

GREAT PLAINS

Technology Center

STUDENT HANDBOOK 2011-12

Great Plains Technology Center will observe one minute of silence each school day pursuant to S.B. 815. The time will be announced by a designated tone on the public address system.

Great Plains Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Great Plains Technology Center also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s) at Great Plains Technology Center, 4500 W. Lee Boulevard., Lawton, OK or 2001 E. Gladstone, Frederick, OK.

Title IX Coordinators/Compliance Officers

Lawton campus - Karen Bailey and James Bishop
Frederick campus – Nancy Hasley and Gary Tyler

This school is authorized under Federal law to enroll nonimmigrant alien students.

Great Plains Technology Center is in compliance with USEPA requirements for asbestos. A Management Plan is on file in Bldg 500 of the Comanche County Campus.

CONFORMIDAD DE PROCEDIMIENTOS

Great Plains Technology Center no discrimina raza, color, nacionalidad, género, edad, o incapacidad de admisión a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningún aspecto de sus operaciones.

Esta noticia es provista y requerida por el Título VI del Acto de Derechos Civiles de 1964, Sección 504 del Acto de Rehabilitación de 1973, Título IX de la Enmienda Educativa de 1972, en el Acto de Era de Discriminación de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para más información con respecto a estas leyes pueden ser recibidas por el coordinador de quejas. Telephono 355-6371.

Great Plains Technology Center está en conformidad con requisitos de USEPA para el asbesto. El plan de la administración está en el archivo en el edificio 500.

web site: www.greatplains.edu
email address for information: www.info@gptech.org

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PURPOSE OF HANDBOOK

This handbook has been designed to acquaint the students with the policies, services, and procedures of Great Plains Technology Center. It should be kept as a ready reference to questions that may arise during the school year. Each student is held responsible for these policies throughout the year.

INTRODUCTION

The Great Plains Technology Center is a modern facility with more than 300,000 square feet, which began its training programs in September of 1971. Enrollment has grown steadily and we now serve in excess of 13,000 high school and adult students in both the day and night programs annually. A satellite school in Frederick for Tillman & Kiowa Counties was completed in the fall of 1991.

The Great Plains Technology Center District #9 encompasses 17 school districts. The following high schools send students to the Technology Center.

COMANCHE CAMPUS

| | |
|-------------|------------------|
| Big Pasture | Cache |
| Chattanooga | Elgin |
| Eisenhower | Fletcher |
| Geronimo | Indiahoma |
| Lawton | Lawton Christian |
| MacArthur | Sterling |

TILLMAN/KIOWA CAMPUS

| | |
|------------|-----------|
| Davidson | Frederick |
| Grandfield | Snyder |
| Tipton | |

ACCREDITATION

Both state and national agencies currently certify full-time programs at Great Plains Technology Center. **All full-time career majors/programs are certified by:**

Oklahoma Board of Career and Technology Education

Oliver Hodge Building, Room 121
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105
(405) 521-3301

www.okcareertech.org/main/boardmem.htm

North Central Association Commission on Accreditation and School Improvement (NCA-CASI)

(Postsecondary Office)
HC 33 Box 81 Cedar Lakes Drive
Ripley, West Virginia 2527
(866)-548-5833

www.ncacasi.org

Oklahoma Office:
2500 N. Lincoln Boulevard
Oklahoma City, Oklahoma 73105
(405) 521-3773

Programs accredited by specialized State and National accrediting bodies are listed in the following table.

| Program Name | Accrediting Body |
|---|--|
| Automobile Service Technology (Certified 4 areas) | National Automotive Technician Education Foundation (NATEF) Automotive Service Excellence (ASE) 101 Blue Seal Drive, Suite 101 Leesburg, VA 20175 (703) 699-6650 Website: www.natef.org |
| Automobile Collision Technology (Certified 4 of 5 areas) | National Automotive Technician Education Foundation (NATEF) Automotive Service Excellence (ASE) 101 Blue Seal Drive, Suite 101 Leesburg, VA 20175 (703) 699-6650 Website: www.natef.org |
| Medium/Heavy Duty Truck (Diesel) (Certified, All Areas) | National Automotive Technician Education Foundation (NATEF) Automotive Service Excellence (ASE) 101 Blue Seal Drive, Suite 101 Leesburg, VA 20175 (703) 699-6650 Website: www.natef.org |

| | |
|---|--|
| Licensed Practical Nurse | <p>National League for Nursing Accrediting Commission (NLNAC) 61 Broadway, 33rd Floor New York, NY 10006 (212)-363-5555 Website: www.nlnac.org</p> <p>Oklahoma Board of Nursing (State) 2915 North Classen Blvd., Suite 524 Oklahoma City, Oklahoma 73106 (405) 962-1800 Website: www.youoklahoma.com/nursing/</p> |
| Radiologic Technology | <p>Joint Review Committee on Education in Radiologic Technology (JRCERT) 20 N. Wacker Drive, Suite 2850 Chicago, Illinois 60606-3182 Website: www.jrcert.org</p> |
| Advanced Respiratory Therapist | <p>Committee on Accreditation for Respiratory Care (CoARC) 1248 Harwood Road Bedford, Texas 76021-4244 (817) 283-2835 Website: www.coarc.com</p> |
| Surgical Technologist | <p>Accreditation Review Committee on Education in Surgical Technology & Surgical Assisting (ARC-STSA) 6 W. Dry Creek Circle, Suite #110 Littleton, Colorado 80120 (303) 694-9262 Website: www.arcst.org</p> |
| Long Term Care Nurse Assistant/Home Health Aide | <p>Oklahoma Department of Health 1000 Northeast Tenth Street Oklahoma City, Oklahoma 73152 (405) 271-4085 Website: www.health.state.ok.us</p> |
| Emergency Medical Technician | <p>Oklahoma Department of Health 1000 Northeast Tenth Street Oklahoma City, Oklahoma 73152 (405) 271-4027 Website: www.health.state.ok.us</p> |

GREAT PLAINS TECHNOLOGY CENTER

District No. 9
4500 West Lee Boulevard
Lawton, OK 73505
580-355-6371
and
2001 E. Gladstone
Frederick, OK 73542
580-335-5525

BOARD OF EDUCATION

Clark Smith - President
Arthur Patrick - Vice-President
Howard Johnson - Clerk
Homer Ryan - Member
George I. Bridges, Jr., D.S.S. - Member
Leah Fultz - Treasurer

ADMINISTRATION

Dr. Tom Thomas - Superintendent
Clarence Fortney- Deputy Superintendent
Gary Tyler – Assistant Superintendent, Tillman/Kiowa County Campus
Tom Horschler – Dean of Students/Principal, Comanche County Campus
James Bishop – Director of Instruction
Joelle Jolly - Director of Student Support Services
Jack Whiteman - Director of Purchasing & Maintenance
Kirk Mullenix – Director of School of Career Opportunities & Real Education
John Noel - Director of Adult Career Development
Will Johnson - Director of Corporate Training
Glen Boyer -Director of Marketing & Communications
Cindy Fruge` - Director of Instructional Support Services
Karen Bailey – Director of Academic Affairs & External Relations
TBA – Director of Information Technology
Keith Bridges – Director of Industrial Recruitment
Rhonda Hebert - Business Manager

FROM THE SUPERINTENDENT

Welcome to Great Plains Technology Center! Great Plains is a special place with a strong commitment to your future success. You'll find opportunities that will help you flourish in your career and encourage you to continue your education.

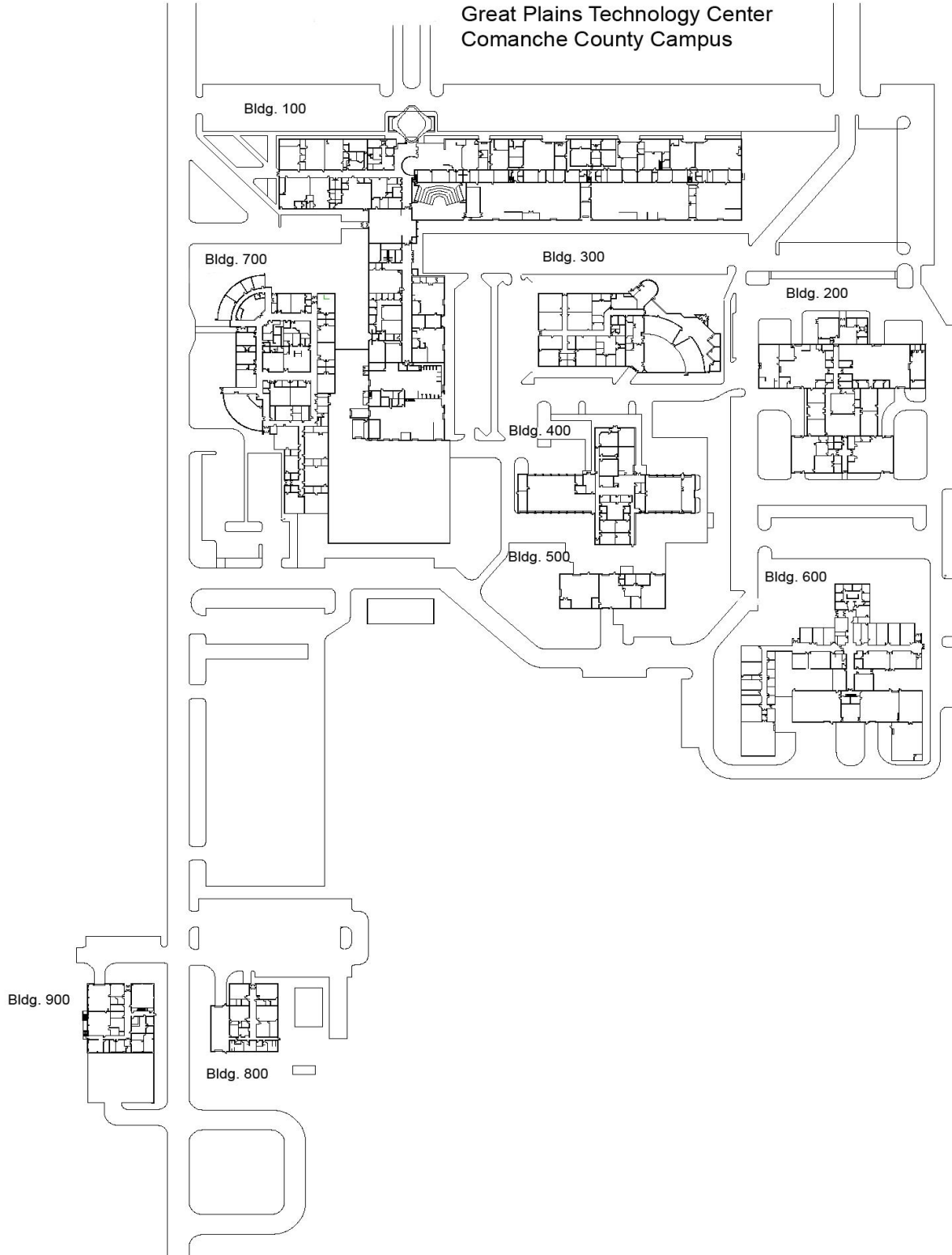
Our talented teaching staff is professional, caring and dedicated to helping every student. I'm also proud of our student organizations which will provide you an opportunity to meet other students while developing your career skills.

My goal this school year is for you to become better at solving problems, thinking critically and communicating effectively while learning to skillfully use the technology that you'll find in your career major.

Please call or e-mail if you have a comment or would like to visit. Have a great school year!

Tom Thomas, *Ed.D.*
Superintendent

Great Plains Technology Center
Comanche County Campus



COMANCHE COUNTY CAMPUS CLASSROOM AND LAB/SHOP NUMBERS

MAIN EDUCATION BLDG.

Bldg. # 100

- 101. Business Office
- 102a. Public Information
- 103. Pre-Education
- 104. Network System Technician
- 105. 3D Animator
- 106. Multimedia Assistant / Video Editor
- 107. Student Support Svcs/Financial Aid
- 111. One Stop Enrollment Center / Student Office / Bookstore
- 111a. Dean of Students/Principal
- 111c. Registrar
- 112. Activities Coordinator
- 119a. Cafeteria
- 119b. Wichita Room
- 119c. Teachers' Lounge
- 120. Culinary Arts
- 121. Printing Design Technician / Digital Photographer
- 123. Pre-Engineering
- 125. Biomedical Science
- 127. Enterprise Network Professional / C.I.S.C.O.
- 129. PC Support Technician
- 130. I.N.D.E.X.
- 131. Med./Heavy Diesel Truck Service & Light Repair Technician
- 132. H.V.A.C. Technician
- 137. Director of Instruction
- 143. Hospitality Service Assistant
- 146. Design Engineer Technician
- 148f. Academic Center
- 148g. L.I.N.C. Program
- 150b. Career Assessment Center
- 155. Structural Welder
- 156. Combination Collision Repair Technician

S.C.O.R.E. ACADEMY BUILDING

BLDG # 200

- 202. S.C.O.R.E. Coordinator
- 204. Tech. Prep. Coordinator
- 205. S.C.O.R.E. Registrar
- 206. Applied Communications
- 214. I.S.D.
- 215. Applied Communications
- 215a. Life Skills Classroom
- 215b. Assistant S.C.O.R.E. Coordinator
- 216. Math Classroom
- 216a. GED Classroom
- 217. Carpentry
- 218. Construction Trades
- 219. Tech. Exploration
- 219a. Photography
- 219b. Biology/Science Classroom
- 220. Electrician
- 221. History Classroom
- 223. Math/Science Classroom

WORLEY SEMINAR CENTER

BLDG # 300

- 301. Seminar Auditorium
- 301a. Seminar Auditorium
- 301b. Seminar Auditorium
- 308. Director of Information Technology
- 312. Instructional Services
- 313. Classroom
- 314. Classroom
- 315. Medical Office Specialist

WORLEY SEMINAR CENTER

BLDG #300 (continued)

- 316. Classroom
- 317. Classroom
- 318. Classroom
- 319. Math Classroom

JOHNSON AUTOMOTIVE CENTER

BLDG # 400

- 401. Parts Supply
- 410. Automotive Service Technician Classroom - Peters/Bennett
- 415. Automotive Service Technician Classroom - Knight
- 420. Interactive TV Room
- 421. Interactive TV Room
- 422. Video Conference

PURCHASING / RECEIVING

BLDG # 500

ECONOMIC DEV. CENTER

BLDG # 600

- 601. Deputy Superintendent
- 602. Office
- 603. Office
- 604. Office
- 605. Office
- 606. Office
- 607. Office
- 614. Classroom
- 615. Classroom
- 616. Office
- 617. Safety Classroom
- 618. Safety Classroom
- 619. Faculty Lounge
- 623. Teleconference Center
- 623c. Office
- 623d. Manufacturing Alliance
- 624. Office
- 625. Classroom
- 626. Classroom
- 627. Student Lounge
- 630. Lab
- 631. Shop
- 634. Classroom
- 635. Classroom
- 637. Maintenance Shop
- 640. Welding Shop
- 641. Office
- 642. Office
- 643. Office
- 644. Office
- 645. Office
- 646. Office
- 647. Director of Corporate Training
- 649. Lab
- 650. Machine Shop
- 651. Lab
- 655. Seminar Room
- 656. Seminar Room

HEALTH CAREERS CENTER

BLDG # 700

- 701. Centennial Conference Room
- 705. Advanced Respiratory Therapist, Clinical Coordinator
- 707. Advanced Respiratory Therapist Program Director
- 709. Surgical Technologist Lab
- 710. Director of Academic Affairs & External Relations
- 711. Surgical Technologist Lab
- 712. First Aid Room
- 713. Radiologic Technology Program Director
- 717. Computer Lab
- 719. Conference Room
- 722. Radiologic Technology Lab
- 723. Medical Library
- 726. Health Careers Lab
- 727. Radiologic Technology I
- 728. Advanced Respiratory Therapist Lab
- 729. Radiologic Technology II
- 732. Surgical Technologist
- 733. Chiropractic Assistant / Physical & Occupational Therapy Aide
- 734. Surgical Technologist Program Director
- 735. Nursing Assistant.(Mabry)
- 737. Nursing Assistant (Glasgow)
- 739. 2nd year Health Careers
- 752. L.P.N. Traditional
- 753. L.P.N./LTCNA Lab
- 756. Distance Learning Classroom
- 757. L. P.N. Evening Flex
- 758. L.P.N. Coordinator
- 761. L.P.N. Day Flex
- 762. Long Term Care/Nurse Aide

FIRERIGHTER/E.M.T. BUILDING

BLDG # 800

- 801. Classroom
- 802. Classroom
- 803. Basic E.M.T./Firefighter
- 804. Classroom
- 805. E.M.T. - Lab
- 811. E.M.T./Fire Training Bay

LAW ENFORCEMENT & EMERGENCY SERVICES BUILDING

BLDG # 900

- 910. Criminal Justice Officer

GREAT PLAINS TECHNOLOGY CENTER SCHOOL DISTRICT NO 9

SCHOOL CALENDAR 2011-2012

Comanche County Campus

| JULY | | | | | | | AUGUST | | | | | | | SEPTEMBER | | | | | | |
|------|----|----|----|----|----|----|--------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | |
| 31 | | | | | | | | | | | | | | | | | | | | |

| OCTOBER | | | | | | | NOVEMBER | | | | | | | DECEMBER | | | | | | | |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|---|
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
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| 30 | 31 | | | | | | | | | | | | | | | | | | | | |

| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | | |
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| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |

| APRIL | | | | | | | MAY | | | | | | | JUNE | | | | | | | | |
|-------|----|----|----|----|----|----|-----|----|----|----|----|----|----|------|----|----|----|----|----|----|---|---|
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | |
| 29 | 30 | | | | | | 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | |

- | | |
|----------------|--|
| July 4 | <u>Independence Day Observance</u> |
| August 1 | 10-month Contracts begin |
| August 1-2 | August Conference/Tulsa |
| August 3-12 | Local In-Service |
| August 15 | First Day of Classes |
| August 19 | First Day for LPS |
| September 5 | <u>Labor Day Holiday</u> |
| October 19 | End of First Quarter |
| October 19 | Parent/Teacher Conference Day |
| October 20-21 | <u>Fall Break</u> |
| November 11 | Veteran's Day Observance - No School |
| November 23-25 | <u>Thanksgiving Holiday</u> |
| December 16 | End of First Semester |
| December 19-30 | <u>Winter Break</u> |
| January 2 | Classes Resume/Beginning of Second Semester |
| January 16 | <u>M.L. King Holiday - No School</u> |
| February 20 | Professional Day/President's Day - No Students |
| March 16 | End of Third Quarter |
| March 19-23 | <u>Spring Break</u> |
| May 23 | Last Day of School for Students |
| May 25 | Last Day of School for 10-Month Teachers - Check-out |
| May 28 | <u>Memorial Day</u> |

