Creating success in education, the workplace, and life.
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INSTITUTIONAL INFORMATION

MISSION
Creating success in education, the workplace, and life.

VISION
Northwest Technology Center creates opportunities through high quality educational experiences.

CORE VALUES
- Professionalism
- Quality
- Affordability
- Customer Focus
- Innovation
- Excellence

PERSONS DESIGNATED TO DISBURSE INSTITUTIONAL INFORMATION
Angie Flynt, Central Office Administrative Professional at the Alva Campus and Amanda Robinson, Central Office Administrative Professional at the Fairview Campus, and Counselors Karen Koehn at the Alva Campus and Jane Harris at the Fairview Campus are the employees responsible for disbursing general institutional information about Northwest Technology Center (also referred to in this handbook as NWTC). They are available during regular work hours, 8:00 a.m. to 4:00 p.m. or by appointment and may be reached at 580-327-0344, Alva Campus and 580-227-3708, Fairview Campus.

PERSON DESIGNATED TO DISBURSE TITLE IV FINANCIAL AID & CONSUMER INFORMATION
Ashlee Sneary, the Financial Aid Director, is responsible for administering financial aid information to students at NWTC. The director is available to see students Monday through Friday from 8:00 a.m. to 4:00 p.m. and may be reached at 580-327-0344 or 580-227-3708.

NWTC STUDENT POLICIES
All enrolled students receive a copy of the Student Handbook with a list of required disclosures. The contents are reviewed with students during an orientation meeting scheduled at the beginning of each school year. Additional copies of all handbooks including the Student Handbook, Student Consumer Information Handbook, Financial Aid Policies and Procedures Handbook, Drug-Free School and Workplace Handbook, or a separate paper copy of each disclosure are available upon request from the Central Office, the Counselor's Office, or the Financial Aid Office, and on our website at www.nwtech.edu.

Each student should use the handbook as a ready reference to questions that may arise during the school year. Student policies apply to all students enrolled at the NWTC. No Student Handbook can anticipate every situation or question about policies. Therefore, NWTC reserves the right to revise, supplement, or rescind any policies or portions of this handbook as needed.

The NWTC Board of Education is responsible for adopting policies and procedures to implement each of the required disclosures and consumer information. For detailed information regarding all NWTC policies, please refer to the NWTC BOARD OF EDUCATION POLICY MANUAL available in the Assistant Superintendent’s Office and on our website at www.nwtech.edu.
ADMINISTRATION
Superintendent ................................................................................. HARRIS, GERALD
Alva/Fairview Campuses

Assistant Superintendent/Compliance Coordinator ......................... SLATER, DAREN
Alva Campus

Assist. Superintendent/Compliance Coordinator .......................... SHAW, COLT
Fairview Campus

BOARD MEMBERS
BUTCH EDINGFIELD, STAN KLINE, RANDY REED, TERRY RYEL, AND LARY WEEKS

FACULTY/STAFF
Agricultural Business Management .................................................. POE, ALLAN
Alva/Fairview Campuses

Assistant Financial Officer ............................................................... BITTLE, LIZ
Alva Campus

Assistant Financial Officer ............................................................... HARDER, JANICE
Fairview Campus

Assistant Network Information Services ...................................... BRIANT, MARCIA
Fairview Campus

Automotive Collision Instructor ......................................................... OWEN, JEFF
Alva Campus

Automotive Technology Instructor .................................................... RADER, RON
Alva Campus

Automotive Technology Instructor .................................................... WATSON, BOBBY
Fairview Campus

Bio-Medical Sciences Instructor ......................................................... SHAW, JENNIFER
Alva Campus

Bio-Medical Sciences Instructor ......................................................... TOLSON, THURE
Alva Campus

Bio-Medical Sciences Instructor ......................................................... CUSACK, SHAWN
Fairview Campus

BIS/ACD Administrative Professional ............................................ KRIEGH, JESSICA
Alva Campus

BIS/ACD Administrative Professional ............................................ BURGGRAF, KELLY
Fairview Campus

BIS Health Director ................................................................. MUSTARD, TAMMY
Alva/Fairview Campuses

BIS Health & Safety Trainer ......................................................... McMURPHY, MICHELLE
Fairview Campus

BIS Safety Coordinator/Trainer ....................................................... HAIGHT, LEN
Alva/Fairview Campuses
Business and Industry Services Director ................................................. HADWIGER, CHARLOTTE
Alva Campus

Business and Industry Services Director .................................................. KLIEWER, STEVE
Fairview Campus

Business and Information Technology Instructor ...................................... LONG, ANDREA
Alva Campus

Business and Information Technology Instructor ...................................... MADSEN, SHAREE’
Fairview Campus

Business Manager .................................................................................... KENDRICK, GINA
Alva/Fairview Campuses

Career Center Coordinator/Student Services ............................................ McClure, AMY
Alva Campus

Career Center Coordinator/Student Services ............................................ KOEHN, KAY
Fairview Campus

Career Counselor/Student Services .......................................................... KOEHN, KAREN
Alva Campus

Career Counselor/Student Services .......................................................... HARRIS, JANE
Fairview Campus

Career Programs Administrative Professional .......................................... NICKEL, KATE
Alva Campus

Central Office Administrative Professional .............................................. FLYNT, ANGIE
Alva Campus

Central Office Administrative Professional .............................................. ROBINSON, AMANDA
Fairview Campus

Culinary Instructor ................................................................................... BELVINS, JEANETTE
Fairview Campus

Custodian ................................................................................................. McGINNIS, JOHN
Alva Campus

Custodian ................................................................................................. SIBLEY, SCOTT
Alva Campus

Custodian ................................................................................................. HUEBERT, RENITA
Fairview Campus

Custodian ................................................................................................. NIGHTENGALE, SHELLY
Fairview Campus

Digital Design Instructor ........................................................................... FRASCHT, TAMi
Alva Campus

Digital Design Instructor ........................................................................... SCHANBACHER, JESSICA
Fairview Campus
Director of Communications/Marketing ........................................... BARTON, MELINDA
Alva and Fairview Campuses

Economic Development Director .................................................... WILLIAMS, SONJA
Alva Campus

Human Resources Director/Financial Aid Director ........................ SNEARY, ASHLEE
Alva/Fairview Campuses

Health Careers Certification Instructor ......................................... MEYER, BROOKE
Alva Campus

Health Careers Certification Instructor ......................................... BUTTON, DEBRA
Fairview Campus

Maintenance .................................................................................. MURROW, GARY
Alva Campus

Maintenance .................................................................................. GLOVER, SHANE
Fairview Campus

Math Instructor ............................................................................. PFLEIDER, KYLEE
Alva Campus

Math Instructor ............................................................................. SMART, ASHLEE
Fairview Campus

Network Information Services Manager ....................................... WEDER, SHAYLYN
Alva/Fairview Campuses

Plumbing/Electrical Instructor ..................................................... BUSHMAN, DENNIS
Alva Campus

Practical Nursing Director/Instructor ............................................. THOMAS, TARA
Alva/Fairview Campuses

Practical Nursing Instructor ....................................................... IRVIN, KARLEA
Alva/Fairview Campuses

Project HOPE Co-Coordinator .................................................... CORDER, SHARON
Alva/Fairview Campuses

Project HOPE Co-Coordinator .................................................... WHITEHEAD, DENISE
High Plains Technology Center - Woodward

Welding Instructor ......................................................................... PARKER, JP
Fairview Campus
INSTRUCTIONAL FACILITIES

Alva Campus: Northwest Technology Center is comprised of two campuses. The Alva campus is located ½ mile west of Highway 281, and ¼ mile north on 11th Street in Alva, OK. The site contains 27 acres and one building for a total of 88,507 square feet for classrooms and laboratory space.

Specific Classroom and Laboratory Utilization
Main Building: Steel, Masonry Construction – 88,507 square feet

<table>
<thead>
<tr>
<th>Programs</th>
<th>Area Square Footage</th>
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<tbody>
<tr>
<td>Automotive Collision</td>
<td>10,628</td>
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<tr>
<td>Automotive Technology</td>
<td>11,188</td>
</tr>
<tr>
<td>BIS Health</td>
<td>1,300</td>
</tr>
<tr>
<td>Bio-Medical Sciences 1</td>
<td>1,238</td>
</tr>
<tr>
<td>Bio-Medical Sciences 2</td>
<td>1,351</td>
</tr>
<tr>
<td>Business and Information Technology</td>
<td>1,848</td>
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<tr>
<td>Career Center</td>
<td>948</td>
</tr>
<tr>
<td>Construction (Plumbing/Electrician)</td>
<td>10,628</td>
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<tr>
<td>Digital Design</td>
<td>1,268</td>
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<tr>
<td>Health Science Technology</td>
<td>3,828</td>
</tr>
<tr>
<td>Health Classroom</td>
<td>820</td>
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<tr>
<td>Math</td>
<td>1157</td>
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<tr>
<td>Media Room</td>
<td>606</td>
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<tr>
<td>Practical Nursing</td>
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<td>Seminar Center</td>
<td>Seating for 98</td>
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<tr>
<td>Multi-Purpose Safe Room</td>
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<tr>
<td>Student Break Area 1</td>
<td>788</td>
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<tr>
<td>Student Break Area 2</td>
<td>948</td>
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<tr>
<td>Video/Conference Room</td>
<td>208</td>
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<tr>
<td>Welding</td>
<td>5,130</td>
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</tbody>
</table>

The remainder of the building is devoted to administrative offices, hallways, restrooms, storage areas and business and industry training.

Fairview Campus: The Fairview campus is located one mile west of Fairview on Highway 60, in Fairview, Oklahoma. The site contains 10 acres and one building for a total of 59,600 square feet for classrooms and laboratory space.

Specific Classroom and Laboratory Utilization
Main Building: Steel, Masonry Construction – 59,600 square feet

<table>
<thead>
<tr>
<th>Programs</th>
<th>Area Square Footage</th>
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<tbody>
<tr>
<td>Automotive Technology</td>
<td>4,889</td>
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<tr>
<td>Bio-Medical Sciences 1</td>
<td>1,229</td>
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<tr>
<td>Bio-Medical Sciences 2</td>
<td>1,265</td>
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<tr>
<td>Business and Information Technology</td>
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<tr>
<td>Career Center</td>
<td>1,238</td>
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<tr>
<td>Culinary</td>
<td>1,176</td>
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<tr>
<td>Digital Design</td>
<td>1,070</td>
</tr>
<tr>
<td>Fire and Safety Training</td>
<td>2 acres</td>
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<tr>
<td>Health Science Technology</td>
<td>1,577</td>
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<tr>
<td>Math (Safe Room)</td>
<td>966</td>
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<tr>
<td>Media/Computer Room</td>
<td>436</td>
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<tr>
<td>Practical Nursing</td>
<td>1,964</td>
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<tr>
<td>Seminar Center</td>
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<td>Student Break Area 1</td>
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<td>Student Break Area 2</td>
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<tr>
<td>Video/Conference Room</td>
<td>208</td>
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<tr>
<td>Welding</td>
<td>5,130</td>
</tr>
</tbody>
</table>

The remainder of the building is devoted to administrative offices, hallways, restrooms, storage areas and business and industry training.
ACCREDITATION AND AVAILABILITY OF DOCUMENTS
NWTC is accredited by the following accreditation agencies. NWTC is operated in conjunction with the Oklahoma Department of Career and Technology Education.

- Oklahoma State Department of Education, Accreditation Section
- Oklahoma Board of Career and Technology Education
- State of Oklahoma, State Accrediting Agency
- Oklahoma Board of Nursing
- Automotive Service Excellence Certification (ASE)

NWTC is approved for Title IV aid, Veterans Benefits, Department of Rehabilitative Services, Oklahoma Tuition Aid Grant, Oklahoma’s Promise, Workforce Innovation and Opportunity Act funding, and Bureau of Indian Affairs. Current or prospective students wishing to review documents described in the institution's accreditation, approval, or licensing should submit a written request to do so to the Assistant Superintendent's office. Within ten working days of submission of the request, documents will be made available to the student for inspection.

STUDENT BODY DIVERSITY 2016-2017
Information as reported on the IPEDS Fall Enrollment Summary.

<table>
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<tr>
<th></th>
<th>Alva Campus</th>
<th>Fairview Campus</th>
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</thead>
<tbody>
<tr>
<td>Total Enrollment</td>
<td>127</td>
<td>89</td>
</tr>
<tr>
<td>Total Women</td>
<td>62</td>
<td>41</td>
</tr>
<tr>
<td>Total Men</td>
<td>65</td>
<td>48</td>
</tr>
<tr>
<td>Total Receiving Pell Grants</td>
<td>36</td>
<td>4</td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Asian or Pacific Islander</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Black, Non-Hispanic</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Caucasian, Non-Hispanic</td>
<td>106</td>
<td>73</td>
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<tr>
<td>Hispanic/Latino</td>
<td>9</td>
<td>5</td>
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<tr>
<td>Two or More Races</td>
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<td>6</td>
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<tr>
<td>Unknown</td>
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<td>0</td>
</tr>
</tbody>
</table>

CAREER CENTER
The NWTC Career Center provides testing services to potential students to assist in making appropriate program placement according to a student's interest and abilities. The Career Center also administers Certification Tests in specific occupation program areas. The Career Center is an extension of all Northwest Technology Center full-time programs. The center is designed to support students in CareerTech education by providing assistance in basic as well as advanced skills for their specified training program. Detailed information about the Career Center can be found at www.nwtech.edu.

Assessment
The NWTC Career Center administers ACT WorkKeys assessments in the subject areas of Applied Math, Workplace Documents, and Graphic Literacy and utilizes www.okcareerguide.org for additional assessments. The WorkKeys Readiness Indicator consists of three sections that measure reading, math, and locating information skills related to success in the workplace. Examinees’ scores on the WorkKeys Readiness Indicator will point to whether they are ready to take these operational WorkKeys assessments or should take further training before attempting the full-length tests. Please let Student Services know if you have assessments from another educational institution that may be used. All assessment results are individually interpreted upon completion. A complete assessment will take approximately 2 – 3 hours. Please allow ample time to complete your assessment. If you are not satisfied with your assessment results or need remediation in academic skills before enrollment at NWTC, you may request to retest. **Re-testing may be subject to a fee for each re-test administration.** High school students are required to provide a copy of their interest inventory from their home high school. If they do not have this, then they will be given a career assessment at NWTC at the beginning of their enrollment.
SERVICES TO STUDENTS WITH DISABILITIES (ADA)

Students who have disabilities, including those with mobility limitations, speech, hearing or sight impairment, learning or other disabilities covered by the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, or the Individuals with Disabilities Education Act (IDEA) of 1990, may receive reasonable educational accommodations. NWTC will take reasonable steps to accommodate our employees, patrons, and students with disabilities. Services are available to students with disabilities, including accommodations in facilities, classrooms, and services. For more information or to request accommodations, contact Daren Slater or Karen Koehn, Compliance Coordinators for the Alva Campus or Colt Shaw or Jane Harris, Compliance Coordinators for the Fairview Campus. Detailed information regarding all of NWTC’S STUDENTS WITH DISABILITIES POLICIES can be found in Sections 10 & 11 of the NWTC Board of Education Policy Manual available on our website at www.nwtech.edu.

EDUCATION PROGRAMS/CAREER OPTIONS OFFERED AT NWTC

GAINFUL EMPLOYMENT DISCLOSURES AND REPORTING FOR PROGRAMS/CAREER OPTIONS

The U.S. Department of Education requires Northwest Technology Center to disclose information to prospective students about gainful employment for eligible career options that are 600 clock hours or greater in length with post-secondary (adult) student enrollment. Over 2/3 of our enrollment consists of secondary (high school) students. Gainful Employment disclosure job placement rates include adult students only. Our GE disclosures include: related occupations, program costs and length, on-time completion/graduation rates, job placement rates, and median loan debt. The placement rate methodology is determined by our accrediting agency which is the Oklahoma State Board of Career and Technology Education. Positive placement includes the following: employment related to the career option and program, continuing education, and military enlistment. It excludes program completers who are unemployed, but seeking employment and students not in the labor force. Northwest Technology Center does not participate in any student loan program and does not have financing plans available for students, therefore, students can finish a program at NWTC debt free.

NWTC Gainful Employment Disclosures and Career Option Brochures include CIP and SOC codes. CIP codes are used to provide a standard way of classifying fields of study, mostly at the post-secondary (college/university) level. The CIP Classification of Instructional Programs Code is listed under each career option in the Student Consumer Information Handbook located on the NWTC website at www.nwtech.edu or in the Financial Aid Office. You can also access CIP Code information at www.nces.ed.gov/ipeds/cipcode. The SOC system was developed in response to the need for a universal occupational classification system. Such a classification system allows government agencies, private industry, and students to produce comparable data about occupations. The SOC Standard Occupational Classification Code is listed under each career option in the Student Consumer Information Handbook located on the NWTC website at www.nwtech.edu or in the Financial Aid Office. You can also access SOC Code information at www.onetcodeconnector.org.

As of July 1, 2018, per federal regulations, NWTC GE Disclosures will be distributed to prospective students as a separate document before the student signs an enrollment application or makes any financial commitment to the institution. Per federal guidelines, written confirmation of the receipt of the GE Disclosure Template will be obtained from all prospective students.

All Gainful Employment Disclosures are available on the NWTC website at www.nwtech.edu/gainful-employment. A hard copy of all GE Disclosures are kept in the Central Offices, Counselor’s Offices, and Financial Aid Offices at both campuses. For questions regarding Gainful Employment or to obtain a hard copy of the Gainful Employment Disclosures, please contact the Financial Aid Director.
FINANCIAL AID AVAILABLE FOR PROGRAMS/CAREER OPTIONS
Financial aid eligibility is shown under each eligible program/career option as Eligible for Financial Aid.

