of Meridian Technology Center. The sponsor of the activity should advise all students of the proper clothing to be worn for all trips. Students who do not adhere to the dress regulations are not permitted to represent the school district.

Visible tattoos displaying writing or pictures which are prohibited on clothing need to be covered.

#### Dress Code Violations – Disciplinary Actions

1. Students will be given a verbal warning and may be asked to change clothing. This will be at the discretion of the faculty and administration.
2. Repeated violations will be considered willful disobedience of a directive of any school official and may result in more serious consequences.

### ***DRUG-FREE SCHOOL AND CAMPUS (I-426)***

Meridian Technology Center shall be designated as a drug-free school and campus. Any location at which school is conducted, whether at this site or another site, is included in this policy, as are all school-related activities whether on or off campus. Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. Information about drug and alcohol counseling and rehabilitation and re-entry programs are available through the offices of the Director of Instruction and the Director of the Career Planning Center. To assure the maintenance of a drug-free school environment, drug-detecting dogs may be used to detect narcotics and dangerous drugs concealed in school property assigned to students and in student vehicles parked on school property. Any student who uses a school locker or other school-provided storage area or drives a vehicle to school is deemed to have consented to such a search and refusal to allow such a search may result in suspension.

All students and employees are absolutely prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances (DRUGS OR ALCOHOL) at the school or on any school-related activities. Any student or employee violating the policy is subject to termination and referral for prosecution for the first offense.

### ***USE OF TOBACCO PRODUCTS (I-425)***

The board is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The board believes that education has a central role in establishing patterns of behavior related to good health and that measures are necessary to help its students to resist tobacco use. The board is concerned about the health of its employees and also recognizes the importance of adult role-modeling for students. Therefore, the board shall discourage the use of tobacco products by its staff and students.

Smoking and the use of tobacco products in any form is prohibited on Meridian property by all persons. This prohibition includes school buildings, grounds, and school-owned vehicles. Possession of tobacco products by minor students on school property is prohibited.

“Smoking” means the carrying by a person or having access to a lighted cigar, cigarette, pipe or other lighted smoking article. Smoking also includes using products that mimic or simulate smoking behavior, regardless of whether such products actually contain tobacco. This prohibition includes but is not limited to e-cigarettes, digital/personal vaporizers, and electronic nicotine delivery systems.

“Tobacco products” includes, but is not limited to: cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, digital/personal vaporizers, and electronic nicotine delivery systems and cartridges and products designed for use with electronic nicotine delivery systems, regardless of the nicotine content of the product. At or near each entrance of every district building the following sign shall be conspicuously posted. Smoking and the use of any tobacco product, including e-cigarettes and similar devices, is prohibited in this building.

#### Enforcement

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report it in accordance with the procedures listed below.

#### Students

Any student using, possessing or distributing tobacco products in violation of this policy will be subject to appropriate disciplinary measures, including removal from the program for adult students or out-of-school suspension for secondary students.

#### Staff

Any violation of this policy by staff will be referred to the appropriate administrator. One written warning will be issued to the staff member with a copy placed in his or her personnel file. Further violations will be considered willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal and non-renewal of staff.

#### Citizens

Citizens who are observed smoking or using tobacco products on Meridian property in violation of this policy will be asked to refrain from using these products on school property. If the individual fails to comply with the

request, his or her violation of the policy may be referred to the site director or other administrative personnel responsible for the area or program during which the violation occurred. The administrator shall make a decision on further action, which may include a directive to leave school property. Repeated violations may result in a recommendation to the Superintendent or Board of Education to prohibit the individual from entering Meridian property for a specified period of time. If deemed necessary by the school administration or the Board of Education, local law enforcement officials may be called upon to assist with enforcement of this policy.

## ***GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING COMPLAINTS ALLEGING DISCRIMINATION, HARASSMENT AND RETALIATION (I-433)***

### 1. Definitions

- A. Complaint: A written complaint alleging any action, policy, procedure or practice which discriminates on the basis of a person's real or perceived race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age or genetic information (including sexual harassment and retaliation).
- B. Grievant: Any person enrolled in or employed by MTC or a parent, guardian or member of the public who submits a complaint alleging discrimination based on a person's real or perceived race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age or genetic information (including sexual harassment or retaliation). For purposes of this policy, a parent or guardian's complaint or grievance, if the student is a minor, shall be handled in the same manner as a student's complaint would be.
- C. 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.
- D. Respondent: The person alleged to be responsible for the alleged discrimination 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.
- E. Day: Day means a working day when MTC's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

### 2. Pre-Filing Procedures

Prior to the filing of a written complaint, the student, parent or guardian, employee or patron is encouraged to visit with the campus director or the Coordinator, as applicable, and reasonable effort should be made by MTC at this level to resolve the problem or complaint.

### 3. Filing and Processing Discrimination Complaints

- A. The Grievant submits a written complaint to one of the Coordinators, as applicable, stating the basis, nature and date of the alleged discrimination, harassment or retaliation, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the Superintendent for assignment. Complaint forms are available from the Coordinator's office.
- B. The Coordinator conducts a complete and impartial investigation within 10 days of receiving the complaint, to the extent reasonably possible, which may include but not be limited to, interviewing the Grievant, any witnesses, review of documents and interviewing the Respondent. The Coordinator will, ask the Respondent to (a.) confirm or deny facts; (b.) indicate acceptance or rejection of the Grievant's



requested action; and (c.) outline alternatives. As to complaints of discrimination by students, parents or guardians and school employees, the Coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the complaint and only when the disclosure is required or permitted by law. If a Grievant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit MTC's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with its investigation.