GREAT PLAINS TECHNOLOGY CENTER SCHOOL DISTRICT NO 9

SCHOOL CALENDAR 2011-2012

Tillman County Campus

| JULY | | | | | | | AUGUST | | | | | | | SEPTEMBER | | | | | | | | |
|------|----|----|----|----|----|----|--------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|---|---|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| | | | | | 1 | 2 | | | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | 1 | 2 | 3 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | | | |
| 31 | | | | | | | | | | | | | | | | | | | | | | |

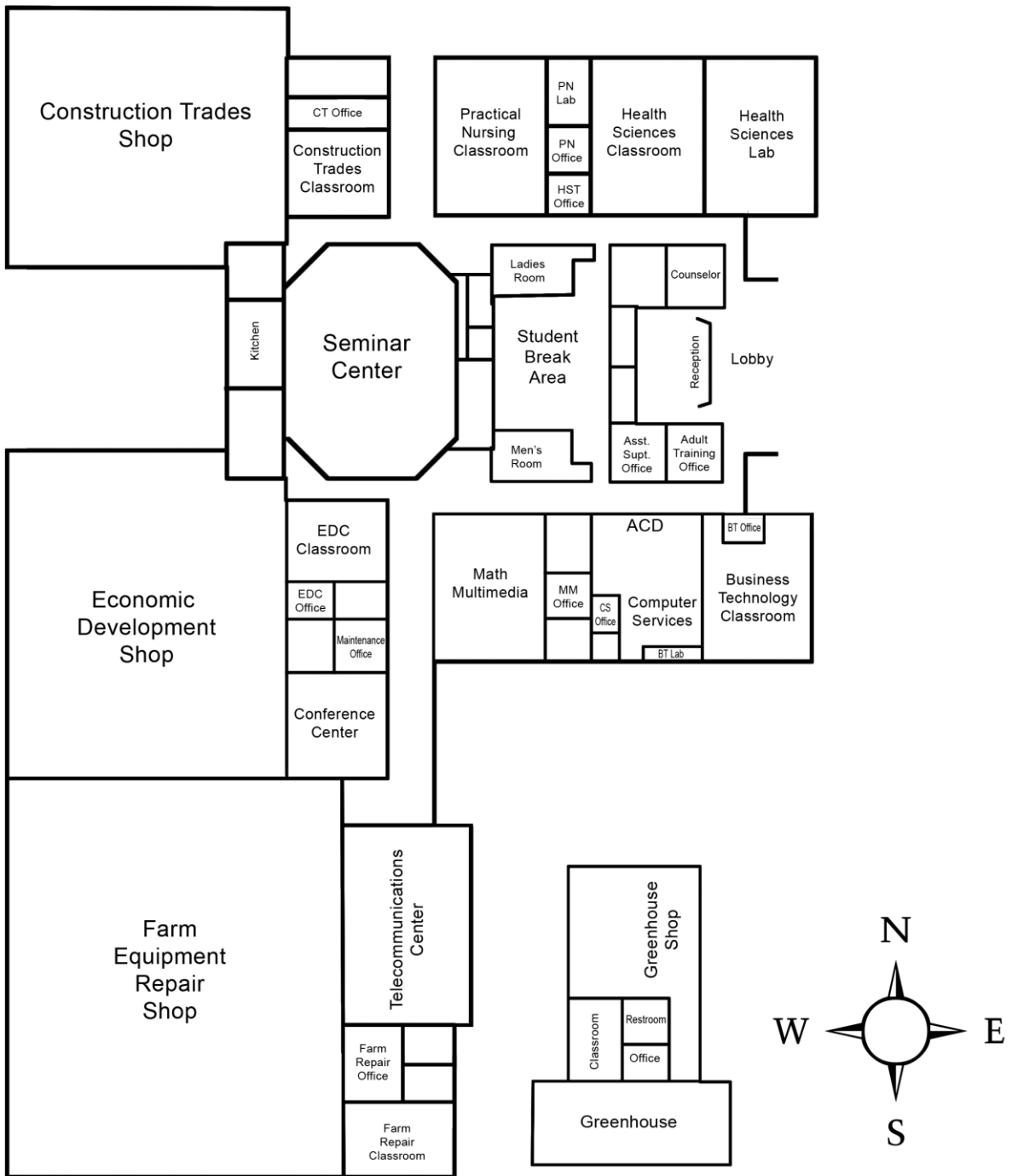
| OCTOBER | | | | | | | NOVEMBER | | | | | | | DECEMBER | | | | | | | |
|---------|-----------|----|----|----|-----------|----|----------|----|----|-----------|-----------|-----------|----|----------|-----------|-----------|-----------|-----------|-----------|----|---|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | 3 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| 16 | 17 | 18 | 19 | 20 | <u>21</u> | 22 | 20 | 21 | 22 | <u>23</u> | <u>24</u> | <u>25</u> | 26 | 18 | <u>19</u> | <u>20</u> | <u>21</u> | <u>22</u> | <u>23</u> | 24 | |
| 23 | <u>24</u> | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | | 25 | <u>26</u> | <u>27</u> | <u>28</u> | <u>29</u> | <u>30</u> | 31 | |
| 30 | 31 | | | | | | | | | | | | | | | | | | | | |

| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | | |
|---------|-----------|----|----|----|----|----|----------|-----------|----|----|----|----|----|-------|-----------|-----------|-----------|-----------|-----------|----|---|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 | | | | | | 1 | 2 | 3 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| 15 | <u>16</u> | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | <u>20</u> | 21 | 22 | 23 | 24 | 25 | 18 | <u>19</u> | <u>20</u> | <u>21</u> | <u>22</u> | <u>23</u> | 24 | |
| 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |

| APRIL | | | | | | | MAY | | | | | | | JUNE | | | | | | |
|-------|----|----|----|----|----------|----|-----|-----------|----|----|----|----------|----|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | <u>6</u> | 7 | | | 1 | 2 | 3 | <u>4</u> | 5 | | | | | | 1 | 2 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 29 | 30 | | | | | | 27 | <u>28</u> | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |

- | | |
|----------------|--|
| July 4 | <u>Independence Day Holiday</u> |
| August 1 | 10-month Contracts begin |
| August 1-2 | August Conference/Tulsa |
| August 3-12 | Local In-Service |
| August 15 | First Day of Classes |
| August 18 | First Day for FHS |
| September 5 | <u>Labor Day Holiday</u> |
| October 19 | End of First Quarter |
| October 21-24 | <u>Fall Break</u> |
| November 23-25 | <u>Thanksgiving Holiday</u> |
| December 16 | End of First Semester |
| December 19-30 | <u>Winter Break</u> |
| January 3 | Classes Resume/Beginning of Second Semester |
| January 16 | <u>M.L. King Holiday - No School</u> |
| February 20 | Professional Day/President's Day - No Students |
| March 16 | End of Third Quarter |
| March 19-23 | <u>Spring Break</u> |
| April 6 | <u>Inclement Weather Day</u> |
| May 4 | <u>Inclement Weather Day</u> |
| May 23 | Last Day of School for Students |
| May 25 | Last Day of School for 10-Month Teachers - Check-out |
| May 28 | <u>Memorial Day</u> |

Great Plains Tech Center -- Tillman/Kiowa Campus



COMANCHE COUNTY CAMPUS – INSTRUCTORS

ARCHITECTURE AND CONSTRUCTION

| | |
|--|-----------------|
| Carpenter/Construction Trade Teaching Assistant..... | Tanner Biggs |
| Electrical/HVAC Teaching Assistant..... | Eli Betancourt |
| Lead Carpenter..... | Mike Ferguson |
| Residential Carpentry..... | Mike Ferguson |
| Residential/Commercial HVAC Technician..... | Richard Brawner |
| Residential Electrician's Assistant..... | Mike Klein |
| Residential HVAC Technician..... | Richard Brawner |
| Unlimited Electrician's Assistant..... | Mike Klein |

ARTS, A/V & TECHNOLOGY

| | |
|---------------------------------|-----------------|
| Digital Graphic Designer..... | Bunnie Craddock |
| Printing Design Technician..... | Bunnie Craddock |

BUSINESS, MANAGEMENT & ADMINISTRATION

| | |
|------------------------------------|-----------------|
| Medical Insurance Coder..... | Sherrie Bellamy |
| Medical Transcriptionist..... | Sherrie Bellamy |
| Office Information Specialist..... | Sherrie Bellamy |

EDUCATION AND TRAINING

| | |
|--------------------|--------------|
| Pre-Education..... | Judy Holland |
|--------------------|--------------|

FINANCE

| | |
|-------------------------------|-----------------|
| Payroll Accounting Clerk..... | Sherrie Bellamy |
|-------------------------------|-----------------|

HEALTH SCIENCE

| | |
|--|--------------------|
| Advanced Respiratory Therapist Program Director..... | TBD |
| Advanced Respiratory Therapist..... | Wendy Thode |
| Chiropractic Assistant..... | Casey Fife |
| Electrocardiograph Technician..... | Tammy Rodriguez |
| Home Health Care Nursing Assistant..... | Tammy Rodriguez |
| Licensed Practical Nurse Coordinator..... | LaDonna Meyer |
| Licensed Practical Nurse Assistant Coordinator..... | Carla Vaden |
| Licensed Practical Nurse..... | Shirley Cottingham |
| Licensed Practical Nurse..... | Mary Jo Melby |
| Licensed Practical Nurse..... | Tamela Mitcham |
| Licensed Practical Nurse..... | Patricia Phillips |
| Licensed Practical Nurse..... | Janet Tisdale |
| Licensed Practical Nurse..... | Jessica Sauerbry |
| Licensed Practical Nurse..... | Karen Shirey |
| Long Term Care Aide..... | Patrice McClure |
| Nursing Assistant..... | DeAnn Mabry |
| Nursing Assistant..... | Carletta Glasgow |
| Physical Therapy Aide..... | Casey Fife |
| Occupational Therapy Aide..... | Casey Fife |
| Veterinary Assistant..... | Tammy Rodriguez |
| Phlebotomist..... | Tammy Rodriguez |
| Radiologic Technology Program Director..... | Carrie Baxter |
| Radiologic Technology Clinical Coordinator..... | Donna Madden |
| Radiologic Technology..... | Kelly Smith |
| Radiologic Technology..... | Deborah Ousley |
| Surgical Technologist Program Director..... | Ann Tahah |
| Surgical Technologist Assistant..... | Cherisse Martin |

HOSPITALITY & TOURISM

| | |
|---|---------------|
| Culinary Arts Management Assistant..... | Brenda Ronio |
| Culinary Arts Management Assistant..... | Ray Stonerock |
| Culinary Coordinator | Brenda Ronio |
| Culinary Coordinator | Ray Stonerock |
| Culinary Hospitality Assistant..... | Brenda Ronio |
| Culinary Hospitality Assistant..... | Ray Stonerock |
| Hospitality Service Assistant..... | Rafael Quiles |

INFORMATION TECHNOLOGY

| | |
|--|--------------------|
| 3D Animator | Jeremy Wright |
| 3D Modeler..... | Jeremy Wright |
| Business and Information Technology Aide | Nicholas Alexander |
| Desktop Support Technician..... | William Matthey |
| Enterprise Network Professional..... | Carl Wicks |
| Multimedia Assistant | Dan Tibbs |
| Network Systems Specialist (Security Emphasis) | Wesley Sloan |
| Video Editor..... | Dan Tibbs |

LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY

| | |
|--------------------------------|----------------|
| Basic EMT/Firefighter | Nancy Howell |
| Criminal Justice Officer | Buddy Neasbitt |

MANUFACTURING

| | |
|----------------------------------|---------------|
| Combination Welder | Allen Bellamy |
| Design Engineer Technician | Todd Wallace |
| Structural Welder | Allen Bellamy |

ON-LINE ACADEMIC COURSES

| | |
|------------------------|---------------|
| On-line Academics..... | Kerry Glasgow |
|------------------------|---------------|

SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS

| | |
|--|------------------|
| PLTW Biomedical Science and Medicine | Jackie Archer |
| PLTW Biomedical Science and Medicine | William Schlecht |
| PLTW Biomedical Science and Medicine | Mary Truex |
| PLTW Pre-Engineering | Michael Farrell |
| PLTW Pre-Engineering | Todd Wallace |
| PLTW Pre-Engineering | Tracy Wicker |

SCORE

| | |
|-----------------------------------|--------------------------|
| Academic Instructor | Patty Calfy |
| Academic Instructor | Shereé Fortney |
| Academic Instructor | Chris Helton |
| Academic Instructor | Michael Newell |
| Academic Instructor | Larry Turner |
| Academic Instructor | Steve Wolverton |
| Academic Instructor | Glenda Woody |
| Construction Exploration..... | Clayton Snodgrass |
| Tech Exploration Instructor | William "Trace" Browning |

TRANSPORTATION, DISTRIBUTION & LOGISTICS

| | |
|--|----------------|
| Automotive Service Technician..... | Scott Bennett |
| Automotive Service Technician..... | John Knight |
| Automotive Service Technician..... | Bill Peters |
| Combination Collision Repair Technician | Tony Josey |
| Medium/Heavy Diesel Truck Service and Light Repair Technician..... | Eric Alexander |

TILLMAN/KIOWA COUNTY CAMPUS - INSTRUCTORS

AGRICULTURE FOOD & NATURAL RESOURCES

Agricultural & Machinery Repair Technician Jim Smith

ARCHITECTURE & CONSTRUCTION

Residential Carpentry Jimmy Lovejoy

BUSINESS, MANAGEMENT & ADMINISTRATION

Medical Insurance Coder Julie Tyler

Medical Transcriptionist Julie Tyler

FINANCE

Financial Assistant Julie Tyler

Payroll Accounting Clerk Julie Tyler

HEALTH SCIENCE

Chiropractic Assistant Terri Smith

Electrocardiograph Technician Terri Smith

Licensed Practical Nurse Tammie Crosswhite

Nursing Assistant Terri Smith

Pharmacy Technician Terri Smith

Phlebotomist Terri Smith

Physical Therapy Aide Terri Smith

Radiology Aide Terri Smith

Veterinary Assistant Terri Smith

INFORMATION TECHNOLOGY

Multimedia Assistant Lindsey Treadwell

Video Editor Lindsey Treadwell

Web Producer Lindsey Treadwell

SUPPORT STAFF

COMANCHE COUNTY CAMPUS

ACCREDITATION & PLANNING

Accreditation & Planning Coordinator Sandra Noel

ADULT CAREER DEVELOPMENT

Assistant Evening Supervisor Linda Jamison

Audio/Video Specialist Jeff Bridges

EMS Program Director Linda Pledger

Evening Supervisor Jerry Webb

Office Manager Jana Pamplin

ECONOMIC DEVELOPMENT CENTER (EDC)

Agri-Business Management Coordinator Kent Murray

Bid Assistance Center Coordinator Donnie Bain

Coordinator of Management Development Jennifer Tuttle

Coordinator of Safety/Environmental Training Shawn Johnson

Coordinator of Technical Training Kevin Henson

Facilities Coordinator Marianne Foster

Manufacturing Alliance Broker Bill Cunningham

Self-Employment Training Coordinator Pat Beck

Small Business Management Coordinator Cody Holt

Small Business Management Coordinator Charles Middleton

YIELD Executive Director James Reagan

YIELD Assistant Director Thomas McCarthy

EDC CORPORATE TRAINING

Corporate Safety Training Instructor..... Cassandra Tice
Corporate Training Instructor Kent Brown
Corporate Training Instructor Louanna Neeley
Corporate Training Instructor Kelly Carter
Corporate Training Instructor Larry Newsom
Corporate Training Instructor Roy Slagle

INFORMATION TECHNOLOGY

Computer Technician Tyler Dees
Computer Technician Luke Fuller
Network Administrator Thomas Windover
Web Designer Brenda Honn

INSTRUCTIONAL SUPPORT SERVICES

Instructional Technology Specialist Barbara Smith
Instructional Technology Specialist Jimmy Wiersema
Instructional Technology Assistant Karen Keller

MARKETING AND COMMUNICATIONS

Activities Coordinator Debbie Thompson
Media Coordinator Teresa Jensen

SCORE

Assistant Director of SCORE Kent Sexton
Registrar/Counselor Valerie Fink

STUDENT REGISTRAR

Registrar Brenda Patterson

STUDENT SUPPORT SERVICES

Academic Center Coordinator..... Val Mullenix
Assessment Specialist Susie Thomas
Counselor Shilo Dodd
Counselor Rhonda Mahaffey
Counselor Jenn Prince
Financial Aid/Veterans' Affairs Coordinator Cheryl Rasmussen
LINC Coordinator Judy Smith
Special Needs Coordinator Kristy Barnett
Student Development Coordinator Krystal Brue
Tech Prep Coordinator/College Specialist Sally Arrington

SUPPLY

Great Plains Supply Coordinator Judy Simms

TILLMAN/KIOWA COUNTY CAMPUS

Adult Career Development Coordinator Linda Harper
Counselor/Academic Center Coordinator Nancy Hasley
Information Technology Services Don Dunham
Rural Economic Development Specialist Gary Tyler

STUDENT SUPPORT SERVICES

Academic Center (AC) - Do you need to brush up on your math, reading or communication skills? The AC Coordinator will work with you to improve your skills. The AC can also help you develop effective study skills techniques. Services are available to all students who are currently enrolled or planning to enroll at Great Plains. The student works with the AC Coordinator to implement a plan for improvement. For additional information visit the AC Coordinator in Building 100 or phone 250-5529.

Student Development Coordinator – Want to learn about special Student Service activities? The Student Development Coordinator provides assistance with recruitment activities as well as employment advisement. The Student Development Coordinator can advise and assist students with employment placement coordination and job training opportunities. The coordinator develops and maintains relationships with business and industry in order to refer students for employment opportunities. Visit the Student Development Coordinator in Building 100 or call 250-5684 for more information.

Career Counselors - Great Plains Technology Center offers counseling services that can help students be successful in their career tech programs. We can assist you with student orientation, career counseling, academic counseling, developing career plans, decision-making, goal setting, crisis counseling and referrals to other counseling services. We can help you select the right course of study or help you schedule a sequence of classes that lead to the best possible skills development for you. Contact one of our Career Counselors for assistance. Drop by building 100 to see a career counselor or call 250-5535 to schedule an appointment. Career counselors are available Monday through Friday from 8:00 am to 4:30 pm year round. Special arrangements can be made to see a career counselor at alternate times.