CAREER OPTIONS OFFERED AT NWTC

AUTOMOTIVE TECHNOLOGY PROGRAM – Alva and Fairview
The Automotive Technology program covers operations related to the field of automobile repair and maintenance. Areas of instruction include engine repair, engine performance, HVAC/AC, steering and suspension, brakes and electrical systems. The scientific concepts behind components of diagnostic and repair procedures are reinforced through classroom and lab instruction. This program is certified by the Automotive Service Excellence (ASE), and students are trained and tested to ASE standards. College credit may be earned in this program.

Career Opportunities May Include
Automotive Service Technician, Automotive Chassis Technician, Automotive Maintenance and Light Repair Technician, Air Conditioning Technician, Specialty Shop Technician, Shop Foreman/Manager, Parts Manager, Fleet Manager, Shop Owner/Manager.

Automotive Service Technician 1050 Hours
CIP 47.0604/SOC 49-3023.00
Eligible for Financial Aid

Automotive Air Conditioning Technician 420 Hours
CIP 47.0604/SOC 49-3023.00

Automotive Chassis Technician 465 Hours
CIP 47.0604/SOC 49-3023.00

Automotive Maintenance/Light Repair Technician 525 Hours
CIP 47.0604/SOC 49-3023.00

AUTOMOTIVE COLLISION REPAIR PROGRAM – Alva Only
The Automotive Collision Repair program provides students with training to repair or replace auto body parts. Students learn to refinish surfaces through painting or spot painting. Courses covered include safety, welding and cutting techniques, identification and analysis of damage, measuring and texturing systems, metal/fiberglass/plastic repair, refinishing and minor repair, and estimating, and detailing. The program is Automotive Service Excellence (ASE) certified, and students are trained and tested to ASE standards. College credit may be earned in this program.

Career Opportunities For Automotive Collision Repair May Include
Refinishing Technician, Non-Structural Repair Technician, Damage Appraiser/Estimator, Detailing Specialist, Glass Replacement Specialist, Collision Repair Technician, Automotive Paint Sales Representative, Automotive Restoration Specialist

Combination Collision Repair Technician 1050 Hours
CIP 47.0603/SOC 49-3021.00
Eligible for Financial Aid

Non-Structural Repair Technician 465 Hours
CIP 47.0603/SOC 49-3021.00

Refinishing Technician 510 Hours
CIP 47.0603/SOC 51-9122.00
BIO-MEDICAL SCIENCE and MEDICINE – Alva and Fairview

The Bio-Medical Science and Medicine program is for high school students only. It is a two year academy that will emphasize biomedical knowledge and projects as well as academics. The academics will prepare the students to transition into the medical field of study in post-secondary education. Upon completion of the AP courses, the student will be able to test for college credit in those subjects.

Career Focus
Physician, Surgeon, Dentist, Veterinarian, Nurse, Medical Technologist, Biomedical Engineer, Occupational or Physical Therapist, Optometrist, Pharmacist, Forensic Scientist, Medical/Research Assistant, Radiologist or other healthcare career.

Bio-Medical Science and Medicine
CIP 26.0102/SOC 19-1029.00

960 Hours

COMPUTERS AND BUSINESS TECHNOLOGY PROGRAM – Alva and Fairview

The Business and Information Technology program prepares individuals for success in emerging and traditional occupations within business and computer technology. Courses may include computer fundamentals, Windows, internet concepts, minor troubleshooting skills, communication and presentation skills, human relations, and spreadsheet and database applications. College credit may be earned in this program.

Career Opportunities May Include
Executive Administrative Assistant, Legal Office Assistant, Medical Office Assistant, Administrative Assistant and Office Manager, Accounting Clerk, Accounts Payable/Receivable Clerk, General Office Clerk, Payroll Clerk, Insurance Clerk and Bank Teller.

Accounts Payable/Receivable Clerk
CIP 52.0302/SOC 43-3031.00
Eligible for Financial Aid

1050 Hours

Administrative Assistant
CIP 52.0401/SOC 43-6014.00
Eligible for Financial Aid

Financial Clerk
CIP 52.0401/SOC 43-3021.02

480 Hours

Full Charge Bookkeeper
CIP 52.0302/SOC 43-3031.00
Eligible for Financial Aid

Legal Office Assistant, Alva Only
CIP 22.0302/SOC 23-2011.00
Eligible for Financial Aid

Medical Office Assistant, Alva Only
CIP 51.0710/SOC 43-6013.00
Eligible for Financial Aid

Office Information Specialist
CIP 52.0407/SOC 43-9021.00
Eligible for financial aid

1050 Hours
CONSTRUCTION TRADES/PLUMBING AND ELECTRICAL PROGRAM – Alva Only

The Plumbing and Electrical program is designed to prepare students for the electrical or plumbing fields. Students in the Electrical Assistant career option will cover electrical installation, operation and maintenance for electrical systems in residential and commercial settings. Plumbing students will learn measurement and drawings, fixtures, faucets and fittings, water supply, fuel gas systems, and installation and maintenance of commercial and residential plumbing and water supplies. Students in both career options will cover a construction core and tool handling and safety.

Career Opportunities May Include
Plumber, Shop Owner/Manager, Construction Worker, Pipe-layer, Pipefitter, Lawn Sprinkle Fitter

**Electrician’s Assistant**
CIP 46.0302/SOC 47-2111.00
Eligible for Financial Aid

**Electrical Assistant Entry Level**
CIP 46.0302/SOC 47-2111.00

**Plumber’s Assistant**
CIP 46.0503/SOC 47-2152.02
Eligible for Financial Aid

**Plumber Assistant Entry Level**
CIP 46.0503/SOC 47-2152.02

CULINARY PROGRAM – Fairview Only

The Culinary Arts program is designed to prepare students for a variety of food preparation skills required for a career in food services and/or food preparation. Instruction incorporates kitchen fundamentals such as safety, sanitation, and kitchen equipment with more advanced training in quantity preparation and presentation. The ProStart and ServSafe certification by National Restaurant Association may be obtained during this course.

Career Opportunities May Include
Food Service Specialist, Cook, First Line Supervisor of Food Preparation and Serving Workers, Restaurant Manager/Supervisor, Cafeteria Worker

**Culinary Arts Assistant**
CIP 12.0500/SOC 11-9051.00
Eligible for Financial Aid

**Culinary Assistant Entry Level**
CIP 12.0500/SOC 35-2014.00
Eligible for Financial Aid

DIGITAL DESIGN PROGRAM – Alva and Fairview

Students enrolling in career options in Digital Design should have experience in areas such as computer fundamentals and terminology, operating systems, word processing, database management, spreadsheets, presentation software, and Internet and e-mail capabilities. In this pathway students will receive instruction or demonstrate competencies in the skill areas of File Management, HTML, Fundamentals of Web Design, Web Graphics and Multimedia, Web Site Development, Fundamentals of E-Commerce, and Portfolio Development. Students will be provided the opportunity to work on “real-life” design projects as well as “mock” sites. College credit may be earned in this program.
Career Opportunities May Include
Graphic Designer, Print Designer, Desktop Publisher, Production Artist, Digital Designer, Web Marketing Specialist, Web Developer, Web Designer, Front-End Developer, Web Producer and Digital Video Technician

<table>
<thead>
<tr>
<th>Desktop Publisher/Graphic Designer</th>
<th>600 Hours</th>
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</thead>
<tbody>
<tr>
<td>CIP 10.0303/SOC 43-9031.00</td>
<td></td>
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<tr>
<td>Eligible for Financial Aid</td>
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</table>

<table>
<thead>
<tr>
<th>Graphic Design Specialist</th>
<th>840 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIP 50.0409/SOC 27-1024.00</td>
<td></td>
</tr>
<tr>
<td>Eligible for Financial Aid</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Interactive Media Specialist, Fairview Only</th>
<th>600 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIP 10.0304/SOC 27-1014.00</td>
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<tr>
<td>Eligible for Financial Aid</td>
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</table>

<table>
<thead>
<tr>
<th>Video Editor</th>
<th>720 Hours</th>
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<tbody>
<tr>
<td>CIP 50.0602/SOC 27-4032.00</td>
<td></td>
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<tr>
<td>Eligible for Financial Aid</td>
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<table>
<thead>
<tr>
<th>Video Producer</th>
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<tbody>
<tr>
<td>CIP 50.0602/SOC 27-4032.00</td>
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<tr>
<td>Eligible for Financial Aid</td>
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</table>

HEALTH CAREERS CERTIFICATIONS PROGRAM—Alva and Fairview
The career options in Health Careers Certifications integrate classroom and clinical based activities that provide a foundation for a variety of health related occupations. The program offers traditionally structured lecture and discussion based instruction as well as student centered, technology enhanced curriculum. After successful completion of the program, students are eligible to take the appropriate certification examination. College credit may be earned in this program.

Career Opportunities May Include
Certified Nursing Assistant, Feeding Assistant, Restorative Care Assistant, Rehabilitation Care Therapist, Certified Medication Aid, Advanced Medication Aid, Chiropractic Assistant and Emergency Medical Responder.

<table>
<thead>
<tr>
<th>Advanced Acute Care Nursing Assistant—Fairview Only</th>
<th>902 Hours</th>
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</thead>
<tbody>
<tr>
<td>CIP 51.0801/SOC 31-9092.00</td>
<td></td>
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<tr>
<td>Eligible for Financial Aid</td>
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</table>

<table>
<thead>
<tr>
<th>Advanced EMT Emergency Medical Technician—Alva Only</th>
<th>358 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIP 51.0810/SOC 29-2041.00</td>
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<table>
<thead>
<tr>
<th>Basic Sports Medicine &amp; Therapeutic Careers—Alva Only</th>
<th>495 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIP 51.0806/SOC 31-2022.00</td>
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<table>
<thead>
<tr>
<th>EMR Emergency Medical Responder—Alva Only</th>
<th>471 Hours</th>
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</thead>
<tbody>
<tr>
<td>CIP 51.0810/SOC 29-2041.00</td>
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</table>

<table>
<thead>
<tr>
<th>EMT Emergency Medical Technician—Alva Only</th>
<th>481 Hours</th>
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<tr>
<td>CIP 51.0810/SOC 29-2041.00</td>
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<table>
<thead>
<tr>
<th>Feeding Assistant—Fairview Only</th>
<th>285 Hours</th>
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<tbody>
<tr>
<td>CIP 51.3902/SOC 31-1014.00</td>
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</table>

<table>
<thead>
<tr>
<th>Nursing Assistant</th>
<th>501 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIP 51.3902/SOC 31-1014.00</td>
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</tbody>
</table>
Legal Issues for Those Enrolling in the Health Program and the Practical Nursing Program:

- Requirements in the health care field may prevent a student from entering a career if they have been convicted of certain offenses. **Students 18 years or older are required to have a background check with the OSBI prior to performing clinicals.**
- If you have questions about requirements for health, see your instructor.
- State law requires all nursing (home) facilities to secure an Oklahoma State Bureau of Investigation criminal arrest report prior to permanently employing a nurse aide. If the results of a criminal check reveal that an applicant for employment at a facility or home has been convicted of certain offenses, the facility or home shall not hire the person.

A facility or home shall inform each applicant for employment that the facility or home is required to obtain a criminal arrest record before making an offer of employment to a nurse’s aide or other person. If the results of a criminal check reveal that an applicant for employment was convicted of any of the following offenses, the facility or home shall not hire the person:

- Assault, battery, or assault with a dangerous weapon
- Aggravated assault and battery
- Murder or attempted murder
- Manslaughter, except involuntary manslaughter
- Rape, incest or sodomy
- Indecent exposure and indecent exhibition
- Pandering
- Child abuse
- Abuse, neglect or financial exploitation of any person or possessions entrusted to the student’s care or possessions
- Robbery in the first or second degree
- Burglary in the first or second degree
- Robbery or attempted robbery with a dangerous weapon, or imitation firearm
- Arson in the first or second degree
- Unlawful possession or distribution, or intent to distribute unlawfully, schedule I through V drugs as defined by the Uniform Controlled Dangerous Substances Act
- Grand larceny
- Petit larceny or shoplifting within the past seven (7) years.

**Individuals, who have been convicted of any of the above offenses are not eligible for the Nursing Assistant, EMR, EMT Specialist Basic, or the Practical Nursing career options**

**PRACTICAL NURSING PROGRAM – Alva Only**

Practical Nursing is a progressive nursing program that prepares students to assist in providing general nursing care to perform more complex tasks under the direction of a registered nurse, physician or dentist. This program combines clinical and classroom experiences covering all aspects of nursing necessary for graduates to be eligible to apply for the national licensing exam for the Licensed Practical Nurse (LPN).

Career Opportunities May Include

Employment opportunities for an LPN include hospitals, nursing homes, clinics, industries, military service, eldercare facilities, doctors’ offices and home health care.

Practical Nursing
CIP 51.3901/SOC 29-2061.00
Eligible for Financial Aid
**WELDING TECHNOLOGY PROGRAM – Fairview Only**

Career options in the Welding program include blueprint reading, metal fabrication and layout. Students gain experience in identifying and joining a wide range of metal and will develop the special skills necessary for success in the trade. Courses include oxyacetylene welding and cutting, shielded metal arc welding, and GMAW welding. Students will develop the skills necessary to become certified through the American Welding Society (AWS.) College credit may be earned in this program.

**Career Opportunities May Include**
Combination Welder, FCAW Structural Welder, GMAW Structural Welder, Cutting Process Technician, Fabricator, Pipeline Welder, Roustabout Worker

**Structural and Pipe Welder** 1050 Hours  
CIP 48.0508/SOC 51-4121.06  
**Eligible for Financial Aid**

**Cutting Processes Technician** 180 Hours  
CIP 48.0508/SOC 51-4121.06

**FCAW Structural Welder (Flux Core Arc Welding)** 330 Hours  
CIP 48.0508/SOC 51-4121.06

**SMAW Structural Welder** 525 Hours  
CIP 48.0508/SOC 51-4121.06

**CHANGE OF CAREER OPTION**
Adult students will be permitted to change career options during their first two weeks of class provided that

- they have been continuously enrolled
- the career options are comparable in length and cost
- the career option they are currently enrolled in has some credits that can transfer to the new career option
- the career options are fundamentally the same in scope and sequence

Career option changes will be considered on the following basis (1) availability of space in another career program and (2) approval of administration and instructor. Changes in career options must be arranged through the counselor and cannot be made without the approval of the administration and the instructor(s) involved. Students receiving financial aid must notify the Financial Aid Director.

**WORK-BASED LEARNING**
Work-Based Learning (WBL) is used periodically in each career option to provide structured and meaningful opportunities in addition to the traditional training received in the classroom, laboratory, and/or shop setting. In all cases, a written agreement between the student, employer, and instructor will be made. Each instructor is responsible for administering work-based learning. Detailed information and policy guidelines are available in Section 10 of the NWTC Board of Education Policy Manual on our website at www.nwtech.edu.

**CERTIFICATE OPTIONS IN PROGRAMS/CAREER OPTIONS**
NWTC will issue a certificate to each student who meets all requirements and successfully completes the career option with the exception of the practical nursing program which is a twelve-month program that leads to a diploma in Practical Nursing. Practical Nursing students also have the opportunity to complete the NCLEX-PN. **Students will not be allowed to receive financial aid for any career option above the hours that have been approved by the U. S. Dept. of Education for that career option.**
ADMISSIONS

ADMISSION FOR FULL-TIME PROGRAMS
The purpose of this policy is to set out the eligibility requirements and guidelines for admitting students to the technology center. It is the policy of the board of education that no person shall, on the grounds of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to, discrimination under any education program or service or any other activity for which the board is responsible.

Secondary students residing within the technology center district must be enrolled in a high school or participate in a home-school curricular program in order to attend a technology center program tuition free. Adult students residing within the technology center district will be charged in-district tuition. Secondary and adult students residing outside of the technology center district shall be charged out-of-district tuition.

All secondary and adult students must complete an application process to be considered for enrollment. All students are admitted to career programs based on their interest, indicators of ability to succeed in their chosen occupation, aptitude and prior performance in school and work. In addition, other factors may be considered that affect the student’s ability to fully participate or complete a program, or to obtain professional credentials at the program’s conclusion.

Students may be admitted to specified programs on an advanced standing status provided they meet certain criteria.

Procedures
The purpose of these procedures is to establish written guidelines to be followed if a person seeks to appeal a decision to deny him/her admission to a full-time program pursuant to the board’s above policy.

General Information
Any person seeking admission to the technology center or to a full-time program has the right to appeal a denial of admission as set forth in these procedures. The purpose of these guidelines is to provide due process procedures for the appeal of admission denial decisions. All aspects of the appeal process shall be kept confidential. Only those individuals directly involved are to have access to any names or information. No reprisals of any kind shall be taken by the administration, faculty or any employee against any person seeking admission because the person is involved directly or indirectly in an appeal. Unless otherwise mutually agreed, the time limitations for appeal are binding on both the person seeking admission and the technology center.

Filing an Appeal
A person denied admission shall file a written request for an admission appeal hearing on an approved form. The appeal hearing request shall be filed with the superintendent if admission is denied to the technology center or with the campus director if admission is denied to a program. This request form must be filed within five (5) school days after receipt of notification of denial of admission to the technology center or a program. The request form for an appeal hearing must be completed with the following: (1) a brief statement of the basis for the appeal; and (2) a statement why the person appealing believes the decision was incorrect.

Appeal Hearing
Within fifteen (15) school days of the receipt of the appeal request form, the superintendent or the campus director, as appropriate to the appeal, will convene a meeting of the appeal committee. The appeal committee consists of:

1. Voting members:
   A. Chairperson is the superintendent (or designee) if admission is denied to the technology center. If admission is denied to a program, the campus director will serve as chairperson.
   B. The assistant superintendent for instructional services.
   C. A representative from the personnel department.
2. Non-voting member: recording secretary appointed by the chairperson.