- C. Within 5 days after completing the investigation, the applicable Coordinator will issue a written decision to the Grievant and Respondent. If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator in writing within 5 days and request an appeal to the superintendent. The written appeal shall contain a specific statement explaining the basis for the appeal.
  - D. Within 5 days after receiving the appeal request, the applicable Coordinator will refer the matter to the Superintendent for a hearing. If the Superintendent is the person alleged to have committed the discriminatory act(s), then a different decision maker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent and Superintendent. The hearing will be conducted within 10 days after the Coordinator refers the matter to the Superintendent for hearing.
  - E. At the hearing, the Superintendent will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.
  - F. Within 5 days after completing the investigation, the Superintendent will issue a written decision to the Grievant and Respondent.
  - G. If the Grievant or Respondent is not happy with the decision, he or she must notify the Superintendent, in writing, within 5 days and request an appeal to the Board of Education. The written appeal shall contain a specific statement explaining the basis for the appeal.
  - H. The Superintendent will notify the Board of Education, in writing, within 5 days after receiving the appeal. The Clerk will place the appeal on a board agenda within 30 days from the date of notification to the Board of Education.
  - I. The Board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the Board meeting, the Board may ask for oral or written evidence from the parties and any other individual it deems relevant. The Clerk will make arrangements to audiotape any oral evidence presented. Within 5 days of the meeting, the Board will issue a final decision in writing to all parties involved.
4. General Provisions
- A. Extension of time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the Board of Education issues a final decision shall be no more than 120 days.
  - B. Access to Regulations: Upon request, the Coordinator shall provide copies of any regulations prohibiting discrimination on the basis of a person's real or perceived race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age or genetic information.
  - C. Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of MTC. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for no less than four years after complaint resolution.

- D. Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.
- E. Corrective Action: After all facts and circumstances are reviewed, the technology center shall take any and all disciplinary actions to prevent further harassment or discrimination. Possible disciplinary or remedial actions include, but are not limited to: education, training and counseling, transfer, and/or suspension of a student, and education, training, counseling, transfer, suspension and/or termination of an employee.
- F. Retaliation: The technology center prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the technology center's discrimination complaint process or making a complaint, testifying, assisting, appealing or participating in any other discrimination complaint proceeding or hearing. The technology center will take steps to prevent the alleged perpetrator or anyone else at the technology center from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the technology center will take strong responsive action.
- G. Basis of Decision: At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.
- H. Section 504 Due Process Procedures: For information concerning impartial hearing and review procedures under Section 504, the Grievant should contact the 504 Coordinator.

Notice: The technology center will notify all students, parents or guardians, members of the public and employees of the name, office and telephone number of each Coordinator and this grievance procedure in writing via school publications and/or postings at each campus to which employees or students are assigned.

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](mailto:OCR.KansasCity@ed.gov)

## **GENERAL INFORMATION**

### ***DISTRICT WIDE PARENTAL INVOLVEMENT (I-455-A)***

#### **(Secondary Students - Parent Bill of Rights)**

The board supports parents' efforts to be involved in Meridian's education programs. This policy outlines Meridian's efforts to educate parents and support parent involvement in response to the 2014 Parents' Bill of Rights.

Parents have the right be involved in their minor child's education, including directing that education. Parents are encouraged to exercise their rights in conjunction with Meridian's guidance so as not to inadvertently

impede their minor child's compliance with federal and state mandated requirements – including requirements related to graduation or program completion. Parents also have the right to review school records related to their minor child.

Parents generally have the right to consent prior to an audio or video recording being made of their minor child. This right does not preempt Meridian's right to make recordings (without specific parental approval) related to:

- safety, general order and discipline
- academic or extracurricular activities
- classroom instruction
- security/surveillance of the buildings or grounds
- photo ID cards

Parents have the right to receive prompt notice if their minor child is believed to be the victim of a crime perpetrated by someone other than the parent, unless law enforcement or DHS officials have determined that parental notification would impede the related investigation. These notice provisions do not apply to matters that involve routine misconduct typically addressed through student discipline procedures.

School personnel will not attempt to encourage or coerce a child to withhold information from parents.

1. Meridian will promote parent participation with the goal of improving parent and teacher cooperation in areas such as homework, attendance and discipline. This will be accomplished through activities such as:

- Parent teacher conferences
- Back to school / meet the teacher nights
- School sponsored webpages.

2. Meridian will inform parents about their child's course of study by disseminating this information:

- During annual enrollment
- In student handbooks
- On the district's webpage

Parents may review learning materials affecting their minor children's course of study, including supplemental materials, by making a request through the campus director.

3. Parents who object to a learning material or activity may withdraw their minor child from the class or program in which the material is used. In order to withdraw a student, the parent must submit a written request, signed and dated by a parent, to the campus director. Parents who choose to withdraw their minor child from a class are responsible for making alternate arrangements for the child to earn credit for the work missed.

4. If a teacher is going to provide instruction or presentations regarding sexuality in a course, the teacher will send written notice home to parents five (5) days in advance of the presentation. Parents who object to their minor child's participation in such instruction may send a written request to the campus director to have the student excused from the presentation. Any such student will be permitted to study in the office during the presentation. It should be noted, however, that curriculum in health-related programs includes instruction in human anatomy, reproduction, etc. Notices will not be sent to parents when these topics are a regular part of the course curriculum.