Special Needs – The Special Needs Coordinator is committed to meeting the needs of students with disabilities based upon documentation of a disability provided by an Individualized Education Plan (IEP) or covered under Section 504 of the Rehabilitation Act of 1973, as amended. The Special Needs Coordinator will assist students with disabilities by facilitating academic services while working with classroom instructors, students, home school, referral agency, and/or parents. Please phone 250-5531 for an appointment. Office hours are Monday through Friday, 8am – 4:30pm.

Financial Assistance - Sources of financial assistance are Federal Pell Grant, Federal SEOG, Federal Work Study, or Oklahoma Tuition Aid Grant. The Great Plains Technology Center Foundation also provides a limited number of scholarships. Other sources of financial help within our community include ASCOG (Association of South Central Oklahoma Governments) and Oklahoma Department of Human Services employment training services. Office hours are Monday through Friday, 8 a.m. – 4:30 p.m. For more information, visit the Financial Aid Coordinator in building 100 or call 250-5534.

Veterans Education and Training Benefits - We can assist you in filing a claim for education benefits with the Department of Veterans Affairs. Contact our Financial Aid Coordinator in building 100 or call 250-5534.

Linking individuals to New Careers (L.I.N.C.) - This joint effort between Great Plains Technology Center and the Oklahoma Department of Human Services upgrades skills and provides employment opportunities for participants. Participants must be referred by the OK Department of Human Services. For more information phone 250-5685 or stop by the LINC office in Building 100.

Tech Prep/College Specialist – Do you want to get a jump start on college? To find out how you can earn college credit while completing your career course at Great Plains Technology Center, contact the Tech Prep/College Alliance Coordinator at 250-5639. Credits count toward an Associate in Applied Science degree (A.A.S.) at partner colleges and universities. No tuition charged; there will be an \$8 per credit hour administrative fee for the credit.

PROCEDURES FOR REQUESTING ACCOMMODATIONS FOR ADULT STUDENTS WITH DISABILITIES

Students with disabilities who are enrolling in a full or part time class at Great Plains Technology Center and wish to request accommodations for their disabilities, must obtain a Request for Accommodation Form from their instructor, the Career Guidance Counselor located in Building #100, the Special Needs Coordinator, Building #100 (Comanche County Campus) or the Assistant Superintendent (Tillman/Kiowa County Campus). Should a student need accommodations for the assessments, which are done prior to class placement, the request for accommodations must be made at least two weeks prior to the assessment in order for reasonable accommodations to be made. Completion of the necessary documentation is the responsibility of the student making the request and for notifying the Enrollment Secretary at the time of assessment scheduling.

Students with disabilities, who are enrolling in an Adult Career Development class of two weeks or longer duration and wish to request accommodations, must pick up a Request for Accommodations Form from the Instructor at the first class meeting. The student is responsible for providing a completed form to the Adult Career Development office within one week in order for Great Plains Technology Center to have adequate time to arrange for reasonable accommodations.

Students with disabilities enrolling in a course which is shorter than two weeks in duration and wish to request accommodations must pick up a Request for Accommodations Form from the Adult Career Development office in Building 100 and provide necessary documentation one week prior to the beginning of class in order to receive reasonable accommodations.

The disclosed disability must be documented by a qualified professional in a field related to the disability (i.e. a physician in the case of a physical disability, a psychologist or psychiatrist in the case of a mental illness) and be based on current evaluation information (within the past three (3) years). The request must be approved by Great Plains Technology Center's staff prior to delivery of services.

Action on accommodations will be provided in a timely manner with regard to obtaining assistive technology and/or additional personnel, supplementary services, etc., and must be related to the documented disability.

Questions regarding the status of the disability determination and accommodations while in process may be addressed to **Kristy Barnett**, Building 100, phone 250-5531 or e-mailed to kbarnett@gptech.org. The contact for Tillman/Kiowa Campus is **Nancy Hasley** @ 580-335-5525 or e-mailed to nhasley@gptech.org.

Complaints concerning this policy are referred to the Great Plains Technology Center's Grievance Procedure Policy in Section 8.0 of the Student Handbook.

GREAT PLAINS TECHNOLOGY CENTER BOARD OF EDUCATION POLICIES ON DELEGATION OF AUTHORITY

Statement of Appreciation

The Great Plains Board of Education expresses sincere thanks to the citizens of the community and to the professional staff of the school for their cooperation in maintaining quality educational programs for the youth and adults of this community.

The Board of Education is also extremely proud of those students who take advantage of the educational opportunities in the Great Plains district and by so doing, become contributing members of our democratic society.

Statement of Philosophy

The Board of Education recognizes that society today is faced with many complex social problems. Public school education is deeply involved, not only in the solution of such problems, but also in an effort to operate schools effectively despite the social unrest throughout the world today.

The Great Plains Technology Center is responsible for maintaining a quality education program for its' students. The Great Plains Technology Center Board of Education therefore adheres to the following statements:

MISSION

To prepare individuals for success in work and in life and serve as a driving force for economic development in southwest Oklahoma. Our vision is to train the workforce of the future by providing exemplary educational opportunities.

VISION

We will continue to train the workforce of the future by providing exemplary educational opportunities.

CORE VALUES

We are committed to the communities we serve.

We are ethical in all our endeavors.

We are accountable for our decisions and actions.

We are dedicated to promoting economic development in southwest Oklahoma.

CORE BELIEFS

We believe in the unity of the school, community, and economy.

We believe in lifelong learning to remain competitive in a global economy.

We believe employers are an integral part in improving programs and services.

We believe employability skills, technical competence, and academic rigor are essential for student success.

We believe our students deserve to be among the most highly skilled workers in the world.

Statement on Integrating Academics

There is a growing recognition that the future workplace will require new and different skills for all workers. A Study from ACT shows that high school students entering workforce training programs after graduation need academic skills similar to those of college-bound students. Not only will workers require job-specific skills, but workers will need transferable skills that will help them to acquire further education and training throughout their careers. Integrating academic and vocational/technical skills will not only make the student more knowledgeable in high school, but will make them more knowledgeable in how to compete in a global economy filled with up-to-the minute technology and a demand for high-level worker skills. Possessing problem-solving abilities, higher-order thinking skills, and communication/employability skills are crucial for work in today's global economy. Unfortunately, far too many students leave high school inadequately prepared, both academically and vocationally, for a lifetime of sustained working and learning.

The integration of academic and career tech education is a nation-wide school improvement effort that places more attention on the skills and knowledge students need to successfully transition from school to work and/or college. The Carl D. Perkins Vocational and Technical Education Act provides federal resources to help ensure that career and technical programs are academically rigorous and up-to-date with the needs of business and industry. It is highly recommended that all high school students experience a common academic program that prepares them for both college and workforce training, especially in the areas of math and reading skills. The integration of academic and career tech education at the Great Plains Technology Center offers an excellent opportunity to successfully effect change in an educational system that is committed to better preparing students for the future, whether they are academic or career-focused.

Statement of Responsibility

In order to achieve these goals, the Great Plains Technology Center Board of Education is obligated to develop policies that will allow all students to be educated in an orderly environment, free from those disruptions which interfere with the learning process.

The Dean of Students/Principal is encouraged to involve staff, students, and parents in an advisory capacity. However, since the Dean of Students/Principal's responsibilities and authority are vitally related to the successful operation of the school, the Great Plains Technology Center Board of Education does not expect the Dean of Students/Principal to relinquish the authority to make decisions. Within the bounds of law, policy, and directive, the Dean of Students/Principal can delegate authority to members of the professional staff, who also become an important part of the school operation.

The Dean of Students/Principal is charged with assuring compliance to the school code on matters involving all students. In his/her absence, the following will have the authority to act on behalf of the Great Plains Technology Center on matters involving school code:

Comanche County Campus:

Director of Instruction
S.C.O.R.E. Director

Tillman/Kiowa County Campus:

Counselor/Academic Center Coordinator
Business & Office Instructor

The Dean of Students/Principal, the Director of Instruction, and their designated representatives are hereafter referred to as the "Administrator".

STUDENT CODE

1.0 Student Records

This section of the Student Code represents Great Plains Technology Center's formal policy regarding confidentiality of student information and the annual notification to parents of such policy, and is in compliance with 1988 federal regulations issued under the federal Family Educational Rights and Privacy Act (FERPA) of 1974.

1.1 Definitions:

A. Student Records

Student records shall be defined as any material, to include education and cumulative behavior records concerning individual students, maintained by the school board or its employees, except personal notes and class assignments kept on file by school personnel solely for their own use and not communicated to any other person.

The cumulative behavior records shall be in a form approved by the Superintendent and shall only include the nature of the student's violation of the Student Code and the resulting disposition.

All student records shall be available to a student's parent(s) or guardian(s) and to students who are eighteen (18) years of age or older.

School personnel will assist the student, parent(s), or guardian(s) in understanding and interpreting the material in the record.

B. FERPA

The Federal Family Educational Rights and Privacy Act of 1974, 20 USC 1232g.

C. Eligible Student

An eligible student is a student who is 18 years of age or older. The statute provides that when the student becomes 18, all rights under the Act transfer from the parent to the student. However, the parent of an 18-year-old who is a dependent under IRS regulations may review the student's educational records without the prior consent of the student.

D. Directory Information

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

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

E. Legitimate Educational Interest

Legitimate Educational Interest is considered to be any matter or reason integrally related to academic performance, grade-level classification, and a schedule of subjects, attendance, attitude, behavior, health or safety of a student. A legitimate educational interest is also served when common sense indicates access to the student's educational information is necessary for the health and safety of others.

F. Disclosure

Disclosure means permitting access or the release, transfer or other communication of education records of the student or the personally identifiable information contained therein, orally or in writing, or by any other means to any party.

1.2 Right to Inspect and Review Records

The Family Educational rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include the right to inspect and review the student's education records within 45 days of the day the Tech Center receives a request for access.

A student should submit to the Dean of Students/Principal a written request that identifies the record(s) the student wishes to inspect. The Dean of Students/Principal will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Tech Center official to whom the request is submitted, that official shall advise the student of the correct official to whom the request should be addressed.

1.3 Right to Request Amendment to Records

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

A student who wishes to ask the Tech Center to amend a record should write the Tech Center 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 Tech Center decides not to amend the record as requested, the Tech Center will notify the 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 student when notified of the right to a hearing.

1.4 Right to Consent to Release Confidential Information

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

The Tech Center 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 the Tech Center in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Tech Center has contracted as its agent to provide a service instead of using Tech Center employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Education; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting 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 in order to fulfill his or her professional responsibilities for the Tech Center. Upon request, the Tech Center also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

1.5 Right to File Complaint:

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Tech 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 20202-5901

1.6 Right to Obtain a Copy of District Policy

The parent or eligible student has a right to obtain a copy of this policy upon request made to any school official, or a copy may be obtained at the Great Plains Technology Center, 4500 West Lee Boulevard., Lawton, Oklahoma, or 2001 East Gladstone, Frederick, Oklahoma.

1.7 Notification of Right to Confidentiality

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

1.8 When Consent Not Required

The consent of the parent or eligible student shall not be required when educational information is released under the following circumstances:

- A. school personnel, who have a "legitimate educational interest" in a student;
- B. officials of another school or school system in which the student intends to enroll;
- C. officials of the U.S. General Accounting office, U.S. Department of Education and state educational departments who need specific data to evaluate federal programs or to enforce federal laws;
- D. anyone to whom the student has made application for, or receipt of, financial aid;
- E. information released to student's home high school;
- F. accrediting institutions;
- G. testing and research organizations, such as Educational Testing Service, as long as confidentiality is maintained and records are destroyed when no longer needed;
- H. valid search warrant, court order or subpoena, provided that a reasonable effort is made to notify the parent(s) or the eligible student of the order or subpoena in advance of the compliance therewith by the educational institution or agency;
- I. statistical data that does not identify any student;
- J. medical personnel, city, county, state, and federal agencies in an emergency situation when common sense dictates that release of the information is urgently needed to protect someone's health or safety;

K. or information defined in these policies under the category of "Directory Information."

1.9 Record of Disclosures Required

Each department responsible for educational records shall for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record kept with the education records of a student which indicates:

- A. Who has requested or obtained personally identifiable information from the education records, and
- B. The legitimate interests these parties had in requesting or obtaining the information.

This record is not required for:

- A. Disclosures to a parent or eligible student,
- B. Disclosures pursuant to written consent of a parent or eligible student,
- C. Disclosures to school officials as described in this policy,
- D. Disclosures of directory information described in this policy.

1.10 Custodial Parent and Access to Records

Divorced parents may have access, regardless of any custody order, except in instances where the custodial parent shall have furnished a certified copy of a court order, which specifically denies the non-custodial parent access to the child's records. The school district will regard the parent enrolling the child as the custodial parent unless the school officials are furnished a certified copy of a court order vesting custody in the other parent.

In instances where the parents of the child are not available, or the child has no legal guardian, the person who appears to be performing the functions and duties of a parent to the child will be considered the child's guardian.

1.11 Release of Directory Information

Directory information relating to student participation in officially recognized activities will be released. In addition, any directory information consisting of the name, classification, and address of high school students will be released to military recruiters, recruitment personnel of accredited colleges and universities, and appropriate government agencies. The procedures for releasing this information will be as follows:

- A. Information will be released through the Dean of Students/Principal's office.
- B. Representatives desiring information must personally request and pick up information.
- C. Representatives must sign a written statement of assurance that the information provided shall be held strictly confidential.
- D. Any recruiting service, college, or university which is found to have allowed, either directly or indirectly, any other institution, organization, or individual to have access to or to make any use of such information will subsequently be denied permission to obtain this information. Such a determination will be at the sole discretion of the Dean of Students/Principal.
- E. No other school employee will be permitted to release any form of directory information.

1.12 Release of Non-Directory Information

In all cases, except for requests from officials of other schools where the student intends to enroll, the agency desiring access to information must have a written release from a parent or the student if over 18 years of age.

1.13 Release of Psychological Evaluations

Parent and student access to information contained in the psychological evaluation will be as follows:

Upon request from parents or from students who are eighteen years of age or older for inspection of psychological evaluations, the appropriate school official (principal, counselor, or teacher) will refer said parties to an EXAMINING AGENCY (Regional Guidance Center, Child and Family Service Center, etc.) for interpretation of the evaluation by a professional examiner (psychologist, psychiatrist, psychometrist).

1.14 Review of Records

All student records shall be reviewed from time to time by school officials to eliminate unnecessary or outdated information.

1.15 Emergency Management & Emergency Response Statement

In the event of an emergency, Great Plains TC may implement its Emergency Management and Emergency Communications Response Plans. The plans utilize a variety of communication channels including the campus public address system, telephone calls and face-to-face contact. Great Plains may also choose to use its

student/parent/staff instant notification system, *SchoolReach*. *SchoolReach* allows Great Plains to quickly communicate with students, parents and staff via telephone call, e-mail or text message. Inclusion in the *SchoolReach* data base is voluntary and participants (or their parents/guardians) must sign a consent form.

1.16 Copyright Policy on Written Materials

It is the intent of the Great Plains Technology Center that all students of this school district adhere to the provisions of the United States Copyright Act (Title 17 of the United States Code) and congressional guidelines. This policy, and the Great Plains Technology Center Copyright Implementation Manual, together forms a guide for using materials protected by copyright. Great Plains Technology Center does not condone the illegal use or reproduction of copyrighted materials in any form. Students who willfully disregard the Great Plains Technology Center Copyright Policy or the specific conditions of the Copyright Implementation Manual do so at their own risk and assume all liability.

1.17 Employee Policy for Accidents / Injuries

- A. Steps of Action for weekday emergencies before 4pm.
- Step 1 - Questions to ask upon receiving a call for assistance:
 - What is the student's / victim's name?
 - Where is the student / victim located?
 - What is the nature of the injury?
 - Is the student / victim conscious?
 - Is the student / victim bleeding?
 - Step 2 - Call for help on Lawton campus, contact switchboard operator, and dial "0".
 - Step 3 - Call for medical assistance; Tina Dickson, School Nurse (ext. 5571), if not available, call LaDonna Meyer (ext. 5595) or Carla Vaden (ext. 5590), if not available, call Jeannie Baggett (ext. 5570) or Betty Skaggs (ext. 5670).
 - On Frederick campus, contact Teresa Smith (ext. 2017) or Evening LPN Instructor, Tammie Crosswhite (ext. 2016).
 - Step 4 – If ambulance or fire department is needed; dial "9" for outside line, then dial "911" for emergency assistance.
 - Step 5 – Who to notify; 1) Building Administrator or (2) Dean of Students, Tom Horschler (ext. 5601) or Marketing and Communications Director, Glen Boyer (ext. 5603). (Glen Boyer's cell phone number is 917-1910.)
 - Step 6 – Contact custodial services to decontaminate the accident scene.
 - Step 7 – Complete Accident / Incident Report found on page 30 of Great Plains' Policies and Procedures.
- B. Steps of Action for weekday emergencies after 4pm and weekends.
- Step 1 – Questions to ask upon receiving a call for assistance:
 - What is the student's / victim's name?
 - Where is the student / victim located?
 - What is the nature of the injury?
 - Is the student / victim conscious?
 - Is the student / victim bleeding?
 - Step 2 – Call for help, dial "0".
 - Step 3 – Call for medical assistance; EMT instructor (ext. 6765); if not available, call evening LPN instructor (ext. 5594), if available.
 - Step 4 – If ambulance or fire department is needed; dial "9" for outside line, then dial "911" for emergency assistance.
 - Step 5 – Who to notify; 1) Jerry Webb (ext. 5502) or 2) Linda Jamison (ext 5606) or 3) ACD Coordinator on duty (ext. 5500) or 4) Marketing and Communications Director, Glen Boyer, (cell phone number is 917-1910).
 - Step 6 – Contact custodial services to decontaminate the accident scene.
 - Step 7 – Complete Accident / Incident Report found on page 30 of Great Plains' Policies and Procedures.

2.0 Student Behavior

The Great Plains Technology Center Board of Education is deeply interested in creating a learning atmosphere at Great Plains Technology Center. The Board is appreciative of the cooperative attitude of a vast majority of its students. It is important that our school learning atmosphere include maintenance of order, which permits cooperative students to pursue their education free from disruptions or distractions. The maintenance of order necessitates regulations relating to school discipline.