Notice of the date, time and place for the appeal hearing shall be sent by U.S. Certified Mail to the person seeking admission or parent/guardian of secondary students under 18 years of age seeking admission. The appeal hearing will be closed. Only members of the appeal committee, the person seeking admission, parent/guardian of a secondary student under 18 years of age seeking admission, the person the complaint is against, and that person’s supervisor, may be present for the entire meeting. The appeal hearing shall provide an opportunity for the person seeking admission to present a statement. The appeal committee will make a decision regarding the appeal by secret ballot. The recording secretary will record the votes in the minutes and give the results to the chairperson who will announce the results. Written notification will be sent by U.S. Certified Mail to the appealor. Minutes will be made available to the student or parent/guardian upon written request to the appeal committee chairperson. The decision of the appeal committee is final.

**STUDENT ENROLLMENT**

The school year consists of 175 days. A secondary student (high school student) may attend the morning session or the afternoon session. An adult student may attend the morning session or the afternoon session or both. An adult student can attend half-time for 525 hours (175 days x 3 hours) or full-time for 1050 hours (175 days x 6 hours) in a school year.

**Secondary Day Student Enrollment**

Junior and Senior students are admitted on the basis of interest, aptitude, need and performance in past school work. Secondary students below the eleventh grade may be enrolled if they meet age requirements and have special circumstances. The students must be referred by their high school principal.

Secondary students residing within the technology center district must be enrolled in a high school or participate in a home-school curricular program in order to attend a technology center program tuition free. Secondary students residing outside of the technology center district shall be charged out-of-district tuition.

**Adult Day Student Enrollment**

- Adult students may enroll who satisfy the following requirements:
  - Must be at least 16 years of age
  - Complete assessment by the Technology Center (testing, interpretation of results, career counseling, and placement in career option).

Students who wish to receive financial aid must have a high school diploma, GED, or home school equivalency. Students who do not have this documentation may enroll as a Provisional Student while pursuing the GED and their enrollment status will be considered only as availability in the career option exists.

Adult students residing within the technology center district will be charged in-district tuition. Adult students residing outside of the technology center district shall be charged out-of-district tuition.

**Evening Enrollment**

Announcements concerning offerings and enrollment dates will be made on a service-area basis and applications will be received and enrollments made. Classes will be filled on a first-come, first-serve basis.

**Business & Industry Enrollment**

Training for specific businesses can be offered on campus or held on-site at the business location. Enrollment will be coordinated through the individual businesses by the Technology Center.

**GENERAL EDUCATION CERTIFICATE (GED)**

If an enrolled student does not have a high school diploma or equivalent, the student is encouraged to enroll in GED preparation classes. The GED is a computer based test. Testing centers located near our area are in Enid, Woodward, and Weatherford. Students can register by going to [https://ged.com](https://ged.com). Test availability differs by test center.
ADMISSIONS CRITERIA FOR PRACTICAL NURSING PROGRAM
Applicants for the Practical Nursing Program must have a high school diploma or equivalent. Admissions packets are available upon request in the Central Office at either the Alva or Fairview campus. One Practical Nursing class will be admitted annually. Practical Nursing is a full-time 12 month, 52 week program consisting of 1463 clock hours. The program has scheduled breaks and holidays. Applicants who have a completed application and have satisfactory test results on file will be considered for the program. Meeting the requirements does not guarantee admission. Applicants selected by the admission committee are notified in writing of acceptance into the program. Please see the Practical Nursing Handbook which can be obtained at the Central Office in Alva or Fairview or contact the Practical Nursing Secretary or Director at 580-327-0344 for more information.

ENROLLMENT PRIORITIES
A secondary or adult student who attended NWTC the previous school year and desires to return in the next school year to complete a Career Option will have 1st priority. The student must complete all enrollment forms by an announced enrollment priority date in the spring semester to secure a slot. After the enrollment priority date, all students may enroll on a first-come, first-served basis until all slots are filled. Waiting lists will be compiled in the order that applications are received. All potential students must complete the NWTC Enrollment Process, including paperwork and assessment/financial aid (when applicable) to be considered for enrollment or to remain on the waiting list. Career Programs have various student capacities based upon available space and equipment.

STUDENT WITHDRAWAL
A student wanting to withdraw from school must fill out a Withdrawal Form and submit to the Northwest Tech Career Counselor and Attendance Officer/Central Office Administrative Professional. Adult students on financial aid must visit with the Financial Aid Director. Secondary student withdrawals will be coordinated with the home high school principal and/or counselor. The official withdrawal date is the last day of attendance or the date the student has the Withdrawal Form signed by the administration.

COST OF ATTENDANCE/TUITION AND FEES SCHEDULE
The following tuition schedule is in effect for 2017-2018. This schedule applies to all career options EXCEPT PRACTICAL NURSING, at NWTC for both the Alva and Fairview campuses. Please see Practical Nursing Tuition/Fees for those costs.

<table>
<thead>
<tr>
<th>Tuition</th>
<th>In District Adult</th>
<th>$2.00 per hour</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Out of District Adult</td>
<td>$4.00 per hour</td>
</tr>
<tr>
<td></td>
<td>In District High School</td>
<td>No Tuition Charged</td>
</tr>
<tr>
<td></td>
<td>Out of District High School</td>
<td>$11,337.00 per semester</td>
</tr>
</tbody>
</table>

| Adult Fees       | Material Use Fee | $0.50 per hour per career option* |

*Unless Advanced Standing Credit is granted. Please see the ‘Prior Credit/Advanced Standing Credit for Adult Students’ section of this handbook for more information.

NOTE: For Health Careers Certification, additional immunization, testing, and certification fees may apply.

Textbooks NWTC does not have a bookstore and for most career options provides a set of textbooks for student use. NWTC has determined that information on textbooks and educational materials is to be determined by individual Career Option instructors.

NWTC District
The Northwest Technology Center School District #10 includes public school districts located in 7 counties: Alfalfa, Blaine, Dewey, Harper, Major, Woods, and Woodward. This area includes the entire school districts of Aline-Cleo, Alva, Canton, Cherokee, Fairview, Freedom, Ringwood, and Waynoka. This area also includes a portion of the school districts of Hennessey (portion in Major Co.), Mooreland (portion in Woods Co.), Okeene (portion in Major Co.), Seiling (portion in Major Co.), Thomas-Fay-Custer (portion in Blaine Co.), and Timberlake (portion in Major Co.). High school students residing in the school
districts listed above (or within the portion of the school district listed) are considered “in-district” and may attend day classes tuition free. Other high school students not residing in these areas will be considered out-of-district and tuition charges apply. This applies also to students who are home-schooled. Adult students residing in the same area are also considered “in-district” and may attend in-district tuition and fee rates. Other adult students will be charged out-of-district tuition and fees. See the ‘Cooperative Client Services’ section of this handbook for information about NWTC’s reciprocity agreement with other technology centers.

COOPERATIVE CLIENT SERVICES RESOLUTION
The Boards of Education of the following Technology Centers:
- Northwest Technology Center (Alva & Fairview)
- Autry Technology Center (Enid)
- High Plains Technology Center (Woodward)
- Pioneer technology Center (Ponca City)
- Chisholm Trail Technology Center (Omega)

have agreed that no out-of-district tuition for full time/part-time adult career programs will be charged for any resident within the district boundaries of the five participating technology centers. First enrollment preference will be reserved for each school’s in-district residents. The amount of tuition/fees charged to the student will be the individual school’s in-district rate.

COST OF ATTENDANCE/ TUITION AND FEES FOR PRACTICAL NURSING PROGRAM
The following tuition schedule is in effect for 2017-2018 for the Practical Nursing Program. These are the costs for the entire 12 month program. These costs include tuition and fees paid to NWTC for Practical Nursing. The tuition for the Practical Nursing program is divided into three tuition payment periods. Additional fees are paid by students directly to private vendors for background checks, drug screening, insurance and testing are estimated to be $420.00. For more information, please contact the Practical Nursing Secretary at Alva, 580-327-0344.

TUITION AND FEES FOR THE PRACTICAL NURSING PROGRAM

<table>
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<tr>
<td>Estimated Fees</td>
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</table>

Practical Nursing fees may vary for each student depending on what the student may already have available to them. Students will not be required to buy items/supplies already available to them if the items/supplies are deemed sufficient for use in the program and are approved as such by the Practical Nursing Director/Instructor. Differences in fees will be approved by the Practical Nursing Director/Instructor will be documented for each student. Please see Practical Nursing information in the Practical Nursing Handbook which can be obtained at the Central Office in Alva, contact the Practical Nursing Secretary or Director at 580-327-0344 or view the information online at www.nwtech.edu.

NET PRICE CALCULATOR
The Net Price Calculator is available on the NWTC website at www.nwtech.edu. The purpose of the Net Price Calculator is to assist in “estimating” the individual net price for attending an educational institution. The net price is defined as the cost of attendance minus the average yearly grant and scholarship aid. Please be advised that the calculator is for estimating purposes only. Final eligibility for aid is subject to the student completing the Free Application for Federal Student Aid (FAFSA) meeting eligibility, meeting priority deadlines, and availability of funds. The results provided here should only be considered an estimate and do not guarantee the actual financial aid the student will receive. This estimate is not final, is not binding, and may change.
PAYMENTS DUE FOR CAREER OPTIONS
Payments for career options are calculated by the clock hours that will be attended by the student during the school year. Payment of the tuition and fees for the first half of the career option is expected by the 10th day of enrollment in that career option unless prior arrangements have been made or the student is eligible to receive financial aid to cover costs incurred by the student. Payments will be divided into semesters or financial aid payment periods. Payment for the second half of the tuition and fees due will be expected by the beginning of the second semester or financial aid payment period. Students who do not make payments in accordance with district policies will be withdrawn from their career option.

EXCEPTION: Practical Nursing tuition and fees are due in three trimester payments. Please see the Practical Nursing Handbook, which can be obtained at the Central Offices in Alva and Fairview, or contact the Practical Nursing Secretary or Director at 580-327-0344 for more information.

Students applying for financial assistance will be able to defer payment until a determination of eligibility is made. If prior or advanced standing credit is granted to an adult student for previous educational or training experiences, such credit will be documented in the student's file and the student will not be charged tuition or fees for the advanced standing credit hours. For further information, see the 'Prior Credit/Advanced Standing Credit for Adult Students' section of this handbook.

Students receiving financial aid who did not meet Satisfactory Academic Progress for the previous payment period will be placed on warning status in the current payment period. Students may receive financial aid assistance during their warning period; however, if they do not meet satisfactory progress requirements during their warning period, they will be placed on suspension and will not be eligible for financial aid. Students on suspension must pay tuition and materials fees for the remainder of their career option by the 10th day of their suspended pay period. Students may appeal their financial aid suspension. For appeal process, please see www.nwtech.edu or see the Financial Aid Director.

INSTITUTIONAL REFUND POLICY
If a student drops or withdraws from a program/career option at NWTC before completion, refunds will apply as follows:

On or before the 1st day of class through the 10th day of class..........................................................100% refund*
*Practical Nursing refunds will be evaluated on a case by case basis determined by the Assistant Superintendent depending on items/supplies already used by the student.

After the 10th day of class.........................................................................................................................0% refund

Return of Title IV repayment formulas will be used for all students receiving Pell Grants in all long term programs. Please see the 'Title IV Return of Funds' section of this handbook for calculations and additional information. For VA Educational Beneficiaries, Title 38 refund policies will be followed. Please see the 'VA Educational Beneficiaries Policies' section of this handbook for detailed information.

The student can expect a refund to be mailed to him/her within (20) working days if he/she has provided the school with a forwarding address. Should a student believe the individual circumstances warrant exceptions from this published policy the student may appeal in writing to the Assistant Superintendent. The appeal must be addressed to Northwest Technology Center, Assistant Superintendent, 801 Vo-Tech Drive, Fairview, OK 73737; Northwest Technology Center, Assistant Superintendent, 1801 Eleventh Street, Alva, OK 73717.

ATTENDANCE REQUIREMENTS
Students attending Northwest Technology Center (NWTC) must attend a minimum of ninety percent (90%) of the class sessions each semester and/or payment period for successful program completion. Up to ten percent (10%) absence of enrolled hours in any one semester and/or payment period is considered excused. Students who do not maintain this minimum requirement for any reason other than school activities or extenuating circumstances (such as doctor’s statement, hospitalization, or death in the family),
may be dismissed and/or denied a passing grade in the program. Absences due to approved school activities, extended illness, or for other reasons deemed unavoidable by the NWTC Administrator will not be charged against the minimum attendance requirement.

Students are expected to attend school every day. Regular attendance is essential for good evaluations and success in schoolwork as well as for future employment opportunities. Attendance will represent a part of the student's final grade.

**Procedures for Secondary Students:**

**Student Attendance Records – Maintenance and Storage**

Attendance is recorded daily by the instructor and a cumulative record of attendance is maintained in the campus administrative office. This information is maintained in a permanent record. Secondary students must have the parent/guardian call the attendance office to report any attendance activity involving absences or leaving class early.

If NWTC does not receive notification from the parent or the home school, then an attempt will be made to contact the parent. Students will not be allowed to return to school unless notification by phone (or written excuse) has occurred. Attendance reports for secondary students will be phoned and/or e-mailed daily to the home school.

**Tardies**

A student will be considered tardy if he/she arrives after the starting time of the class. Tardies will be recorded in 15-minute increments. A pattern of excessive tardies may result in disciplinary action.

**Truancy**

A secondary student is considered to be truant if he/she intentionally fails to comply with the mandatory Oklahoma School Attendance Law. If a student is truant, no make-up work will be allowed, and a grade of zero (0) will be issued for the time the student is truant. Additional disciplinary action may be taken. Note: In compliance with the "Oklahoma Truancy Law" if a student is absent without a valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance office shall notify the parent, guardian or custodian of the student and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.

**Leaving Class Early**

Any student who leaves before the scheduled end of class may be considered to be absent for the entire day unless he/she has checked out through the attendance office. Secondary students must have parental/guardian permission. Time missed will be recorded in 15-minute increments.

**Make-Up Work**

Students are expected to make up the work missed while they were absent. It is the responsibility of the student to contact the instructor and make arrangements to complete the work missed. No penalty will be assessed if the work is made up within two (2) days for each day missed. Make-up work shall be meaningful and relevant to the course missed. Some situations may require more time due to the nature of the career program. In these cases, the instructor will set the completion date for the make-up work.

**Withdrawal from Career Program**

A request to withdraw from class should be initiated through the instructor and the counselor. Secondary students must obtain permission from a parent/guardian and the student's high school principal to withdraw. Final approval of student withdrawal will be made by the campus director. Secondary students may be withdrawn from class upon the request of the student's sending school. Secondary students are automatically withdrawn after ten (10) consecutive days of absence if there has been no contact with the school by the student or his/her parents. Secondary students who do not meet minimum career program or certification attendance requirements may be withdrawn from a career program. Withdrawal does not relieve students of obligations related to textbooks, tools, equipment and payment of outstanding fees.
Operational Procedures for Absences from Full-Time Secondary Career Programs

The absences addressed in the following steps are per semester for career programs operating on a fall-spring semester basis. The following steps shall be utilized when dealing with student attendance:

1. After the equivalent of three (3) to five (5) absences, the parent or guardian will be contacted with supporting documentation and the instructor conferences with student.

2. After the equivalent of six (6) to nine (9) absences, the parent or guardian will be contacted with supporting documentation and the counselor/administrator conferences with student. The counselor/administrator schedules a conference with student and parent/guardian to place student in an attendance probationary contract outlining expectations and consequences.

3. After the equivalent of ten (10) absences, a student who violates the attendance probationary contract will be automatically withdrawn from the career program for violation of the attendance policy.

Appeal

If a student is dismissed due to a violation of the attendance policy, the student may appeal the dismissal by following the student appeal process hereinabove described. A student's failure to abide by the terms of a probation contract is also grounds for student dismissal from the career program.

Procedures for Adult Students

Student Attendance Records – Maintenance and Storage

Attendance is recorded daily by the instructor and a cumulative record of attendance is maintained in the campus administrative office. This information is maintained in a permanent record. Adult students must call the attendance office to report any attendance activity involving absences or leaving class early.

Tardies

A student will be considered tardy if he/she arrives after the starting time of the class. Tardies will be recorded in 15-minute increments. A pattern of excessive tardies may result in disciplinary action.

Make-Up Work

Students are expected to make up the work missed while they were absent. It is the responsibility of the student to contact the instructor and make arrangements to complete the work missed. No penalty will be assessed if work is made up within two (2) days for each day missed. Make-up work shall be meaningful and relevant to the course missed. Some situations may require more time due to the nature of the career program. In these cases, the instructor will set the completion date for the work.

Withdrawal from Career Program

Adult students who do not meet minimum career program or certification attendance requirements may be withdrawn from a career program. Withdrawal does not relieve students of obligations related to textbooks, tools, equipment and payment of outstanding fees, including funds received from financial aid. Adult students may withdraw from the course at any time by submitting a written request. Adult students will be automatically withdrawn after ten (10) consecutive days of absence if there has been no contact with the technology center.

Appeal

If a student is dismissed due to a violation of the attendance policy, the student may appeal the dismissal by following the student appeal process. A student's failure to abide by the terms of the technology center's student attendance policy may be cause for dismissal from the career program.

ATTENDANCE POLICY FOR PRACTICAL NURSING

The School of Practical Nursing has a separate attendance policy which is stricter than NWTC’s Satisfactory Academic Progress attendance requirement. Please see the Practical Nursing Handbook which can be obtained at the central office in Alva or Fairview, contract the Practical Nursing Secretary or Director at 580-327-0344.
**DOCUMENTATION OF ABSENCES**

Student absences and tardies are recorded daily by instructors and reported to the NWTC Attendance Officer. Determination of absences of part of a day will be made by the Administrator and/or the Attendance Officer. Students must attend a majority of the specified time to be considered present. Arriving late and leaving early may result in being counted absent. **Three tardies will count as an absence.** Excessive tardies will be recorded as absences and reported to parents of secondary students.