5. Parents may learn about the nature and purpose of clubs and activities which are part of Meridian's curriculum by reviewing student handbooks and the technology center's website. The school's extracurricular clubs and activities are also published in student handbooks, the policy manual, and are available on the district's website.

6. Parents have numerous rights and decision-making responsibilities concerning their minor children. To assist parents in meeting these responsibilities and to fulfill its obligations under the 2014 Parent Bill of Rights, the district has compiled the following information for parents:

- A. Meridian does not provide sex education, but relies on sending schools to meet this requirement. Parents may opt their student out of the relevant program by following the procedures established by the sending district.
- B. Parents who are not residents of the Meridian district may enroll their minor children in accordance with board policy. A copy of that policy is available in the superintendent's office.
- C. The district utilizes a number of resources to educate students. Parents who object to an assignment based on sex, morality or religion may opt their minor child out of the assignment by following the procedures established in item 3 above.
- D. Students are generally required to receive a predetermined set of immunizations prior to enrolling in any Oklahoma school. This requirement may be waived if the parent submits a note from the minor child's physician stating that the child should be excused from the immunization for health reasons or if the parent submits a note objecting to the immunization of the child.
- E. Students are required to meet certain obligations in order to be promoted to a subsequent grade at their sending school, particularly with regard to learning to read. Parents can learn about those requirements – including efforts the sending district takes in order to help students become successful readers – by reviewing the sending district's policies on Reading Sufficiency Act testing, and student promotion. Copies of those policies are available from the sending district.
- F. Students are required to meet certain obligations in order to graduate from high school and/or complete Meridian's course of study. Parents can learn about these requirements each year during course enrollment or by talking with a Meridian enrollment counselor.
- G. Meridian does not provide AIDS education but instead relies on the sending school to complete this task. Parents may opt their minor student out of this education by following the procedures established by their child's sending school.
- H. Parents have the right to review student test results related to their minor student. Parents may review the results of classroom exams by contacting their child's teacher. Parents may review the results of statewide testing at the child's sending school by following the procedures established by their child's sending school.
- I. Qualifying students have the right to participate in their sending school's gifted and talented program in accordance with the sending district's policy regarding the program. A copy of the policy is available through the sending district.
- J. Parents have the right to review teachers' manuals, films, tapes or other supplementary instructional material if the materials are being used in connection with a research or experimentation program or project. In order to review these materials, the parent should contact the campus director.
- K. Parents have the right to receive a school report card related to their child's sending school. Information regarding these report cards will be provided through the sending district.
- L. Students are required to attend school regularly, and Meridian will notify parents of any student absence unless the parent has already contacted the technology center to report the absence. Meridian will send a written notice to parents if their minor student appears to be in danger of exceeding the maximum allowable number of absences. Parents may contact the campus director for additional information regarding student absences.
- M. Parents have the right to review Meridian's courses of study and textbooks. Arrangements for this review can be made through the campus director.
- N. Students may be excused from school for religious purposes provided the parent contacts the campus director to request such an absence.
- O. Parents have the right to review all Meridian's policies, including parental involvement policies. Copies of these policies are available through the superintendent's office.
- P. Parents have the right to participate in parent-teacher organizations through their child's sending school. Information regarding these groups will be made available through the sending school.

- Q. Parents may opt out of selected data collection related to state longitudinal student data system reporting. Parents may not opt out of necessary and essential record collecting. Parents may file an opt-out request through the superintendent's office.
- R. Parents requesting information outlined in this policy should submit written requests for information through the campus director or superintendent, as noted in the respective section. Appropriate school personnel will either make the information available or provide a written explanation of why the information is being withheld within ten (10) days of the request. Any parent whose request is denied or who does not receive a response within fifteen (15) days may submit a written request for the information to the board of education. The board will include an item on its next public meeting agenda (or the following meeting, if time does not permit inclusion of the item on the agenda) to allow the board to formally consider the parent's request.

### ***REVIEW OF INSTRUCTIONAL MATERIAL (I-455-B)***

In order to promote transparency in the education process, Meridian Technology Center's instructional materials will be available for review by parents of minor children. Instructional materials include items such as teacher manuals, films, tapes and other supplementary materials regardless of format.

In order to review these materials, a parent should submit a written request to the campus director. The request must specify the class/subject, teacher, student's name, and the types of items being requested for review. Within ten (10) days the campus director will arrange for a mutually convenient time for the review or will notify the parent that a review cannot be permitted. If the campus director declines to allow a parent to review the materials, the director will provide the parent with an explanation of why the material is not available. All reviews will be conducted between the hours of 8:00 a.m. – 4:00 p.m. in the superintendent's office. Instructional materials may not be removed from the superintendent's office.

In the event the requested review is denied or after fifteen (15) days with no response from the campus director, the parent may request this information through the board of education in accordance with the technology center's policy regarding parent rights.

### ***USE OF COMPUTERS AND ELECTRONIC COMMUNICATION EQUIPMENT AND SERVICES (I-423-B)***

Meridian Technology Center encourages the use of electronic communication equipment and services, such as the Internet, for instructional, education, research, and administrative purposes. Meridian Technology Center owns and operates the computing and electronic communication equipment and software, and is therefore responsible for its proper use and maintenance.

#### Personal Responsibility

Persons using Meridian Technology Center computing and electronic communication facilities and services bear the primary responsibility for the material that they choose to access, send or display. Meridian Technology Center cannot protect individuals against the existence or receipt of material that may offend them. Persons who make use of the facilities and services are warned that they may unwillingly come across, or be recipients of, material that they may find offensive.

