



# **Mid-America Technology Center**

## **Student Handbook 2025-2026**

## **Purpose & information**

This handbook has been designed to acquaint students with the policies and procedures of Mid-America Technology Center. You will find essential information in it. Keep it as a ready reference so that you and your parents may stay aware of the services, opportunities, and regulations which are current at your school. Each student is held responsible for knowing and abiding by these policies and others which may be prepared and posted throughout the year.

## **Non-Discrimination Statement**

Mid-America Technology Center does not discriminate on the basis of sex, race, color, national origin, disability, age, or any other characteristic protected by law and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admissions and employment. Title IX Coordinator Mendi Dawley – Director of Human Resources, [mdawley@matech.edu](mailto:mdawley@matech.edu), 504 Coordinator Shelly Eubank – Special Services Coordinator, [seubank@matech.edu](mailto:seubank@matech.edu), (572) 215-2060, 27438 State Hwy 59, Wayne, OK 73095. For further information on non-discrimination, visit Office of Civil Rights <https://www.hhs.gov/ocr/about-us/index.html> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## **Family Education Rights & Privacy Act**

### Notification to Parents

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights with respect to their education records. When a student reaches the age of 18 or attends a school beyond the high school level these rights are transferred to the student. (An eligible student, under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Mid-America Technology Center receives a request for access. A parent or eligible student should submit to the Assistant Superintendent, Dallas Krout, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the parent or eligible student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A parent or eligible student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the parent or eligible student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the Technology Center discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Mid-America in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Mid-America who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, collection agent, or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for Mid-America.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mid-America Technology Center to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Students who are 18 years of age or older may choose to sign a FERPA release form to grant their parents or guardians access to their educational records.

## **Message From Superintendent**

Mid-America Technology Center's mission is to provide a competitive advantage for the workforce and economic growth through quality education and training. The Board is dedicated to the philosophy of having the best training opportunities available for the communities we serve. The administration is committed to finding and developing the best teachers, trainers, and support staff to facilitate our mission. The staff are continually improving their methods and strategies to prepare the workforce necessary to fill the skills gap. The students are passionate about accepting the challenge to train, prepare, and learn to be the workforce and leaders and in our communities, state, nation and beyond.

I am prepared to invest time, energy, and resources into your growth as an individual and see you attain comfort, peace, and freedom. I am excited that you have accepted this challenge, recognizing the sacrifices that are necessary to be a successful student. You have chosen to be a part of a team with a rich history of success. I look forward to working with you and celebrating your achievements as a student at Mid-America Technology Center.

Mike Eubank  
Superintendent

## **Administration & Staff Directory**

See [www.matech.edu](http://www.matech.edu) for directory.

## **Faculty Directory**

See [www.matech.edu](http://www.matech.edu) for directory.

## **Mission Statement**

Mid-America Technology Center mission: Providing a competitive advantage for workforce and economic growth through quality education and training.

## **MATC Vision**

Mid-America Technology Center

- Is recognized for quality education, training, leadership, and service
- Provides a climate where all stakeholders can experience success
- Is recognized as a leader in economic development
- Provides an atmosphere where every individual is valued
- Continues to stay on the leading edge of technology, innovation and emerging workforce trends
- Continues to maximize return on investment

## **MATC Values**

- **A** – Active listening
- **D** – Development & training
- **V** -Value individuals, time & innovation
- **A** – Accountability & responsibility
- **N** – Network & engagement
- **T** – Truthful, open, & respectful communication
- **A** – Advancement with appositive mindset
- **G** – Growth through productive struggle & risk taking
- **E** – Enhance the economy & workforce through quality education

## **Philosophy of the School**

To invest in staff, programs, and students to provide resources necessary for a workforce development educational experience that prepares the unemployed to work, the underemployed to approach their professional potential, the high school and college-bound student to be prepared for success in their post-secondary education pursuits or career path, and the businesses in the district to economically benefit from the presence of a skilled local workforce.

## **General Aims**

We believe that Mid-America Technology Center has the opportunity and privilege to provide the technical education necessary to prepare all students of our district with skills and know-how to be useful, productive, self-supporting citizens. Realizing that individual differences exist and that

technology is constantly changing, we still believe that every student must have the opportunity to develop his or her aptitudes to the fullest potential. We will endeavor to include the following:

- A. Placing emphasis on the importance of the American Free Enterprise System.
- B. Expansion of skills and technical training will be concentrated in the area of greatest need.
- C. Providing occupational orientation and exploratory experiences for all persons at all levels in order that reasonable, enlightened and long-range decisions may be made about career choice.
- D. Improving the image of work in order that students, parents and the public may know of the dignity, challenge and satisfaction (intellectual and financial) of a skilled or technical occupation.
- E. Facilitating access into occupational educational programs for those adults who have dropped out of the formal education program before graduating from high school.

Our aims reflect a firm philosophy that technical education should equip every individual, to the extent that ability permits, with the competence to attain economic, social, intellectual, and spiritual goals in a democratic society.

## **Attendance Policy for Full-Time Career Majors**

The success of a business is greatly influenced by the dependability and productivity of its employees, which is impacted by their attendance at work. Most potential employers will NOT consider hiring an applicant who has a poor attendance record at Mid-America. Additionally, every instructor will deliver meaningful instruction and assign appropriate hands-on activities each day. Therefore, students are expected to be in class every day and take care of personal business on their own time.

### **ATTENDANCE GUIDELINES FOR SECONDARY (HIGH SCHOOL) STUDENTS**

There are NO excused absences. Each student is counted as present or absent for each day Mid-America is in session. Students missing 50% or more of a class period will be considered absent for that day.

The following steps shall be utilized when dealing with Absences from Full-Time Career Majors:

1. Attendance is monitored on a Semester Basis. After the equivalent of 9-15 hours of absences in each semester, the parent or guardian will be contacted with supporting documentation. The instructor conferences with the student.
2. After the equivalent of 18-27 hours of absences in each semester, the parent or guardian will be contacted with supporting documentation. The counselor/administrator conferences with the student and the parent/guardian and places the student on a probationary contract outlining expectations and consequences.
3. After the equivalent of 30 hours of absences in a semester, a secondary student who violates the attendance probationary contract may receive a "no credit/no grade" for the course and/ or semester.

Students who do not meet the minimum career major or certification attendance requirements may be withdrawn from a career major. Students are automatically withdrawn after missing 30 consecutive hours with no efforts being made to contact their instructor or administrator.

A student is considered truant if he/ she intentionally fails to comply with the mandatory Oklahoma School Attendance Law. If a student is truant, no make-up work will be allowed, and a grade of zero (0) will be issued for the time the student is truant. Additional disciplinary action may be taken.

Note: Authorized participation at home-school activities will not count as absences. These absences must be reported to the Student Services Secretary by the High School Principal (no exceptions).

## **Tardies**

Tardiness is considered to be a poor work habit, and excessive tardiness may result in dismissal from the program. A student will be considered tardy if he/ she arrives after the start of class. Students missing 50% or more of a class period will be considered absent for that day.

## **Leaving Class Early**

A student who leaves before the scheduled end of class may be considered absent for the entire day unless he/she has checked out with the Student Services Secretary. Secondary students must have parental/guardian permission. Students missing 50% or more of a class period will be considered absent for that day.

## **Excused Absences**

There are **NO excused absences**. Each student is counted as present or absent for each day Mid-America is in session.

Perfect Attendance - Good attendance reflects dependability and productivity, both good work habits, which should be rewarded. Perfect attendance will be rewarded throughout the semester and recognized at the end of the year.

## **Extenuating Circumstances**

Students who are absent for an extended period due to circumstances beyond their control—such as hospitalization, a car accident, or similar events may request an extenuating circumstances conference with a school counselor.