An absence will be recorded if the student is not physically present in the class regardless of the reason given. Exceptions would include a secondary student participating in an approved school activity, or an adult student participating in an activity relating to the career tech instructional program with prior approval from the instructor. Exceptions will be recorded as such. Reasons given by the student (or parent/guardian) will be recorded. It is the students’ responsibility to provide appropriate documentation.

Reasons given for absences will be examined by the NWTC Attendance Officer and/or Administrator according to verification and documentation. If it is determined that reasons given for absences are unacceptable, then consequences could include grade penalty, parent involvement, suspension or expulsion, disciplinary action, or reporting absence to the District Attorney’s Office.

**CHECKING IN/OUT OF THE ADMINISTRATIVE OFFICE**

Students who have been absent should report to the Administrative Office to receive a written “Admit Slip” to be permitted back in class. Proper documentation is required. Students who arrive late to the campus should also report to the Administrative Office for an “Admit Slip”. Students who need to leave the campus prior to the regularly scheduled ending time are required to receive permission and then check out in the office prior to leaving.

**TARDY POLICY**

Students who are tardy to class must obtain an admit slip from the office. Three tardies will be considered excessive and constitute an absence. Unacceptable reasons for tardies could result in disciplinary action for the student.

Excessive tardies will result in one or more of the following actions:
1. Conference with student
2. Notification to parents (if secondary student)
3. Parent Conference
4. Possible suspension from school

**ATTENDANCE COMMITTEE**

An attendance committee will consider appeals from students concerning deviations from the stated attendance policy. The attendance committee will be chosen from the following NWTC Staff.

- Instructor
- Counselor
- Assistant Superintendent
- Financial Aid Director

If an appeal is required, it is the student’s responsibility to contact the Counselor to file an appeal. The attendance committee determines if the absences were caused from extenuating circumstances based upon documentation presented by the student.

**ATTENDANCE FOR STUDENTS ON FINANCIAL AID**

Please see Financial Assistance section of this handbook.
**LEAVE OF ABSENCE POLICY**
A student may request one leave of absence for up to 10 days in length for medical and/or emergency situations that will affect student’s attendance for an extended period of time. (Days should be consecutive unless otherwise approved by the Asst. Superintendent and counselor.) The Leave of Absence Form can be found in the office of the Asst. Superintendent and must include the reason for the request and the number of days requested. If a student is receiving financial aid, the aid period will be extended the number of days equal to the number of days of the leave of absence. Students will not be charged additional tuition or fees. The following procedures must be followed:

- Student will request the leave of absence in writing to the NWTC Asst. Superintendent. Leave of Absence forms are found in the Asst. Superintendent’s office. The written request must include the reason for the request and the number of days requested.

- The administrator will inform the student within a timely manner if their request for a leave of absence is approved.

- Additional subsequent leaves (not to exceed 30 days) may be granted for unforeseen circumstances. Additional subsequent leaves may be granted for jury duty and/or military reasons. (FMLA 1993).

For more information on the Leave of Absence Policy, see the Financial Aid Policies and Procedures Handbook or view online at www.nwtech.edu.

**WITHDRAWAL PROCESS**
A student wishing to withdraw from NWTC prior to the end of a semester and/or financial aid disbursement period must provide notice to the school either in writing or verbally. This is an official withdrawal. Students are given a letter grade at the time of withdrawal. Students making SAP at the time of their withdrawal who return to the same program/career option within 180 days are considered to be in the same payment period. Written or verbal notice should be submitted to the NWTC Counselor and Attendance Officer/Central Office Administrative Professional. The notice should contain the date the student will cease attendance and the reason for the withdrawal. The official withdrawal date is the date the student has the withdrawal form signed by the administration; however, for Title IV Return of Funds Calculations, the last date of attendance is always used for scheduled hours of attendance in a pay period. After this, the following process will be followed:

- The notice will be forwarded to the student’s instructor to obtain the student’s grade, progress rate, and attendance at the time of the withdrawal.

- The notice will also be immediately forwarded to the Financial Aid Office if the student is on financial aid.

- The Financial Aid Office will calculate any refunds due to the Title IV program and notify the student in writing within thirty days.

- The student will be billed for any refunds due to the Federal Financial Aid programs.

- If the student has not repaid the funds within 45 days after certified mail notification by NWTC, the repayment due will be posted to the National Student Loan Database showing the student is ineligible for further funding.

- If the student has not repaid the funds within 45 days, the Collection Department of the U.S. Department of Education will be notified.
FINANCIAL ASSISTANCE

FINANCIAL AID
Financial Aid is available to students who qualify for Federal PELL Grants and Oklahoma Tuition Aid Grants, in addition to scholarships and tuition waivers. NWTC does not participate in the Federal Direct Student Loan Program or the Federal Family Education Loan Program. NWTC does not participate in or provide information regarding any private education loan programs nor has any preferred lender lists. For complete information on all aid offered at NWTC, the eligibility requirements, criteria for determining the amount of student’s aid, application procedures, verification, award notification, and method and frequency of distribution, please see the Financial Aid Policies and Procedures Handbook available in the Central Offices and Financial Aid Offices of both campuses, or visit our website at www.nwtech.edu.

The primary purpose of Financial Aid at Northwest Technology Center is to provide assistance for financially disadvantaged adult students who, without such aid, would be unable to further their education. Assistance consists of grants and scholarships. The family of a student is expected to make a maximum effort to assist the student with educational expenses. Financial assistance from Northwest Technology Center is viewed only as a supplement to the efforts of the family. The total amount of financial assistance offered to a student by Northwest Technology Center and all other sources shall not exceed the amount of established need.

The U.S. Department of Education provides comprehensive student aid information to students and their families through the Student Aid on the Web site at http://studentaid.ed.gov.

APPLICATION
Adult students are encouraged to apply for financial aid. Students can complete the "Free Application for Federal Student Aid" (FAFSA) in print or online at www.fafsa.gov. Identify NWTC as your school choice on the FAFSA application. NWTC’s Federal Code for both the Alva and Fairview Campuses is 026000. Application forms can also be obtained by calling the Federal Student Aid Information Center at 1-800-4-FED AID. Students are directed to read the instructions carefully when completing the FAFSA. All records and other materials used in completing the application should be saved. This information may be needed later to prove the information submitted is correct.

After submitting the FAFSA, the student will receive a Student Aid Report (SAR) which includes a summary of application information and the determination of the expected family contribution (EFC). This EFC is the result of computations established by Congress involving the financial and non-financial data submitted on the application that indicates how much of your family’s financial resources should be available to help pay for school. The method of computation is applied to all dependent and independent students uniformly. Students should review all the information on the SAR. If any changes are necessary, the student can make corrections online using his/her FSA ID, or the student can resubmit by mail part two of the SAR to the Pell Grant processor following the directions for making corrections on the form, or the Financial Aid Director can submit the corrections electronically. After submission of any corrections, if necessary, and if the student meets all eligibility requirements, they will receive an award letter notifying them of the amount of their Pell Grant award and projected payment schedule.

ELIGIBILITY
To receive financial aid the student must
- Be a U.S. citizen or an eligible non-citizen
- Be registered for the draft with Selective Service if you are a male who is at least 18 years old and born after December 31, 1959
- Not already have a B.S. or B.A. degree
- Have financial need as determined by the Department of Education
- Be enrolled as a regular student in an eligible career option
- Be attending at least 15 clock hours per week
- Be working toward a certificate
- Have a high school diploma, GED, or home school equivalency
Eligibility for most financial aid is based on need, not on family income alone. Need is the difference between the cost to attend a particular school (direct educational expenses), and what your family can afford to contribute toward meeting those expenses. Family contribution equals parental contribution (for dependent students) plus the student's own savings and other resources.

**Drug Conviction Affecting Title IV Eligibility**

A drug conviction for any drug offense during a period of enrollment for which the student was receiving Title IV, HEA program funds under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance. An applicant who has been convicted of drug-related offenses that occurred while receiving Title IV aid may not be eligible to receive federal financial aid for a period of time. These are general eligibility requirements and can be discussed with the Financial Aid Director. Eligibility requirements concerning felonies are specific to career options are discussed in the description of that career option. A student that loses eligibility will be notified in writing by the Financial Aid Office with an explanation of the loss of eligibility, as well as, information on how to regain eligibility. Please see the Financial Aid Policies and Procedures Handbook available in the Central Offices and Financial Aid Offices of both campuses, or visit our website at www.nwtech.edu for further information on penalties for drug offenses as they relate to title IV, HEA (Pell) grants.

**VERIFICATION**

Verification is the process of checking the accuracy of information submitted by applicants when they apply for financial aid. Students selected by the Secretary of the U.S. Department of Education, will be required to verify the accuracy of family financial information and other data before any Title IV funds are disbursed.

**Selection of Financial Aid Applications To Be Verified**

If a Pell Grant application is selected by the Central Processing System (CPS) for verification, an asterisk will appear by the EFC, and comments will appear on part one of the SAR and page one of the ISIR addressing the verification requirements. Even though schools have the authority to verify any applicant, NWTC only verifies those applicants who are chosen by the federal processor or those who have conflicting information comments. It is the policy of NWTC to verify all CPS selected applicants and all students who have conflicting information. Students who are selected for verification by the processor or by the Financial Aid Office in cases of conflicting information must submit supporting documentation which may include, but is not limited to:

- Proof of all income reported on the FAFSA (i.e. copy of federal income tax transcripts)
- Non-filers must provide a W-2 form for each source of employment income in addition to a signed statement giving the sources and amounts of all income earned from work not on W-2's and certifying that the person has not filed and is not required to file a tax return (replacement W-2's can be requested from the employer who issued the original)
- Completed and appropriately signed Verification Worksheet
- Proof of child support paid
- Proof of SNAP (food stamps) received
- High School Completion, Identity, and Statement of Educational Purpose
- Number of Household Members, Number in College (NWTC is considered College for verification)

**Financial Aid Disbursements Prior to Verification**

NWTC withholds disbursement of any Title IV Federal Financial Aid until a student has completed the verification process. Although the school has the option of processing one Pell payment without verifying the application, NWTC does not take that option due to the risk of financial liability.
Items to Be Verified/Acceptable Documentation
The Financial Aid Director collects appropriate documentation from the applicant based on the guidelines published in The Federal Student Aid Handbook. Items that generally must be verified by comparing the data items on the SAR/ISIR with identical data items on the IRS tax return transcript and/or other primary documentation are listed in detail in the Financial Aid Policies and Procedure Handbook which may be obtained in the Financial Aid Office or online at www.nwtech.edu. The Financial Aid Director uses the verification tracking flag code on the ISIR to determine what verification worksheet to use.

AWARD YEAR/ACADEMIC YEAR
Funding for Pell Grant programs is provided based on an award year basis. The award year begins on July 1st of one year and extends to June 30th of the next year. For Pell Grant payments to students, an academic year of 1050 hours/30 weeks (with a payment period of 525 hours/15 weeks) is applicable to Career Options/Programs that are 1050 hours or greater. For Career Options that are less than 1050 hours, the payment period is one half of the total hours of the Career Option. Exception: For completion of any career option started in 2016-17, the academic year is 900 hours/26 weeks.

AWARDING TITLE IV AID
The Pell Grant Program is a federally funded grant program, which, for the 2017-18 academic year provides up to $5,920 to full time postsecondary students and up to $2,960 to postsecondary students who are enrolled at least half time. The purpose of the program is to provide a foundation of aid to needy students. An academic year at NWTC is one in which a student completes a minimum of 30 weeks and 1050 hours of instruction. NWTC awards federal financial aid according to federal regulations and guidelines. The method of computation is applied to all dependent and independent students uniformly.

EFC Formula
The Expected Family Contribution (EFC) is the amount a family can be expected to contribute toward a student’s college costs. Financial aid administrators determine an applicant’s need for federal student aid from the U.S. Department of Education and other sources of assistance by subtracting the EFC from the student’s cost of attendance. The EFC formula is used to determine the EFC and ultimately determine the need for aid from the following types of federal assistance that NWTC participates in: Federal Pell Grants and Oklahoma Tuition Aid Grants (OTAG). The methodology for determining the EFC is found in Part F of the Title IV of the Higher Education Act of 1965, as amended (HEA).

All data used to calculate a student’s EFC comes from the information the student provides on the Free Application for Federal Student Aid (FAFSA) which is submitted to the Central Processing System (CPS) for processing. The CPS sends either an electronic or paper output document called a Student Aid Report (SAR) to the student. The SAR lists the student’s EFC. All schools listed on the student’s FAFSA will receive application information and processing results in an electronic file called an Institutional Student Informational Record (ISIR).

There are three regular (full-data) formulas – (A) for the dependent student, (B) for the independent student without dependents other than a spouse, and (C) for the independent student with dependents other than a spouse. Also, there is a simplified version of each formula with fewer data elements.

Additional information regarding EFC formulas, accompanying worksheets, and tables are available upon request from the Financial Aid Office.

Living Costs
NWTC does not offer institutional housing or board to its students. All students live off campus and commute. For purposes of awarding Title IV need-based assistance, the school estimates reasonable expenses over a nine-month period for the following categories of students.
2017-2018 Student Budget

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Steps In Computing The Pell Grant Award

There are five steps in computing a Pell Grant

1. Determination of Cost of Attendance
2. Determination of Scheduled Award
3. Determination of Payment Periods
4. Determination of Payment for each Payment Period
5. Determination of Total Expected Disbursement

The method of computation is applied to all dependent and independent students uniformly. The Financial Aid Director determines if all application requirements have been met. If so, she uses the ISIR and the current Pell Grant Payment Schedule to determine the scheduled Pell Award and estimated disbursement. An explanation of each step listed above used in computing the Pell Grant award can be found in the Financial Aid Policies and Procedures Handbook located in the Financial Aid Office and online at www.nwtech.edu. The specific computations involved in the calculation may be obtained in the Financial Aid Office.

Determination of Pell Payment Periods, Including Crossover Periods

The Financial Aid Director determines if disbursement is an initial (first ever received) Pell disbursement. Students are paid the first time based on their enrollment and good standing if an ISIR/SAR is received prior to the end of student's first pay period. Disbursements thereafter are based on Satisfactory Academic Progress (SAP) and upon completion of the hours in the student's previous pay period. The Aid Director consults a calendar sheet and ascertains the beginning and ending dates of each payment period. She then determines in which award year each payment period belongs. An award year is defined as July 1st of one year to June 30th of the next year. For crossover periods where the payment period occurs within two award years, if the majority (more than 50%) of a payment period occurs entirely within an award year, it is part of that award year.

Award Notification

If a student meets all eligibility requirements and all required documentation is received (including verification documents if necessary) and the student's financial aid file is complete, then the amount of the grant will be calculated by the Financial Aid Officer according to federal regulations. The student will then receive an award notice that contains the amount of the Pell Grant they are expected to receive for that academic year, along with disbursement procedures. The student will be contacted by the Financial Aid Office to complete the necessary paperwork and sign their Pell Award Form/Contract.

Federal Student Aid Penalties for Drug Law Violation

A student is ineligible to receive title IV, HEA (Pell) program funds for one to two years of an indefinite period of time if the student has been convicted of an offense under any Federal or State law involving the possession or sale of illegal drugs for conduct that occurred during a period of enrollment for which the student was receiving title IV, HEA (Pell) program funds. The school will notify a student in writing within 30 days of a determination of ineligibility. Please see the Financial Aid Policies and Procedures Handbook available in the Central Offices and Financial Aid Offices of both campuses, or visit our website at www.nwtech.edu, for further information on penalties for drug offenses as they relate to title IV, HEA (Pell) grants.
RIGHTS AND RESPONSIBILITIES OF RECIPIENTS
The following information can be found in this handbook.

Right-to-Know
- The institution’s accrediting and licensing organizations
- All programs offered and detailed information regarding each program of interest
- Information about the school
- Information on the school’s admissions policy
- Cost of Attendance
- Information on financial aid, including criteria for eligibility and methods of disbursement
- Information on a consistent needs analysis system to evaluate families in an equitable manner
- Information on students’ rights under FERPA
- How Satisfactory Academic Progress (SAP) is determined, including eligibility and appeals
- The institution’s refund policy and Return to Title IV policy
- The institution’s annual Campus Security Report
- Retention Rates and Completion/Graduation Rates
- Drug and alcohol policies
- Gainful Employment
- Net Price Calculator
- Grievance Procedures
- Constitution Day, Voter Registration, & Vaccination Policies

Responsibilities
- Complete the required paperwork requested by the Financial Aid Office
- Use financial aid funds for school related expenses
- Report all outside aid to the Financial Aid Office
- Students, as well as parents, have a responsibility to help pay for their education
- Maintain Satisfactory Academic Progress (SAP)
- Report changes in enrollment to the Central Office and the Financial Aid Office
- Notify the Financial Aid Office before withdrawing
- Return to Title IV any received funds the student is determined ineligible for
- Read directions thoroughly, complete all applications accurately, & comply with all deadlines
- If you don't understand the financial aid process, ask questions

DISBURSEMENT OF PELL GRANTS
Payment is disbursed by check from Northwest Technology Center. Pell Grants will typically be disbursed twice a year, dependent upon when the student enrolled in the career option and on whether the majority of the hours in a payment period fall within that award year. Students will be paid the first time based upon the fact that they are enrolled and in attendance in an approved program. Due to different clock hours for each career option, the disbursement dates vary with each student. Pell Grant funds will be applied directly to your student account for the current school year. All financial aid funds will be disbursed by check through the Central Office on the date listed on your signed Pell Award Form. All charges, including tuition and fees for the current school year, must be paid in full before any refund will be issued to you. If there is a credit balance after the funds have been applied, you will receive a refund check. Students will also be notified by the Central Office when checks are ready to be disbursed. The student must show a photo ID to receive his/her disbursement. NOTE: Failure to provide the necessary documents requested by the Financial Aid Office will necessitate the withholding of payment.