#### Acceptable Use

Persons using Meridian Technology Center computing and electronic facilities and services are expected to demonstrate good taste and sensitivity to others in their communications. Employees must not use profanity, obscenities, or derogatory remarks in electronic mail messages discussing employees, students, patrons, clients, competitors, or others. Such remarks should not even be made in jest. Meridian Technology Center's computer and communications systems are not intended to be used for, and must not be used for, the exercise of the

employee's right to free speech. Sexual, ethnic, and racial harassment, including unwanted telephone calls, electronic mail, and internal mail, is strictly prohibited and cause for disciplinary action. Meridian Technology Center employees are encouraged not to respond directly to the originator of offensive electronic mail messages, telephone calls, and/or other communications and to report such communications to their supervisor. Students also should refrain from responding to offensive messages and should report questionable communications to their instructor. If for any reason the recipient of harassing or offensive material is uncomfortable reporting the incident to his or her supervisor, or is (for any reason) precluded from doing so, it should be promptly reported to the Director of Human Resources or to the Superintendent/CEO or designee ("Superintendent"). It is also a violation of policy to access and view materials in a manner, which would create a hostile working and/ or educational environment.

#### Business Use / Permitted Personal Use - Limited

Generally, electronic communication equipment and services must be used only for business activities. Incidental personal use is permissible as long as it: (a) does not consume more than a trivial amount of resources, (b) does not interfere with employee productivity, and (c) does not preempt any business activity. An example of limited permissible personal use would be to confirm an appointment, acknowledge receipt of an invitation, or to advise a sender that you are not permitted to use Meridian Technology Center's electronic and computing resources for personal matters. Users are forbidden from using Meridian Technology Center's electronic communication equipment and services for charitable endeavors, private business activity, or amusement/entertainment purposes. Furthermore, employees are reminded that the use of Meridian Technology Center's technology resources, including electronic mail and Internet, should never create the appearance of inappropriate use.

#### Privilege of Use

Use of the Internet is a privilege, which may be revoked for inappropriate use or conduct. Persons who violate applicable federal or state law, or Meridian Technology Center policy, shall be required to cease those activities and will also be subject to the suspension or revocation of use privileges, or any other Meridian Technology Center disciplinary action deemed appropriate by the Superintendent.

#### Inappropriate Conduct

Inappropriate conduct in using the Internet shall include, but is not limited to:

1. Unlawful or malicious activities
2. Proprietary purposes
3. Misrepresentation of any kind
4. Chain letters or overly broad mass mailings or postings not approved by the Technology Center
5. Using abusive or harassing language or symbols
6. Congesting or disrupting networks and systems
7. Embarrassing, denigrating, or libeling any individual or organization
8. Implying Technology Center endorsement of commercial products not its own
9. Viewing, allowing to be viewed, or transmitting pictures or word descriptions of an erotic, sexual, sadistic, or masochistic nature, or providing information on where such can be accessed.

#### Supervisory Responsibility

Any supervisor who condones or allows any of the above conduct, whether willfully, intentionally, or through negligence shall be considered to have violated this policy and shall be subject to the same discipline as authorized above.

#### No Right of Privacy

Employees do not have a right of privacy with respect to the use of electronic communications. The content of electronic mail may be monitored and the usage may be monitored to support operational, maintenance, auditing, security, investigative activities, and otherwise to ensure proper use of electronic communications.

Employees should structure their communications in recognition of the fact that Meridian Technology Center will, from time to time, examine the content of electronic communications. No employee should have any expectation of privacy with respect to the use of Meridian Technology Center's electronic communication systems.

#### Limitation of Liability

Meridian Technology Center will not be responsible for any damages suffered through the use of the Internet, or any other electronic communication facility or service. Meridian Technology Center specifically denies any responsibility for the accuracy or quality of information obtained through its facilities and services, due to the nature of and range of accessible sites and materials.

#### ***INTERNET AND TECHNOLOGY SYSTEMS SAFETY AND APPROPRIATE USE (I-423-C1)***

The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, tweeting, posting, etc.) but is intended to cover any new form of electronic or digital communication which utilizes a computer, phone or other digital or electronic device.

As a part of the resources available to students and employees, Meridian Technology Center (Meridian) provides Internet access at each campus and at its administrative offices. Meridian intends for this resource to be used for educational purposes and not to be used for conduct that is harmful. This policy outlines Meridian's expectations regarding Internet access. The ability to access the Internet while on Meridian property is a privilege and not a right. Access cannot be granted until an individual has completed an "Internet Access Agreement" and access may be revoked at any time.

In addition to Internet access, Meridian may provide or allow students to take a computer or other electronic devices from the campus. This equipment is loaned to the student for a designated time for the express purpose of increasing educational opportunities. The student is required to return the equipment at the agreed time in the same condition the equipment was issued to the student, minus normal wear and tear. In the event the equipment is damaged, lost or stolen, the adult student or minor student's parent agrees to reimburse Meridian for the replacement cost of the equipment in accordance with Meridian policy I-415A.

Any individual using Meridian resources to engage in electronic or digital communications has no expectation of privacy. Further, employees and students must be cognizant of the fact that electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators.

Employees and students are expected to use good judgment in all their electronic or digital communications - whether such activities occur on or off campus or whether the activity uses personal or school technology. Any electronic or digital communication which can be considered inappropriate, harassing, intimidating, threatening or bullying to an employee or student of Meridian - regardless of whether the activity uses Meridian equipment or occurs during school/work hours - is strictly forbidden. Employees and students face the possibility of penalties, including student suspension or dismissal and employee termination, for failing to abide by Meridian policies when accessing and using electronic or digital communications.