All requests will be reviewed, and any extenuating circumstances must be approved by a school administrator.

## **Make Up Work**

Students are expected to complete all assignments missed during an absence. It is the student's responsibility to contact their instructor and arrange to make up the missed work.

Students will be allowed one (1) school day to make up work for each day of absence.

# **Attendance Guidelines for Post-Secondary (Adult) Students**

(PN guidelines are listed separately within the department)

Adult students are expected to attend class every day and be on time. Violation of this policy may result in dismissal from the program. Full-time students are allowed up to 60 excused hours (10 days) of absences per semester; half-time students are allowed up to 30 excused hours (10 days) of absences per semester (this includes illness, funerals, doctor ap-pointments, etc.). Students missing 50% or more of a class period will be considered absent for that day.

The following absences are exempt and will not count towards the 60 (Full-time) or 30 (Half-time) hours.

- Subpoenaed Jury Duty
- Subpoenaed Court Appearances
- Military Duty

Documentation of these absences should be given to the Student Services Registrar.

Class Hours:

Morning session – 8:10 – 11:10 a.m.

Afternoon session – 12:45 – 3:45 p.m.

## **Leave Of Absence – Adult**

A Leave of Absence (LOA) will be considered on a case-by-case basis (such as extended illness, serious injury, etc.) and may not exceed 60 days within a 12-month period. A LOA must be a minimum of (5) days. Students may not be approved for more than one leave of absence in a 12-month period.

The LOA must be requested by the student prior to the leave. The LOA form should be requested by the student from Student Services. The form will provide a written, signed, and dated request and the reason for the request. Upon completion of the form, the student must contact a Director and provide appropriate documentation for the leave to be considered.

If the student is unable to request leave prior to the LOA due to unforeseen circumstances (such as a car wreck, health issues, military reasons, etc.), the student must contact Student Services as soon as possible to request the LOA. A LOA may be granted as long as the student provides documentation at a later date. Upon receipt of documentation, the Director will document the approved or unapproved decision.

Students granted approved leaves of absence are expected to return to class at the end of the leave of absence.

For students who are Pell Grant recipients:

A student who does not return at the end of a leave of absence will be withdrawn, and if the student received Title IV federal financial aid, the drop date would be the student's last date of attendance. The student and the school may owe money back to the Federal Pell Grant Program.

Any leave of absence that does not meet all the conditions outlined above for an **approved** leave of absence is considered a withdrawal for Title IV purposes and the student's withdrawal date will be the last date the student attended class. In such cases, both the school and the student may be required to return money to the Federal Pell Grant program.

## **Attendance Conferences**

1. Attendance is monitored on a Semester Basis. After the equivalent of 9 hours of absences, the instructor conferences with the student.
2. After the equivalent of 18 hours of absences or more, the counselor/administrator conferences with the student and places the student on a probationary contract lining expectations and consequences.
3. After the equivalent of 30 hours of absences, a student who violates the attendance probationary contract may receive a "no credit/no grade" for the course and/ or semester.

## **Unsatisfactory Attendance**

Adults with unsatisfactory attendance and/or a failing grade may be withdrawn from their career major/program of study.

## **Non-Attendance**

Students who miss 30 consecutive hours and have made no attempt to contact their instructor or administrator will be automatically withdrawn from their career major of study.

## **Changing Courses**

Course changes during the first few weeks of the school year and the second semester, will be made only if it appears to be in the best interest of the student. All changes must be made at the beginning of the semester and must be approved by an administrator.

## **Enrollment**

High school juniors and seniors who show an interest in technical training and an aptitude in the area of his or her choice may apply for enrollment. The enrollment is subject to the approval of the home high school and Mid-America. Every effort will be made to counsel prospective students to select a career major in which they have a reasonable opportunity for success. Enrollment will not be complete until each student and/ or parent has signed and turned in the Student Data forms and attends orientation. Adult students may contact the school for enrollment information.

## Grading System

In technical courses, part of the time period is spent in theory and part in a laboratory.

The student's grade will be derived from his/her performance on course assignments, tests, and laboratory assignments. The resulting grades will then be totaled and a composite numerical grade determined. This numerical grade will be translated to a letter grade, based on the following scale:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F
Pass/Fail	P/F
Incomplete	I
Withdraw	W
Satisfactory/Unsatisfactory	S/U

## High School Credits

Secondary students will spend one-half of the school day (3 hours) at the Technology Center and the other half at their home schools. Morning classes are held from 8:10-11:10 and afternoon classes from 12:45-3:45. Students enrolled at the Technology Center may earn up to four elective units of credit per school year if course requirements are met.

Credits are determined by the sending schools. If you have any questions, please contact your local high school counselor.

## Academic Classes

Mid-America will offer academic classes for those high school students who are unable to take all the courses in math and science required by the state for graduation and still be able to take a career major offered at Mid-America. Approval must be given by the sending high school. Students who are enrolled in any course will be expected to be present in that class each day they are present in their career major unless prior arrangements have been made by their career major instructor and the Academic Instructor. Attendance requirements for academic classes are consistent with attendance requirements of the student handbook. Students enrolled in Cosmetology and Health Career Explorer (HCE) are ineligible to be enrolled in an academic courses.

## Work Based Experience

Each career major offered will include a Work-Based Experience. The WBE is designed to be delivered as an integrated component within the courses taken by the individual student. The purpose of the WBE is for personal development, leadership, and employability skills. Students may also undertake special projects, cross-train, or participate in workplace learning opportunities to enhance skills in accordance with industry demands. WBE's must be approved prior to the student's absence.

# Requirement For Continuing Enrollment

Each student is expected to make progress toward completion of the major being taken. A student is considered to be progressing toward completion if the student maintains a grade of "C" and the student's attendance is within limits prescribed in the attendance policy.

Each student is expected to take and pass certification exams and competency tests associated with the career major for which they have enrolled and to be in good standing with their teacher. Students in good standing have exhibited a desire to cooperate with teachers and students in the program and contribute to a positive environment in the classroom. Students who cause disruptions and distract from the learning process will not be considered to be in good standing. Students not in good standing will need permission from an administrator for re-enrollment.

Students who make less than a "C" average during their first year or have not passed certification exams or competency tests associated with the career major for which they have enrolled must have the approval of their teacher before they will be permitted to return for the second year of training.

## Grievance Procedures

Any student, employee, or patron of Mid-America Technology Center, who believes there exists a violation, misinterpretation, or inequitable application of the Policies and Administrative Regulations, or discrimination or harassment in programs/services, on the basis of sex, race, color, national origin, disability, age, or any other characteristic may seek resolution of the situation.

It is the desire of Mid-America Technology Center that any grievance might be resolved in an informal manner. This would include discussing the problem or grievance with an instructor, a counselor, or an administrator. However, in situations where a solution cannot be reached in this informal manner, steps for a formal hearing of the problem are detailed in the grievance procedures available from the Director of Human Resources.

## Bullying

As used in the School Safety and Bullying Prevention Act:

1. "Bullying" 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;
2. "At school" means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.
3. "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 devices, or a computer.

4. "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 the potential for future harm to students, school personnel, or school property.

No student will be subjected to hazing, harassment, or any other form of persecution by any student or employee at school or on school-sponsored activities. Mid-America specifically prohibits threatening behavior, harassment, intimidation and bullying by students at school and/or by electronic communication, whether such communication originated at school or with school equipment.

A copy of Mid-America Technology Center's policy on harassment, intimidation, and bullying is available upon request. Students or staff who are the victims or witnesses to acts of harassment, intimidation, bullying or threatening behavior are encouraged to inform Dallas Krout, Assistant Superintendent, or Mendi Dawley Title IX Coordinator.