2.1 Parents will be involved in dealing with student discipline when deemed necessary.

2.2 The following are specific examples of unacceptable behavior, which are subject to disciplinary action including suspension or expulsion from school:

- A. Open or persistent defiance of authority.
- B. Physical or verbal assault upon student, or school personnel.
- C. Creating, or attempting to create, a disturbance.
- D. Unauthorized or excessive absences from classes.
- E. Excessive tardies. (see Attendance Policy)
- F. Willful disobedience, profanity, or vulgarity. (Includes clothing, books or any other possession containing any form of vulgarity, profanity, or obscenity.)
- G. Showing disrespect for school property or causing damage to school property.
- H. Cheating, stealing, gambling, extortion, concealing and/or possessing and/or withholding stolen property.
- I. Hazing by any group at Great Plains Technology Center.
- J. Dress - the Great Plains Technology Center Board of Education encourages students to dress conservatively and appropriately during school hours. In programs requiring uniforms and appropriate footwear, the student must wear them appropriately as required. The following is a list of infractions concerning students' dress, which are considered in violation of this student code:
 - (1) No bare feet, or house shoes.
 - (2) Tank tops, tube tops, halters, low cut tops or strapless dresses without a covering shirt, blouse, or jacket, are inappropriate.
 - (3) Shorts, skirts (including slits), and dresses should be no shorter than the bottom of the longest fingertips when the student is standing with arms extended. Wind shorts and cutoffs are not allowed.
 - (4) Jeans with holes above the knee (without patches) in them shall not be worn.
 - (5) Non-prescription sunglasses are not to be worn inside the building.
 - (6) Any kind of head cover or forehead band is to be removed when the student enters the classrooms or cafeteria. This includes "do rags" and "skull-danas".
 - (7) Spandex pants will only be allowed under a skirt that meets the appropriate length requirement.
 - (8) Any garment with decorations, patches, lettering, advertisements, etc. that may be considered obscene, offensive, or lewd, is not to be worn to school. This includes any garment or accessory with any drug emblem, tobacco product, gang oriented materials, beer, wine, or any type of alcoholic beverage advertisement on the garment.
 - (9) Transparent and/or see-through material will be considered inappropriate. Shirts and blouses must cover the entire torso at all times, even in movement. Shirts should cover the entire crown of the shoulder. Pants are to be worn at the waist (includes sagging pants). Any manner of dress, body piercings or hairstyle that detracts from the educational process will not be allowed.
 - (10) Exceptions may be granted for religious or medical reasons.
 - (11) Because of safety requirements or other constraints, some classes may have dress requirements in addition to the aforementioned codes.
- K. Any violation of federal, state, or local law or ordinance.
- L. Participation in any meeting, assembly, or demonstration not authorized or conducted in accordance with provisions of paragraph 9.1 and 9.2 of the Student Code.
- M. Participation in the publication or distribution of any printed material in violation of paragraph 10.0 of the Student Code.
- N. Failure to comply with State of Oklahoma Immunization Law, Title 70.
- O. Use or possession of tobacco on school premises.
- P. Fighting.
- Q. Verbal or implied threats or threatening gestures by an individual or group.

- R. Possession of any portable audio/video device is permissible but use is limited to break and commons areas. Misuse of these devices may result in their confiscation. It is a violation of school district policy for any student to possess any photographic device while said student is on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. A student may, however, possess an electronic paging device or portable communication device for emergency circumstances upon the prior consent of both a parent or guardian and the Dean of Students/Principal or Administrator, providing a "Permission Form for Electronic Paging/Communication Device" is on file and is signed by the student, parent/guardian (of high school student) and the Dean of Students/Principal or Administrator. The emergency circumstances are limited to medical necessity, such as grave illness of family members requiring immediate ability to contact student. **Note: These devices must be turned off during class time and are subject to confiscation if the "Permission Form" is not on file, or if they cause a disturbance during class time. No electronic messages are to be returned except during the student's break time. Audio recording devices may be used to record lectures upon the approval of the instructor. Use of photographic equipment shall require advance written administrative approval.** Any device confiscated will be turned over to the Dean of Students/Principal for disposition.
- S. Conduct defined in paragraphs 3.0 through 4.1. It is noted that in most instances the unacceptable behavior in those paragraphs requires expulsion.
- T. Sexual harassment as outlined in section 15.0 of this handbook.
- U. Student harassment, intimidation, and bullying at school.
 "Harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation, and bullying" include, but are not limited to, a gesture or written, verbal, or physical act.
- W. Students shall comply with state law (Section 811) regarding eye protection devices worn appropriately in shops/labs/clinical sites.

These acts of unacceptable behavior will not be permitted while students are on or near school premises, riding school buses, attending any school sponsored activity, or in transit to and from school.

2.3 Bullying/Cyber Bullying Policies

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

Definitions

- A. "Harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, gestures, written, verbal or physical acts, or electronic communications.
- B. "Electronic communication" means the communication of any written, verbal, or pictorial information by means of an electronic device, including but not limited to, a telephone, a cellular telephone or other wireless communication device, or a computer.
- C. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

- A. The matter should immediately be reported to the principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the principal. As much detailed information as possible should be provided to the principal in written or oral form to allow for a thorough investigation of the matter.
- B. Upon receipt of a written or oral report, the principal shall begin an investigation to determine the severity of the incident and the potential for future violence.
- C. If, during the course of the investigation, it appears that a crime may have been committed the principal or his designee shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
- D. If it is determined that the school district's discipline code has been violated, the principal shall follow district policies regarding the discipline of the student as outlined in Section 2.6 of the Student Handbook.
- E. Upon completion of the investigation, the principal may recommend that available community mental health care options be provided to the student, if appropriate. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel.
- F. Great Plains Technology Center will work with our partner schools regarding bullying or harassment of students. Information of such incidents while on the Great Plains Technology Center campus will be shared with partner schools.

2.4 In addition to the above, a student shall be subject to disciplinary action, including suspension or expulsion from school, when charges are filed in any court, state or federal, which accuse a student of a criminal offense involving violence, moral turpitude, or drug-related activity occurring on or off school premises at any time, and it is determined that the filing of said charges cause, in the opinion of the school administration, a possibility that the continued attendance of the student at school could have a direct and adverse immediate effect on the discipline, operation, general welfare, educational environment, or safety of the school.

2.5 Students who have been suspended or expelled are not to ride school buses, nor to be present at any school-sponsored activities or on any school premises of Great Plains Technology Center or their home school.

2.6 Disciplinary Actions

The following is a list of optional disciplinary actions, which school administrators may impose for violations of the Student Code of the Great Plains Technology Center. The order in which this list is written is not sequential, but optional, with appropriate disciplinary action to be selected as required by each particular case. School administrators are not limited to a specific discipline action for a particular infraction, because the circumstances in which an act is committed may be important in deciding upon the disciplinary action required. The Administrator may, therefore, use any disciplinary action appropriate to a specific case. Days will refer specifically to school days.

- A. In-school detention (before school, during school, noon, after school)
- B. *Removal* from class or group (temporary or permanent)
- C. Verbal or documented warning to students
- D. Faculty consultation concerning student
- E. Contract or action plan
- F. Activity suspension
- G. Transportation suspension
- H. Advise parents
- I. Parental conference
- J. Confiscation or temporary holding of personal items
- K. Probationary period
- L. Saturday school
- M. Corporal punishment
- N. Financial restitution
- O. Refer to other social or educational agencies
- P. Suspension
- Q. Expulsion
- R. Involve law enforcement
- S. Deny privilege to drive any vehicle on school premises

- T. Parent shadowing
- U. Any other disciplinary action deemed appropriate under the circumstances

If the student fails to serve the discipline due to circumstances genuinely beyond the student's control, the student must make up the discipline. If the student forgets to serve the discipline, the discipline is doubled. If the student refuses to serve the discipline, the student will receive out of school suspension. Upon returning from the suspension, the student must serve the originally assigned discipline.

2.7 Tobacco Use/Possession Policies

The Great Plains Technology Center Board of Education prohibits the use of tobacco products of any kind on campus, in leased or rented facilities, in school vehicles, and during all school-sponsored activities. Possession of tobacco products by secondary students is prohibited.

- A. The tobacco use/possession warning shall be given to all students at the start-of-year class orientation meetings, and at the time of enrollment for new students throughout the school year.
- B. When start-of-year orientation announcements are used, students must be informed that the announcement regarding tobacco use/possession is to serve as their first and only warning and that any violation will cause a 3-day suspension per occurrence. New enrollees must be given the same warning.

3.0 Use, Possession, Distribution, Sale of Drugs/Alcohol

The purpose of this policy is to provide a clear and concise message to students, parents, and the schools population as a whole; that the use, possession, distribution, sale or being under the influence of alcohol, illegal drugs, or look-alike drugs will not be tolerated in school buildings, on school property, at school-sponsored events, and on school buses.

3.1 Definitions

- A. Alcohol/Drug/Mood-Altering Substances - shall include any alcohol or malt beverage, any and all drugs listed under state statute as a controlled substance, a chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood.
Examples of the above include, but are not limited to; beer, wine, liquor, wine coolers, marijuana, cocaine, crack, amphetamines, crank, hashish, PCP, LSD, chemical solvents, glue look-alike drugs, and any capsules or pills not registered with school personnel and given in accordance with the school district's policy for the administration of medication to students in school.
- B. Drug Paraphernalia - includes any utensil or item, which in the school's judgment can be associated with the use of drugs, alcohol, or mood-altering substances. Examples include but are not limited to torches, roach clips, pipes, bowls, and rolling papers, etc.
- C. Distribution - deliver, sell, pass, share, or give any alcohol, drug, or mood-altering substances, as defined by this policy, from one person to another or to aide herein.
- D. Possession - possess or hold without any attempt to distribute any alcohol, drug, or mood-altering substance determined to be illegal or as defined by this policy. School and law enforcement officials will determine if the amount warrants the charge of possession with intent to distribute.
- E. Drug/Alcohol Induced Medical Emergency - a student demonstrates symptoms of possible alcohol/drug overdose which may include incoherence, inability to respond, vomiting, unconsciousness, seizures, etc.
- F. School Premises - shall include not only actual buildings, facilities, and grounds on the school campus, but shall also include school buses, school bus stops, school parking areas, and any off-campus facility that is being used for a school function. School property also includes student travel to and from school or school activities.
- G. Extracurricular Activity - shall include any school-sponsored activity such as field trips, school clubs, and social activities regardless of the time frame of the activity.

3.2 Disciplinary Procedures for Alcohol and Drug Offenses

Student distribution, use or possession or being under the influence of alcoholic beverages, unlawful drugs, controlled substances, hallucinogens/inhalants or items that are purported to be unlawful drugs or controlled substances are those defined as illegal under laws of the United States, State of Oklahoma, and the City of Lawton. Illegal conduct, such as possession, possession with intent to distribute, distribution, and possession of drug paraphernalia, will be reported to the police. When any of the conduct described in this paragraph (3.2) occurs during school time, on school premises, or during school-sponsored activities, district action will be independent of

police or court action and could result in suspension, expulsion, denial of privilege to drive any vehicle on school premises, or recommendations for outside treatment.

School personnel will immediately notify the appropriate Administrator when they reasonably believe a student to be under the influence or in possession of alcohol, unlawful drugs, controlled substances, hallucinogens/inhalants or drug paraphernalia. Thereupon, the Administrator will contact the parents or legal guardian. Circumstances may require the assistance of the law enforcement agencies.

The following disciplinary actions will apply, except in exceptional circumstances:

3.3 Use, Possession, Under the Influence, Distribution and Possession of Drug Paraphernalia

Students who use, possess, or are under the influence of alcohol, unlawful drugs, controlled substances, and hallucinogens/inhalants or possess drug paraphernalia during school time, on school premises, or during school-sponsored activities will be subject to immediate disciplinary actions.

A. **First Offense**

(1) The appropriate Administrator will notify parents/guardians and request an immediate conference. Law enforcement officials will be notified if student is in possession of alcohol, illegal substances and/or drug paraphernalia.

(2) The student is subject to expulsion for a minimum of the remaining semester and up to the next full semester. At the expulsion hearing, if student and parent/guardian agree to seek and complete professional treatment at a licensed treatment agency; a second formal hearing will be held to consider the disposition of the student's expulsion, if student and parent/guardian furnish proof of completing treatment at a licensed treatment agency.

B. **Second and Subsequent Offenses**

(1) The student will be expelled for the remainder of the current semester and next full semester. The student and parents/legal guardians will be recommended to seek an assessment and/or treatment at a licensed treatment agency.

3.4 Suspected Use of Alcohol or Drugs

The possible alcohol/drug use of a student is a real concern; therefore, the following school policy:

Whenever it appears to any Great Plains Technology Center teacher that a student may be under the influence of or has in his/her possession non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance, that teacher shall report the matter to the Dean of Students/Principal. The Dean of Students/Principal shall immediately notify the Superintendent and the student's parent or legal guardian of the matter.

Any suspension and/or search of said student will be subject to any applicable school policies, state laws or student handbook regulations.

No officer or employee of any public school district or member of any school board shall be subject to any civil liability for any statement, report, or action taken in assisting or referring for assistance to any medical treatment, social service agency or facility or any substance abuse prevention and treatment program any student reasonably believed to be abusing or incapacitated by the use of non-intoxicating beverages, alcoholic beverages or a controlled dangerous substance unless such assistance or referral was made in bad faith or with malicious purpose. No such officer or employee of any public school district, member of any school board, school or school district shall be responsible for any treatment costs incurred by a student. (Title 70, O.S. Supp. 1986, Section 24-138, amended May 1987)

4.0 Possession or Use of Weapons

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

A. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one (1) full calendar year. Such firearm or weapon will be confiscated and released only to proper legal authorities.

Firearms are defined in Title 18 of the United States Code, Section 921, as:

- (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- (2) the frame or receiver of any such weapon;
- (3) any firearm muffler or firearm silencer;

(4) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Great Plains Technology Center defines a firearm as any device that emits a projectile that can or might cause damage, injury, or mayhem.

- B. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the Great Plains Technology Center Board of Education, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:
- Any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, Billy club, hand chain, metal knuckles, or any other offensive weapon. Any knife with a blade length greater than 2.5 inches shall be considered an offensive weapon.
- (1) **First and Subsequent Offenses**
- (a) The appropriate Administrator will notify the parents/guardians and request an immediate conference. Law enforcement officials will be notified immediately.
- (b) The student will be expelled for the remainder of the current semester and up-to-the next full semester as determined by the Dean of Students/Principal or his designee. The term of the suspension may be modified by the Superintendent on a case-by-case basis.
- (c) During any period of expulsion, the student will lose credit for all schoolwork and will forfeit the privilege of participating in or attending any and all extracurricular activities.
- C. Students with disabilities are subject to this policy and will be disciplined in accordance with the Students with Disabilities Act (IDEA) and Section 504 of the Vocational Rehabilitation Act if any such students are determined to be in violation of this policy.

4.1 Assault on Student(s) or School Personnel

Students who maliciously injure another person are subject to expulsion and will be referred to law enforcement authorities. Per House Bill 1765, felony charges may be filed against any person(s) committing an aggravated assault or battery upon any school employee.

The appropriate Administrator will notify the parents/guardians and request an immediate conference. Law enforcement officials will be notified immediately. The student will be expelled for the remainder of the current semester and up to the next full semester. During any period of expulsion, the student will lose credit for all schoolwork and will forfeit the privilege of participating in or attending any and all extracurricular activities.

4.2 Right to Fair and Orderly Hearings/Appeals/Counsel

Nothing in this discipline policy shall be construed so as to deny a student the right to fair and orderly hearings, appeals, counsel, and due process in cases, which may end in suspension or expulsion. The Dean of Students/Principal or their designee shall interpret this policy in a just manner, given the circumstances of each individual case.

4.3 Parent/Guardian Conference as Condition for Re-entry

At the conclusion of any suspension or expulsion the Dean of Students/Principal or their designee may require a conference with the student and his/her parent or legal guardian as a condition for reentry to school.

5.0 Temporary Suspension

A student may be temporarily suspended, which shall be defined as exclusion from classroom/clinical instruction not to exceed ten (10) days, by the Administrator under the procedure hereinafter set forth.

5.1 Informal Conference

Upon it being brought to the attention of the Administrator that a student has allegedly committed certain acts in violation of the Student Code, an informal conference will be held between the student and the Administrator.

At this conference the student shall be informed of the specific provisions of the Student Code that the student is accused of violating and will be advised specifically as to the nature and basis of the accusation. In the event the student denies these charges, school authorities will explain the evidence they have and give the student an opportunity to add information or to explain the charges brought against him/her. After discussing the charges in

detail and considering any explanation furnished by the student, the Administrator shall determine if the student is, in his/her opinion, guilty of those charges and if s/he so determines, the Administrator shall have the authority to administer a temporary suspension for whatever time period s/he deems is warranted, taking into consideration the severity of the violation, up to a maximum of ten (10) days. The conference shall be held in such a manner as to assure that the determination made has been made fairly and impartially. Written notes containing dates, times, involved parties and other relevant information will be made by the Administrator and become a part of the student file.

- A. In the event the student is a secondary student, the Dean of Students/Principal or his/her designated representative should make a reasonable effort to contact the parent(s) by telephone, stating the specific act(s) for which the temporary suspension was ordered and the length of the suspension. The parent(s) should be invited to discuss the reasons for the suspension with school officials at this time. If the parent(s) cannot be contacted by telephone, then the Dean of Students/Principal or his/her designated representative should mail a notice setting forth the above information and encouraging the parent(s) to contact the Dean of Students/Principal to discuss the matter.

5.2 Right to Appeal

The student shall be informed of his/her right to appeal the decision. The appeal process does not apply to academic termination. The appeal hearing and the procedure to be followed shall be set forth in paragraphs 6.5, 6.6, 6.7, and 6.8, of the Student Code. The student shall continue to participate in regular classroom instruction pending the hearing if s/he properly and timely files an appeal request unless the suspension is for three (3) days or less.

A student is expected to make progress toward satisfactory completion of his/her Course of Study to be eligible for continued enrollment and be up to date with payments of tuition and fees.

The student may change to another Course of Study with the permission of the Dean of Students/Principal and the instructor in the course into which s/he is changing. A student who fails to attend class regularly or otherwise demonstrates a lack of appropriate concern for satisfactory progress and conduct will be terminated from the school. The appeal process does not apply to academic terminations. Any student may apply for reinstatement at the beginning of a new semester. Re-entrance after reasonable assurance of improved trainee attendance and effort will be on a space available basis, and will require administrative approval. Re-entrance after two (2) dismissals for excessive absences will be considered on an individual basis.