The Internet provides users the ability to quickly access information on any topic - even topics which are considered harmful to minors. Meridian's IT department has attempted to filter this access in order to protect students from harmful content. In the event inappropriate material is inadvertently accessed, students should promptly report the site to their instructor so that other students can be protected. No individual is permitted to circumvent Meridian's privacy settings by accessing blocked content through alternate methods.

Although Meridian's IT department has taken appropriate steps to block offensive material, users may unwittingly encounter offensive material. All users of Meridian's electronic resources are required to exercise personal responsibility for the material they access, send or display, and must not engage in electronic conduct that is prohibited by law or policy. If a student inadvertently accesses or receives offensive material, he/she should report the communication to the assigned instructor. No individual is permitted to access, view or distribute materials that are inappropriate or create a hostile environment.

### Internet Access - Terms and Conditions

Acceptable Use - Students. Students agree to access material in furtherance of educational goals or for personal leisure and recreational use that does not otherwise violate this policy. No student may make an electronic or digital communication that disrupts the education environment - even if that communication is made outside of school or on personal equipment. Types of electronic or digital communications which can disrupt the education environment include, but are not limited to:

- Sexting
- Harassing, intimidating, threatening or bullying posts, tweets, blogs, images, texts, etc.
- Distributing pictures, recordings or information which is harmful or embarrassing

Students who engage in electronic or digital communications that disrupt the education environment are subject to disciplinary action, including suspension or dismissal from school. Depending on the nature of the electronic or digital communication, students may also be subject to civil and criminal penalties.

### Prohibited Use

Users specifically agree that they will not use the Internet to access material that is: threatening, indecent, lewd, obscene or protected by trade secret. Users further agree that they will not use Meridian's electronic resources for commercial activity, charitable endeavors (without prior administrative approval), product advertisement or political lobbying.

### Parental Consent

Parents of minor students must review this policy with their student and sign the consent form prior to a minor student being granted Internet access.

### Privilege of Use

Meridian's electronic resources, including Internet access, is a privilege which can be revoked at any time for misuse. Prior to receiving Internet access, all users will be required to successfully complete an Internet training program administered by Meridian.

### Internet Etiquette

All users are required to comply with generally accepted standards for electronic or digital communications, including:

- a. Appropriate Language. Users must refrain from the use of abusive, discriminatory, vulgar, lewd or profane language in their electronic or digital communications.
- b. Content. Users must refrain from the use of hostile, threatening, discriminatory, intimidating, or bullying content in their electronic or digital communications.
- c. Safety. Minor students must not include personal contact information (name, address, phone number, address, banking numbers, etc.) in their electronic or digital communications. Minor students must never agree to meet with someone they met online and must report any electronic or digital communication which makes them uncomfortable to their teacher.



d. Privacy. Users understand that Meridian has access to and can read all electronic or digital communications created and received with Meridian resources. Users agree that they will not use Meridian resources to create or receive any electronic or digital communications which they want to be private.

e. System Resources. Users agree to use Meridian's electronic resources carefully so as not to damage them or impede others' use of Meridian's resources. Users will not:

- install any hardware, software, program or app without approval from the IT department
- download large files during peak use hours
- disable security features
- create or run a program known or intended to be malicious
- stream music or video for personal entertainment

f. Intellectual Property and Copyrights. Users will respect others' works by giving proper credit and not plagiarizing, even if using websites designed for educational and classroom purposes (See [www.copyright.gov/fls/fl102.html](http://www.copyright.gov/fls/fl102.html)). Users agree to ask their instructor for assistance in citing sources as needed.

### Limitation of Liability

Meridian makes no warranties of any kind, whether express or implied, for the services provided and is not responsible for any damages arising from use of Meridian's technology resources. Meridian is not responsible for the information obtained from the use of its electronic resources and is not responsible for any charges a user may incur while using its electronic resources.

### Security

If a user notices a potential security problem, he/she should notify the IT Systems Manager immediately but should not demonstrate the problem to others or attempt to identify potential security problems. Users are responsible for their individual account and should not allow others to use their account. Users should not share their access code or password with others. If a user believes his/her account has been compromised, he/she must notify the IT Systems Manager immediately. Any attempt to log on to Meridian's electronic resources as another user or administrator, or to access restricted material, may result in the loss of access for the remainder of the school year or other disciplinary measures.

### Vandalism

No user may harm or attempt to harm any of Meridian's electronic resources. This includes, but is not limited to, uploading or creating a virus or taking any action to disrupt, crash, disable, damage, or destroy any part of Meridian's electronic resources. Further, no user may use Meridian's electronic resources to hack or vandalize another computer or system.

### Inappropriate Material

Access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material. Access will be denied for material which is:

- a. Obscene to minors, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (ii) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.
- b. Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.
- c. Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.
- d. Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.

- e. Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of a person's real or perceived race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information or advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs", insults and abuse.
- f. Disruptive school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

#### Application and Enforceability

The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Access Agreement executed by each user. By executing the Internet Access Agreement, the user agrees to abide by the terms and conditions contained in this policy. The user acknowledges that any violation of this policy may result in access privileges being revoked and disciplinary action being taken.

#### ***STUDENT COMPUTER INTERNET ACCESS AGREEMENT (I-423-C8)***

For students, this means any action permitted by Meridian's policy on student behavior. For employees, this means any action permitted by law, including termination of employment.