Please keep in mind that in order to be eligible for your Pell Grant disbursements, you must maintain Satisfactory Academic Progress - SAP (maintain a cumulative grade point average of 2.0 “C” or greater, maintain 90% attendance for each pay period, and keep a 150% pace of progression) and successfully complete all the clock hours and curriculum associated with the hours in each corresponding payment period. Please see the Financial Aid Director for more information.
Disbursement Procedures
The student Pell Award Forms/Contracts, which are signed by both the student and the Assistant Superintendent, serve as a requisition for the NWTC business office in Alva. They are submitted to the business office in Alva indicating the name of the student receiving funds, the amount of the disbursements, the pay period dates, and the date of the payment. Once the business office receives disbursement paperwork confirmation, they request funds through G5. The funds are electronically deposited into the General Fund. Funds are not drawn from G5 until after they are disbursed to the student’s account. NWTC never holds funds past 3 business days. The business office issues checks as directed by the contracts received from the Financial Aid Director. Checks are given to the Central Office Administrative Professional for disbursement to the student.

Dependency Override/Professional Judgment
Please see the Financial Aid Policies and Procedures Handbook for detailed information about dependency overrides and professional judgments.

TITLE IV RETURN OF FUNDS
For students receiving Federal Pell grant funding who withdraw, drop, or fail to complete a payment period for which they have been charged and have received a Pell grant, a Return to Title IV Funds calculation will be processed. NWTC will calculate what, if any, return needs to be made. If the student is a Pell grant recipient, in many cases the calculation may require a return of a portion of the monies received by both the institution and the student to the Federal Title IV Pell grant program. The calculation will be made using the U.S. Department of Education's Return to Title IV Funds worksheet. The regulation requires a calculation based on the actual percentage of the payment period the student was scheduled to attend. An example of the worksheet can be found in the Financial Aid Policies and Procedures Handbook. An example calculation is demonstrated below. Other examples and calculations may be obtained in the Financial Aid Office. Refunds to students who are paying their own tuition or agencies that are sponsoring a student who withdraws or is dropped, may receive a refund according to the Institutional Refund Policy and as noted in the Withdrawal Process section of this handbook, the Student Handbook, the Financial Aid Policies and Procedures Handbook, and online at www.nwtech.edu.

Examples of the application of the refund policy are available upon request. An appeals process exists for students who believe that individual circumstances warrant exception from the published policy (see the Appeals Process section in the Financial Aid Policies and Procedures Handbook in the Financial Aid Office or at www.nwtech.edu).

Official/Unofficial Withdrawal Date
NWTC keeps an official record of student attendance. A student that has notified NWTC of his or her intent to withdraw and completed a withdrawal form is considered to have officially withdrawn and the last date of attendance will be used for calculations of hours scheduled to attend. If a student does not return from an approved leave of absence or if a student quits attending class without notification, on the 10th day of non-attendance the student will be unofficially withdrawn and the last date of attendance will be used for calculations of hours scheduled to attend. If a student has unofficially withdrawn and NWTC does not become aware of this until records are checked at the end of an academic period, the withdrawal date will be determined within 30 calendar days of the

- the end of the payment period
- the end of the academic year, or
- the end of the student's educational program

Calculating Title IV Return of Unearned Funds and Repayment Formulas Used
As a general rule, grants do not need to be repaid. However, a student may have to repay a certain amount if he/she withdraws or is dismissed prior to completing more than 60% of a payment period. When a student has exhausted all leave according to the attendance policy (see the Attendance Requirements and Attendance Policy for Students on Financial Aid in this handbook, in the Financial Aid Policies and Procedures Handbook, or at www.nwtech.edu; obtain a hard copy in the Counselor's Office, the Asst. Superintendent’s Office, the Central Office, or the Financial Aid Office), and a leave of absence has not been requested (or one has been requested but denied) on the 10th day of non-attendance the student will be unofficially withdrawn upon that day.
The calculation used is by payment period. A payment period consists of 525 clock hours for programs of 1050 clock hours or more or half the clock hours in the student’s program for programs less than 1050 clock hours. The last date of attendance is the date used as the calculation for scheduled hours for the student’s attendance on the Return of Title IV Funds Calculation Worksheet. Institutional charges incurred by the student are tuition and fee charges for which the student was responsible that were assessed by NWTC for the payment period. The portion of a federal grant that the 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 the student was scheduled to complete in the payment period upon the student’s last day of attendance. For example, if the student completes 30% of the payment period, he/she earns 30% of the assistance that he/she was originally scheduled to receive. This means that a percentage of the scheduled award remains unearned and must be returned to the U.S. Department of Education. Once a student has completed more than 60% of the payment period, he/she has earned all (100%) of the grant money for that pay period.

A Return of Title IV funds calculation will apply if the date that the student completes is before the end date of the payment period as in the case of a student that has completed the required competencies or work in less time than expected. The guidance for this decision can be found in the Federal Student Aid Handbook, Volume 5, Chapter 1 that indicates a student is considered to have withdrawn in the case of a program that is measured in clock hours if the student does not complete all of the clock hours and weeks of instructional time in the payment period that the student was scheduled to complete.

Once the amount of Title IV aid earned by the student and school is determined by the Financial Aid Office, the student will receive a certified letter stating how much Title IV aid was earned. The letter will also explain if the student has an outstanding balance that is owed to the school for tuition and fees. The student must realize that tuition and fees may be offset from the amount earned by the student.

Upon withdrawal, if the amount earned by the student is greater than the amount disbursed, then a post-withdrawal calculation is performed (see the Post-Withdrawal Disbursements section of this handbook). If the amount earned by the student is less than the amount disbursed, then a Title IV Return of Fund calculation is performed. Current regulations specify a student does not have to repay a Pell grant overpayment of $50 or less. If the amounts earned and disbursed are equal, no further action is taken.

**Example 1:** A student receives a Pell grant in the amount of $2,960 for a payment period that is 525 clock hours in length. As of the student’s last date of attendance, the hours scheduled to be completed for the payment period are 400 of the 525 hours, which is 77.78%. In this case, neither the student, nor the school owe any money back.

**Example 2:** A student receives a Pell grant in the amount of $1,882 for a payment period that is 300 clock hours in length. As of the student’s last date of attendance, the hours scheduled to be completed for the payment period are 63 of the 300 hours, which is 21.00%. The student had tuition and fee charges of $600 which were paid for with the Pell grant. The Return of Title IV Funds calculation determines that the student is required to repay $72 to the Pell grant program. This calculation also determines that NWTC is required to return $474 to the Pell grant program. Please refer to the Return of Title IV funds worksheet in the back of the Financial Aid Policies and Procedures Handbook to see what calculations are involved or contact the Financial Aid Director for more information.

**Aid to Be Returned**

If the student receives more Pell grant monies than the amount earned, NWTC or the student, or both, must return the unearned funds. When a return of Pell grant funds is due, both NWTC and the student could have a responsibility for returning funds. Whatever funds are not returned by the school must be returned by the student. The student’s repayment obligation is determined after the school’s earned/uneearned funds are calculated. NWTC will return all unearned funds within 30 days from the date Financial Aid Director determines the student withdrew. Necessary funds will be returned to the Federal Pell Grant Program by the business office by reducing the authorization drawn from G5 or by electronic transfer payment through the G5 system.
If a student owes a repayment to the Pell Grant Program, NWTC will notify the student by certified mail within 30 days that he/she must repay the overpayment. In the notification NWTC will inform the student:

- That the student owes an overpayment of Pell Grant funds
- That the student’s eligibility for additional Title IV funds will end if the student fails to take positive action by the 45th day following the date the school sent or was required to send notification to the student.

There are two positive actions a student can take to extend eligibility for Title IV funds.

- The student may repay the overpayment in full to the school within 45 days
- The student may sign a repayment agreement with the Department of Education

If the student fails to take one of the positive actions during the 45-day period, the student’s overpayment will be reported to NSLDS and referred to the Department of Education for collection:

Mailing address: National Payment Center
P.O. Box 105028
Atlanta, GA 30348

The student should contact the school to discuss his/her options.

**Post-Withdrawal Disbursements**
A Post-Withdrawal Disbursement occurs if the student receives less Pell grant monies than the amount earned. NWTC will make a disbursement of the earned aid that was not disbursed if the student has met all eligibility requirements. NWTC will credit a student’s account with a post-withdrawal disbursement for current tuition and fees. Earned funds in excess of tuition/fees will be provided to the student. NWTC will send notification no later than 30 calendar days after the date the Financial Aid Office determines the student withdrew. The student will then be sent a mailed notification about the post-withdrawal disbursement. NWTC will disburse the funds to the student within 45 days of the date the school determines the student withdrew. If the student cannot be located, or refuses the funds as per a written and signed statement, the funds will then be returned to the Federal Pell Grant Program.

**TRANSFER STUDENTS AND DETERMINATION OF AWARD DISBURSEMENT**
A student who has received a Pell Grant from another school in the current award year is a Transfer Student. The Financial Aid Director will consult NSLDS and determine the scheduled award and disbursement. A student may receive only one federal Pell Grant award during a single award year if the eligible student is enrolled at least half-time and is in a program in which the career option leads to a certificate. The expected disbursement at the second school may have to be adjusted to avoid over-awarding a transfer student. To determine the percentage of the Scheduled Pell Award received at previous school: Divide the amount the student received at the previous school by the student’s Scheduled Award at that school. Subtract this percentage from 100 percent and multiply by the Scheduled Award at NWTC. The result is the maximum amount of Pell Grant Award that the student generally may receive at NWTC.

If a student transfers from one program/career option to another at NWTC, in order for that student to be considered in the same payment period, the program/career option hours that the student is transferring must be accepted toward the new program/career option.

**PRIOR CREDIT/ADVANCED STANDING CREDIT FOR ADULT STUDENTS**
Adult students enrolling at Northwest Tech who have previous educational experiences will be asked to provide a transcript indicating both courses taken and grades received at previous institutions. Students with previous military service will also be asked to provide JST, CCAF, VMET, AARTS, SMART, CGI, and/or CCAR transcripts.

The instructor will meet with the student either prior to enrollment or at the beginning of his/her career option to determine what, if any credit will be applicable to the career option at Northwest Tech. For evaluation purposes the instructor will keep in mind the timeliness of the training, the pertinence to the
courses in the career option, and the changes that may have taken place in business and industry since the training was received.

After a thorough discussion between the student and instructor, the instructor may want to make contact with the previous institution, may issue a performance test, or may determine that credit is applicable with no further investigation. The student will be informed of the instructor’s decision within one week.

If prior or advanced standing credit is granted to a student for previous educational or training experiences, such credit will be documented in the student’s file, and the student will not be charged tuition or fees for the advanced standing credit hours.

Advanced standing credit can also be issued to NWTC students who complete one career option at NWTC and then enroll in another, or those who may change from one career option to another. The decision as to whether or not the credit will be issued will be determined by the instructor after a student/instructor meeting as stated above, and no tuition or fees will be charged to the student for the advanced standing credit granted.

Financial Aid recipient’s hours for their program/career option and their financial aid award will be adjusted accordingly by the Financial Aid Director for the Advanced Standing Credit. If prior or advanced standing credit is granted to a student for previous educational or training experiences, such credit will be documented in the student’s file, and the student will not be charged tuition or fees for the advanced standing credit hours.

**POST MILITARY EDUCATION AND ADVANCED STANDING CREDIT**

The Board of Education at NWTC recognizes that service members acquire knowledge and skills during military duty and has established procedures which permit veterans to attain advanced academic standing linked to military service or other education, training or experience. In order to be considered for an award of education credit at the technology center, an applicant must have been honorably discharged from the United States Armed Forces within three (3) years from the date of enrollment at the technology center. In accordance with the Post-Military Service Occupation, Education and Credentialing Act, NWTC will award appropriate academic credit in its education programs consistent with the experience, education and training of military personnel.

NWTC will compare the applicant’s education, training, and experience with the requirements of the applicant’s proposed program of study. The applicant is responsible for supplying the requisite information and records essential to any award of credit. NWTC will utilize the Guide to the Evaluation of Educational Experiences in the Armed Services (published by the American Council on Education) to make this analysis and determine appropriate credit to be awarded. The process of awarding credit for military experience shall be conducted in a manner similar to the review process for transfer of education credits earned at another institution. The decision of the technology center regarding an award of credit is a final decision that is not subject to appeal.

**VA EDUCATIONAL BENEFICIARIES POLICIES**

Students receiving Veteran’s Administration (VA) educational benefits while attending NWTC are charged the same tuition and fees as all other students and are expected to follow the same policies and procedures as all other students including attendance policies and leave of absence policies (which provide for military duty) detailed in this handbook. They are also expected to follow the same policies and procedures as financial aid students concerning Satisfactory Academic Progress (SAP – maintain a cumulative GPA of 2.0 “C” or greater and maintain 90% attendance) as detailed in this handbook.

For VA students, the school maintains a refund policy under the provisions of Title 38 that provides a refund for the unused pro-rated portion of tuition in the event that the VA student fails to enter the course, withdraws, or discontinues enrollment at any time prior to completion. Students may be in debt for early withdrawal or incompletion. This policy provides that the amount charged to the Title 38 VA student for tuition for a portion of the course shall not exceed the approximate pro-rata portion of the
course’s total length. Refunds must be completed within 40 days per the Code of Federal Regulation (CFR) 21.4255.

Per VA regulations, the attendance and academic progress of each VA student will be reviewed by the instructor and Financial Aid Director at the end of every calendar month. VA students who do not meet SAP requirements will be placed on VA mandated academic probation for 30 days and the VA will be notified of this action. While on academic probation, every effort will be made to help the student meet the attendance and minimum grade requirements. VA educational benefits will be terminated if the student does not meet the minimum academic progress standards at the end of the probationary period per VA regulations. During a leave of absence, VA benefits will be suspended per VA regulations as well.

Per Title 38 (CFR) 21.4267, Independent Study (online training), students utilizing VA educational benefits at non-college degree (NCD) institutions may not use benefits for online training or non-traditional self-paced or flex programs and will be not certified by NWTC.

As noted in the ‘Financial Assistance’ section of this handbook, students utilizing VA educational benefits must provide a DD214, a VA Certificate of Eligibility, and all transcripts and records of previous training. Please see the ‘Prior Credit/Advanced Standing Credit’ and ‘Post Military Education and Advanced Standing Credit’ sections of this handbook for detailed information on the evaluation and determination of prior credit process. Documentation of all records will be maintained by the school and kept in the student’s file in the Financial Aid Office and may be provided to the student as requested.

PRINCIPLES OF EXCELLENCE FOR EDUCATIONAL INSTITUTIONS SERVING SERVICE MEMBERS, VETERANS, SPOUSES, AND OTHER FAMILY MEMBERS (SHOPPING SHEET)
In carrying out the principles of Executive Order 13607, NWTC commits to voluntarily provide a Shopping Sheet to veterans and service members who are considering enrollment at NWTC to provide a personalized financial aid offer to help them as prospective students better understand the cost of attending school, the type and amount of aid they have qualified for, and an easy comparison of aid packages offered by different educational institutions before making a final decision to enroll.

COURSE REPETITION
Students wanting to repeat a specific program/career option must have permission of the instructor and Assistant Superintendent to do so.

NOTE: A repeated class is NOT eligible for a federal financial aid award at NWTC.

ATTENDANCE POLICY FOR STUDENTS ON FINANCIAL AID
Adult students on financial aid are required to attend 90% of the hours in each pay period. Acceptable attendance is defined as missing no more than 10% of any pay period, documented or undocumented. The 10% of class time missed during a pay period may be considered excused and the student’s pay period will not be moved forward for absences that fall within the 10%. Failure to attend the 90% of the hours in a pay period will result in the student being placed on financial aid warning or suspension status.

Attendance is recorded in three-hour increments, i.e. a student attending six hours per day is counted absent twice when the whole day is missed. Adult students attending under funding by federal aid or other outside agencies, or who are in a program or career option leading to a licensure are responsible for maintaining their attendance as required by these agencies/departments.

LEAVE OF ABSENCE POLICY FOR STUDENTS ON FINANCIAL AID
A student may request one leave of absence up to 10 days in length for medical and/or emergency situations that will affect a student’s attendance for an extended period of time. (Days should be consecutive unless otherwise approved by the Asst. Superintendent and the Counselor.) The Leave of Absence form may be obtained in the office of the Asst. Superintendent. The Leave of Absence request must include the reason for the request and the number of days requested. The student will be informed by the Counselor or the Asst. Superintendent if the leave has been approved. If approved, the Leave of
Absence form will be filed in the student's financial aid file, and the student's financial aid period will be extended the number of days equal to the number of days of the leave of absence; therefore, no additional tuition or fees will be charged to the student. Additional subsequent leaves (not to exceed 30 days) may be granted for unforeseen circumstances. Additional subsequent leaves may be granted for jury duty and/or military reasons. The NWTC Leave of Absence Policy can also be found in the Institutional Information section of this handbook at www.nwtech.edu or in hard copy in the Counselor’s Office, the Asst. Superintendent’s office, or the Central Office.

**TREATMENT OF FUNDS POLICY AS RELATED TO RECEIPT OF TITLE IV FINANCIAL ASSISTANCE AND WITHDRAWAL/DROP REQUIREMENTS**

A student who withdraws from NWTC prior to the end of a financial aid disbursement period must provide notice to the school either in writing or verbally. Written or verbal notice should be submitted to the NWTC counselor and attendance officer. The notice should contain the date the student will cease attendance and the reason for the withdrawal. After this process, the following will result.