5.3 Right to Privacy

Information about a temporary suspension should not be communicated to any person that is not directly involved in the disciplinary proceeding.

5.4 Right to Make Up of Work

Students who are suspended from school will be allowed to make up work missed under suspension. The homework and all regularly scheduled tests must be made up within the same number of days of suspension after the student returns. The grade will be lowered one letter grade from the grade earned. The student will receive no credit for work not made up on this time schedule. (The Dean of Students/Principal must approve exceptions to this policy.)

6.0 Expulsion

The Administrator may recommend expulsion, which shall be defined as exclusion from regular classroom instruction for any period exceeding ten (10) days, when a student violates one or more of the Student Codes, or in the case of Health Related programs, their respective handbook policies.

6.1 Secondary Students

If the Administrator contemplates expulsion, s/he shall mail within three (3) school days of the alleged act(s), a notice of an informal hearing to the parent(s) or guardian(s) of the student. Such notice should contain:

- A. The time and place of the hearing;
- B. A description of the proposed action;
- C. A description of the school regulation(s) allegedly violated by the student and act(s) allegedly committed by the student; the informal hearing shall be no sooner than three (3) days from the date the notice is postmarked unless both parties agree to an earlier hearing. The parent(s) or legal guardian(s) are encouraged to fully participate in this hearing.

Adult Students

If the Instructor or Program Director recommends expulsion of a student, the Administrator will conduct an informal hearing with the student, instructor and other school personnel deemed necessary by the administrator conducting the hearing. This hearing may be held as quickly as deemed possible by the administrator. The student will be furnished in writing a copy of the following information:

- A. A description of the proposed action;
- B. A description of the school regulation(s) allegedly violated by the student and act(s) alleged committed by the student.

The right to appeal is explained in paragraphs 6.5, 6.6, 6.7 and 6.8 of the Student Code. If the alleged violation of the Student Code is such that expulsion is contemplated, the informal conference set forth in paragraph 6.1 is not required. Written notes containing dates, times, involved parties and other relevant information will be made by the administrator and become a part of the student file.

6.2 Right to Attend Class Pending Hearing

Unless the student is suspended under the provision of paragraph 7.0 or paragraph 2.2 for three (3) days or less, s/he shall continue to participate in regular classroom instruction pending the hearing.

6.3 Right of Parental Contact by Administrator

The Administrator should make an effort to contact the parent(s) of students under 18 years of age, by telephone, to communicate directly the information contained in the written notice.

6.4 Length of Expulsion

No expulsion shall extend beyond the current school semester and the succeeding semester or beyond the completion of the present class in the case of adult students enrolled in health service classes. The only exception to this policy would be a student that is suspended under the provisions of paragraph 4.0 (Gun Free School Act).

6.5 Right to Request Appeal

At the conclusion of the informal hearing, if expulsion is imposed, the student shall be informed of his/her right to request in writing an appeal review of the disciplinary action. This appeal must be made within two (2) school days, if a secondary student, to the Director of Instruction, and if an adult student, to the Dean of Students/Principal.

6.6 Process to Request Second Appeal

If the student wishes to appeal this decision, they may do so in writing to the Deputy Superintendent. The Deputy Superintendent or his/her designee and at least two (2) other members of the Administration will hear the second appeal. The second appeal review shall be held within one (1) week of the date such request is made. The request for the second appeal hearing must be made in writing within two (2) weeks from the date of the first appeal hearing.

6.7 Appeal Hearing

The committee conducting the appeal hearing shall determine specifically if there was sufficient evidence to find that the alleged violation(s) occurred and if the penalty imposed was appropriate for the violation(s). A tape recording or verbatim transcript shall be made.

6.8 Right to Request Hearing Before Great Plains Technology Center Board of Education

If the expulsion is upheld by the committee, the student shall be advised of his/her right to request a hearing before the Great Plains Technology Center Board of Education, through the Superintendent's office and its decision shall be final. The request for a hearing by the Board of Education must be made in writing and must be received by the Superintendent within two (2) weeks from the date of the second appeal hearing. If such a request is received by the Superintendent within the time period specified, the hearing will be considered at the first regularly scheduled meeting of the Great Plains Technology Center Board of Education or at a special meeting called for the purpose of conducting such hearing after receipt of written notice of appeal by the student or parent(s) has been received by the Superintendent. The parent(s) or guardian(s) will be informed of the time and place of the hearing, and will be given a list of persons who will be present at the hearing.

6.9 Board of Education Hearing Process

The Great Plains Technology Center Board of Education shall determine specifically if there was sufficient evidence to find that the alleged violation(s) occurred, and if the penalty imposed was appropriate for the violation(s).

- A. The student and/or parent(s) or guardian(s) should be present; in addition, the student may have a representative or an attorney of his/her choice.
- B. The student, parent(s) or guardian(s) or the attorney shall be allowed to cross examine witnesses presenting testimony against the student and be allowed to offer witnesses and evidence in his/her own behalf. In the event the Great Plains Technology Center Board of Education is hearing the appeal of a suspension of ten (10) days or less, testimony of student witnesses on behalf of both the school and the student may be presented in written form.
- C. The school will present evidence and witnesses first. The student and/or the parent(s), and his/her representative will follow this.
- D. The findings of the Great Plains Technology Center Board of Education will be based solely upon the evidence presented at the hearing.
- E. The result of the Great Plains Technology Center Board of Education's decision will be mailed to the parent(s), guardian(s), or adult students by certified mail within 24 hours and will be considered final.

7.0 Emergency Suspension

7.1 Causes for Emergency Suspension

The Administrator may suspend a student on an emergency basis, without a hearing, if s/he has reasonable cause to believe that:

- A. The physical safety of the student or of others is endangered; OR
- B. Where the school is in the midst of a violent upheaval; OR
- C. The student is causing substantial interference with the operation of the school.

7.2 Termination of Suspension

An emergency suspension shall terminate when it is reasonably determined that the student's presence in the school will not result in a situation warranting emergency suspension under paragraph 7.1. This suspension should not exceed three (3) days unless the Administrator commences the notice and hearing procedure provided in paragraph 6.1 for expulsion or an informal hearing is held for temporary suspension under the provisions of paragraph 5.1.

7.3 Contact of Parent/Guardian Upon Suspension

The Administrator shall make a reasonable effort to contact the parent(s) or guardian(s) of a secondary student by telephone, stating the act(s) for which the suspension was ordered and the parent(s) should be invited to discuss the reasons for the suspension. If the parent cannot be contacted by telephone, a written notice should be mailed.

8.0 Grievance Procedure*

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

8.1 Definition of Grievances

A grievance is a claim or charge of injustice or discrimination based upon an event or condition, which affects the welfare of conditions of an individual student or group of students. A grievance statement shall meet the following conditions:

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

8.2 Procedures for Resolving Grievances

- A. Informal: Should a student or parent believe there is a cause for grievance, s/he should make a request of and discuss the grievance with the person involved for the express purpose of resolving the grievance mutually and informally.

- B. Formal: If attempts to resolve the grievance informally are unsuccessful, the student or parent should file a written, dated, and signed grievance with the Compliance Officer as described in item 8.1. The Compliance Officer will appoint a committee made up of an administrator, counselor, and instructor to hear the grievance within five (5) working days. This hearing will be recorded for documentation purposes and for review by members of or others should the decision of the committee be challenged. The committee will notify the grievant of its decision in writing within five (5) working days.

If the grievant is not satisfied with the decision rendered by the committee or no decision has been given within five (5) additional working days, the grievant may request an interview with the Compliance Officer or his/her chosen representative. The interview shall be held within five (5) working days of the request. The Compliance Officer or designee shall render a written decision within five (5) working days of the interview.

- C. Should the grievant be dissatisfied with the decision of the Committee after the final interview, s/he may request, in writing, a hearing at the next regularly scheduled meeting of the Great Plains Technology Center Board of Education. The written request must be received within 30 days of the decision of the Compliance Officer who will put the request on the board agenda for the next regularly scheduled meeting. The decision of the Board of Education is final.

9.0 Student's Right To Assemble And Demonstrate

9.1 Conditions for Students to Assemble and Demonstrate

The Great Plains Technology Center Board of Education recognizes that students shall have the right to assemble on school property subject to the following conditions:

- A. Prior approval must be obtained from the Dean of Students/Principal, at least twenty-four hours prior to the meeting.
- B. The time and place of the meeting will be determined by the Dean of Students/Principal and/or Director of Adult Career Development.
- C. Such meeting will be scheduled before or after school to avoid disrupting the normal operation of the school.

9.2 Additional Conditions for Students to Assemble and Demonstrate

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

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

10.0 Distribution Of Printed Material

10.1 Process For Distribution Of Printed Material

No printed matter or literature may be distributed on any property of the Great Plains Technology Center without the prior approval and consent of the school officials authorized by the Great Plains Technology Center Board of Education to make decisions in such matters.

11.0 Trespassing On School Property

11.1 School Policy on Trespassing

City of Lawton Ordinance (section 15-82) states that all persons who enter the premises of public property without permission are guilty of trespassing. Therefore, it shall be the policy of the Great Plains Technology Center Board of Education that the Superintendent strictly enforce the provisions of Title 70 Oklahoma Statutes, Sec. 24-131, pertaining to the removal of persons out of school buildings and off school property when it appears that the presence of such person is a threat to the peaceful conduct of school business and school classes.

11.2 Visitation In Classroom

Classroom visitation is encouraged during those times designated for this purpose. Activities are usually planned for special occasions. Frequent or prolonged visits by a large number of persons, however, can have a disruptive effect upon both the instructional program and the learning environment of the school.

Therefore, it is requested that all visitors to classrooms register in the school office and state the purpose of their visit. The Administrator shall have the prerogative to approve or disapprove the visit. If, in the judgment of the Administrator, the visitation is not in accordance with this procedure, s/he shall ask the visitor or visitors to leave the campus. If they do not leave, the Administrator may invoke City of Lawton Ordinance 15-40.

11.3 City of Lawton Ordinance Section 15-40. Offenses Near Schools

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

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

12.0 Searches

12.1 Conditions for Searches Or Detaining Of Students

The Administrator, teacher, or security personnel of Great Plains Technology Center, having reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property (to include privately owned vehicles) in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for:

- A. dangerous weapons,
- B. controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act,
- C. intoxicating beverages, and non-intoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes,
- D. portable audio/video and photographic devices, or
- E. for missing or stolen property if said property is reasonably suspected to have been taken from a pupil, a school employee or the school during school activities.

12.2 Conduction of Searches

The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practical.

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

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

Any pupil found to be in possession of dangerous weapons, controlled dangerous substances, intoxicating and non-intoxicating beverages or missing or stolen property may be suspended by the Administrator for a period not to exceed the current school semester and the succeeding semester. Any pupil suspended under this section may appeal any such suspension to the Great Plains Technology Center Board of Education.

12.3 Privacy Expectations

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. (Title 70, Oklahoma Statutes 1981, Section 24-102, amended May 1987.)

Book bags and/or backpacks are subject to search by school personnel at any time due to health and safety concerns related to the carrying of contraband (includes weapons).

If a pupil flees pending a search or destroys any property in the pupil's possession prior to or after the search, this will be considered a serious violation of the student Code, and punishment shall be a minimum of a ten (10) day suspension.

12.4 Canine Inspections

Canine inspections of school property or property in the possession of the pupil, including automobiles, may be periodically conducted, and no reason shall be necessary for such inspections. Hand-held metal detectors may be used to search for dangerous weapons. Surveillance cameras will be used in shops, classrooms and other areas deemed necessary.

12.5 Student Refusal for Search of Vehicle

Any pupil refusing to allow the search of his or her vehicle by an Administrator after reasonable suspicion is established will not be allowed to drive a privately owned vehicle on campus after said incident.

13.0 Vandalism

The Great Plains Technology Center Board of Education may prosecute to the full extent of the law any individual who willfully destroys, mutilates, or disfigures public school property of any kind. State law makes parents responsible for the willful destruction of property by their children.

14.0 Drug Free Statement

Using alcohol and other drugs carries risks. Alcohol and drugs impair your judgment, making you more likely to hurt yourself or others, to have trouble with the law, to do poorly at work and school, and to have relationship trouble. Alcohol and drugs also have specific health risks: they can damage major organs, increase your risk of cancers, and even cause death.

There are three (3) alcohol and drug treatment centers serving Comanche, Tillman and Kiowa counties—they are: Reflections, Southwestern Medical Center; Silver Linings, Comanche County Memorial Hospital; and Taliaferro Community Health Center.

All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug use is illegal and interferes with both effective learning and the healthy development of young people, the Great Plains Technology Center has a fundamental legal ethical obligation to prevent drug use and to maintain a drug-free educational environment.

Because of the extensive abuse of alcohol, tobacco, and drugs and their continuous promotion in our society, the Great Plains Technology Center provides drug education units, which are integrated within the standard curriculum. These units are necessary to prepare students for decision-making against drug and alcohol use.

Drug use, possession (including paraphernalia), and sale on the school grounds and at school functions will not be tolerated. Specific infractions and appropriate disciplinary actions are listed in the Great Plains Technology Center Student Handbook. Some possible actions include parental contact, suspension, or expulsion.

Every student of the Great Plains Technology Center will receive a copy of the Drug-Free Schools Policy and the Student Handbook. Continual education will be provided by drug education seminars, teacher in-service training, and student instruction. It is indeed our goal to achieve a drug-free educational environment.

15.0 Sexual and or Racial Harassment of Students

The policy of this school district forbids discrimination against, or harassment of any student or staff on the basis of race or sex. The Great Plains Technology Center Board of Education will not tolerate sexual and or racial harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. A separate policy applying to sexual and or racial harassment of employees has been developed.

15.1. Sexual and/or Racial Harassment for the purpose of this policy:

- A. Sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding", "teasing", double meanings, and jokes.
- B. Demeaning comments about a student's ability to excel in a class historically considered a non-traditional enrollment subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.

- C. Writing (graffiti) which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual and or racial harassment. Graffiti of any kind will not be tolerated on school property. The Dean of Students/Principal is directed to cause any graffiti or unauthorized writings to be removed immediately.
- D. Racial harassment includes verbal comments regarding physical or personality characteristics of a racial nature, kidding, teasing, double meanings, and jokes.

15.2. Specific Prohibitions:

A. Administrators and Supervisors

- (1) It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
- (2) Administrators, supervisors, support personnel, or teachers who either engage in sexual and or racial harassment of students or tolerate such conduct by other employees shall be subject to sanctions as described below.
- (3) The Great Plains Technology Center school district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (21), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 21 may constitute a crime under state or federal law.

15.3. Report, Investigation, and Sanctions:

- A. It is the express policy of the Great Plains Technology Center Board of Education to encourage student victims of sexual and or racial harassment to come forward with such claims. This may be done through the Sexual and or Racial Discrimination Grievance policy.
 - (1) Students who feel that administrators, supervisors, support personnel, teachers or other students are subjecting them to sexual and or racial harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
 - (2) Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual and or racial harassment.
- B. In determining whether alleged conduct constitutes sexual and or racial harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Dean of Students/Principal has the responsibility of investigating and resolving complaints of sexual and or racial harassment.
- C. Any employee found to have engaged in sexual and or racial harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination, subject to applicable procedural and due process requirements.
- D. Any student found to have engaged in sexual and or racial harassment of other students or staff shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements. (2.2.V.).

16.0 Secondary Student Attendance Policy

16.1 Attendance is especially important in career tech education programs. Instruction cannot take place when students are not present. Prospective employers always want to know about the attendance practice of our graduates. At Great Plains Technology Center, students maintaining perfect attendance for the year will receive a Perfect Attendance PIN at the Awards Assembly held at the end of the school year.

16.2 Tardies

Students must be in class at the designated time or they will be counted tardy. The following schedule will be followed when applying tardies to the absence policy:

- A. Any tardy up to one (1) hour in length will be equivalent to a .33 absence.
- B. Any tardy from one (1) hour to two (2) hours will be equivalent to a .66 absence.
- C. Any tardy after two (2) hours will be equivalent to a full days (1.00) absence.
- D. Tardies will also be assessed appropriately for leaving class early.

16.3 Home School Activity Report

Approved home school activities in which the student is a participant will be recorded as a class absence until the Home School Activity Report (referred to as the Blue Card) and the required missed assignment is completed and turned in. The Home School Activity Report (or verification by home school) is required within three (3) school days of the absence and missed assignments must be completed within five (5) school days following the absence. It is the responsibility of the student to get the Blue Card filled out and returned to the Great Plains Technology Center instructor and missed assignments completed, otherwise the activity will remain an absence. Students are encouraged to obtain Blue Cards in advance of the school activity.

16.4 Excused Absences

Makeup of employability grades for excused absences will be allowed. If written documentation or phone call from a parent/guardian is not received by the Attendance Office within 5 days of the absence, the absence will be considered unexcused. Late documentation will not be accepted. It is the students' responsibility to obtain and turn in the makeup work for excused absences within five (5) school days of the absence. If this is not done, a zero will be recorded. The three (3) options for seat time makeup to be approved by the program instructors are:

- A. Instructors will make their class or lab available between 3:00 and 4:00 p.m. for makeup work.
- B. Reports pertaining to the subject being taught will be accepted as makeup (length and format to be determined by the instructor).
- C. Participation in student organizational activities may be counted as makeup.
- D. A maximum of 3 makeups per 9-week period will be allowed.

It is the parents' responsibility to notify the Attendance Office of Great Plains Technology Center if their son/daughter will not be in attendance. The Lawton campus telephone number is 250-5600 or 1-800-244-1024 and the Frederick campus telephone number is 335-5525 or 1-800-460-5525.

Any student receiving an "N" grade two (2) successive 9 week periods within the same semester may not be allowed to enroll for the next semester. Extenuating circumstances may be considered by the Dean of Students/Principal in administration of this policy.

17.0 Secondary Student Grading Policy

The Great Plains Technology Center employs the following system for determining grades:

| | | |
|--------------|---------------|----------------|
| A = 90 - 100 | D = 60 - 69 | N = No Grade |
| B = 80 - 89 | F = Below 60 | I = Incomplete |
| C = 70 - 79 | W = Withdrawn | |

If a student **exceeds** five (5) absences within a nine (9) week grading period and required makeup work is not completed (a maximum of only three (3) excused absences can be made up), that student shall automatically receive a grade of **N** for that grading period. The highest possible numerical grade calculated for an **N**, into a semester average, is 59. If the student has accumulated a higher numerical grade, it will be converted to 59. If their accumulated grade is lower, the student will receive the actual grade obtained.