#### Education of Students Regarding Appropriate Online Behavior

In compliance with the Protecting Children in the 21st Century Act, Section 254(h)(5), Meridian provides education to minors about the appropriate use of Meridian's electronic resources, including interacting with others on social networking and chat sites, and cyber bullying. As a part of that education, guidelines on cyber bullying and Internet safety for students are attached to this policy.

#### Cyber Bullying and Internet Safety Fact Sheet

People can be bullied in lots of ways, including through cyber bullying. Cyber bullying is when someone sends or posts things (words, pictures, recordings) that are mean, embarrassing or make people feel scared, embarrassed or uncomfortable. Even if they don't do this at school sometimes cyber bullying makes things at school hard. No student is allowed to disrupt school through cyber bullying.

Cyber bullies work in lots of ways, but here's some of their most common:

- Send or post mean messages
- Make up websites or accounts with stories, cartoons, pictures or "jokes" that are mean to others
- Take embarrassing pictures or recordings (without asking first)
- Send or post stuff to embarrass others
- Hack into other people's accounts or read their stuff
- Hack into other people's accounts and send or post their private stuff
- Pretend to be somebody else to get someone to give them private info
- Send threats
- If you're a cyber bully knock it off! Ask your principal/counselor how you can make things right.
- If someone is cyber bullying you, there's something you can do about it:
- Don't respond to and don't ignore a cyber bully. Instead, tell an adult you trust. If cyber bullying follows you to school, tell your teacher or counselor.
- Even if what the bully does is embarrassing, don't delete it. Instead, get a copy so you can prove what happened.
- Have an adult help you contact a company representative (cell phone company, Yahoo, Facebook, Twitter, etc.) about blocking or removing the bad stuff.

- You can't always stop people from being mean, but there are ways to help yourself:
- Don't give out your personal info in electronic or digital communications
- Don't tell anyone but your parents what your login name, password or PIN number is
- Don't post or send embarrassing pics or recordings (even on your own sites) - bullies love to copy your stuff
- Suggestions for Parents:
- Talk to your child about understanding, preventing and responding to cyber bullying
- Contact your student's school for help if you suspect your child is being cyber bullied – or if you suspect your child is engaging in cyber bullying

### ***ACCEPTABLE USE OF FILE SHARING TECHNOLOGY (I-423-D1 & P-324-F1)***

Employees and students may choose to use file sharing/storing technology (Google Docs, Ever Note, etc.) in connection with school learning or business. Individuals who choose to use such technology are required to follow all other district technology and acceptable use protocols, as well as adhere to the specific guidelines in this policy.

Individuals using file sharing/storing technology in connection with their association with Meridian Technology Center are expressly prohibited from using the technology in a malicious manner or in any way which violates this or other district policies.

Meridian Technology Center does not have agreements with any file sharing/storing technology providers. Individual users who utilize such technology in connection with the district specifically agree not to share or store files which contain:

- Malware, viruses, worms, etc.
- Information which is protected by FERPA or HIPAA
- Confidential information such as home addresses, phone numbers, social security numbers, license numbers, dates of birth, and banking account numbers
- Disciplinary or grievance information
- Information about criminal investigations, including SRO records and notes
- Safety sensitive information, including building layouts, evacuation routes, crisis response plans, etc.
- Confidential or attorney client privileged information

Questions regarding whether information is acceptable for file sharing/storing technology should be directed to the Information System's Manager at [SystemsStaff@meridiantech.edu](mailto:SystemsStaff@meridiantech.edu). Any individual who discovers that information has been improperly shared or stored is required to promptly notify the Information Systems Manager of the violation. Individuals who violate this policy are subject to disciplinary action as outlined in district policies. (I-423-D2)

### ***WIRELESS TELECOMMUNICATION DEVICES--STUDENTS (I-354-A)***

It is Meridian Technology Center policy that students may possess wireless telecommunication devices while on technology center premises and while in transit under the authority of the technology center. The term wireless communication device includes but is not limited to cellular phones, mobile phones, VoIP, iPhones, smart phones, Internet phones or similar devices. Students will keep such devices turned off and out of sight during class time and during all technology center or technology center related activities unless authorized by a technology center staff member for educationally related uses. Students may only use wireless telecommunication services for non-instructional purposes before and after school and at lunch or during break

periods. Likewise, students may have wireless telecommunication devices while attending a function sponsored or authorized by the technology center, subject to the same restrictions applicable to instructional periods. Telecommunication devices shall be turned off and out-of-sight in locations deemed “private areas.” “Private areas” include but are not limited to restrooms, changing rooms, and locker rooms or similar areas. The use of audio/video recording and camera features is strictly prohibited in these areas. A student who witnesses a cell phone or other telecommunication device out in a “private area” shall immediately report this behavior to a teacher or administrator.

Meridian Technology Center has adopted policies regarding appropriate contact between staff and students via telecommunication devices and social networking sites. These policies are found at P353-A1, Wireless Telecommunication Devices (Employees). Students shall only engage in approved and authorized contact with technology center employees and shall report any inappropriate contact immediately. Students found to be using any electronic communications device for any illegal purpose, in a manner violative of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations, or to harass or intimidate students or staff members shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held in the case of a secondary student or a student conference is held in the instance of an adult student. Using a phone for harassment purposes includes using a phone’s features such as text or picture messaging, Internet uploading and downloading, camera, and/or audio/ visual recording features. Acts such as “upskirting” or “downblousing” are prohibited and are considered harassment of an individual. Students violating this policy will not be allowed to carry any personal communication device following the incident unless a genuine health emergency exists, and may also be subject to removal from the technology center.