The student is responsible for returning any school-owned books, materials, or tools, and must pay any outstanding obligations. Failure to complete the withdrawal process could prevent a student from re-entering NWTC at a later date.

For the entire Return of Title IV Funds policy please refer to the information above as well as the Financial Aid Policies and Procedures Handbook or view online at www.nwtech.edu.

**NATIONAL CENTER FOR EDUCATION STATISTICS/RETENTION, GRADUATION AND TRANSFER OUT RATES/COLLEGE NAVIGATOR**

NWTC’s reports enrollment, completion, placement, retention, and diversity information. Students can view our institutional information on the College Navigator website at http://nces.ed.gov/collegenavigator. Copies of the information and detailed calculations can be obtained in the Financial Aid Office.

**DEPARTMENT OF EDUCATION COLLEGE AFFORDABILITY & TRANSPARENCY CENTER**

The Department of Education has created a website at http://collegecost.ed.gov where a student may find information about how much it costs students to attend different schools, how fast those costs are going up, and information as to why those costs are going up. It includes links to the College Navigator, Net Price Calculator, College Scorecard, State Spending Charts, and College Affordability and Transparency List.

**FEDERAL STUDENT AID WEBSITE**

Federal Student Aid (FSA) has developed a comprehensive website at www.studentaid.gov including information on the student aid life cycle with tips and guides including FAFSA4caster, links to www.studentloans.gov, things to consider in selecting a school, and comparing schools brochures.

**IN-SCHOOL LOAN DEFERMENT**

NWTC does not offer loans or participate in any loan programs. Students may, however; while attending school on at least a half-time basis at NWTC, defer payments on educational loans previously received at other institutions. Contact the Financial Aid Office for more information and in-school loan deferment forms.

**NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)**

The National Student Loan Data System (NSLDS) is a database of information about loans and grants awarded to students under Title IV aid. Students may view their personal student loan or grant information on the website www.nslds.ed.gov by logging in with their FSA ID. Students must never share their FSA ID with any other entity. For more information, contact the Financial Aid Office.

**RELATIONSHIP WITH THE DEPARTMENT OF EDUCATION 34 CFR 668.75**

An eligible institution, its representatives, or any ineligible institution, organization, or person with whom the eligible institution has an agreement may not describe the eligible institution’s participation in the Title IV, HEA programs in a manner that suggests approval or endorsement by the U.S. Department of Education of the quality of its educational programs.
FINANCIAL ASSISTANCE PROGRAMS AVAILABLE AT NWTC

FEDERAL PELL GRANTS
*The NWTC federal school code for both the Alva and Fairview campus is 026000.*
The Federal Pell Grant program is a federally funded program which provides funds for educational expenses to adult students enrolled in financial aid approved, post-secondary education career majors. Federal Pell Grants do not have to be repaid. Pell Grant amounts are dependent on the student's expected family contribution (EFC) as determined by the U.S. Department of Education using a standard formula to evaluate the financial information (including income, assets, and family size) reported on the Free Application for Federal Student Aid (FAFSA), the school's cost of attendance, the student’s enrollment status (full-time or part-time), and by the actual number of clock hours attended by the student. All adult students are encouraged to complete the FAFSA by applying online at: www.fafsa.gov. *NWTC does not participate in any student loan programs.*

OKLAHOMA TUITION AID GRANT (OTAG)
The Oklahoma Tuition Aid Grant program is a need-based grant program for Oklahoma residents who attend eligible colleges, universities, and career technology centers in Oklahoma. Awards are approved for full-time or half-time students. Eligible students must meet all of the general eligibility requirements for the Federal Pell Grant Program, must be an Oklahoma resident, and must demonstrate financial need as determined by the Oklahoma State Regents for Higher Education. For best consideration, the student needs to have filed a FAFSA as soon as possible after October 1st.

NORTHWEST TECH TUITION WAIVER
The NW Tech Tuition Waiver allows 75% of tuition costs to be waived for eligible students. The student will be responsible for program fees as well as the remaining amount of tuition. Eligibility for this award includes adult students who graduate from high school or successfully complete a high school equivalency diploma, while residing in the NWTC District. Students must also be currently living in the NWTC District to receive the award. The NW Tech Tuition Waiver can be used within 3 school years from the time of high school graduation or receiving a high school equivalency diploma. The student may choose to attend NWTC half-time or full-time within the 3 school year timeframe. The NW Tech Tuition Waiver can be used towards tuition for one Career Option within a daytime Career Program. Waiver awards will vary depending upon the length of the Career Option chosen by the student. There is no dollar amount tied to this tuition waiver. Recipients of the NW Tech Tuition Waiver are required to maintain a minimum grade of C (2.0 GPA) and minimum attendance of 90%. To be considered for this award, an application for the NW Tech Tuition Waiver must be completed along with an application for enrollment and an official high school transcript or copy of high school equivalency diploma. Students who receive a tuition waiver will still be able to apply for other financial aid.

OTHA GRIMES SCHOLARSHIP
This scholarship is administered by the Oklahoma Department of Career and Technology Education Foundation and offered to students who might not qualify for other financial aid. Scholarships are to be used for expenses that directly relate to a student attending a technology center class. Allowable expenses include: tuition, mileage to and from school, books, uniforms, conference registration fees, school supplies, and childcare, if not paid by another source. Applications are accepted after the start of classes in the Fall and Spring.

NORTHWEST TECHNOLOGY CENTER FOUNDATION
Each year a portion of the monies raised by the NWTC Foundation go to support scholarships for deserving students. This financial assistance may include books, tuition, and other educational costs. The Foundation Scholarship Committee assists in the establishment of scholarships and the selection of the recipients. Notices will be posted for applications to be accepted during the Fall and Spring Semesters. For more information, contact NWTC Foundation Coordinator Melinda Barton.
OKLAHOMA’S PROMISE (Formerly OHLAP)
Oklahoma’s Promise offers qualified Oklahoma students an opportunity to earn a scholarship to assist with tuition costs. In order to qualify, students must apply during their 8th, 9th or 10th grade year of school and complete a required list of academic classes in high school with a GPA of 2.5 or higher. Student eligibility is determined by the Oklahoma State Regents for Higher Education (OSRHE). Students are required to file a FAFSA for each year they attend post-secondary education to provide the required income verification. Eligibility is dependent upon enrollment in a financial aid approved career option.

VETERAN’S ADMINISTRATION EDUCATIONAL ASSISTANCE PROGRAMS (VA)
VA assistance is available for veterans, or in some cases family members, who meet eligibility requirements and attend VA approved daytime classes at NWTC. Benefits information for each educational program, method and frequency of benefits, a list of approved training options, along with application procedures can be found at www.gibill.va.gov. Individuals who attend NWTC and expect to receive monthly educational stipends must present a court-certified copy of VA Form DD214, a Military Transcript, as well as a Certificate of Eligibility from the VA. Both half and full-time benefits are available. Contact the Financial Aid Director or the Veteran’s Administration at 1-888-GI-BILL-1 for more information. Through the Oklahoma GI Bill (Senate Bill 530) tuition-free training may be awarded in addition to those educational allowances a veteran receives under Chapter 31 through 34. Veterans who have been determined by the Veteran’s Administration to possess at least 20% service-related disability may be eligible for special benefits under the VA/VCR program. Tuition assistance and purchase of required supplies may be available to the qualified veteran. Contact the Financial Aid Office for more information.

DEPARTMENT OF REHABILITATIVE SERVICES (DRS VOC-REHAB)
Vocational Rehabilitation assists individuals who have barriers to employment. Services include testing, psychological evaluation, medical examination, and counseling services. In some cases DRS pays tuition, fees, books, and supply costs. Eligibility, application, and funding are determined by the Oklahoma Department of Human Services. Contact a local Vocational Rehabilitation Counselor at (580) 327-1214 for more information.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
WIOA is a federal program which provides financial aid, employment information, job search support, training, and educational programs to applicants that meet economic, employment, and geographical guidelines as determined by a WIOA counselor. Currently WIOA assistance is only available for students in high demand occupations like our Practical Nursing program. Application can be made after acceptance into the PN program. Contact the Financial Aid Director for more information.

BUREAU OF INDIAN AFFAIRS (BIA)
Assistance is provided to individuals who are at least 1/4 Indian and listed on tribal rolls. Contact your Tribal Agency Educational Office for application information. Grants may provide tuition, supplies and living expenses. Contact the American Indian Education & Training Employment Center at 1-405-521-9047 for more information.

OKLAHOMA HB 3350 CAREER TECHNOLOGY TUITION WAIVER
HB 3350 waives tuition at CareerTechs for children of peace officers, fire fighters, military personnel, and Oklahoma EMT’s who died in the line of duty and children of members of Oklahoma Law Enforcement Retirement System who were catastrophically injured or killed in the line of duty. The law states “Such waiver of resident tuition and nonresident tuition shall be limited to a period of five (5) years.”

For assistance in applying for aid or to receive a copy of the Financial Aid Policies and Procedures Handbook, students should contact the Financial Aid Director at 580-327-0344 or 580-227-3708.
SATISFACTORY ACADEMIC PROGRESS (SAP)

SATISFACTORY ACADEMIC PROGRESS POLICY
Satisfactory Academic Progress (hereafter referred to as SAP) means a student must be proceeding in a positive manner toward fulfilling certificate requirements in a specific length of time. Students must be enrolled as full-time or half-time, in good standing, and making satisfactory progress according to the institutional standards before receiving Title IV assistance. Good standing means that the student is capable of enrollment or continued enrollment. Initially this means that the student is admissible to an educational program as demonstrated by high school diploma, GED, or home school equivalency. Later this means that the student is performing well enough in terms of progress, grades, and the institutional attendance policy to continue enrollment.

The institutional attendance policy states that the student may be absent no more than 10% in a pay period. For example, a student in a 420 hour pay period may be absent no more than a total of 42 hours. Three tardies will count as one absence (three hours). This 10% of absences is considered excused and will not have to be added to the student’s pay period. This policy is distributed to students upon enrollment and is given to all financial aid students in the form of the Disbursement Authorization document upon receiving their financial aid contract.

The first disbursement of Title IV funds for first time entering students at NWTC is based on enrollment and attendance in an approved career option on at least a half-time basis and requires no progress report, provided the first disbursement is issued during the initial pay period of training for a new student. At the end of their first payment period, students must be making SAP according to the standards stated in this section of the handbook. Other students, that is students with previous course work at NWTC or students with transfer credits from other institutions, must have maintained SAP for that previous course work in order to receive initial or further assistance.

Students may take up to 50% longer than the published length (normal time) of their program/career option to complete that program/career option and still be regarded as being in good standing. However, a student WILL NOT BE ELIGIBLE for additional Title IV federal financial aid once he/she has received aid for the total number of approved hours in the program/career option.

Example: A student is enrolled in a 600 hour program/career option. The maximum time a student can attend NWTC in that 600 hour, 23 week program/career option is 900 hours or 34.5 weeks. An eligible student would receive Title IV aid for the 600 clock hours, but the student could take an additional 11.5 weeks to complete the program/career option if the student was not able to complete the program/career option in 600 clock hours (provided that space is available in the class); however, that student WILL NOT receive Federal Financial Aid for the additional 11.5 weeks. The student would also be charged fees for the additional hours as is stated in the NWTC Student Handbook given to each student at the beginning of the school year, found at www.nwtech.edu, or in hard copy in the Counselor’s Office, the Asst. Superintendent’s Office or the Central Office. In no instance can the student receive aid for more hours/weeks than those for which the program/career option is accredited/approved.

SATISFACTORY ACADEMIC PROGRESS COMPONENTS
There are three components to SAP: qualitative, quantitative, and attendance.

Qualitative Component (Grade Based)
Each student’s cumulative grade will be reviewed at the completion of the scheduled clock hours and weeks for that payment period using a progress report provided to the instructors by the Financial Aid Director and then returned to the Financial Aid Director by the student’s instructor. Students must maintain a cumulative grade of “C” or better for all past course work. If the student’s grade is below a “C,” then the student will be placed on Financial Aid Warning status. A grade of “I” for incomplete is regarded as unsatisfactory academic progress for the purpose of Title IV aid administration.

Quantitative Component (Time Based)
The maximum time frame for completing a program is no more than 150% of the program’s stated length in accordance with the student’s enrollment status (i.e. full-time or part-time). The increment for measuring a student’s progress will be each payment period. A student must be proceeding in a positive
manner toward fulfilling certificate requirements in a normal length of time. At NWTC this means the student must have completed a minimum of at least 67% of the scheduled learning objectives/course work for the payment period. The pace of progression is calculated by taking the cumulative number of clock hours completed and dividing it by the cumulative number of clock hours attempted/scheduled to be completed. If a student is not progressing at a pace which will fall within the 150% time frame, the student is NOT considered to be making satisfactory progress and will be placed on Financial Aid Warning status.

**Attendance Component**

Students must have acceptable attendance for each payment period. Acceptable attendance is defined in the Student Handbook as missing no more than 10% of any pay period, documented or undocumented. Up to ten percent (10%) absence of enrolled hours in any one semester and/or payment period is considered excused. Withdrawal from a course does not eliminate the SAP requirements. **Students who exceed the percentage of absences allowed in their payment period will be placed on Financial Aid Warning Status.**

**MONITORING PROCESS AND PROGRESS REPORTS**

SAP is monitored upon completion of the scheduled hours and weeks in each pay period using progress reports issued by the Financial Aid Director to the student’s instructor. For example, a full time student enrolled in a 600 hour career option will have a progress report upon completion of the first 300 hours and 11.5 weeks. The second progress report will be made upon completion of the last 300 hours and 11.5 weeks in that career option. When an interval spans a period of non-enrollment, progress will be assessed at the point where attendance recommences. The aid director attaches the student’s attendance from a printed report obtained from the student accounting system to the progress report. The progress reports are filled out by the instructor indicating the student’s cumulative grade, verifying student’s attendance, and the student’s completion of 67% of the program’s/career option’s learning objectives. The aid director then gives the progress report to the Financial Aid Director and she determines if the student is meeting SAP standards for that payment period. **Additionally, the student must successfully complete all the clock hours and curriculum associated with the hours in each corresponding payment period before receiving the next scheduled Pell grant disbursement.**

**FINANCIAL AID WARNING AND SUSPENSION STATUS**

If a student receives a progress report that is not in compliance with the SAP requirements as outlined above, the student will be informed in writing about his/her failure to maintain SAP. The first time a student does not meet SAP requirements he/she will be placed on **Financial Aid Warning Status** for the next pay period. **There is no appeal process necessary for the warning status.** The student may continue to receive Title IV aid for one warning period. During the warning period, the student must maintain all SAP requirements. **Students who fail to maintain SAP during the warning period** will then be placed on **Financial Aid Suspension** and will be suspended from receiving further Title IV financial aid at NWTC.

**Re-Establishing Financial Aid Eligibility after Being Placed on Financial Aid Suspension**

A student who is placed on financial aid suspension due to failure to meet SAP during a warning period will be informed in writing of his/her suspension status and Title IV financial aid for that student will be suspended at NWTC. A student who has been placed on financial aid suspension after failing to meet SAP during a warning period may file an appeal to have their Title IV funds reinstated. If an appeal is denied, the only way that a student can become eligible for aid is to once again met SAP requirements in a pay period for which they are responsible for their tuition and/or fees which are to be paid by the tenth day of the next pay period unless other arrangements are made and agreed upon by the business office and the Assistant Superintendent. If the student whose appeal has been denied comes back into compliance with the SAP standards during this financial aid suspension payment period, then they may once again become eligible for financial aid assistance for the next payment period, but will continue to be on probation status for all following pay periods.

**Appeal Process after a Suspension**

Students who have been placed on suspension and have been denied Title IV aid on the grounds of not meeting SAP during their warning period have the right to appeal the aid denial. To appeal, a student
must file a written request within 5 days of receiving written notification by the Financial Aid Director of their financial aid suspension status. The appeal form can be found in the Financial Aid Director’s office. The student’s appeal should include information and/or evidence as to why the student failed to make SAP and should also include what has changed that will now allow the student to make SAP at the next evaluation period.

Also included in the appeal should be any mitigating circumstances which contributed to the suspension status. Mitigating circumstances may include, but are not limited to, serious illness experienced by the student, accident resulting in severe injury to the student, or death in the student’s immediate family. Other circumstances may be classified as mitigating if they are serious in nature, prevent the student from attending classes, and are deemed to be so by the Financial Aid Appeal Committee. (The Financial Aid Appeal Committee is made up of the student, an instructor, Counselor, Financial Aid Director, Assistant Superintendent and a neutral party designated by the Assistant Superintendent).

The Financial Aid Appeal Committee will meet in person with the student and the written appeal will be reviewed by the committee. If the committee believes it necessary, they may require the student to provide further documentation (such as a letter from a doctor) to substantiate or explain the mitigating circumstances. The student will be informed in writing within five school days as to the status of the appeal. The student will then either be denied further Title IV aid on the grounds of unsatisfactory progress or Title IV aid will be reinstated. If the appeal is granted and the student’s aid is reinstated, he/she must still complete all hours in the previous pay period if hours are still owed before receiving additional aid. A student who has been granted an appeal will now be on Financial Aid Probationary Status and must continue to make SAP during all subsequent payment periods. (Please see the Financial Aid Probation Status section in this handbook.)

By granting an appeal, the Financial Aid Appeal Committee has agreed that the student will be able to make SAP by the end of the next payment period. In some cases, a student may be placed on an academic plan that will ensure the student’s ability to meet SAP standards by a specific point in time during the next pay period. If it is felt by the Financial Aid Appeal Committee that an academic plan is needed, the plan will be provided in writing by the instructor and will be signed by the Financial Aid Appeal Committee and the student. The academic plan will then become part of the student’s financial aid file and classroom plan of study.