18.0 Adult Student Attendance Policy

It shall be the adult attendance policy of Great Plains Technology Center to allow no more than eight (8) absences per semester (four (4) absences for summer semester). Makeup of seat time will be allowed up to 12 hours per semester for full time students and 6 hours for half time students. If a student exceeds the maximum number of absences with no seat time makeup, appropriate disciplinary action will be taken up to and including termination. Seat time makeup may be made up for documented absences with due dates determined by the instructor. Documentation should be turned in to the Adult Admissions Secretary and will be approved by the Dean of Students/Principal. The Dean of Students/Principal or Administrator for appropriate extenuating circumstances may waive this policy. Students receiving Federal Financial Aid and Veterans Administration benefits must maintain 90% attendance for each semester in order to continue receiving benefits. Students not maintaining required attendance may be dismissed from the program and will not receive course credit. Variances from the above policy shall be addressed in the individual handbooks.

Students receiving Veterans Educational Benefits who are enrolled in the Flex Practical Nursing Program at either the Comanche County campus or the Tillman/Kiowa County Campus must attend a minimum of 22 clock hours per week.

18.1 Tardies

Being to work on time is an important part of being employable, therefore, students must be in class at the designated time. Habitual and/or excessive tardies will result in the instructor not being able to recommend a student to a potential employer. Tardies count toward attendance as follows:

- A. Any tardy up to one hour in length will count as 1 hour's absence.
- B. Any tardy from one hour to two hours will equate to 2 hours absence.
- C. Any tardy after two hours will be equivalent to a full session's absence (3 hours).
- D. Tardies will also be assessed appropriately for leaving class early.
- E. Tardies in excess of 10 per semester may result in dismissal.

18.2 Documentation

Documentation is not required for make up work or daily grades but is required for missing a test.

18.3 Temporary Interrupt

(Leaves of Absence) may be granted to students under certain conditions. Approval by the Director of Instruction or his or her designee is required in all such cases. If an adult student misses five (5) consecutive days of scheduled instruction without proper notification, his/her enrollment will be interrupted. If absences were due to sickness or other extenuating circumstances, the student may be reinstated upon approval of the Director of Instruction or his or her designee; if not, the interruption will be permanent for that grading period. Written documentation of circumstances is required for this approval. Temporary interruptions will not exceed 20 school days. Note: (Temporary Interrupts with a 5 day maximum per semester may be allowed for extenuating circumstances in Advanced Respiratory Therapist, Radiologic Technology, Surgical Technology, Business, Management and Administration Career Majors, Auto Service Technician, Pre-Education and Information Technology Career Majors.)

19.0 Adult Student Grading Policy

The grading system for adult students will be as follows:

| | |
|--------------|-----------------|
| A = 90 - 100 | F = Below 60 |
| B = 80 - 89 | I = Incomplete* |
| C = 70 - 79 | W = Withdrawn |
| D = 60 - 69 | |

*All Incompletes must be made up within 2 weeks.

Variations from the above policy shall be addressed in the individual handbooks.

20.0 Repeated Courses

A student may repeat up to four (4) courses or units as specified by the Course of Study in which the original grade was D or F and have only the second grade count in the calculation of the student's retention grade point average. Students who repeat courses beyond the first four courses of D or F may do so with both the original grades and the repeat grades included in the calculation of the retention grade point average.

21.0 Report Cards

Grades of each secondary student will be sent to their home high school for recording on the student's transcript. The student's home school will then give out report cards at the end of each nine (9) week grading period. Absences will be recorded on the report cards. Academic progress reports will be mailed to parent(s) or guardian(s) as the need arises. Adult grades are available, upon request, from their instructor.

22.0 Transcripts

Transcripts shall be requested in writing and submitted to the Registrar's office located in Building 100, room 111. Transcripts may be issued on completed classes within 5 to 7 working days following the completion date of the class. No charge is assessed for transcripts and you may request up to 5 transcripts at one time. The Official Transcript Release Form is available at Great Plains Technology Center's website at www.greatplains.edu under Student Resources.

23.0 Competency Verification

Upon satisfactory completion of a Course of Study, a student will be given a Competency Profile indicating the level of proficiency reached by the student on each of the course competencies. If the student exits the career major prior to completion, the student may request a copy of the Competency Profile, indicating the level of proficiency reached by the student to the point of exit. Students with Individualized Education Plans (IEP) will be issued a competency certificate when they have attained the goals set forth in the IEP.

24.0 Requirements for Continuing Enrollment

A student is expected to make progress toward satisfactory completion of his/her Course of Study to be eligible for continued enrollment and be up to date with payments of tuition and fees.

The student may change to another Course of Study with the permission of the Dean of Students/Principal and the instructor in the course into which s/he is changing. A student who fails to attend class regularly or otherwise demonstrates a lack of appropriate concern for satisfactory progress and conduct will be terminated from the school. The appeal process does not apply to academic terminations. Any student may apply for reinstatement at the beginning of a new semester. Re-entrance after reasonable assurance of improved trainee attendance and effort will be on a space available basis, and will require administrative approval. Re-entrance after two (2) dismissals for excessive absences will be considered on an individual basis.

25.0 Withdrawal and Final Clearance

All secondary students who wish to terminate their course of training must obtain a withdrawal slip from their home high school administrative office. This must then be signed by the Great Plains Technology Center's Dean of Students/Principal in order to provide the student with a record of clearance from this school. **Full-time adult students must fill out a Termination of Attendance form upon completion of a course. For full-time adult students the last date of attendance is considered the withdrawal date.**

In order for students to officially "clear" at the end of the school year, and before a passing grade will be given (*see below), it is the responsibility of the student to verify that they have done the following:

- A. Returned all school owned books;
- B. Completed all academic requirements;
- C. Returned all school owned tools;
- D. Turned in Student Identification Badge;
- E. Paid all bills.

*Adult transcripts will not be issued until final clearance is completed.

26.0 Re-Admission

Any student applying for re-admission to Great Plains Technology Center after withdrawing or having been dismissed shall seek permission from the Superintendent or their designee prior to re-admission.

27.0 Refunds (see refund definition below)

Refunds to post-secondary students in full-time adult programs at Great Plains Technology Center are made as follows:

- A. If a student withdraws the 1st day of class, refund is 100% of tuition paid.
- B. If a student withdraws the 2nd through the 10th day of scheduled school days, refund is 75% of the tuition paid.
- C. If a student withdraws after the 10th day of scheduled school days, there is no refund.
- D. If a student has paid the entire program costs at the beginning of the school year and then drops, the unused portion of any future semester will be refunded.

A student's Return to Title IV aid, for those who have received Title IV funds during the 2011/12 school year, is calculated in accordance with the Return of Title IV Funds law addressed in Section 44.11.

All adult students who withdraw from a program must complete a drop form in the Student Office, Room 111. No refunds will be made until cleared through the Student Office and the Financial Aid Office.

Refunds will be made to the agency or person who paid the tuition/fee charges.

27.1 Refund Definition

Refers to refund of tuition and fees that the school makes to a student or funding source after the student has withdrawn or is dropped from school. The actual amount of the refund is determined according to the school's policy. However, if the student received financial aid from the Student Federal Financial Assistance Programs under Title IV (with the exception of College Work Study), a portion of the refund must be returned to those funding sources. **GPTC calculates the return of these "Title IV funds" based on the payment period. Funds are returned to programs in the following order: note GPTC does not participate in student loan programs.**

- A. Federal Pell Grant
- B. Federal Supplemental Opportunity Grants
- C. Other SFA Programs
- D. Other federal, state, private or institutional sources of aid.

Formula to Calculate Aid Return to Title IV funds: (See Financial Aid office for calculation worksheet.)

GPTC will return their portion of unearned aid within 30 days of the date the financial aid office was made aware of the student's last date of attendance.

28.0 Insurance

While this school will make every effort to prevent accidents and injuries, the nature of the programs is such that the possibility of injury is greater than that in the regular academic programs. The student is requested to have personal insurance. Great Plains Technology Center makes available, at a nominal cost, student accident insurance.

29.0 Telephone

Except in the case of an emergency, students will not be called out of their classes for telephone calls. Calls on the student phone -- located in the Student Office of Bldg #100, #200 and #700 -- are for student use and calls are limited to one (1) minute.

30.0 Testing

To maintain the confidentiality and integrity of all testing materials, the security and procedures for testing are maintained by protecting all test items from loss, unauthorized access, and reproduction. All students are required to present their Great Plains Technology Center identification badge when utilizing the testing facility. No other form(s) of identification will be accepted, including a "temporary or altered" Great Plains identification badge. The use of any communication devices, note passing, hand gestures, unauthorized reference materials and disruptive behavior is prohibited in the testing facility. In addition to a Test Proctor, a computer and video camera monitoring system is enabled to prevent and record intentional access to the Internet, e-mail accounts or other programs which violate testing protocol. A student will immediately be referred to the Dean of Students/Principal or his designee if found cheating on a test or violating a testing facility rule which may result in disciplinary action.

31.0 Transportation

Transportation will be provided to each of the high schools in the district. Secondary students will be expected to conduct themselves on the school bus the same as the classroom. The bus driver has the same authority as the school teacher.

32.0 Cars

All cars must be parked properly upon arrival and not moved until the end of the class session. All cars must be registered and the decal must be properly displayed. Students will not be permitted to loiter in the parking lots or sit in cars during the break or lunch periods. If at any time a student violates the rules and regulations concerning driving of personal vehicles, driving privileges will be revoked. The student will then be required to find other means of transportation. Automatic car alarm systems should be deactivated while on campus.

32.1 If the parent high school permits, secondary students may drive their personal cars to Great Plains Technology Center. Students from outlying schools that drive their personal cars must be in class at the regularly scheduled class time.

32.2 The speed limit for all automobiles is 10 miles per hour. Students violating this regulation will have their driving privileges taken away.

33.0 Parking

Students shall park in assigned areas only. Vehicles shall not be backed into parking spaces. Unregistered

or improperly parked vehicles are subject to being towed at the owner's expense.

34.0 Leaving Campus

Secondary students will not be allowed to leave campus without proper clearance from their instructor and the Student Office. Adult students must clear with their instructor before leaving the school grounds during class hours.

35.0 Visitors

Visitors wishing to tour our facility must report to the administrative offices. Visitors will not be allowed to visit students during class except with the permission of the administrative office.

36.0 Student Identification Badges

Students will be issued identification badges at the beginning of the school year (or date of entry into program). Badges will be worn appropriately during the time a student is attending Great Plains Technology Center's campus or in their respective clinical sites. Students will not be permitted to participate in live projects, work in shop/clinical sites or use cafeteria services (during break periods) on campus without proper identification badge. Students are required to present their Great Plains Technology Center identification badge when utilizing the testing facility.

36.1 Lost or Altered Badges

Students will be responsible for replacement of lost or altered identification badges. The cost is \$3.00 and badges can be purchased in Great Plains Technology Center's bookstore. Failure to comply will result in disciplinary actions. Badges must be turned in upon withdrawal or completion of program. The Dean of Students/Principal or the S.C.O.R.E. Director may dispense a temporary identification badge to a student to allow them to participate in on-campus activities for a period (not to exceed 3 days) to allow the student time to obtain a replacement. Temporary or altered Great Plains Technology Center identification badges will not be accepted in the testing facility.

37.0 Care of Books and Equipment

A great deal of money has been invested in upgrading and maintaining equipment and textbooks. Each student will be responsible for the care of all school owned property assigned to his/her custody. If the items are lost, destroyed or stolen through irresponsible action, the student will be charged the purchase price for replacement. Normal wear and tear is understandable in the educational process.

38.0 Alarms

The Great Plains Technology Center has a system of alarms used in case of fire, severe weather activity or other emergencies. This alarm system will be sounded and explained to the students during the initial portion of the school year. Fire drills will also be practiced periodically during the school year.

39.0 Emergency Management

Great Plains Technology Center has in place an emergency management plan that will be reviewed with all students periodically by their instructors.

40.0 Internet Acceptable Use Policy

Creation, publication, and utilization of documents by electronic means, via the Internet and its associated World Wide Web or E-Mail service, must be consistent with both the mission and goals of the Great Plains Technology Center School District. Communications fall under the Oklahoma State Open Records Act.

Great Plains Technology Center reserves the right to review the contents of any media or device used with Great Plains Technology Center equipment. Devices and media include, but are not limited to: flash drives, external hard drives, storage media, CD's, DVD's, and cameras. Reviews will be conducted when there is reason to believe there may be malicious, harmful, or obscene content that violates Great Plains Technology Center's Acceptable Use Policy. Devices and media are routinely scanned for viruses which may produce reason for the review.

40.1 Acceptable Use

The use of your account must be in support of education and research and consistent with the educational objectives of the Great Plains Technology Center school district. Use of another organization's network or computing resources must comply with the rules appropriate for that network.

The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work.

40.2 Unacceptable Use

As a non-profit educational institution, individual use of Great Plains Technology Center school district provided resources should be focused on the school's mission and goals. It is not acceptable to use Great Plains Technology Center school district provided internet resources in for-profit business, or personal non-school-related activities. It is not permitted to use Great Plains Technology Center school district computing and electronic communications facilities and services for unlawful or malicious activities, or for proprietary purposes. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

The Superintendent or his designee will deem what is inappropriate use and their decision is final. Also, the Superintendent, his designee, or the System Administrator may close an account at any time as required.

40.3 Privileges

The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation or restriction of those privileges.

40.4 E-Mail and Real Time Chat

An internet E-Mail account is provided for each full-time school employee, Internet E-Mail is to be used for school business. Students are not to use internet E-Mail for personal use. Real time chat lines are to be used for school business or training purposes only.

40.5 Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited, to the following:

- A. Be polite. Do not get abusive in your messages to others.
- B. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- C. Do not reveal personal address, phone numbers or personal information of yourself, students or colleagues.
- D. Note that electronic communications are not guaranteed to be private. System Administrators have access to all electronic communication. Electronic communications relating to or in support of illegal activities may be reported to the authorities.
- E. Do not use the network in such a way that you would disrupt the use of the network by other users.
- F. All communications and information accessible via the network should be assumed to be property of Great Plains Technology Center school district.

40.6 Responsibility

Great Plains Technology Center school district makes no warranties of any kind, whether expressed or implied, for the service it is providing. Great Plains Technology Center school district will not be responsible for any damages. This includes but is not limited to: loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Great Plains Technology Center school district specifically denies any responsibility for the accuracy or quality of information obtained through these services.

40.7 Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify the Superintendent, his designee, or the System Administrator. Do not demonstrate or discuss the problem with other users. Do not use another's individual account. Attempts to logon to the Internet as the System Administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

40.8 Vandalism

Vandalism will result in cancellation of privileges or other disciplinary action as deemed appropriate. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses. If a Great Plains Technology Center School District user violates any of these provisions, his or her account may be terminated, and failure access may also be denied.

The Superintendent or his/her designee will deem what is inappropriate use and their decision is final. Also the Superintendent, or his/her designee, or the network administrator may close an account at any time as required.

40.9 Software and Disk Policy

Any copyrighted software, and/or software that electronically damages data, software or hardware (i.e., computer viruses), found in the possession of students serves as a violation of the student policy regarding electronic equipment and care of school property. Disobeying this policy is grounds for disciplinary action.

40.10 Internet Use Agreement Form

The signature(s) on the Internet Use Agreement form is(are) legally binding and indicates the party(parties) who signed has(have) read the terms and conditions carefully and understand(s) their significance.

41.0 Student/Staff Communications

Great Plains Technology Center believes in-school communication between its staff and students enhances the education process. When a Great Plains staff member assumes the role of a Great Plains employee and communicates with minor age students outside-the-school day, those conversations should relate strictly to issues of instruction and/or school related activities. Those communications include all phone calls, texting, instant messaging and all social media web sites.

42.0 Student Right to Know

Information regarding graduation/completion and transfer out rate is available upon request from the Adult Education Secretary. The Campus Crime report is also available upon request or can be accessed at Great Plains Technology Center’s website at www.greatplains.edu. This report contains a record of all identified crimes committed on Great Plains Technology Center’s property.

42.1 Crime Statistics:

| <u>Offense</u> | <u>2007</u> | <u>2008</u> | <u>2009</u> |
|------------------------------|-------------|-------------|-------------|
| Murder | 0 | 0 | 0 |
| Sex Offenses | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated Assaults | 1 | 1 | 1 |
| Burglary | 1 (*2) | 1 | 0 |
| Motor Theft | 0 | 0 | 0 |
| Manslaughter | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| <u>Statistics on Arrests</u> | <u>2007</u> | <u>2008</u> | <u>2009</u> |
| Liquor Law Violation | 0 | 0 | 0 |
| Drug Abuse Violation | 0 | 0 | 0 |
| Weapons Violation | 0 | 0 | 0 |
| (* Frederick campus) | | | |

42.2 Campus Policy on Reporting Crimes

The Board of Education of Great Plains Technology Center shall endeavor to provide a crime-free campus environment for all employees and students. Consistent with this effort, all students are required to report any criminal activities or actions of a suspicious nature to the Dean of Students/Principal and/or his/her designee who shall be designated as head of security for each respective campus. Students may also report such activities to their teachers or to an administrator. Upon investigation by the Dean of Students/Principal and/or his/her designee, local law enforcement officials shall be notified if deemed necessary by the Dean of Students/Principal.

If a student wishes to report suspicious or criminal activities anonymously, s/he may call the Lawton Police Department Crime Stoppers at 580-355-4636 or go online at www.lawtoncrimestoppers.com.

43.0 College Credits

For specific information related to cooperative alliance agreements available at Great Plains Technology Center contact:

Lawton Campus

Sally Arrington @ Phone: 250-5639; E-mail: sarrington@gptech.org

Frederick Campus

Nancy Hasley @ Phone: 355-5525; E-mail: nhasley@gptech.org

44.0 Financial Aid

Financial Aid Officer: Cheryl Rasmussen, Phone: 250-5534 or E-mail: crasmussen@gptech.org
Office Location: Bldg. 100, Room 107, Lawton Campus
Office Hours: Monday through Friday, 8:00 am - 4:30 pm

44.1 Philosophy Of Financial Aid

The Great Plains Technology Center believes that the talents, hopes and ambitions of our young people and adults are among the most valuable resources this nation possesses. With this thought in mind, Great Plains Technology Center will, therefore, make every effort for students to attend school who would normally be deprived of an education because of inadequate funds.