WARNING: The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic communication) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

### ***WIRELESS TELECOMMUNICATION DEVICES – EMPLOYEES (P-353-A1)***

It is Meridian Technology Center’s policy that employees shall limit their use of personal wireless telecommunication devices when employees are performing work-related functions in school or at school-related activities. Wireless telecommunication devices include, but are not limited to, cellular telephones, pagers, personal digital assistants, camera technology, phones with audio record capabilities, or similar devices. The term “cell phone” includes but is not limited to cellular phones, mobile phones, VoIP, iPhones, smart phones, Internet phones or similar devices.

Any use of telecommunication devices during work hours should not interfere with assigned duties and related professional responsibilities. Unless used for instructional purposes, calling, electronic mailing, instant or text messaging, picture messaging, accessing unauthorized sites, uploading or downloading, gaming, web-surfing, or the use of any feature or application during class time and when employees are responsible for students is strictly prohibited because it diverts attention from instructional and supervisory responsibilities and detracts from the learning environment. Likewise, these activities are not permitted when employees (engaged in primarily non-instructional activities) are on work time, as distinguished from lunch or break periods. No individual shall use any wireless telecommunication device while driving a technology center vehicle and it is in motion or conducting technology center business while driving in a personal vehicle that is in motion.

Personal telecommunication devices shall be turned off and out-of-sight in locations deemed “private areas.” “Private areas” include but are not limited to restrooms, locker rooms, and changing rooms. The use of audio/visual recording and camera features is strictly prohibited in these areas.

Many existing devices have the capability for photographs, video, or audio recording. Staff members must not record conversations or events via audio or video without first advising all affected individuals of the intent to make a recording. Employees are prohibited from using cell phones and other telecommunication devices while in areas such as restrooms, locker rooms, and changing rooms. Employees should only share their personal telecommunication devices with students for educational or academic purposes or in an emergency situation. In instances involving students, no audio or video recording may be made without the written authorization of the instructional director, assistant superintendent, or superintendent. Administrative approval of recordings of students will take into consideration whether prior approval for recording has been obtained from parents or guardians of students and whether the recording would identify a specific category of students such as special education students.

In communications using wireless telecommunications devices and/or any form of social media, staff members shall adhere to all provisions regarding ethical behavior in their relationships with students, patrons, and other staff members contained in Policy P340-B1, Professional Conduct by Staff. Any staff member who suspects that communication by a staff member is inconsistent with this policy shall report such activity to his/her supervisor immediately.

In instances where a student’s communications, with the instructor, sponsor or those in similar relationship to the student, are inappropriate or personal and outside permissible technology center boundaries the employee has the responsibility to stop the inappropriate communication, report the communication to his or her supervisor and take prompt action to re-direct the student’s communication.

Warning: The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic communication) may constitute a CRIME under state and/ or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

### ***INCLEMENT AND SEVERE WEATHER***

The Superintendent will determine school closing due to inclement weather. Local radio and television stations will be notified as well as district high schools. Students will be informed of school closing via the automated notification system; this message will be sent per phone numbers currently in the student records.

### ***EMERGENCY SHELTER-IN-PLACE PROCEDURES***

Instructors will review these procedures during class.

### ***FIRE SAFETY PROCEDURES***

Procedures can be found posted in the classroom, and instructors will review these procedures during class.

### ***TORNADO SAFETY PROCEDURES***

Instructors will review these procedures during class.

## ***CAMPUS SECURITY***

Campus crime statistics for Meridian Technology Center can be found at the US Department of Education, Office of Postsecondary Education ([ope.ed.gov/security](http://ope.ed.gov/security)). From the home page: Click Get data for one institution/campus; Enter Meridian Technology; Click Main campus

## ***INSURANCE (I-424)***

While the school will make every effort to prevent accidents and injuries, the nature of the training is such that the possibility of injury is greater than in a regular academic program. Students are requested to have personal insurance; Meridian Technology Center has information available for students to consider, from an independent company, regarding various levels of student accident insurance, which are offered for a nominal cost. Meridian Technology Center does not endorse any individual policy or company.

## ***LOCKERS***

Lockers are provided for students in some areas of the school. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. School combination locks are to be used.

## ***MEDIA/MODEL RELEASE***

A student enrolled at Meridian Technology Center gives the school permission to utilize the student's photograph in promotional materials and informational publications, including those used for CareerTech, the statewide organization, unless written notice is given to the Career Planning Center each school year that permission is withheld.

## ***MOMENT OF SILENCE (I-450)***

The Oklahoma Legislature has directed that the Board of Education of each school district shall ensure that the public schools within the district shall observe approximately one minute of silence each day. The moment of silence shall be for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. Instructors shall neither encourage students to use nor discourage students from using the moment of silence for any particular purpose, such as reflection, meditation, prayer, or other silent activity.

## ***PERSONAL PROPERTY (I-423)***

It is the responsibility of each individual to care for and safeguard personal belongings, and at no time is the school responsible for items lost or stolen.

## ***SEARCHES***

The Superintendent or designee is authorized to detain and search any student and any property in the student's possession while on school premises, at school activities, or in transit under the authority of the school, for any item in possession of the student which is illegal or prohibited by school rules, or for property believed to have been stolen from another student, an employee, or the school. A student who refuses to peaceably submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusals.