MATC STOPit Anonymous Bullying Reporting – Go to <https://stopitsolutions.com> Access Code: MIDAMERICA

## **Sexual Harassment**

Definition: Sexual harassment is behavior of a sexual nature which creates a situation in which an individual is made to feel uncomfortable in the work and/or learning environment. This behavior may be in the form of:

1. Unwelcome sexual advances
2. Verbal or written comments
3. Suggestive/explicit jokes
4. Sexual objects or pictures
5. Unreasonable differential treatment based on gender
6. Unwelcome physical contact
7. Other actions/ conduct which are sexually offensive

Policy: It is the policy of Mid-America Technology Center, that sexual harassment by any individual who is an employee or student, or who is under the jurisdiction of Mid-America Technology Center, is expressly prohibited. Persons determined to have engaged in sexual harassment of any kind shall be subject to disciplinary actions, which may include suspension/ dismissal.

Any individual who believes he/ she is the victim of sexual harassment, or any other form of discrimination may follow the GRIEVANCE PROCEDURE which is included in Mid-America Technology Center's Affirmative Action Plan. Mendi Dawley – Director of Human Resources has been designated to receive and handle allegations of sexual harassment:

## **Sexual Assault Policy**

Any individual who believes he/ she is the victim of sexual assault should preserve all of the evidence and should report the incident to the Administrative Office in person or by phone. An official report will be taken and copies will be made available to the victim and local law enforcement agencies. Victims of sexual assault may choose to report the incident to Mendi Dawley – Director of Human Resources

## Self -Administration Of Medication

Minor students who are able to self-administer specific medications, such as inhaled asthma medication, anaphylaxis medication, replacement pancreatic enzymes, or use specialized equipment, such as an inhaler or Epinephrine injector, may do so provided such medication and specialized equipment are transported and maintained under the minor students' control in compliance with the following rules:

- A licensed physician or dentist must provide a written order that the minor student has a particular medical condition (asthma, anaphylaxis, cystic fibrosis, etc.), is capable of and has been instructed in the proper method of self administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.
- The parent must provide a written authorization for self-administration of medication.
- Parents who elect self-administration understand and agree that the technology center, its agents and employees shall incur no liability for any adverse reaction or injury the minor student suffers as a result of self-administration of medication and/or use of specialized equipment.
- The written authorization will terminate at the end of the technology center year and must be renewed annually.
- If the parent and physician authorize self-medication, the technology center is not responsible for safeguarding the minor students' medications or specialized equipment.
- Minor students who self-medicate are prohibited from sharing or playing with their medication or special equipment. If a minor student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, minor student, nurse and other appropriate persons.

Minor students will not be allowed to self-administer:

- Narcotics;
- Prescription pain killers;
- Medication used to treat ADD/ADHD or other psychological or behavior disorders; and
- Other medication hereafter designated in writing by the technology center.

Except as otherwise provided by an individual minor student's technology center health plan, minor students may self-administer non-diabetes and nonanaphylaxis-related injectables only in the campus director's office in the presence of authorized technology center personnel.

Diabetes-related injectables will be administered in accordance with the technology center's diabetes care and management policy.

Minor students who self-medicate are encouraged to wear Medic Alert bracelets or necklaces.

The parent will provide an emergency supply of a minor student's inhaled asthma medication or anaphylaxis medication or replacement pancreatic enzymes to be administered by technology center personnel, as required by state law.

# Tobacco

Mid-America maintains a tobacco-free campus. Prohibited items include any object or substance that may appear to be tobacco.

# Student Dress

Student dress has become a matter of significant concern to educators; therefore, Mid-America Technology has the following student handbook policy:

Meeting the dress requirements of potential employers in career areas is considered part of occupational training at MATC. Students will be expected to conform to the individual clothing requirements of the training program in which they are enrolled. Specific information will be included in your classes' syllabus or syllabi.

Dress and personal grooming should not present health or safety problems, cause disruption of the educational process, or offend the common standard of the community.

Students must not wear revealing clothing to school. The following guidelines on revealing clothing are examples and do not cover all situations. Students shall not wear halter tops, garments with spaghetti straps, strapless garments, or garments that are "see-through," cut low, or expose the midriff. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. Skirts and shorts must be mid-thigh or longer. All pants must fit around the waist and be properly fastened. Undergarments must not be visible.

Sleepwear such as pajamas, house shoes, blankets, costumes, tails, fishnet stockings, capes/flags, theatrical or distracting makeup, etc. are not allowed. Headgear, including hats, hoodies, costume wigs, fake ears, and caps are not allowed in the classrooms, hallways, and common area unless permitted for religious, medical, or other reasons by school administration. Caps/headgear for safety may be worn in some lab or shop areas.

Students shall not wear items that contain messages that are vulgar, offensive, obscene, libelous, or politicized speech that discriminate against others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol, drug use, or violence; or that are otherwise contrary to the school's mission.

# Student ID Badge

The purpose of a student ID badge is to ensure each student is readily identified as a student of Mid-America Technology Center, and to identify and exclude those individuals who have no legitimate business on campus during the school day, and/or school activities. The wearing of the student ID badge is MANDATORY during school hours and at school activities. The safety and security of students are of paramount concern and the following regulations will be observed regarding student ID badges.

1. All students and staff must wear an ID badge on a school-approved lanyard or badge holder. The badge must be visible at the chest level or higher from the front.

2. The ID badge is the property of Mid-America Technology Center. Students must present their ID to any staff member who requests it.
3. Any student who has lost or forgotten their ID will be issued a temporary badge prior to being admitted to class. Students wearing temporary badges will not be allowed to attend out of class activities or go to break.
4. Lost or damaged ID badges will be replaced at a cost of \$10.00 to the student.
5. Any student who has been suspended from school or placed off campus must relinquish his or her badge to an administrator.
6. No stickers or marks will be allowed on the ID unless the stickers were issued by the school. ID badges that are permanently altered in any way will have to be replaced with a \$10.00 replacement fee.
7. Visitors to the campus will be required to sign in at the front office and receive a Visitor's Badge.

## **Student Organizations**

Career Tech Student Organizations sponsored by the instructor of each class, are provided to promote activities for citizenship and leadership development. The student activities during the year are sponsored by SkillsUSA and HOSA. These organizations are considered a very important part of technical education, and active participation is a part of every class.

Students may only compete within their primary career major divisions, Trade and Industrial (and all other non-health classes) – SkillsUSA and Health Classes - HOSA.

Student participation in community service, meetings, conferences, contest, and leadership positions is supported by the teacher and administration. Involvement in CTSO activities is approved based on progress, attendance, and recommendation of the teacher. Students placing 1st in state competitions and national officer candidates may be eligible to compete in national competitions.

## **Student Participation/Attendance National Contest**

It is the intent of Mid-America Technology Center to support and promote adult and secondary students who participate in state skills contest sponsored by student organizations (HOSA, Skills USA). The following guidelines will be in effect for student participation and attendance at a sanctioned National Contest.

1. First (1st) place winners who qualify according to the rules of the specific student organization will be covered for meals, lodging and qualifying expenses providing they fall within one of the categories listed below:
  - a. 1st place State individual competition winners who are representing Oklahoma in their respective National competition.
  - b. 1st place State team competition winners who are representing Oklahoma in their respective National competition
  - c. State and/or National officers who are required to attend National Convention to fulfill their officer duties.