If a student is denied an appeal after financial aid suspension, then that student is responsible for paying tuition and/or fees in full no later than the tenth day of the next pay period unless other arrangements are made and agreed upon by both the business office and the Asst. Superintendent. If the student whose appeal has been denied comes back into compliance with the SAP standards during this financial aid suspension payment period, then they may once again become eligible for financial aid assistance for the next payment period, but will continue to be on probation status for all following pay periods.

**Withdrawal and Incompletes**
Students are given a letter grade at the time of withdrawal. Students making SAP at the time of their withdrawal who return to the same program/career option within 180 days are considered to be in the same payment period. If a student returns within 180 days no payment would occur until the student had completed the previous payment period. A grade of “I” for incomplete is regarded as unsatisfactory academic progress for the purpose of Title IV aid administration.

**Repeating Coursework**
If a withdrawn student re-enters the same program within 180 days, the student cannot receive payment for repeating coursework. However, in some cases where a student withdraws and re-enters the same program, the instructor may require the student to start at the beginning of the program depending on how much time has lapsed. In this case, the student can be paid for repeating coursework as the student is receiving credit for the repeated course. If a withdrawn student re-enters the same program after 180 days, they will be treated the same as a transfer student. The program hours will be reduced by the number of hours the student receives credit for.
Suspended Status Student Transferring to a New Program/Career Option
A student who is suspended in a program/career option and who then transfers to or comes back to a new program/career option at NWTC and who has hours from the previous program/career option that would transfer into the new program/career option will remain on suspended status if the hours that are transferred render the student to be out of compliance with the SAP requirements. If the transferred hours do not render the student to be out of SAP compliance, then that student would be eligible for financial aid in the new program/career option. A student who is on suspended status comes back in a new program/career option in which none of the previous hours would transfer into the new program/career option is eligible for aid in the new program/career option.

FINANCIAL AID PROBATION STATUS
A student will be on **Financial Aid Probation** after having their Title IV aid reinstated following a successful appeal. **A student on probation status may receive aid on this status for only one payment period.** If a student fails at any time to meet SAP after being placed on financial aid probation status, then that student would once again be placed on financial aid suspension. **A student who has failed to meet SAP requirements while on financial aid probation status may not file another appeal.** The only way that a student can become eligible for aid is to once again met SAP requirements in a pay period for which they are responsible for their tuition and/or fees which are to be paid by the tenth day of the next pay period unless other arrangements are made and agreed upon by the business office and the Assistant Superintendent.

STUDENT INFORMATION AND GUIDELINES

VACCINATIONS/IMMUNIZATIONS
Oklahoma law states that no minor child shall be admitted to any public or private school unless the parent or guardian presents to the school certification that the child has received the required immunizations. NWTC is not the monitoring facility for immunization records.

State Statute 70-3243 requires public/postsecondary educational institutions to provide information on the risks associated with meningococcal disease and the benefits of the vaccination. Meningitis is an inflammation of the membrane that surrounds the brain. Left untreated, it can cause seizures, coma, lasting disability and even death. Health professionals are recommending that students receive the meningitis vaccine. Additional information is available at your local county health department.

All adult health students must provide immunization records to meet the clinical facilities guidelines.

VACCINATION POLICY FOR PRACTICAL NURSING STUDENTS
Northwest Technology Center has additional vaccination regulations for Practical Nursing students. Those students must provide:

- Evidence of current immunization to tetanus and MMR (measles, mumps and rubella)
- Evidence of a negative tuberculin skin test or evidence of a negative chest x-ray in the event of a positive tuberculin skin test within the past 12 months
- Evidence of the first injection of the Hepatitis B vaccine
- Evidence of positive varicella titer, and evidence of childhood immunizations

ABILITY TO BENEFIT (ATB)
The Consolidated and Further Continuing Appropriations Act of 2015 (Pub L 113-235) was enacted on December 16, 2014. The new law changed section 484(d) of the Higher Educations Act of 1965 (HEA) to allow a student who is enrolled in a financial aid eligible career pathway, but does not have a high school diploma, GED, or homeschool equivalency to be eligible for Title IV financial aid through Ability to Benefit (ATB) alternatives. The student must pass an independently administered Department of Education
approved ATB test or complete at least 225 clock hours in a financial aid eligible career option that is applicable toward a certificate. Students MUST concurrently enroll in GED classes that are not eligible for Title IV financial aid funding. NWTC does not currently have any programs that qualify as a career pathway under the ATB guidelines, nor does NWTC offer GED classes.

**VOTER REGISTRATION**
NWTC provides the paper copy of voter registration applications in the Central Office. These applications are also available at the County Election Board. Applications may be downloaded at www.elections.ok.gov.

**CONSTITUTION DAY AND CITIZENSHIP DAY**
Constitution Day and Citizenship Day shall, in accordance with federal law, be held each year on September 17th. The purpose of Constitution Day and Citizenship Day is to commemorate the formation and signing on September 17, 1787, of the United States Constitution and recognize all who, by coming of age or by naturalization, have become citizens.

The technology center shall hold an educational program on the United States Constitution on September 17th of each year for the students served by the district in observation of Constitution Day and Citizenship Day. When September 17th falls on a weekend or holiday, the day shall be observed on a school day just before or after September 17th. The manner in which the day shall be commemorated shall be within the superintendent’s discretion. Reference: 36 U.S.C. § 106; Public Law 108-447.

**DISCRIMINATION, HARASSMENT, AND RETALIATION**
The technology center is committed to providing all students and employees with a safe and respectful school environment. Both state and federal law specifically prohibit harassment of or by employees and students in connection with the district.

The district prohibits discrimination, harassment or retaliation based on real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. This prohibition applies to students, employees and board members in any aspect of the district’s programs, including during school hours, extracurricular activities, technology center sponsored events, or outside of school hours if the conduct affects the education or working environment.

**Definitions**

“Employee” for purposes of this policy, includes all technology center employees, board members and volunteers.

“Student” refers to any person who is enrolled in any program.

“Harassment” means repetitive, unwelcome conduct which is based on a person’s real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Examples of harassment include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse; intimidation (physical, verbal or psychological); impeding or blocking a person’s movement; unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person’s alleged sexual activities. Demeaning comments about a student’s ability to excel in a class historically considered a “boy’s” or a “girl’s” subject may also constitute harassment.
“**Sexual harassment**” is a type of harassment which includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which:

- is made an explicit or implicit term or condition of an employee’s employment or a student’s ability to obtain an education; or
- is used as a basis for decisions impacting either an employee’s employment or a student’s education; or
- has the purpose or effect of unreasonably or substantially interfering with an employee’s work performance or a student’s educational performance, or creating an intimidating, hostile, or offensive environment.

In order to constitute sexual harassment, the conduct at issue must be unwelcome. Sexual conduct between minor students and employees will always be considered unwelcome. Sexual harassment also includes conduct such as rape, sexual assault, stalking, and any other form of sexual violence.

Sexual harassment may occur between persons of the same gender or sex.

Nothing in this policy precludes legitimate, nonsexual physical contact to avoid physical harm to persons or property.

“**Retaliation**” is any negative conduct which is a taken in response to an individual’s complaint of harassment or discrimination, or participation in any investigation of a harassment or discrimination complaint.

**Reporting**

Students who have been harassed or discriminated against, or who witness such conduct, are encouraged to report the offensive conduct to any instructor, counselor, administrator, or board member.

Employees who witness, suspect or receive a report of harassment or discrimination must immediately report the incident to the superintendent or a board member – even if that report must be made after hours to the superintendent or board members home or cell phone.

Any employee who receives a harassment, discrimination or retaliation report will immediately refer the matter to the superintendent or the Title IX coordinator, unless the superintendent or Title IX coordinator is the alleged malfeasant. In such circumstances, the complaint will be referred to the board president or the district’s legal counsel. To ensure impartiality, no person who is the subject of a complaint shall conduct any investigation into the improper conduct.

If possible, reports should be made in person and/or in writing, and be signed by the reporting party. However, in order to encourage full, complete and immediate reporting, any person may report such incidents anonymously in writing by mailing the report to the personal attention of either the superintendent or a board member. All reports should state:

- the name of the alleged harasser;
- the person(s) being harassed;
- the nature, context and extent of the prohibited activity;
- the dates of the prohibited activity, and;
- any other information necessary to a full report and investigation of the matter.

Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act. Individuals may simultaneously report an allegation of this type of misconduct to school officials and to the United States Equal Employment Opportunity Commission, the Oklahoma Human Rights Commission, or local law enforcement.

**Administrative Response**

The district will promptly, thoroughly and impartially investigate all reports of harassment and discrimination. This process will include:
• A statement from the individual who was allegedly harassed;
• Appropriate and reasonable steps to separate and protect the alleged victim pending conclusion of the investigation and necessary remedial action;
• Reasonable updates to the alleged victim of the investigation’s progress, subject to federal and state laws and regulations;
• Interviews with the alleged harasser, alleged victim and witnesses; and
• Review of relevant documents, including district files and records.

The district will review all relevant facts and take into account the totality of the circumstances - including the nature, extent, context and gravity of the activities. At the conclusion of this process, the superintendent, in conjunction with the Title IX coordinator, will issue findings based on the preponderance of the evidence and take appropriate measures, including but not limited to: education, information on available outside resources, training and counseling, transfer, suspension, removal from a program, and any other appropriate remedy under the circumstances. Employees may also be terminated for engaging in harassment, discrimination or retaliation.

Confidentiality shall be maintained during and after the investigation to the extent reasonably possible. However, public disclosure of personal or confidential employee information may be made during the course of any suspension, dismissal, non-renewal hearing or resulting litigation.

Penalties
Penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.

Any employee or student engaging in harassment, discrimination or retaliation will be subject to any and all disciplinary action allowed by school policy and Oklahoma law.

STUDENT BULLYING
Statement of Legislative Mandate and Purpose
This policy is a result of the legislative mandate and public policy embodied in the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq. (“Act”). The technology center intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the technology center’s policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

Definition of Terms
A. Statutory definition of terms:

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

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

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

Note: Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.
"At school" means on technology center grounds, in technology center vehicles, at technology center sponsored activities, or at technology center sanctioned events.

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

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

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

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

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

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

Students and staff will be periodically reminded throughout the year of the availability of this policy, the technology center’s commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the technology center’s other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The technology center’s bullying coordinator and individuals designated as campus investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the technology center’s strategy for counseling and referral for those affected by bullying.

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

Student Reporting
Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or campus administrator. The employee will give the student an official report form, and will help the student complete the form, if needed. Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.
**Staff Reporting**
Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the campus director on an official report form. Any staff member who witnesses, hears about, or suspects bullying is required to submit a report.

**Bullying Investigators**
Each campus will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the technology center's website, and in the bullying prevention education provided annually to students and staff. The technology center's anti-bullying program is coordinated at the district level by its bullying coordinator, the superintendent of schools.

**Investigating Bullying Reports**
For any alleged incidents of bullying reported to technology center officials, the designated official will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), (iii) the potential for future violence, and (iv) the reason for the actual or perceived bullying.

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

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation. In the event the investigation reveals that bullying occurred, the technology center’s bullying coordinator will refer the student who committed the act of bullying to a delinquency prevention and diversion program through the Office of Juvenile Affairs.

Upon completion of an investigation, the campus director may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The campus director may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a technology center official believes the resource might be of assistance to the student/family. The technology center is not responsible for paying for these services. No technology center employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All technology center employees will act in good faith.

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

**Parental Notification for Minor Students**
The assigned investigator will notify the parents (minor students only) of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents (minor students only) of a target with the results of the investigation and any community resources deemed appropriate to the situation. If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents (minor students only) of the bully to discuss disciplinary action and any community
resources deemed appropriate to the situation. The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

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

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

**Monitoring and Compliance**
In order to assist the State Department of Education with compliance efforts pursuant to the *School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2* et seq., the technology center will identify a Bullying Coordinator who will serve as the contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and the technology center will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator.

A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the technology center’s Annual Performance Report.
Reference: OKLA. STAT. tit. 70 § 24-100.2

**STUDENT POSSESSION OF DANGEROUS WEAPONS**
Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the technology center. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the technology center.

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

For purposes of this policy, "possession of a dangerous weapon" includes, **BUT IS NOT LIMITED TO**, any person having a dangerous weapon: (1) on his or her person; (2) in his or her locker; (3) in his or her vehicle; (4) held by another person for his or her benefit; or (5) at any place on technology center property, a technology center bus or vehicle, or at a technology center activity.

A dangerous weapon includes, **BUT IS NOT LIMITED TO**, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife, regardless of the length or sharpness of the blade, any pen knife, "credit card" knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, garrotes, choking devices, mace, pepper spray, and any item whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or
facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person’s consent. **THE FOREGOING LIST OF "DANGEROUS WEAPONS" IS DESCRIPTIVE AND BY WAY OF EXAMPLE ONLY AND IS NOT TO BE CONSIDERED AN EXCLUSIVE OR LIMITING LIST OF DANGEROUS WEAPONS. IT WILL NOT BE A DEFENSE TO ANY DISCIPLINARY ACTION UNDER THIS POLICY THAT THE STUDENT POSSESSING THE DANGEROUS WEAPON DID NOT KNOW THAT IT IS A DANGEROUS WEAPON, BUT SUCH CLAIM OF A LACK OF KNOWLEDGE MAY BE CONSIDERED IN MITIGATION OF ANY DISCIPLINARY PENALTY.**

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

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

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

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

A student who has been suspended from a K-12 school or another technology center because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into the technology center.

A student’s inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on technology center property, a technology center bus or vehicle, or at a technology center activity is no defense or excuse to compliance to this policy, but may be considered in determining the length or severity of any punishment for violation of this policy.

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

**Adult Students and Handguns on School Campus**

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

Reference: OKLA. STAT. tit. 21 § 1272

This information is intended to serve as a guideline for students and parents. Any questions should be referred to the Office of the Assistant Superintendent. For detailed information concerning the **NWTC GUN-FREE SCHOOLS - SECONDARY STUDENT SUSPENSION POLICY**, please see Section 10 of the NWTC Board of Education Policy Manual available on our website at [www.nwtech.edu](http://www.nwtech.edu).

**US COPYRIGHT LAW INFRINGEMENT AND SANCTIONS**

The technology center does not condone, and will not allow, violations of the United States copyright laws. Subject to certain specific exceptions, the owner of a copyright has the exclusive right to reproduce, distribute, perform, or display the copyrighted work or to authorize such reproduction, distribution, performance, or display. An exception to the exclusive rights is the Doctrine of Fair Use. The fair use of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. The following factors shall be considered in determining fair use for all works other than broadcast programming:

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

**Broadcast Programs**

A “broadcast program” is any television program transmitted by a television station without charge to the general public.

Staff members may record a broadcast program for the staff member’s one time instructional use. The broadcast program must be used within ten (10) school days of the recording and must be destroyed within forty-five (45) calendar days of recording. Staff members may also view a program to determine whether to purchase the program and add it to the curriculum.

The technology center will not record multiple copies of the same broadcast program for an individual staff member, and will not record broadcast programs without first receiving a request to record.

**Exceptions**

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


NWTC requires that all students adhere to current copyright laws and congressional guidelines and avoid plagiarism (using another person’s ideas or creative work without giving credit to that person). The copyright laws of the United States make it illegal to duplicate copyrighted materials (the work of another person) without written permission. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act. These rights include the right to reproduce or distribute a copyrighted work. In the file-
sharing context, downloading or uploading substantial parts of copyrighted work without authority constitutes infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess cost and attorneys’ fees. For details see Title 17, United States Code, Section 504,505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines up to $250,000 per offense. For more information, visit the website of the U.S. Copyright Office at www.copyright.gov.

Unacceptable use of the internet includes sending or receiving any material in violation of any federal, state, or local regulations. This includes, but is not limited to copyrighted material.

- threatening material
- obscene material
- pornographic material
- material protected by trade secret

Students may not use the internet to advertise products or promote political points of view. Deliberate attempts to vandalize, damage, disable or disrupt the property of the District, another individual, organization, or the network. Use of the District's networks, computers, software, and Internet access is considered a privilege, not a right. Inappropriate use may result in school disciplinary action from revocation of user privileges up to and including suspension or dismissal from NWTC.

**PEER-TO-PEER FILE SHARING**
NWTC uses Barracuda filtering software to prevent peer-to-peer file sharing. This is CIPA (Children Internet Prevention Act) compliant. It shall be required by NWTC to educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and other cyber bullying awareness and response. Inappropriate actions or behaviors could possibly result in civil or criminal liabilities.

**INTRUDER POLICY**
An intruder is an individual in the school building who has not followed established visitor procedures and may or may not be a safety hazard to the school. Any student or school personnel who observes an individual in the building who appears suspicious or out-of-place should immediately contact their instructor or the central office for assistance. NWTC will conduct 2 intruder drills per year on campus.

**EMERGENCY RESPONSE AND EVACUATION POLICY**
Emergency procedures for fire, weather and intruder alert are posted in each area and complete instructions will be given to each student, faculty and staff member of NWTC. Regular drills will take place throughout the school year. In addition, NWTC provides timely warning to the campus community of any occurrences of crime or suspicions of danger that are reported and are considered to represent a threat to students and/or employees. NWTC officials will notify the campus community immediately upon confirmation of a significant emergency, unless issuing the notification will compromise efforts to contain the emergency. Resources that may be used to disseminate emergency information include the mass notification phone system, email, the home web page, the campus intercom, and internal alarms.
CAMPUS SECURITY AND CRIME AWARENESS

HIGHER EDUCATION ACT SECTION 485(f) JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT (CLERY ACT)

CAMPUS SECURITY REPORT & STATEMENT OF POLICY ON REPORTING CRIME ON CAMPUS

NWTC strives to maintain a secure and safe environment for its students, employees, and the public, and encourages all persons to report any criminal or suspicious activity to the Assistant Superintendent who will take appropriate action after analyzing and investigating the seriousness of the incident. If a crime should occur on campus, a victim or witness should report it immediately to the Assistant Superintendent’s Office located in the Central Office area.