Great Plains Technology Center believes the primary responsibility for financing education lies first with the student and his/her family (parents or spouse.)

The Office of Student Financial Aid was established to coordinate all financial assistance offered by the school and to ensure that the established principles are observed in the administration of student aid programs at the Great Plains Technology Center.

44.2 General Criteria of Eligibility for Financial Aid Program

The following programs of financial assistance are available at Great Plains Technology Center: Federal Pell Grant Program, Federal Supplemental Education Opportunity Grant, Oklahoma Tuition Aid Grant, and Great Plains Foundation Scholarships. Great Plains also has applications for the Oklahoma Technology Center Foundation Scholarship Program. Applications for these programs are available in the Financial Aid Office - Bldg. 100 of the Lawton campus, Monday through Friday from 8:00 am to 4:00 pm. At the Frederick Campus applications are available at the front desk Monday through Friday from 8:00 am to 4:00 pm.

In general a student is eligible to participate if the student:

- A. Is a regular student. (A regular student must meet the following criteria to be designated as a regular student for the purpose of receiving financial aid: (1) have attained a high school diploma or GED, be beyond the age of compulsory school attendance, or have met the statutory exemptions for compulsory school attendance and (2) complete admission assessment including academic achievement, interest survey, and documentation of aptitude. (3) To be eligible to receive financial aid assistance, entering students who do not have a high school diploma or GED must demonstrate the ability to benefit by passing an independently administered test approved by the U.S. Department of Education. Passing scores are determined by USED. Great Plains uses the Compass test as a measure of ability to benefit.
- B. Is enrolled or accepted for enrollment in an eligible program that leads to a certificate or degree as a post secondary student after vocational assessment has occurred.
- C. Have a high school diploma or it's equivalent, or: (1) pass an approved ability-to-benefit test – ATB. (2) Enroll in a school that participates in an approved state process, or (3) complete his or her state's requirement applicable to home schooling.
- D. Is not simultaneously enrolled in an elementary or secondary school.
- E. Is a U.S. citizen, or U.S. national (which includes natives of American Samoa or Swain's Island); is a U.S. permanent resident who has an I-151, I-551, or I-551C (Alien Registration Receipt Card); Is a citizen of the Freely Associated States – Federated States of Micronesia, The Republic of the Marshall Islands or the republic of Palau to be eligible for the Federal Pell Grant or the Federal Supplemental Educational Opportunity Grant.
- F. Have a valid Social Security Number, except students from the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau.
- G. Be registered with Selective Service, if required.
- H. Certify that s/he will use federal student financial aid only to pay for educational costs.
- I. Is not in default on any Federal Perkins Loan, Federal Stafford Loan, or Federal Supplemental Loan for Students; and has not borrowed in excess of the loan limits, under Title IV programs, at any institution.
- J. Must not owe an overpayment on a Pell Grant, Supplemental Grant or State Incentive Grant received at any institution.
- K. Must not have borrowed in excess of the annual or aggregate loan limits.
- L. Must not have property subject to a lien for debt owed to the United States.
- M. Is maintaining satisfactory progress in the course of study s/he is pursuing according to the standards of this institution.
- N. Must not have any disqualifying drug convictions; and
- O. Have financial need, if applicable.

In addition, a student's eligibility for Title IV aid could be affected by such factors as: (1) prior degrees; (2) enrollment status; (3) remedial course work; (4) correspondence study; (5) study by telecommunications; (6) conviction for drug offenses. These are general eligibility requirements.

44.3 Payment Schedule and Satisfactory Progress

A. Payment Schedule

Students are paid the 1st disbursement of their Federal Financial Aid at the beginning of the 1st pay period, approximately 4 – 6 weeks after their start date. Remaining payments are based on satisfactory grade average and attendance for the previous pay period. Pay periods dates are different for each student depending on the career major enrolled and start dates. Upon receipt of an award letter the student is issued a list of estimated financial aid disbursement dates.

B. Satisfactory Progress

In order to receive Title IV Federal Funds at Great Plains Technology Center, a student must maintain satisfactory progress which means s/he must be in good standing and making satisfactory progress according to the institutional standards. The standards are as follows:

- 1) Good standing is initially defined as the student being eligible for admission to an educational program, as determined by his/her high school diploma, GED or assessment, which is used to determine ability to benefit.
- 2) Continued eligibility is based on meeting minimum standards in terms of conduct, grades and Great Plains Technology Center's attendance policy.
- 3) Satisfactory progress is determined at intervals (payment periods) corresponding with each semester.
- 4) Satisfactory progress is defined by institutional policy as having a grade of C or better at the end of a pay period or semester AND

Students must complete work at a pace that enables completion in the allotted hours. Specifically this means that a student enrolled in a 1050 clock hour career major attending full-time should complete the career major in 9 months.

Students not maintaining satisfactory progress for a payment period will be placed on probation for the next payment period and all federal aid will be temporarily suspended. At the end of the payment period if SAP has been reestablished federal aid payments will resume. However, if a student has not reached SAP standards at the end of the first probationary period, all federal aid payments will be terminated for the payment periods and the student will be required to pay any outstanding charges to Great Plains.

C. Appeal

There may be circumstances in which a student thinks s/he should be excused from not progressing according to schedule or maintaining a C grade average. A student denied federal aid for failure to maintain satisfactory progress may file a written appeal within 5 days of notice of aid suspension with the Financial Aid Office. Within 10 days an appeal committee will review the student's case and an exception may or may not be granted.

It is the student's responsibility to notify the Financial Aid Office once satisfactory progress is reinstated.

D. Transfer Students

The SAP policy applies to students transferring from one career major to another. Students are responsible for progress in the 1st career major (even if they did not receive any federal financial aid) before being eligible for federal financial aid in the second career major.

Students transferring from another school can start over as far as grades and attendance is concerned; however, if we accept credit from another school we would look at the maximum time frame and student cannot exceed the 150% policy.

E. Incomplete Grades

Incomplete grades will result in grade of "F" if the student doesn't resolve the matter within 2 weeks of receiving an "I". The same SAP policy applies.

44.4 Student Rights and Responsibilities of Recipients

- A. Right-to-Know
 - 1) The institution's accrediting and licensing organizations
 - 2) All programs offered and detailed information regarding each program of interest
 - 3) Information about job placement rates
 - 4) All financial aid that is available at this institution
 - 5) What procedures are for application
 - 6) Deadlines for submitting application
 - 7) How the school determines your need
 - 8) How much you will get and when you will receive your aid
 - 9) How satisfactory progress is determined
 - 10) The institution's refund policy
- B. Responsibilities
 - 1) Keep all pertinent information regarding financial aid for future reference
 - 2) Ask questions about financial aid
 - 3) Meet certain percentage of educational costs
 - 4) Report all outside assistance to the financial aid office
 - 5) Complete and submit all required paperwork
 - 6) Use funds for expenses related to this institution's cost

44.5 Federal Financial Aid Processing

- A. Apply for a Federal PELL Grant
Apply online at www.fafsa.ed.gov. FAFSA worksheets are provided in Building 100, Room 111.
- B. What records are needed to complete the FAFSA?
 - 1) Most recent U.S. Federal Tax Return (Form 1040, Form 1040A, or form 1040EZ)
 - 2) Records of untaxed income
 - 3) Current bank statements/balances
 - 4) Business and/or farm income records
 - 5) Records of stocks, bonds, or other investments
 - 6) Driver's license and social security card
- C. Instructions for completing the FAFSA
 - 1) Your application can only be filed online for the 2011-12 school year. Go to www.fafsa.ed.gov on the World Wide Web and follow the instructions carefully.
 - 2) If you need the Financial Aid Coordinator to assist you with your application, call 250-5534 to make an appointment.
 - 3) Great Plains Technology Center's school code is 010717. Our school is identified by this number. Your information will be downloaded to the financial aid office and will be processed as it is received.
 - 4) You should receive notification by email from the Department of Education when your FAFSA is processed.
 - 5) Great Plains Technology Center will send you a tracking letter by mail. The tracking letter will instruct you as to what documents are required to process your award. Submit documents to: Cheryl Rasmussen, Financial Aid Coordinator, Building 100, phone 580-250-5534, email address is crasmussen@gptech.org.
 - 6) You will receive an Initial Award Letter from Great Plains Technology Center once you are determined to be eligible and your information is correct.

Financial Aid Distribution Dates for the 2011-2012 school- year:

July 13, 2011
August 24, 2011
September 14, 2011
October 12, 2011
November 16, 2011
December 14, 2011
January 18, 2012
February 15, 2012
March 14, 2012
April 11, 2012
May 9, 2012
June 13, 2012

In order to receive a Federal Financial Aid check on one of the dates listed above students must have submitted all required documentation to the Financial Aid office by the 15th of the previous month of scheduled distribution date.

EXAMPLE

To receive a Financial Aid check on September 14th all required documentation must be turned in to the Financial Aid Office by August 15th.

Additional Information for FLEX Practical Nursing Students.

Those students scheduled to receive 2nd semester or final checks:

Students must have submitted all required documentation to the Financial Aid Office and have entered 2nd semester or completed the career major by the 15th of the previous month of the scheduled distribution date.

EXAMPLE

To receive a Financial Aid check on September 14th, all required documentation including time sheets and grade report must be submitted to the Financial Aid Office by August 15th.

Clock hour requirements for Flex Nursing Students receiving Title IV Federal Financial Aid (Pell) and Veterans Educational Benefits:

- 1st Pell Disbursement is issued in advance for the first 525 clock hours approximately 6-8 weeks after the start of the career major.
- 2nd Pell Disbursement is issued after the student has successfully progressed to the 2nd semester and has documentation of attending 525 clock hours. When the 2nd disbursement is issued the student has been paid in advance for a total of 1050 clock hours. Documentation of clock hours attended must meet a minimum of 1050 clock hours at the time of graduation in order not to owe a refund to Federal Financial Aid.
- Students receiving Veterans Educational Benefits in a Flex LPN career major must attend a minimum of 22 clock hours a week.

44.6 Types of Financial Aid Available

Federal Pell Grant

The Federal Pell Grant is a federally funded grant program, which provides up to \$5,550 per year to post secondary students enrolled in a Full Time Adult Career Major. Free applications for Federal Financial Aid may be obtained from the Financial Aid Office, Bldg. 100, Room 107.

Great Plains Technology Center Financial Aid Office uses the Edconnect/SIAG program provided by the U.S. Department of Education, therefore, is capable of retrieving ISAR information via the internet. The ISAR information can usually be drawn down within 3 weeks of the Department of Education Processing Center receiving the application from the student.

The ISAR will include a summary of application information and the determination of the EFC figure. The EFC figure is the result of computations involving the financial and non-financial data submitted on the application. The method of computation is applied to all students uniformly.

44.7 Corrections to SAR

Great Plains Technology Center Aid Office has the capability to submit corrections to a student's SAR electronically.

44.8 Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Education Opportunity Grant (FSEOG) Program provides grants to students who demonstrate financial need to help meet their cost of post-secondary education. Application for FSEOG is the same procedure as applying for Pell Awards are issued by aid office to those students with the lowest EFC figures and are within aid budget limits. Awards depend on student need, availability of FSEOG funds at the school, and the amount of other aid the student is receiving. Students will be notified of their award on their award letter. The maximum FSEOG award at Great Plains Technology Center is \$400 for those students attending both the Fall and Spring semesters.

44.9 Oklahoma Tuition Aid Grant (OTAG)

Student State Incentive Grants are known in Oklahoma as Oklahoma Tuition Aid Grants (OTAG).

Application is made using the same application for PELL. The grants pay up to 3/4 the cost of tuition for eligible residents of Oklahoma. Eligibility is based upon full time enrollment, status as a resident and need for the grant was evidenced by analysis of application information. Students are advised of awards by letter from the Oklahoma State Regents of Higher Learning. Payment is made by check, usually once in Fall and once in Spring.

44.10 Verification

Students selected for verification by the Department of Education will be notified on their Student Aid Report or by the Financial Aid office. Those selected must submit signed copies of financial documents to the aid office. Students with conflicting information in their file may be selected for verification at the Financial Aid Officer's discretion. The aid office will notify the student if documentation is required.

44.11 Return of Title IV Funds

As a general rule, when a student completely withdraws from Great Plains Technology Center, Grants do not need to be repaid--however, a student may have to repay a certain amount if s/he withdraws or is dismissed prior to completing more than 60% of a payment period.

If a student completely withdraws from school during a term, the school must calculate--according to a specific formula--the portion of the total scheduled financial assistance a student has earned and is therefore entitled to receive up to the time of withdrawal. If you received more assistance than was earned, the unearned excess funds must be returned to the Department of Education.

- To officially withdraw from Great Plains Technology Center, please contact the Student Office located in Building 100 to complete an official Termination of Attendance form.
- An unofficial withdrawal will be completed on any student who is absent five (5) consecutive school days without contacting the school and the effective date shall be the last date of attendance.

How The Percentage Is Calculated:

The portion of the federal grants a student is entitled to receive is calculated on a percentage basis by comparing the total number of hours in a payment period to the hours scheduled to complete in the payment period. For example, if a student completes 30% of the payment period the student earns 30% of the assistance s/he was originally scheduled to receive. This means that 70% of the scheduled awards remain unearned and must be returned to the Department of Education.

Students are notified by letter within 30 days if a balance is due based on the Return to Title IV calculation. Students have 45 days from the date of the letter to repay the school the amount due. At the end of the 45-day period, if the student fails to pay the amount due, s/he will be reported to the U. S Department of Education for collection and an overpayment alert is posted in NSLDS by the school. The student will not be eligible for Title IV assistance until the overpayment is resolved.

At 60%--A Student Has Earned All of the Assistance

Once a student has completed more than 60% of the payment period, the student is said to have earned all of the assistance. If the student withdraws before completing 60% of the payment period, s/he may have to repay any unearned federal monies that were already disbursed. The withdrawal date is determined by the school's student accounting system and shall be the last date of attendance.

Conditions Where a Student May be Eligible for a Title IV Disbursement after Withdrawal

Occasionally students are eligible for a post-withdrawal disbursement. (See Financial Aid office for detailed calculation.) This occurs when a student attends class and withdraws before a Title IV disbursement has been issued to the student or to the student's account.

If charges exist on the student account, Great Plains Technology Center will credit the account with all or a portion of the post-withdrawal disbursement. If no charges exist, then Great Plains Technology Center will offer the student the portion earned within 30 days of the withdrawal date.

If a Return to Title IV Funds exists due to invalid information given on an application by the student or an error of the institution, that amount will be due the Title IV Program. The over payment will be determined by the Financial Aid Coordinator. The student will make payment to Great Plains Technology Center's Business Office which in turn will refund the Department of Education.

44.12 Other Outside Sources of Aid

BUREAU OF INDIAN AFFAIRS - Contact your local Bureau of Indian Affairs office.

VETERANS EDUCATIONAL BENEFITS - Contact Cheryl Rasmussen, Lawton campus -Bldg. 100- phone # 250-5534 or Veterans' Administration, Muskogee, OK - phone # 1-888-442-4551.

GREAT PLAINS TECHNOLOGY CENTER FOUNDATION, INC. - Assists with tuition. Eligibility is based on need. Applications are distributed at the Lawton campus in Buildings 100 & 700 and at the Frederick campus. Deadlines are as follows:

April 1 - Summer Semester (classes begin May through July)

July 1 - Fall Semester (classes begin August through December)

December 1 - Spring Semester (classes begin January through April)

NEXT STEP SCHOLARSHIP - The Next Step Scholarship is a one time tuition scholarship. The maximum award is \$1575 toward tuition at Great Plains Technology Center. The scholarship is applied toward tuition for a full-time career major or may be applied toward an ACD (evening) class. The waiver may be used for classes, taken in an approved sequence education plan, and completed by one year from the date of the scholarship. Applicants must apply within 2 years of high school graduation and have graduated from a high school within the Great Plains School District #9.

OTHA GRIMES/FRANCES TUTTLE SCHOLARSHIP - offered through the **OKLAHOMA TECHNOLOGICAL FOUNDATION, INC.** and distributed each Fall and Spring to current students. Applications are available in the Financial Aid Office, Lawton campus in Building 100, and at the Frederick campus.

REHABILITATION SERVICES - Contact the Oklahoma Department of Rehabilitative Services at 585-4200.

44.13 Treatment Of Title IV Funds When A Student Withdraws From A Clock Hour Career Major Return Of Title IV Funds

The law now specifies how the school must determine the amount of Student Financial Aid program assistance that you earn if you withdraw. The law requires when you withdraw during a payment period or period of enrollment for which you have been charged, the amount of Student Financial program assistance you have earned up to that point is determined by a specific formula. If you received (or the school applied your aid to your tuition and/or fees and/or books) less assistance than the amount that you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned.

The amount of assistance that you have earned is determined on a pro-rata basis. That is, if you completed 30 percent of the payment period or period of enrollment, you earn 30 percent of the assistance you were originally scheduled to receive. Once you have completed more than 60 percent of the payment period or period of enrollment, you earn all of your assistance.

If you received excess funds that must be returned, the school must return a portion of the excess to the lesser of (1) your institutional charges multiplied by the unearned percentage of your funds OR (2) the entire amount of excess funds.

If you are responsible for returning grant funds, you do not have to return the full amount. The law provides that you are not required to return 50 percent of the grant assistance which is your responsibility to repay. Any amount that you do have to return is a grant overpayment, and you must make arrangement with the school or the U.S. Department of Education to return the funds.

Great Plains Technology Center uses the software provided by the U.S. Department of Education to calculate the return of Title IV funds online. A sample hard copy of the worksheet is available in the Financial Aid Office upon request.

45.0 Tuition Payment & Out Of District Fee

Tuition and/or documentation from your funding agency is due by the first day of class each semester. If the student withdraws the first day of class, no tuition and fees are due. If the student withdraws between the 2nd and 10th scheduled school days of class, 25% of the tuition and fees are due. If the student withdraws after the 10th

scheduled school day, 100% of the tuition and fees are due. Students residing in the Great Plains Technology Center district will be given preference over out-of-district applicants. Students residing in districts outside the Reciprocity Agreement will be considered out-of-district and will be charged an additional \$1000.00 for out-of-district fee. Students residing in Cheyenne, Hollis, Mangum, Middleburg, Rush Springs and Terral will be charged the \$1000.00 out-of-district fee because their school districts are not members of any Technology Center district.