2. Participating students will be required to travel with MATC personnel and remain under the supervision of MATC personnel while at the competition and on the return trip. Secondary students may be released to a parent/guardian following the competition. Adult students may be released on their own.
3. Vehicle travel will be in school owned equipment. No students will drive themselves to or from an event.
4. Airline travel is authorized for qualifying students and teacher sponsors. Teacher sponsors will use the district purchasing procedures for making reservations and payment for tickets.
5. Mode of travel will be determined by administration based on distance and cost.
6. Lodging arrangement will be made by Mid-America Staff. Participants will be grouped, when possible, to reduce district expense.
7. Miscellaneous costs such as airport transportation to and from hotel, parking fees, mileage to and from the campus of enrollment to the airport, tolls, taxis, city bus/shuttles, and related contest costs are reimbursable with proper documentation.
8. Expenses for side trips or entertainment will not be reimbursed or paid for by district funds.

## **STUDENT TRAVEL AND LODGING**

1. Overnight Stays will be considered for the following circumstances.
  - a. Out of state travel.
  - b. Travel more than 3 hours, 1 way.
  - c. District, state, or national officer or delegates duties.
  - d. Students require on-site activity before 7:00am, or after 10:00pm
  - e. Unforeseen circumstances with administrative approval.
  - f. Mid-America or ODCTE staff is available to be in constant supervision of student.
  - g. Lodging is approved, arranged, and paid for by Mid-America or ODCTE staff.
2. Requirements for student travel and participation in events.
  - a. Student must be In Good Standing with Mid-America Technology Center.
  - b. Student must have a signed permission slip in advance of travel.
  - c. Students MUST be registered for events by Mid-America staff.
  - d. Student registration must be paid by Mid-America Purchase Order.

- e. Student must travel in Mid-America owned, provided, or arranged vehicle.
- f. Student must be accompanied and supervised by Mid-America or ODCTE staff.
- g. Student must be required to participate or compete “in person” at the event.

## **Student Travel - Reimbursement**

### ACTIVITIES EXPENSE REIMBURSEMENT

It is the policy of the Mid-America Technology Center Board of Education to reimburse pre-approved itemized and necessary meal and lodging expenses incurred by school district students and sponsors involved in authorized school sponsored co-curricular activities. Student meal expenses will be covered on a per diem basis for out of state travel only.

Travel requests will be made as early as possible and placed on the master calendar.

A requisition for reimbursement from the activity fund must be filled out for each student and signed by the teacher/sponsor.

The school will reimburse reasonable costs, subject to the availability of funds, for approved and documented lodging and meal expenses.

Claim forms for travel expenses are available in the administration office. The forms will be completed and approved on campus and hand-delivered to the business office for payment.

Student “Per Diem” Meal Allowance for out of state travel will be paid on a per meal basis for breakfast, lunch, and dinner when the student is off campus for official MATC representation.

In-State Travel- Transportation and registration will be provided for in-state travel. Per diem for meals will not be included for in-state travel.

Out-of-State - For out-of-state travel the meal allowance will be paid based upon Internal Revenue Service rates established for cities, counties, and states of travel. Reimbursement for out-of-state, is set on a per meal basis (breakfast, lunch, dinner). An agenda of the conference, meeting, or event must be attached to the claim form. Student meals provided through lodging or paid for through registration fees incurred by the district will be deducted. No meal receipts will be required for meals.

NOTE: Field trips do not count as out of state- only contest or CTSO activities.  
The following conditions apply:

1. Students are not eligible for per diem unless the teacher/sponsor seeks approval in advance from the assistant superintendent.
2. Each student must sign for their own per diem (within two weeks) in order to collect the allowance.
3. All claim forms must be received by the 25th of the month in which they occurred.
4. Teacher/sponsor must sign off on student claim forms.
5. Travel must be off campus and overnight.

6. No meal receipts will be needed but, itemized receipts for all other allowable expenses will be required for reimbursement.
7. An agenda of the contest, meeting or event **MUST** be attached to the claim form.
8. Lodging, transportation and registration will follow existing board policy and be covered by the general fund. Meals and other allowable expenses will be covered by the activity fund.
9. Student meals provided with lodging or paid for through registration fees paid by the district will be deducted
10. Other allowable expenses must be accompanied by a signed receipt and turned in under the same conditions as the meals per diem.

## Rule Enforcement Policy

Under the supervision of each instructor, every student is to become familiar with and held responsible for knowing and following the Student Conduct section of the Policies and Administrative Regulations. A complete copy of these policies is available in every classroom. A few of the rules of major importance listed in the policies are repeated here:

1. "A student shall not knowingly possess, handle, or transmit any object (**including knives**) that can reasonably be considered a dangerous weapon:"
2. "A student shall not knowingly possess, use, transmit, or be under any influence of alcohol or any drug not prescribed by a physician."
3. "A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher assistants, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel:"
4. "A student will not absent himself from school without a reasonable excuse. The reasonableness of the excuse shall be determined by the Assistant Superintendent."

Any student who is guilty of violating the regulations of the school may be punished by:

1. Verbal reprimand,
2. Restrictions from normal privileges, such as breaks,
3. Reasonable activities/ assignments and or
4. Detention, or
5. Suspension from school.

The decision of the Directors or Administrators to punishment shall be final. Punishment one and two may be delegated by the directors to the teacher. Every teacher in the technology center shall have the right to exercise the same authority as to conduct and behavior over the pupils attending this school, as the parents or guardians may exercise over them at home and as/ or provided by State Law.

## Breaks

Breaks will be taken at posted times and places not to exceed 10 minutes in length per session. Students may not take breaks in cars, in the parking lot, or at any place other than the assigned areas. Each student is requested to cooperate at all times in keeping the break areas and the grounds clean and attractive.

# Cell Phones & Electronic Devices

Students may carry cell phones and other electronic devices while on campus, but their use is subject to the following guidelines:

- A. While in class, cell phones, smartwatches, and smart earphones may not be used. All devices must be silenced and stored in accordance with the teacher's classroom policy.
- B. Devices may be used during scheduled breaks.
- C. Devices may be used while traveling on regular school-to-school bus routes.
- D. Personal earphones or earbuds are not permitted for use at any time.
- E. Mid-America Technology Center is not responsible for lost, stolen, or damaged devices.
- F. In medical situations, emergencies, or other unusual circumstances, students may request written administrative approval to carry or use their cell phone.

## Disciplinary Actions

Violations may result in the loss of device privileges and/or other disciplinary actions, including temporary suspension of device use.

## Emergency Contact

Parents/guardians needing to contact students during school hours should use the following number (572) 215-2060.

# Public Display of Affection

Students should refrain from inappropriate intimate behaviors on campus or at school-related events. Repeated or especially inappropriate behavior in this regard may result in disciplinary consequences.

# Leaving Campus

Under no condition will students leave the school campus without checking out. Once a student has come onto the Mid-America campus, the check-out process is required to leave the campus before dismissal time. Students under the age of 18 years old will **NOT** be released without permission of the parent/ guardian. All the time missed will be accumulated.

# Driving Privileges

Transportation is provided from every sending high school to Mid-America Technology Center. Students are encouraged to make use of this free transportation for safety and economy reasons. Students may drive private vehicles to Mid-America providing they observe the following regulations:

1. Secondary students must be permitted to drive by their high school.
2. All students must drive in a safe manner, observing traffic laws, and not putting others at risk.
3. Vehicles must be parked properly in approved parking areas upon arriving, and not be moved

until students are dismissed.

4. Students will not be permitted to loiter in the parking lots, sit in cars, or go to cars during break.

5. All vehicles parked on Mid-America's campus are subject to search.

Students who do not comply with these regulations may be restricted to riding the bus to and from Mid-America.

Oklahoma Law prohibits any person from having a firearm or any other weapon in his/her possession while on school property, or in any vehicle which is brought onto school property. Failure to comply with this law is a felony offense punishable by fine and imprisonment.