Students shall have no reasonable expectation of privacy from school administrators or instructors in regard to the contents of a school locker, desk, or other school property. School officials shall have access to (allowing for opening and examining) school lockers, desks, and other school property in order to properly supervise the welfare of pupils. The search may be conducted at any time and no reason shall be necessary for such search.

## ***CLASS BREAKS***

Each class is provided with a 15-minute break both in the morning and the afternoon and as deemed appropriate for evening classes. This policy will remain in force as long as it is not abused. Since all classes are not on break simultaneously, students shall conduct themselves in a manner which is not disruptive.

## ***FOOD AND DRINKS***

Food and drinks are permitted in the common areas, but should be appropriately covered in the hallways. Each person is responsible for their part in disposing of litter. Each program simulates the workplace expectations for their training industry. Please reference class syllabus for specific guidelines related to food and drinks in the classrooms and shop areas.

## ***STUDENT ORGANIZATIONS (I-419)***

Membership in Business Professionals of America (BPA), Family, Career, and Community Leaders of America (FCCLA), Future Health Professionals (HOSA), Students of Radiologic Technology (SORT), and SkillsUSA is an integral part of the instruction in the courses offered at Meridian Technology Center. Students are encouraged to participate in these activities that provide an opportunity to develop leadership potential as well as social experience necessary for interpersonal skills development. Members will also have the opportunity to participate in local, district, regional, state, and national skill contests. Students are encouraged to join a student organization.

## ***STUDENT DIVERSITY***

Information regarding Meridian Technology Center's diversity, including the percentage of enrolled and full-time students in the following categories: male, female, self-identified members of a major racial or ethnic group and Federal Grant recipients can be found at [https://nces.ed.gov/globallocator/col\\_info\\_popup.asp?ID=365480](https://nces.ed.gov/globallocator/col_info_popup.asp?ID=365480).

## ***TELEPHONE POLICY (I-423)***

Each program simulates the workplace expectations for their training industry. Please reference class syllabus for specific guidelines related to cell phone use during class hours. Students will not be called out of class for phone calls or visitors unless there is an emergency.

## ***TEXTBOOK AND EQUIPMENT CARE (I-415)***

Students are responsible for the care of all school-owned property that has been assigned to their custody. If items are stolen, lost, or destroyed through irresponsible action, students will be charged the purchase price for replacement. Normal wear, tear, and damage are understandable in the educational process.

## ***TRANSPORTATION (I-435)***

While traveling in school transportation or in an individual vehicle (if permitted), each individual is expected to behave according to the rules and regulations of both the school and the state. Passengers who do not abide by these rules and regulations will be denied the opportunity to ride.

In the event that the administration of the school allows students to drive individual vehicles, all regulations must be followed pertaining to the safety and welfare of all concerned. All students must complete and have on file the student transportation form, which may be obtained from the Career Planning Center. All students must register their vehicles at the Career Planning Center and display a Meridian Technology Center parking permit assigned to the student's vehicle. Driving on campus is a privilege and your privileges can be revoked if you

are found driving reckless, speeding, or putting other lives at risk. Objects displayed on a vehicle that impair the sight of the driver, such as flags, are not allowed.

Speed limit on campus is 20 miles per hour.

All vehicles should be locked after arriving. Damage and losses to personal vehicles will be at the risk of the owner. Students are not to remain in vehicles after parking on campus, return to their vehicle during breaks or move the vehicle after arriving on campus. Failure to abide by any rules set forth will result in the loss of driving privileges.

### ***COPYRIGHT POLICY (I-453-A)***

Meridian does not condone, and will not allow, violations of the United States copyright laws. Subject to certain specific exceptions, the owner of a copyright has the exclusive right to reproduce, distribute, perform, or display the copyrighted work or to authorize such reproduction, distribution, performance, or display. An exception to the exclusive rights is the Doctrine of Fair Use. The fair use of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright.

The following factors shall be considered in determining fair use:

1. Purpose and nature of the use; whether the use is of a commercial nature or for non-profit educational purposes.
2. The nature of the copyrighted work.
3. The amount and importance of the portion used in relation to the copyrighted works as a whole.
4. The effect of the use upon the potential market for, or the value of, copyrighted work.

A further exception to the copyright law includes the performance or display of a work by instructors or students in the course of face-to-face teaching activities in a classroom or other place devoted to instruction.

### ***VACCINATIONS***

Meridian Technology Center does not have a vaccination policy. Secondary students from partner schools are required to follow the vaccination policy of their respective school districts. Students enrolled in Health Career majors or any other career major that requires vaccinations will be required to follow those guidelines to participate in the major.



***PUBLIC SCHOOLS  
ANNUAL NOTIFICATION FOR PARENTS, INSTRUCTORS AND EMPLOYEES***

Date: April 1, 2018

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A Management Plan documenting these inspections is on file for public review. Upon request, you may view the plan which is located at the Assistant Superintendent's office.

Meridian Technology Center annually notifies all parents, instructors and other employees by posting this notice. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by posting a notice, or using handout bulletins, flyers and/ or using newspaper public notice statements.

The asbestos identified in our Management Plan will be checked regularly by a licensed asbestos company and by our staff to scrutinize any changes in the material that could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law.

A handwritten signature in black ink that reads "Douglas R. Major". The signature is written in a cursive, flowing style.

Doug R. Major, Superintendent/CEO  
Superintendent

# notes

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A series of horizontal dotted lines for writing notes.