46.0 Constitution Day

Great Plains Technology Center complies with legislation passed by Congress which states educational institutions receiving Federal funding are required to hold an educational program pertaining to the United States Constitution on September 17 of each year for students served by the educational institution. When September 17 falls on a Saturday, Sunday or a holiday, Great Plains Technology Center will hold Constitution Day activities either the preceding or following week.

47.0 Career Tech Student Organizations

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

Great Plains Technology Center offers the opportunity for every student to participate in one of five (5) student organizations. These organizations are considered an integral part of each program offered at Great Plains Technology Center and are sponsored by the instructors. Each career major is a part of a division within education, and each division sponsors a student organization. The five (5) organizations, along with their respective divisions, represented at Great Plains Technology Center (Comanche County Campus) are as follows: Business Professionals of America (**BPA**), Business Education Division; Health Occupations Students of America (**HOSA**), Health Service Careers; **SkillsUSA**, Trade & Industrial Education Division; Family, Career and Community Leaders of America (**FCCLA**), Family Consumer Sciences Education Division, and Future Educators Association (**FEA**), Guidance Division. Great Plains Technology Center (Tillman/Kiowa County Campus) offers: **BPA**, **SkillsUSA**, & **HOSA** only.

48.0 Chapter Unit

Each secondary career major at Great Plains Technology Center will be a unit of the respective student organization club chapter and should elect a slate of officers. This slate of officers should consist of a minimum of three (3); President, Secretary/Treasurer, and Reporter.

The major functions of the chapter units are as follows:

- A. Conduct business relating to their class activities;
- B. Participate in fund-raising activities;
- C. Support the all school chapter activities.

Each program instructor will be the advisor for his/her respective class.

49.0 Student Organization Policies And Regulations

49.1 Fund Raising

Any of the individual chapters will be permitted to have approved fund raising activities. Each activity must be cleared with the administration. There will be no fund raising activities in the home high school.

49.2 Activity Trips

All trips or activities, regardless of location, must be scheduled through the Activities Coordinator and Dean of Students/Principal. Students attending activities (whether away from school or on school property) will be subject to the provisions of the student code. Students must be deemed eligible by their home school before attending any Great Plains Technology Center sponsored activity, which involves being absent from their home school classes.

49.3 Activity Trip Fees

If a trip involves a fee, in most cases this fee will be paid by the organization's activity account. If a student commits to attend the trip and the fee is prepaid, that student must attend the trip or reimburse the organization the total amount prepaid.

COST SHEET 2011-12

| Cluster è Pathway è Career Major | Tuition | Additional Fees | Total Cost | Hours | Length | Start Dates |
|--|-------------|-----------------|-------------|-------|----------|--------------------|
| ARCHITECTURE & CONSTRUCTION | | | | | | |
| Construction | | | | | | |
| Lead Carpenter - M. Ferguson - T. Biggs | \$ 2,722.50 | \$ 145.00 | \$ 2,867.50 | 1815 | 18 mo | Every 6 wks |
| Residential Carpentry - M. Ferguson - T. Biggs | \$ 1,575.00 | \$ 145.00 | \$ 1,720.00 | 1050 | 9 mo | Every 6 wks |
| Residential Electrician's Assistant - M. Klein - E. Betancourt | \$ 1,575.00 | \$ 1,070.00 | \$ 2,645.00 | 1050 | 9 mo | Every 6 wks |
| Unlimited Electrician's Assistant - M. Klein - E. Betancourt | \$ 2,722.50 | \$ 1,070.00 | \$ 3,792.50 | 1815 | 18 mo | Every 6 wks |
| ARCHITECTURE & CONSTRUCTION | | | | | | |
| Maintenance / Operations | | | | | | |
| Residential HVAC Technician – R. Brawner | \$ 1,575.00 | \$ 283.00 | \$ 1,858.00 | 1050 | 9 mo | Every 6 wks |
| Residential /Commercial HVAC Technician – R. Brawner | \$ 2,722.50 | \$ 283.00 | \$ 3,005.50 | 1815 | 18 mo | Every 6 wks |
| ARTS, AV TECHNOLOGY & COMMUNICATIONS | | | | | | |
| Printing Technology | | | | | | |
| Printing Design Technician – B. Craddock | \$ 1,575.00 | \$ 20.00 | \$ 1,595.00 | 1050 | 9 mo | Every 6 wks |
| **Digital Graphic Designer - B. Craddock | \$ 1,575.00 | \$ 20.00 | \$ 1,595.00 | 1050 | 9 mo | Every 6 wks |
| BUSINESS MANAGEMENT & ADMINISTRATION | | | | | | |
| Administrative & Information Support | | | | | | |
| Medical Insurance Coder - S. Bellamy | \$ 1,575.00 | \$ 507.50 | \$ 2,082.50 | 1050 | 9 mo | August 2011 |
| Medical Transcriptionist - S. Bellamy | \$ 1,575.00 | \$ 532.50 | \$ 2,107.50 | 1050 | 9 mo | August 2011 |
| EDUCATION TRAINING | | | | | | |
| Teaching & Training | | | | | | |
| Pre-Education - J. Holland | \$ 900.00 | \$ 67.00 | \$ 967.00 | 600 | 9 mo | August 2011 |
| HOSPITALITY & TOURISM | | | | | | |
| Lodging | | | | | | |
| Hospitality Service Assistant - R. Quiles | \$ 1,575.00 | \$ 5.00 | \$ 1,580.00 | 1050 | 9 mo | Monthly |
| HOSPITALITY & TOURISM | | | | | | |
| Restaurant Food & Beverage Services | | | | | | |
| Culinary Hospitality Assistant - B. Ronio - R. Stonerock | \$ 1,575.00 | \$ 112.00 | \$ 1,687.00 | 1050 | 9 mo | Every 6 wks |
| *Culinary Coordinator - B. Ronio - R. Stonerock | \$ 1,575.00 | \$ 112.00 | \$ 1,687.00 | 1050 | 9 mo | Every 6 wks |
| INFORMATION TECHNOLOGY | | | | | | |
| Web & Digital Communications | | | | | | |
| 3D Animator - J. Wright | \$ 1,575.00 | \$ 145.00 | \$ 1,720.00 | 1050 | 9 mo | August 2011 |
| 3D Modeler - J. Wright | \$ 1,575.00 | \$ 145.00 | \$ 1,720.00 | 1050 | 9 mo | August 2011 |
| Multimedia Assistant - D. Tibbs | \$ 1,575.00 | \$ 90.00 | \$ 1,665.00 | 1050 | 9 mo | August 2011 |
| INFORMATION TECHNOLOGY | | | | | | |
| Information Support and Services | | | | | | |
| Desktop Support Technician - W. Matthey | \$ 1,575.00 | \$ 560.00 | \$ 2,135.00 | 1050 | 9 mo | August 2011 |
| INFORMATION TECHNOLOGY | | | | | | |
| Network Systems | | | | | | |
| Enterprise Network Professional - C. Wicks | \$ 1,950.00 | \$ 2,350.00 | \$ 4,300.00 | 1300 | 12 mo | August 2011 |
| Network System Technician (Security Emphasis) - W. Sloan | \$ 1,575.00 | \$ 55.00 | \$ 1,630.00 | 1050 | 9 mo | August 2011 |
| LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY | | | | | | |
| Emergency & Fire Management Services | | | | | | |
| Basic EMT Firefighter - N. Howell | \$ 900.00 | \$ 734.00 | \$ 1,634.00 | 600 | 9 mo | August 2011 |
| LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY | | | | | | |
| Law Enforcement Services | | | | | | |
| Criminal Justice Officer - B. Neasbitt | \$ 1,575.00 | \$ 215.00 | \$ 1,790.00 | 1050 | 9 mo | August 2011 |
| MANUFACTURING | | | | | | |
| Welding & Metal Fabrication | | | | | | |
| Combination Welder - A. Bellamy | \$ 1,575.00 | \$ 285.00 | \$ 1,860.00 | 1050 | 9 mo | Monthly Aug to Jan |
| MANUFACTURING | | | | | | |
| Manufacturing Production Process Development | | | | | | |
| Design Engineer Technician - T. Wallace | \$ 1,575.00 | \$ 21.00 | \$ 1,596.00 | 1050 | 9 mo | Monthly Aug to Jan |
| TRANSPORTATION, DISTRIBUTION & LOGISTICS | | | | | | |
| Automotive Collision Repair | | | | | | |
| Combination Collision Repair Technician - T. Josey | \$ 1,575.00 | \$ 71.00 | \$ 1,646.00 | 1050 | 9 mo | Monthly Aug to Jan |
| TRANSPORTATION, DISTRIBUTION & LOGISTICS | | | | | | |
| Automotive Service | | | | | | |
| Automotive Service Technician - B. Peters, S. Bennett, J. Knight | \$ 1,575.00 | \$ 75.00 | \$ 1,650.00 | 1050 | 9 mo | Jan & Aug |
| TRANSPORTATION, DISTRIBUTION & LOGISTICS | | | | | | |
| Medium Heavy Diesel Truck Repair | | | | | | |
| Medium/Heavy Diesel Truck Service & Light Repair Technician - E. Alexander | \$ 1,575.00 | \$ 95.00 | \$ 1,670.00 | 1050 | 9 mo | Aug & Jan |
| HEALTH SCIENCES | | | | | | |
| Therapeutic Services | | | | | | |
| Licensed Practical Nurse TRADITIONAL- L. Meyer | \$ 2,262.00 | \$ 2,756.00 | \$ 5,018.00 | 1508 | 12 mo | June 2012 |
| Licensed Practical Nurse FLEX DAY - L. Meyer | \$ 2,262.00 | \$ 2,756.00 | \$ 5,018.00 | 1508 | 12-24 mo | Feb & Aug |
| Licensed Practical Nurse FLEX NIGHT - L. Meyer | \$ 2,262.00 | \$ 2,756.00 | \$ 5,018.00 | 1508 | 14-24 mo | March 2012 |
| *Advanced Respiratory Therapist - TBD | \$ 2,917.50 | \$ 2,632.50 | \$ 5,550.00 | 1945 | 16 mo | August 2011 |
| Surgical Technologist - A. Tahah | \$ 1,777.50 | \$ 1,437.50 | \$ 3,215.00 | 1185 | 9 mo | August 2011 |
| HEALTH SCIENCES | | | | | | |
| Diagnostics Services | | | | | | |
| *Radiologic Technology - C. Baxter | \$ 4,222.50 | \$ 2,406.25 | \$ 6,628.75 | 2815 | 22 mo | August-11 |

Tuition and fees or documentation from your funding agency is due by the first day of class each semester. Students who are enrolled in a career major for more than 10 scheduled school days will be responsible for the full semester's tuition and fees, regardless of enrollment or funding status.

FUNDING AGENCIES: Please contact GPTC before issuing payment for students' tuition and fees.

Revised 5-27-11

Annual Notice of Required Disclosures of Student Consumer Information

*Contact Student Office or the Financial Aid Coordinator for a paper copy of the Student Handbook, the *General Information about Great Plains Tech-Tab booklet*, career major brochures and for questions concerning the institutional information published in the Student Handbook. Contact the Business Office for a paper copy of the *Board of Education Policy and Procedure Manual* excerpts. Contact the Dean of Students for questions concerning FERPA and the Campus Crime and Security Report.

| What to Disclose, When, and to Whom | Description of Information to be Disclosed | Where to Find Information* |
|--|---|---|
| <p>What: Institutional Information (§668.43)</p> <p>Upon Request</p> <p>To: Enrolled Students Prospective Students</p> | <ul style="list-style-type: none"> • Cost of attending school i.e.: Tuition and Fees • Institutional Refund Policy • Requirements for officially withdrawing from school • Requirements for return of Title IV, HEA grant or loan aid • Information regarding the career majors, institutional facilities and faculty • Entities that accredit, license, or approve the school and its career majors and procedures for reviewing school's accreditation, licensing, or approval documentation • Description of any special services and facilities for disabled students • Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them | <ul style="list-style-type: none"> • Student Handbook • Tech – Tab Booklet • U.S. Dept of Ed's College Opportunities website: http://nces.ed.gov/IPEDS Click on IPEDS COOL Search for Great Plains Technology Center • Application Packets |
| <p>What: Financial Assistance Information (§668.42)</p> <p>Upon Request</p> <p>To: Enrolled Students Prospective Students</p> | <ul style="list-style-type: none"> • Description of all available federal, state, local, private, and institutional financial assistance, and a description of: (1) application form and procedures; (2) student eligibility requirements; (3) selection criteria; and (4) criteria for determining the amount of a student's award • Rights and responsibilities of students receiving Title IV and other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method and frequency of financial aid disbursements | <ul style="list-style-type: none"> • Student Handbook • Tech – Tab Booklet • Application Packets • Studentaid.ed.gov • http://www.greatplains.edu |
| <p>What: Family Education Rights and Privacy Act (FERPA) (§99.7)</p> <p>Upon Request</p> <p>To: Enrolled Student Parents of Enrolled Students under the age of 18</p> | <ul style="list-style-type: none"> • Right to and procedures for inspecting and reviewing student's education records • Right to and procedures for requesting amendment of student's education records believed to be inaccurate, misleading, or in violation of student's privacy rights • Right to consent to disclosure of personally identifiable information contained in student's education records • Right to file a complaint with ED for alleged school's or educational agency's failure to comply with FERPA requirements • Right to the criteria used to determine what constitutes a school official and a legitimate educational interest if school's or educational agency's policy is to disclose personally identifiable information from a student's education records under §99.31 without prior consent | <ul style="list-style-type: none"> • Student Handbook • Board Policies |
| <p>What: Completion/Graduation Rate and Transfer-Out Rate (§668.45)</p> <p>When: Annually by July 1</p> <p>Upon Request</p> <p>To: Enrolled Students Prospective Students</p> | <ul style="list-style-type: none"> • The institution's completion or graduation rate for full-time, first-time, certificate-seeking students enrolled at the post-secondary level who graduated or completed their career major within 150% of the normal time (scheduled length of career major) for graduation or completion • Cohort for non-term schools (Technology Centers): Students who enter between 9/1 and 8/31 and are enrolled at least 60 clock hours • Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution • Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time student who receive Federal Pell Grants • Retention rates of certificate or degree-seeking first-time full-time undergraduate students. | <ul style="list-style-type: none"> • U.S. Dept of Ed's College Navigator website: http://nces.ed.gov/IPEDS Search for Great Plains Technology Center. |
| <p>What: Campus Security Report (§669.46)</p> <p>When: Annually by Oct. 1</p> <p>Upon Request</p> <p>To: Enrolled Students Current Employees Prospective Students Prospective Employees</p> | <ul style="list-style-type: none"> • Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and public property of following offenses reported to campus security authority or local police: (1) murder and non-negligent manslaughter; (2) negligent manslaughter; (3) sex offenses-forcible and non-forcible); (4) robbery; (5) aggravated assault; (6) burglary; (7) motor vehicle theft; (8) and arson • Statistics above are also reported by category of prejudice (i.e. offense manifests evidence that victim was intentionally selected because of victim's actual or perceived race, gender, sexual orientation, ethnicity, or disability) • Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property of following offenses reported to campus security authority or local police: (1) arrests for liquor law violations, drug law violations, and illegal weapons possession; or (2) persons referred for campus disciplinary action such violations • Policies concerning the security of and access to campus facilities and procedures to report campus crimes • 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 • Plus: Crime Prevention Career majors, Drug/Alcohol Abuse Education Career majors, Sexual Offenses/Harassment and how to report such offenses. | <ul style="list-style-type: none"> • Student Handbook • U.S. Dept of Ed's College Navigator website: http://nces.ed.gov/IPEDS Search for Great Plains Technology Center. . • Great Plains Technology Center website at www.greatplains.edu/ |

Additional Student Consumer Information

| Student Consumer Information | Where to Find |
|--|---|
| College Navigator Website | <ul style="list-style-type: none"> U.S. Dept of Ed's College Navigator website: http://nces.ed.gov/IPEDS Search for Great Plains Technology Center |
| Student Body Diversity | <ul style="list-style-type: none"> U.S. Dept of Ed's College Navigator website: http://nces.ed.gov/globallocator/col_info_popup.asp?ID=363165. Search for Great Plains Technology Center |
| Net Price Calculator | <ul style="list-style-type: none"> www.greatplains.edu |
| Text Book Information/information for College Bookstores | <ul style="list-style-type: none"> Application packets. www.greatplains.edu |
| Transfer of Credit/Articulation Agreements | <ul style="list-style-type: none"> TechTab www.greatplains.edu |
| Vaccination Policy | <ul style="list-style-type: none"> Medical Application Packets |
| National Student Loan Data System (NSLDS) | <ul style="list-style-type: none"> http://www.nsls.ed.gov/nsls_SA/ |
| Voter Registration | <ul style="list-style-type: none"> Applications are located in Building 100 |
| Drug and Alcohol Prevention Information pursuant to Public Law 101-226 | <ul style="list-style-type: none"> Board Policies Student Employee Handbook |
| Copyright Infringement | <ul style="list-style-type: none"> Board Policies Student Employee Handbook |
| Penalties for Drug Law Violations | <ul style="list-style-type: none"> Student Handbook |
| Internet Use Policy | <ul style="list-style-type: none"> Student Handbook Board Policies |
| Absence Policy | <ul style="list-style-type: none"> Student Handbook Board Policies |

NOTICE OF NONDISCRIMINATION

Great Plains Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, or disability in admission to its career majors, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The **Great Plains Technology Center** also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s) at Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, OK, or Great Plains Technology Center, 2001 E. Gladstone, Frederick, OK.

Title IX Coordinator/Compliance Officers

Lawton campus— Clarence Fortney or Karen Bailey at 580.355.6371

Frederick campus—Nancy Hasley or Gary Tyler at 580.335.5525

El Great Plains Technology Center no discrimina raza, color, nacionalidad, género, edad, o incapacidad de admisión a sus career majors, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningún aspecto de sus operaciones. El Great Plains Technology Center tampoco discrimina en sus contratos o practicas de empleados.

Esta noticia es provista y requerida por el Título VI del Acto de Derechos Civiles de 1964, Sección 504 del Acto de Rehabilitación de 1973, Título IX de la Enmienda Educativa de 1972, en el Acto de Era de Discriminación de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990.

Preguntas, quejas, o para más información con respecto a estas leyes pueden ser recibidas por el coordinador de quejas at Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, OK or Great Plains Technology Center, 2001 E. Gladstone, Frederick, OK.

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GREAT PLAINS
Technology Center

4500 W. Lee Blvd ♦ Lawton, OK 73505 ♦ 580.355.6371 ♦ www.greatplains.edu

Email address for information www.info@www.greatplains.edu

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