Mid-America officials will report all instances of weapons being brought on campus, to the appropriate law enforcement agencies.

## **Gang Related Behavior**

Any and all activities, indications or other behavior which is associated with gang affiliation is strictly prohibited at Mid-America Technology Center.

## **Care of Textbooks, Etc...**

Students are responsible for the care of all school-owned books, tools and equipment. When books are damaged, a rebinding fee will be charged. If books or tools are lost or destroyed, the purchase price of the said article will be charged.

## **Advantage Center**

The Advantage Center will serve as a hub for student development by offering targeted training designed to cultivate the MATC Professional Skills. In addition, the Center will provide program-specific and job-related training aligned with current industry demands, helping students build technical competencies and hands-on experience relevant to their chosen fields. This comprehensive approach ensures that students are well-prepared for both academic success and career advancement.

## **Homebound Policy**

Upon request of the sending high school, it is the policy of the Mid-America Technology Center to provide homebound instruction at district expense for students who are receiving homebound instruction in accordance with their high school's homebound eligibility requirements.

## **Placement & Guidance**

Student Services provides information related to career choices, college and advanced technical school entrance requirements, and information concerning job opportunities. Assistance in actual job placement for students completing programs is also available.

Career and personal counseling services are available as needed. Students may take advantage of these services at any time but must check out through their instructor. All students

seeking counseling services or being referred to by instructors should report to the Student Services Office. Interest inventories, testing, and referral services may be obtained upon request of students.

## **Student Insurance**

High school students are strongly encouraged to enroll in voluntary student accident insurance offered through third party providers. If your local high school does not offer this service, please contact the Assistant Superintendent at Mid-America Technology Center for information regarding available student insurance options.

Please note that the school does not provide accident insurance coverage for students and is not liable for any student injuries. It is the responsibility of the student and/or their parent or guardian to ensure appropriate insurance coverage is in place.

## **Transportation**

Transportation will be provided to each of the high schools in the area, as well as to other designated locations as approved by the Board of Education.

Students are expected to maintain the same standard of behavior on the school bus as they do in the classroom. The bus driver holds the same authority as a classroom instructor and should be treated with equal respect.

## **Services For Students With Disabilities**

Students who have disabilities, including those with mobility limitations, speech, hearing or sight impairment, learning, or other disabilities covered by the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990, may receive reasonable educational accommodations. To request accommodation, students with disabilities must go directly to the Special Services Coordinator office where all disabilities must be verified with supporting documentation. Student responsibilities may include:

- Obtaining psychological/ educational testing
- Providing other verifying documents
- Academic Support ( MATC does provide the Advantage Center where tutoring is available to all students)
- Personal attendant services, Le. wheelchair attendants.

Contact the Student Services Office for information on documentation needs and services available. Students are advised to make their request well in advance of the beginning of classes (especially advisable if the accommodation requires a textbook in an alternative format). Inquiries about reasonable accommodation for people with disabilities can be directed to the Student Services Office at (572) 215-2060

Students with disabilities wishing to appeal decisions regarding accommodation planned or provided may request a grievance form from the Director of Student Services. Call (572) 215-2060 to request the form.

## **Financial Aid**

Financial Aid is available for post-secondary adult students only. MATC participates in the Federal Pell Grant, Oklahoma Tuition Aid Grant, sponsorships, and various scholarships. For more information, contact Karen Hemmerling, Director of Federal Programs (572) 215-2060.

## **Veteran Training**

MATC is an approved school in which eligible veterans may use their V.A. educational benefits. For more information Contact Karen Hemmerling, Director of Federal Programs (572) 215-2060, for a copy of the V.A. bulletin

## **Student School Records**

Parents of secondary students may request an opportunity to inspect and review any and all official record files and data directly related to their child. This request is to be submitted in writing to the Assistant Superintendent, who will then notify the parents that they may inspect said records giving the date for the review. The date will be set as soon after the request is feasible and possible.

Mid-America Technology Center will not release personally identifiable records or files of students under the age of 18, without the written consent of their parents. When any student has attained 18 years of age, the permission to review or consent to release records and files shall only be accorded to and required of, the student.

## **Suspension**

### **Suspension From High School for Secondary Students**

Any secondary student suspended from the home school is automatically suspended from Mid-America Technology Center and will not be reinstated until Mid-America receives official notification that the student is reinstated in the home school.

### **Suspension Terms**

Long-term suspensions are those suspensions in excess of ten (10) school days.  
Short-term suspensions are those suspensions of ten (10) or fewer school days.

### **Procedure Of Suspension**

MATC shall suspend the student in the following manner:

( 1) When a student violates board policy or a school rule or regulation, the administrator shall conduct an informal conference to discuss the policy, rule or regulation and the conduct which is in violation of the policy, rule or regulation. The student will be asked whether he/ she understands the policy, rule or regulation and be given full opportunity to explain and discuss his/her conduct.

(2) If it is concluded that suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the suspension. For students under the age of 18 years old

attempts will be made by phone and in writing to notify the student and his/her parents or guardian, and the home school principal, stating the reason for the suspension, the term of the suspension, and the student's right of hearing before the Superintendent.

(3) A student may be suspended without a conference if the conduct of the student reasonably indicates that the continued presence of the student will constitute an immediate danger, substantial disruption of the educational process or as the situation warrants.

## **Procedure Of Suspension Appeal**

### **Short-Term Suspension Appeals**

A parent or student may appeal the suspension decision to a suspension review committee established by the superintendent. The 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 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 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 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 regulation 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 shall also determine the reasonableness of the term of the suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent, the campus director and the superintendent.

5. The decision of the committee shall be final and nonappealable.

### **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 director shall inform the parent/student of the right to appeal the suspension and the method for appealing.

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 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 regulation 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. This decision is final and nonappealable.

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 parent/student will be given an opportunity to call any relevant witnesses and present any relevant evidence, 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 only 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, school employees, school property, or would be a substantial disruption of the educational process.

## **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 school sponsored teams, clubs, organizations, ceremonies, student government, and all other school sponsored activities and organizations.

Reference: OKLA. STAT. tit. 70 § 24-101.3

## **Reentry to School**

Reentry after being dismissed for failure to follow attendance policies or unsatisfactory conduct.

Students who are dismissed from MATC due to violation of attendance policy or unsatisfactory conduct can apply for readmission the following semester provided that the student has a conference with an administrator or an administrator designee (and guardian if under the age of 18 years old). The conference will determine the student's ability to be successful in their course of study.

## **Tuition & Refunds**

### **Tuition Policy**

In-district students under the age of 22 will be awarded the Next Step Scholarship, for students in good standing, which covers tuition in all full-time programs except Practical Nursing and Lineworker. There will be no tuition for in-district students 65 years or older for regular daytime programs. In-district adult students, who are 62 years old through 64 years old, at the beginning of the semester, will be charged one half-dollar (\$.50) per clock-hour of training. All other students will be charged one dollar (\$1.00) per clock-hour of training. Tuition will be determined by the Oklahoma Department of Career and Technology Education for out-of-district secondary students.

### **Payment: Full-time Programs**

Half of the tuition is due on or before the fifteenth day of the student's scheduled start date. The other half is due on or before half of the scheduled hours for the career major in which the student is enrolled. Students not paying tuition within the scheduled time frame may be withdrawn and/or not enrolled the following semester.

## **Payment: Adult-Only Programs**

### Lineworker Technology Program

Applicants are responsible for the cost of tuition, fees, and the purchase of additional required materials. Program costs include all required equipment, curriculum, training supplies, liability insurance, and class shirt.

The program cost for students is \$6,000.00, of which \$1000 is tuition and \$5000 is individual student requirements delineated above. Of this amount, \$4,000.00 is payable on or before the first day of class. The remaining \$2,000.00 is payable on or before January 5. **All program costs are payable through the Achademix student portal or to the Business Office. For 2025-2026, the due dates are August 13, 2025, and January 5, 2026.**

### Practical Nursing

Applicants are responsible for the cost of tuition, fees, and the purchase of additional required materials. Program costs include tuition, textbooks, curriculum, professional organization dues, standardized assessment testing, malpractice/liability insurance, uniform patches, laboratory supplies, name badges, nursing cap, sitting fee and picture for licensure application, graduation pin, nursing lamp, and diploma.

The program cost for students is \$5,500.00, of which \$1,327.00 is tuition and \$4,173.00 is individual student requirements delineated above. Of this amount, \$3,558.00 is payable on or before the first day of class. The remaining \$1,942.00 is payable on or before January 5. **All program costs are payable through the Achademix student portal or to the Business Office. For 2025-2026, the due dates are August 13, 2025, and January 5, 2026.**

## **Refund Policy for Full-time Career Majors**

1. Students who withdraw on or before the 1st day of class through the 15th day of the period in which they were charged are eligible for a 100% refund of tuition only.
2. After the 15th day of the period in which they were charged, NO refund will be issued.
3. Nonattendance of classes does not constitute official withdrawal. The student must complete an official withdrawal form in order to be eligible for a refund.
4. A refund request will not be approved unless all financial obligations to the technology center have been met.

**Note: Fees, books, supplies, and uniforms are non-refundable.**

## **Federal Financial Aid Refund Policy**

In addition to MATC's refund policy, students receiving Title IV Federal Financial Aid are subject to the following: The institution must determine the amount of federal financial aid to return based on a pro-rata basis. If the student withdraws before completing more than 60% of the payment period, the student must return unearned funds (see the financial aid office for detailed calculations). The student will be billed for any unearned funds including the amount of institutional charges (tuition, fees, books, supplies) the school had to return on the student's behalf.

## **Veterans Education and Training Benefits Refund Policy**

In addition to MATC's refund policy, students receiving Veterans Education and Training Benefits are subject to the following:

If a refund is required, the refund will be issued to the appropriate payee and could be the student, the sponsoring agency, or federal financial aid.

Students receiving veterans benefits may incur a debt to the U.S. Department of Veterans Affairs (VA) or their educational institution if they withdraw from courses early or are dismissed. In such cases, students are responsible for resolving any resulting overpayments with the VA or the school. Students should not issue refunds to the VA or the institution until they receive an official collection notice from the VA Debt Management Center or an invoice from the school.

### **Refund Policy for students called to Active Duty**

Students who are called to **Active Duty** and must withdraw are subject to a **Pro-Rata Refund** as follows:

Students enrolled but never starting the career major will be refunded 100% of tuition only.

Students completing 25% of the scheduled hours of the career major will receive a 75% refund of tuition only.

Students completing between 25% and 50% of the scheduled hours of the career major will receive a 50% refund of tuition only.

Students completing 50% to 75% of the scheduled hours of the career major will receive a 25% refund of tuition only.

After completion of 75% or more of the scheduled hours of the career major there will be no refund.

## **Visitors**

Students are **NOT** permitted to bring visitors. Visitors wishing to tour our facilities should make arrangements with the Directors prior to the time they wish to tour. Visitors to the campus are required to sign in at the front office and receive a Visitor's Badge.

## **Withdrawal Procedure**

All students who desire to terminate their course of training must obtain a Withdrawal Record from the Student Services Office. This form must be completed and signed by the instructor, and then returned to the office, before the student receives official clearance from the school. Secondary students should also make arrangements for withdrawal from their home schools.

At the end of the school year, or at the time of withdrawal from school, it is the student's responsibility to have the instructor verify that the student has completed the academic

requirements and returned all school-owned books, tools, and equipment. Financial obligations must be fulfilled before grades or certification of training can be released.

## **Practical Nursing**

Some policies and procedures may differ for the Practical Nursing program. Please refer to the Practical Nursing Program Policy and Student Handbook.

## **Drug-Free Schools & Communities**

The technology center board adopts the following requirements addressing drug and alcohol use by students and employees, to comply with Section 22(b)(1) of the Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. § 3224a).

1. The technology center has adopted and shall maintain, as part of its curriculum drug and alcohol education and prevention programs which clearly convey that the use and possession of illicit drugs and the use of alcohol are wrong and harmful.
2. The technology center has adopted and shall maintain mandatory standards of conduct and disciplinary sanctions applicable to all students regarding the use of drugs and alcohol.
3. Violation of this policy may be drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience, and may be based upon, among other things:
  - Observable phenomena, such as physical symptoms or manifestations of being under the influence of alcohol or a drug, or direct observation of alcohol or drug use while on technology center property, at a technology center sponsored event, in technology center vehicles, or going to or from a technology center sponsored event.
  - A report of drug or alcohol use while on technology center property, at a technology center sponsored event, in technology center vehicles, or going to or from a technology center sponsored event, provided by reliable and credible sources.
  - Evidence that a student has tampered with an alcohol or drug test.
  - Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on technology center property, at a technology center sponsored event, in technology center vehicles, or going to or from a technology center sponsored event.

A trained employee of Mid-America Technology Center may apply a simple neurological procedure by examining the pupillary response to light and the muscle functions of the student's eyes. This procedure, often referred to as the Rapid Eye Test (RET), is used in athletic programs to determine if brain function has been impaired because of injury, illness or disease. The RET will be performed in private, and when possible, in the presence of another employee of Mid-America Technology Center.

If neurological abnormalities are detected, regardless of the cause, the parent or guardian of the student will be immediately contacted. If no contact can be made, the student will remain in administrative care for the remainder of the class period. The aforementioned behaviors, as well as the neurological examination, may be sufficient reasonable suspicion to search for illegal drugs or drug paraphernalia in the student's clothing, locker, or automobile.

## Drugs & Federal Crime

In addition to local, State, and general Federal statutes that make it a crime to possess or distribute a controlled substance, there are special Federal laws designed to protect children and schools from drugs.

An important part of the Comprehensive Crime Control Act of 1984 makes it a Federal Crime to sell drugs in or near a public or private elementary or secondary school. Under this new "schoolhouse" law, sales within 1,000 feet of school grounds are punishable by up to double the sentence that would apply if the sale occurred elsewhere. Even more serious mandatory penalties are available for repeat offenders.

Distribution or sale to minors of controlled substances is also a Federal crime. When anyone over age 21 sells drugs to anyone under 18, the seller runs the risk that he will receive up to double the sentence that would apply to a sale to an adult. Here too, more serious penalties can be imposed on repeat offenders.

## Counseling and Treatment Programs

Students and/or employees who violate Mid-America's policy for a Drug-Free School and Workplace, as one option for disciplinary action, may be placed on probation, pending satisfactory participation in an appropriate drug/alcohol abuse treatment program, at the students/ employee's expense. Information concerning available counseling and treatment programs, both private and public, will be provided through the Student Services Office. In addition, a listing of programs available in each county will be provided and available in each program classroom/office and in student/employee lounges. Full-time employees needing services of this type are encouraged to use health insurance benefits.

Individuals who desire information or referral from another source should contact the Department of Mental Health or the following agencies:

**National Suicide Prevention Lifeline** Dial 988 or (800) 273-8255

**Oklahoma ReachOut Substance Abuse** Dial (405) 271-2444 or (800) 522-9054 This agency provides referral, education, and advocacy services at no cost, on a statewide basis.

**Teen-line** Dial (800) 522-Teen (Teens can call with issues that concern them)

**Hotline** Dial (800) 522-9054.

**National Human Trafficking Hotline** Dial (855) 617-2288 or Text HELP or INFO to 233733

**Oklahoma Bureau of Narcotics Human Trafficking Hotline** Dial (855) 617-2288

**The Dragonfly Home Human Trafficking Helpline** Dial (405) 212-3377 or (855) 674-4767

## Asbestos Containing Materials

The United States Environmental Protection Agency (EPA), following a mandate issued by United States Senate, has established the Asbestos Hazard Emergency Response Act (AHERA) which clearly defines guidelines for the identification and monitoring of asbestos containing grade twelve. In order to comply with these regulations, we have two certified inspectors and management planners on staff to conduct our inspection and complete our Management Planner report. All personnel utilized for inspection are certified by the Oklahoma State Department of Health guidelines and have performed the inspection in a specific manner.

The inspection procedure is accomplished by employing specialized training skills and equipment Asbestos Containing Materials continued in such a way as to assure the elimination of risk to building occupants while sampling is being conducted. All sampling of suspect materials was accomplished in the absence of students and occupants within the facility in order to further assure that any potential for exposure was precluded. Asbestos Containing Materials (ACM) were found in the school, the results of which may be obtained from the Director of Operations of Mid-America Technology Center and who is serving as Asbestos Coordinator. In order to further satisfy requirements of AHERA, there has been a management plan developed for Mid-America and at this time, has been submitted to the Oklahoma State Department of Health and approved. The plan addresses Asbestos Containing Materials found and identified in three ways.

1. Identification of ACM
2. Definition of procedures for controlling ACM, and
3. Re-inspection and re-assessment of ACM

Again, specific information about this notification may be obtained from the Director of Operations (572) 215-2060.

## **Freedom of Expression**

The Mid-America Technology Center respects and values student activism. The technology center takes pride in our students' interactions with social and political issues, viewing it as a desirable, if not essential, component of civic engagement and, therefore, adopts the following policy.

### **Policy**

The outdoor areas of any campus of the technology center are deemed public forums for the campus community, and the technology center will not create "free speech zones" or other designated areas of campus outside of which expressive activities are prohibited. The technology center may maintain and enforce reasonable time, place and manner restrictions narrowly tailored in service of a significant institutional interest when the restrictions employ clear, published, content- and viewpoint-neutral criteria and provide for ample alternative means of expression. Any such restrictions shall allow for members of the campus community to spontaneously and contemporaneously assemble and distribute literature. Nothing in this paragraph shall be interpreted as applying to student expression taking place elsewhere on campus.

Any person who wishes to engage in noncommercial expressive activity on campus shall be permitted to do so freely, as long as the person's conduct is not unlawful and does not materially and substantially disrupt the functioning of the technology center.

Nothing in this policy shall be interpreted as preventing the technology center from prohibiting, limiting or restricting expression that the First Amendment does not protect or prohibiting harassment as defined in this policy.

Nothing in this policy shall enable individuals to engage in conduct that intentionally, materially and substantially disrupts another person's expressive activity if that activity is occurring in a campus space reserved for that activity under the exclusive use or control of a particular group.

Nothing in this policy shall prohibit the technology center from maintaining and enforcing reasonable time, place and manner restrictions that are narrowly tailored to serve a significant institutional interest only when such restrictions employ clear, published, content- and viewpoint-neutral criteria. Any such restrictions shall allow for members of the campus community to spontaneously and contemporaneously assemble, speak and distribute literature.

The technology center will make public in its student handbook, on its websites and through its orientation programs for students the policies, regulations, and expectations of students regarding free expression on campus consistent with this policy.

The technology center will develop materials, programs, and procedures to ensure that those persons who have responsibility for discipline or education of students, including but not limited to administrators, campus police officers, and instructors, understand the policies, regulations and duties of the technology center regarding free expression on campus.

### **Reporting Requirement**

By December 31 each year, the technology center will publicly post on its website and submit to the Governor and Legislature a report that details the course of action implemented to comply with the provisions a report which details the course of action implemented to be in compliance with the requirements of 70 O.S. §2120. A report shall also be submitted in the instance of any changes or updates to the chosen course of action. The report provided on the website shall be:

1. Accessible from the technology center's website home page by use of not more than three links;
2. Searchable by key words and phrases; and
3. Accessible to the public without requiring registration or use of a username, password or another user identification.

The technology center's report will include the following information:

- a. a description of any barriers to or incidents of disruption of free expression occurring on campus, including but not limited to attempts to block or prohibit speakers and investigations into students or student organizations for their speech. The description shall include the nature of each barrier or incident, as well as what disciplinary action, if any, was taken against members of the campus community determined to be responsible for those specific barriers or incidents involving students without revealing those students' personally identifiable information, and
- b. any other information the technology center deems valuable for the public to evaluate whether free expression rights for all members of the campus community have been equally protected and enforced.

In the event the technology center is sued for an alleged violation of First Amendment rights, a supplementary report, with a copy of the complaint or amended complaint, will be submitted to the Governor and the Legislature within thirty (30) days.

## **Definitions**

"Campus community" means students, administrators, faculty and staff at the technology center and their invited guests;

"Expressive activities" include, but are not limited to, any lawful verbal, written, audio-visual or electronic means by which individuals may communicate ideas to one another, including all forms of peaceful assembly, protests, speeches and guest speakers, distribution of literature, carrying signs and circulating petitions.

"Harassment" means only that expression that is unwelcome, so severe, pervasive and subjectively and objectively offensive that a student is effectively denied equal access to educational opportunities or benefits provided by the technology center.

"Materially and substantially disrupts" means when a person, with the intent to or with knowledge of doing so, significantly hinders another person's or group's expressive activity, prevents the communication of the message or prevents the transaction of the business of a lawful meeting, gathering or procession by:

- a. engaging in fighting, violent or other unlawful behavior, or
- b. physically blocking or using threats of violence to prevent any person from attending, listening to, viewing or otherwise participating in an expressive activity. Conduct that "materially disrupts" shall not include conduct that is protected under the First Amendment to the United States Constitution or Section 22 of Article 2 of the Oklahoma Constitution. Such protected conduct includes but is not limited to lawful protests in the outdoor areas of campus generally accessible to the members of the public, except during times when those areas have been reserved in advance for other events, or minor, brief or fleeting nonviolent disruptions of events that are isolated and short in duration;

"Outdoor areas of campus" means the generally accessible outside areas of campus where members of the campus community are commonly allowed, such as grassy areas, walkways or other similar common areas and does not include outdoor areas where access is restricted from a majority of the campus community.

"Student organization" means an officially recognized group at the technology center, or a group seeking official recognition, comprised of admitted students that receive or are seeking to receive benefits at the technology center. Reference: Okla. Stat. tit. 70, § 2120

## **Graduation/Completion Policy**

To successfully complete their program, students will need to meet the technical and academic standards of their program. Mid-America offers rigorous programs of study designed in cooperation with business and industry to ensure students are fully prepared for the demands of the workplace.

Students enrolled in a full-time program will receive a completion certificate and considered graduated from their course of study if the following has been accomplished:

1. Student is in compliance with MATC attendance policy.

2. Students have no outstanding debt, such as tuition, books, etc...
3. Students have at least a 70% average in MATC coursework.

Upon prior approval, the Superintendent or his/her designee has the authority to review any special circumstances which may allow the student to participate in the awards ceremonies.

## **Consumer Information**

Mid-America Technology Center offers 35 full-time career majors and numerous adult and career development courses in the evening that represent many of the high-demand trades in the region. It is our mission to provide a competitive advantage for workforce and economic growth through quality education and training.

The Consumer Information Guide is located on our home page at [www.matech.edu](http://www.matech.edu) under the Consumer Information tab.

For more information regarding Consumer Information or for a hard copy of the Consumer Information Guide, contact Karen Hemmerling, Director of Federal Programs (572) 215-2060 Monday-Friday, 8am - 4pm.

The contents of the guide include information on the following:

What to Disclose, When and to Whom	MATC's Annual Notice of Required Disclosures of Student Consumer Information and Description of Information to be Disclosed	Where to Find Information
<p>What: <b>Institutional Information</b></p> <p>When: Upon Request</p> <p>To: Enrolled Students Prospective Students</p>	<ul style="list-style-type: none"> <li>• Cost of attending school i.e.: Tuition and Fees</li> <li>• Institutional Refund Policy/Requirements for officially withdrawing from school</li> <li>• Information regarding the school's academic support and career majors offered</li> <li>• Copyright/peer-to-peer file sharing</li> <li>• Entities that accredit, license, or approve the school and its career majors and procedures for reviewing the school's accreditation, licensing, or approval documentation</li> <li>• Description of special services and facilities for disabled students</li> <li>• Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and contact information</li> <li>• Vaccination Policy</li> <li>• Net Price Calculator</li> <li>• Constitution Day/Voter Registration</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Consumer Information Guide <a href="http://www.matech.edu">www.matech.edu</a></li> <li>• MATC website <a href="https://www.matech.edu">https://www.matech.edu</a></li> <li>• Voter Registration <a href="http://www.ok.gov/elections/Voter_Info/Register_to_Vote/">http://www.ok.gov/elections/Voter_Info/Register_to_Vote/</a></li> </ul>
<p>What: <b>Financial Assistance Information</b></p> <p>When: Upon Request</p> <p>To: Enrolled Students Prospective Students</p>	<ul style="list-style-type: none"> <li>• Description of all available federal, state, local, private, and institutional financial assistance, and a description of application form &amp; procedures, student eligibility requirements, selection criteria, and criteria for determining students' awards</li> <li>• College Financing Plan for Principles of Excellence</li> <li>• Rights and responsibilities of students receiving Title IV and other financial aid, including criteria for continued eligibility, satisfactory academic progress (SAP) standards, criteria to re-establish eligibility if a student fails to maintain SAP, method and frequency of financial aid disbursements, books and supplies, and loan disclosures (MATC does not participate in federal or private loans)</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Consumer Information Guide <a href="http://www.matech.edu">www.matech.edu</a></li> <li>• MATC website <a href="https://www.matech.edu">https://www.matech.edu</a></li> <li>• Financial Aid Policies and Procedures Handbook</li> </ul>
<p>What: <b>Family Education Rights and Privacy Act (FERPA)</b></p> <p>When: Upon Request</p> <p>To: Enrolled/Prospective Students, Parents of enrolled students under 18</p>	<ul style="list-style-type: none"> <li>• Right to and procedures for inspecting and reviewing student's education records</li> <li>• Right to and procedures for requesting amendment of student's education records believed to be inaccurate, misleading, or in violation of student's privacy rights</li> <li>• Right to file a complaint with ED for alleged school's or educational agency's failure to comply with FERPA requirements</li> <li>• Right of school to disclose personally identifiable information contained in student's education records without prior consent</li> <li>• Students right for directory information to not be disclosed</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Board of Education Policies/Procedures</li> <li>• Consumer Information Guide <a href="http://www.matech.edu">www.matech.edu</a></li> </ul>
<p>What: <b>Completion/Graduation Rate and Transfer-Out Rate</b></p> <p>When: Upon Request</p> <p>To: Enrolled Students Prospective Students</p>	<ul style="list-style-type: none"> <li>• MATC's completion or graduation rate for full-time, first-time, certificate seeking students enrolled at the post-secondary level who completed their career major within 150% of the normal time for completion</li> <li>• Cohort for non-term schools (technology centers): Students who enter between 8/1 and 8/31 and are enrolled at least 15 days if their career major is less than or equal to 1050 clock hours, or 30 days if their career major is longer than 1050 clock hours</li> <li>• Transfer out rate is not applicable to MATC (as it is not our mission to prepare students to enroll at another eligible institution)</li> <li>• Information on student body diversity in the categories of gender and ethnicity of enrolled, <a href="#">full-time</a> students who receive Federal Pell Grants</li> <li>• Retention rates of certificate seeking first-time full-time undergraduate students</li> </ul>	<ul style="list-style-type: none"> <li>• U.S. Dept of Ed's College Opportunities website:</li> <li>• <a href="http://nces.ed.gov/ipeds/">http://nces.ed.gov/ipeds/</a></li> <li>• College Navigator</li> <li>• <a href="#">College Navigator</a></li> </ul>
<p>What: <b>Campus Security Report</b></p> <p>When: Annually by Oct. 1 Upon Request and/Or first day of class</p> <p>To: Enrolled Students Current Employees Prospective Employees Prospective Students</p>	<ul style="list-style-type: none"> <li>• Crime statistics for 3 most recent school years concerning the occurrence on campus, in or on non-campus buildings or property and public property reported to campus security <a href="#">authority</a> or local police: Policies concerning the security of and access to campus facilities and procedures to report campus crimes</li> <li>• Disciplinary actions imposed for the possession, use and sale of alcoholic beverages and illegal drugs and enforcement of state underage drinking laws and federal and state drug laws. Disciplinary actions in cases of alleged dating violence, domestic violence, sexual assault, or stalking</li> <li>• Emergency Response and Evacuation Procedures</li> <li>• Campus Security Programs including Violence Against Women, Drug/Alcohol Abuse</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Consumer Information Guide <a href="http://www.matech.edu">www.matech.edu</a></li> <li>• MATC Website <a href="http://www.matech.edu">www.matech.edu</a></li> <li>• Statistics Available at <a href="https://ope.ed.gov/campusafety/#/">https://ope.ed.gov/campusafety/#/</a></li> </ul>
<p>What: <b>Drug and Alcohol Abuse Prevention</b></p> <p>When: Annually first day Class</p> <p>To: Enrolled Students and Current Employees</p>	<ul style="list-style-type: none"> <li>• Information on preventing drug and alcohol abuse</li> <li>• Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities</li> <li>• A description of the sanctions under local, state and federal law for unlawful possession, use or distribution of illicit drugs and alcohol</li> <li>• A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees</li> <li>• A description of the health risks associated with the use of illicit drugs and alcohol</li> <li>• A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Consumer Information Guide <a href="http://www.matech.edu">www.matech.edu</a></li> <li>• MATC Website <a href="http://www.matech.edu">www.matech.edu</a></li> </ul>
<p>What: <b>Program Licensure/Certs</b></p> <p>When: Upon request and/or within 14 days of determination that curriculum does not meet requirements</p> <p>To: Enrolled and Prospective Students</p>	<ul style="list-style-type: none"> <li>• Information regarding whether completion of a program meets licensure or certification requirements in each state by listing:</li> <li>• Every state for which licensure or certification requirements are met by the program's curriculum.</li> <li>• Every state for which those requirements are not met; and</li> <li>• Each state for which the institution has not <del>made a determination</del> as to whether the program's curriculum does or does not meet licensure or certification requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Consumer Information Guide <a href="http://www.matech.edu">www.matech.edu</a></li> <li>• MATC Website <a href="https://www.matech.edu/mid-america-technology-center-student-licensure-disclosures">Mid-America Technology Center - Student Licensure Disclosures</a></li> </ul>
***	<p>For a copy of the Consumer Information Guide please see Consumer Information on our website <a href="https://www.matech.edu/">https://www.matech.edu/</a></p> <p>Or contact Karen Hemmerling, Director of Federal Programs at 572.215.2060</p>	***