The Assistant Superintendent will report this crime to the appropriate local authorities who will then gather information and make an official report. He/she will maintain a daily record (crime log) of crimes reported to the police containing the nature, date, time, and general location of each crime and the disposition of the complaint, if known. This record will be available to the public upon request unless the release of information would jeopardize an on-going criminal investigation or the safety of any individual.

NWTC provides timely warning to the campus community of any occurrences of crime that are reported and are considered to represent a threat to students and/or employees. Timely warnings may come in the form of a call from the school’s automated call system, a text message, an announcement on the intercom, or a personal visit to the employees’ offices and to the classrooms.

STATEMENT CONCERNING SECURITY OF FACILITIES

NWTC understands its mission in providing education to its students, including access to the facilities. It is equally important that we be aware of our responsibilities to our students, our employees, and the public in providing a secure and safe environment in which to study and work. Protection of the facilities and equipment is also considered.

➢ There are scheduled times for all building lockups. NWTC maintenance staff performs these duties.

➢ Classrooms are kept locked when a class is not in session. Students may be authorized to be in a classroom when class is not in session only under the direct supervision (physically present) of a faculty or staff member.

➢ No building keys will be issued to students, nor will a faculty or staff member loan a building key to a student or non-employee. The only exception by the district is with permission of the administration.

➢ NWTC faculty and staff are encouraged to check in with the law enforcement department if they are going to be in the building after normal working hours. Law enforcement agencies will also make periodic welfare checks.

STATEMENT ON CAMPUS LAW ENFORCEMENT

NWTC depends on local or county law enforcement services for its campus. These officers help provide a safe campus environment for students, staff, and visitors. NWTC has an agreement with law enforcement for officers to perform a variety of tasks, which include providing a Campus Resource/Security Officer, investigation of criminal activity, apprehension of criminals, accident and fire response.

NWTC maintains an excellent working relationship with local law enforcement officials. Serious crimes and other incidents that are deemed to be of interest to State and/or local agencies are reported to those agencies. All serious crime is reported to the Oklahoma Bureau of Investigation (OSBI) Headquarters for publication in the annual Uniform Crime Report.

NWTC encourages all persons to report criminal or suspicious activity to a NWTC administrator who will take appropriate action after analyzing and investigating the seriousness of the incident.
STATEMENT OF PROGRAMS AND SECURITY PROCEDURES AND PRACTICES
The Campus Security Report is available to all NWTC students. Upon enrollment all students receive a copy of the Student Handbook, which includes a section that describes how and where students can locate this report. Also available to students is the NWTC Campus Safety and Security Annual Report to the Community Handbook. A copy of all handbooks are available in the Central Office, Counselor’s Office, Financial Aid Office and in all Administrative Offices. In addition to being informed about Campus Security during orientation and with periodical updates, by October 1st of each year, Northwest Technology Center publishes and distributes an annual Campus Security Report to all enrolled students and current employees. A paper copy of the report is available upon request in the Financial Aid Office. A summary of the report may be viewed below, on our website at www.nwtech.edu, and also a complete copy of the report may be viewed at http://ope.ed.gov/security. NWTC Crime Prevention activities may include, but are not limited to, crime prevention seminars for students, staff, and faculty.

CAMPUS SAFETY AND THE JEANNE CLERY ACT
The technology center has taken steps toward improving the safety and well-being of students, employees and visitors. The technology center engages in comprehensive violence prevention efforts, including education programs which seek to increase awareness and reduce incidents of misconduct such as bullying, harassment, intimidation, retaliation, and criminal acts including sex offenses. The technology center will not tolerate these acts on its campus, or off campus if such conduct impacts the education environment.

Bullying, Harassment, Intimidation and Retaliation
These forms of misconduct will be investigated and responded to under the technology center’s policies and procedures related to such misconduct. Copies of these policies and procedures are available at each campus in the office of the assistant superintendent.

Criminal Activity and Sex Offenses
Criminal activity is defined as any conduct which violates a local, state or federal law. Examples include, but are not limited to, all forms of homicide, assault, battery, robbery, theft, arson, property crimes, hate crimes, weapons violations, and drug/alcohol violations.

Sex offenses are a type of criminal activity and are defined as unwelcome conduct of a sexual nature. Sex offenses commonly include stalking, rape, and acquaintance rape. Sex offenses may include other misconduct, whether violent or nonviolent, if the conduct is unwelcome and is of a sexual nature.

Reporting Criminal Activity and Sex Offenses
Any individual who has witnessed or been the victim of criminal activity, including sex offenses, should immediately report the incident to the assistant superintendent of the respective campus or local law enforcement (911). This will increase safety and allow for critical evidence to be preserved. Any member of the technology center’s administrative team will help students report sex offenses to law enforcement upon the student’s request.

Sex offenses should also be promptly reported to the technology center’s Title IX Coordinator so the technology center can conduct an appropriate investigation and take the necessary remedial actions. Reports can be made to:

Title IX Coordinator Or Title IX Coordinator
Northwest Technology Center Northwest Technology Center
1801 11th Street 801 Vo-Tech Drive
Alva, OK 73717 Fairview, OK 73737

Investigations
All criminal activity and sex offenses alleged to have occurred on campus, whether involving a visitor, employee or student, will be promptly investigated. All sex offenses alleged to have occurred off campus but involving a technology center student will be investigated to determine if the incident has impacted the education environment. Although this investigation may be conducted in conjunction with local law enforcement, the technology center will independently determine whether student or employee disciplinary consequences are appropriate and what, if any, victim supportive services should be offered.
Disciplinary Procedures and Consequences
Both the accused and the accuser have the right to be present and/or represented at any formal disciplinary hearing, and both shall be informed of the outcome of the investigation.

Any student or employee who is determined to have committed a sex offense or other crime on campus will face severe disciplinary consequences, up to and including termination for employees and expulsion for students. A full statement of the technology center’s disciplinary procedures can be found in policies regarding student behavior (for students) and professional conduct (for employees). These technology center sanctions are independent of other civil or criminal penalties through law enforcement.

Supportive Services for Victims of Sex Offenses
Any individual who is the victim of a on-campus sex offense, and any student who is the victim of an off-campus sex offense impacting the education environment may receive information on community resources such as mental health care, victim advocacy and housing referrals. Technology center administrators will work with these individuals to assess the need and craft appropriate interventions to ensure continued student and employee success.

Statistical Information
Prior to October 1st of each year, the technology center will disseminate a campus crime report to all current students and employees via e-mail when available or by individual paper copy as well as by posting on the technology center’s website after individually notifying employees and students of the availability of the report. The report will comply with all aspects of the Clery Act. Applicants and members of the public may view the report on the technology center’s website or may request a copy of this report from the financial aid office. The district will maintain all statistical data on Clery Act crimes for seven (7) years.

SUMMARY OF THE ANNUAL CAMPUS CRIME SECURITY REPORT

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This information is presented as a summary and is intended to serve as a guideline for students and parents. For detailed information regarding campus safety and security and to view the complete CAMPUS SECURITY REPORT, please refer to the NWTC CAMPUS SAFETY AND SECURITY ANNUAL REPORT TO THE COMMUNITY HANDBOOK available in the Financial Aid Office and on our website at www.nwtech.edu.
These acts expand the Clery Act’s coverage rights to victims of domestic violence, dating violence, and stalking. They also update prevention guidelines and victim’s rights.

In compliance of these acts, Northwest Technology Center will notify victims (students or employees) of their rights and options in writing, including the importance of preserving evidence; to whom an offense may be reported; the option to, or not to, seek police assistance; possible sanctions that may be imposed following an institutional disciplinary procedure; the institution’s responsibilities regarding judicial no-contact, restraining and protective orders; existing counseling, health services, mental health services, victim advocacy, legal assistance and other victim services on-campus and in the community; and options for, and available assistance for, changing academic, living, transportation and work situations, if requested by the victim and such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.

Northwest Technology Center’s procedures for investigating and conducting discipline proceedings in domestic violence, dating violence, sexual assault, and stalking cases include that the investigation and resolution will be prompt, fair and impartial; a “statement of the standard of evidence” used during the preceding; the annual training of officials conducting the proceedings to ensure the protection of the victim’s safety and the promotion of accountability; the identification of sanctions or protective measures the institution will impose after final determination that rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking has occurred; that the accuser and the accused are afforded equal opportunity to be present during the disciplinary proceeding; both parties must have the ability to be accompanied at any meeting or proceeding by an advisor of their choice; the accuser and the accused must be simultaneously notified in writing of the outcome of the proceeding, appeal procedures, any change to the result before it becomes final, when the result will become final, and that disclosure of the outcome is unconditional; and institutional policies that address the protection of a victim’s confidentiality, including record-keeping that excludes a victim’s personally-identifiable information.

Northwest Technology Center will offer students and new employees counseling and programs that promote awareness and prevention of rape, acquaintance rape, domestic violence, sexual assault, and stalking. These programs will include a statement that the institution prohibits those offenses; the definition of domestic violence, dating violence, sexual assault and stalking in the applicable jurisdiction; the definition of consent for sexual offenses in the applicable jurisdiction; “Safe and positive” options for intervention by bystanders an individual may take to “prevent harm or intervene” in situations; recognition of signs of abusive behavior and instruction on how to avoid potential attacks; information about the institution’s policies and procedures; and ongoing prevention and awareness campaigns for students and faculty throughout the school year.

Northwest Technology Center follows the Clery Act’s anti-retaliation policy that “No officer, employee, or agent of an institution...shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under [the Clery Act].”
FERPA – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
Northwest Technology Center maintains an educational record for each student who is or has been enrolled at the technology center in the Central Office. In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, the following student rights are covered by the Act and afforded to all eligible students at Northwest Technology Center.

All rights and protections given to parents under FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student."

Notification of Rights Under FERPA
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that affords parents of minor students and "eligible students" over 18 years of age certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days from the day the technology center receives a request for access.
   Parents of minor students or eligible students must submit a written request to the campus director or appropriate technology center official that identifies the record(s) they wish to inspect. This administrator will make arrangements for access to the education records and will notify the parent of a minor student or eligible student of the time and place where these records may be inspected.

2. The right to request correction of the student's education records that the parent of a minor student or eligible student believes inaccurate, misleading or otherwise in violation of the student's privacy rights.
   Parents of minor students or eligible students may ask the technology center to amend a record they believe is inaccurate, misleading or otherwise in violation of the student's privacy rights. They must submit a written request to the campus director or appropriate technology center official, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of the student's privacy rights.
   If the technology center decides not to make changes in the record as requested, the technology center must notify the minor student's parent or eligible student of the decision and advise them of their right to a hearing regarding the request for correction. Additional information about hearing procedures will be provided to the minor student's parent or eligible student at the time of this notification.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (34 CFR § 99.31).
   Technology center officials with legitimate educational interests are permitted disclosure without consent. An official is a person employed by the technology center as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the board of education; a person or company with whom the technology center has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another official in performing his or her tasks.
   An official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
   Upon request, the technology center will disclose education records without consent to officials of another technology center in which a student seeks or intends to enroll.
   Technology centers may disclose, without consent, “directory” information; however, the technology center must inform parents and eligible students about directory information, allowing
them a reasonable amount of time to request that the technology center not disclose directory information about that student.

Technology centers must notify parents of minor students and eligible students annually of their rights under FERPA by means of a special letter, bulletin, student handbook and/or other means left to the discretion of each technology center.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the technology center to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office  
   U.S. Department of Education  
   400 Maryland Avenue, SW  
   Washington, D.C. 20202-5901

Directory Information Notice
The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the technology center, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your or your minor child’s education records. However, the technology center may disclose appropriately designated “directory information” without written consent, unless you have advised the technology center to the contrary in accordance with technology center procedures. The primary purpose of directory information is to allow the technology center to include this type of information from education records in certain school publications. Examples include:

- Recognition lists
- Graduation programs
- Press releases

Two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their minor child’s information disclosed without their prior written consent. Directory information will not be released to outside organizations for commercial or non-commercial purposes.

If you do not want the technology center to disclose directory information from your or your minor child’s education records without your prior written consent, you must notify the superintendent in writing. The technology center has designated the following information as "directory information," and it will disclose that information without prior written consent:

1. The student’s name
2. The student’s address
3. The student’s telephone listing
4. The student’s date and place of birth
5. The student’s dates of attendance
6. The student’s grade level (i.e., 11th grade, 12th grade, etc.)
7. The student’s degrees, honors and awards received
8. The most recent educational agency or institution attended
9. The student’s photograph
10. The student’s electronic mail address

This information is presented as a summary and is intended to serve as a guideline for students and parents. Any questions concerning the student’s rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Office of the Assistant Superintendent. The FERPA policy in its entirety can be viewed in the NWTC Board of Education Policy Manual. Copies of the complete Family Educational Rights and Privacy Act are available upon request and can be obtained in the Central Office, Financial Aid Office, Counselor’s Office and on our website at www.nwtech.edu. For detailed information regarding the NWTC STUDENT RECORDS POLICY including FERPA, please see Section 9 of the NWTC Board of Education Policy Manual available on our website at www.nwtech.edu.
STUDENT GRIEVANCE PROCEDURE

STUDENT GRIEVANCE PROCEDURE
It is the policy of Northwest Technology Center to adopt and publish a grievance procedure which provides a prompt and equitable resolution of complaints from students, parents, employees, and patrons of the school district.

Definitions

Complaint: A written or verbal complaint alleging any action, policy, procedure or practice that discriminates on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information (including harassment and retaliation).

Grievant: Any person enrolled in or employed by the technology center or a parent/guardian of a minor student, or member of the public who submits a complaint alleging discrimination based on race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information (including harassment or retaliation). For purposes of this policy, a parent or guardian’s complaint or grievance shall be handled in the same manner as a minor student’s complaint would be.

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

Alva Campus  
Northwest Technology Center  
580-327-0344  
1801 11th Street  
Alva, OK  73717

Fairview Campus  
Northwest Technology Center  
580-227-3708  
801 Vo-Tech Drive  
Fairview, OK  73737

Any individual who has experienced some other form of discrimination, including discrimination not listed above, may contact:

Superintendent  
Northwest Technology Center  
580-327-0344  
1801 11th Street  
Alva, OK  73717

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

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

Filing, Investigation, Hearing and Review Procedures
The Grievant submits a written or verbal complaint to one of the Coordinators, as applicable, stating the basis, nature and date of the alleged discrimination, harassment or retaliation, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to
have committed the discriminatory act(s), then the complaint should be submitted to the superintendent for assignment. Complaint forms are available from the offices of the district’s Coordinators.

The Coordinator conducts a complete and impartial investigation within 10 days of receiving the complaint, to the extent reasonably possible, which shall include but not be limited to, interviewing the Grievant and any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to: a confirm or deny facts; b indicate acceptance/rejection of the Grievant’s requested action; and c outline alternatives.

The Coordinator will not delay the investigation of the discrimination complaint, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations, and the Coordinator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by the district’s grievance policy.

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

Within 5 days after completing the investigation, the applicable Coordinator will issue a written decision to the Grievant and Respondent. The report will include: (a) a summary of facts, (b) an analysis of the appropriate legal standards applied to the facts, and (c) findings regarding whether the alleged discrimination occurred. If a finding is made that discrimination occurred, the Coordinator’s report shall also contain: (a) recommended interim and permanent steps, including examples of the range of possible disciplinary sanctions and remedies available to address the discriminatory effects on the grievant and other, necessary to eliminate the discrimination, prevent its reoccurrence, and remedy its effects, as well as (b) the resources, including medical and counseling resources, that are available to students and witnesses. The decision will be based on a preponderance of evidence standard (i.e., it is more likely than not that the alleged discrimination occurred).

If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within 5 days and request an appeal to the superintendent. The written appeal shall contain a specific statement explaining the basis for the appeal. Within 5 days after receiving the appeal request, the applicable Coordinator will refer the matter to the superintendent for a hearing. At the hearing and as far as practicable, efforts should be made to prevent the Grievant and Respondent from personally questioning and cross-examining each other. Additionally, the Grievant and Respondent will be afforded similar rights (i.e., timely access to information that will be used at the hearing, opportunity to present his or her side of the story, presentation of character witnesses, review of party statements). If the superintendent is the person alleged to have committed the discriminatory act(s), then a different decision maker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent and the superintendent. The hearing will be conducted within 10 days after the Coordinator refers the matter to the superintendent for hearing.

The superintendent will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.

Within 5 days after completing the investigation the superintendent will issue a written decision to the Grievant and Respondent. If the Grievant or Respondent is not happy with the decision, he or she must notify the superintendent, in writing, within 5 days, and request an appeal to the board of education. The written appeal shall contain a specific statement explaining the basis of the appeal.
The superintendent will notify the board of education, in writing, within 5 days after receiving the appeal. The clerk will place the appeal on a board agenda within 30 days from the date of notification to the board of education.

The board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the board meeting, the board may ask for oral or written evidence from the parties and any other individual it deems relevant. The clerk will make arrangements to audiotape any oral evidence presented. Within 5 days of the meeting, the board will issue a final decision in writing to all parties involved.

**General Provisions**

**Duty of District Employees to Report Alleged Discrimination:** District employees, supervisors and administrators are required to immediately report any complaints, reports, observations, or other alleged information of alleged discrimination, including harassment and retaliation, to the designated coordinator, even if that district employee is investigating the alleged discrimination as part of the district’s student or employee disciplinary process, and provide the Complainant with information for filing a complaint form if requested, and contact information for the district’s designated coordinator. If the district is using its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the district’s standards for a prompt and equitable grievance procedure.

**Extension of time:** Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the board of education issues a final decision shall be no more than 120 days.

**Access to Regulations:** Upon request, the Coordinator shall provide copies of any regulations prohibiting discrimination on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

**Confidentiality of Records:** Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the district. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.

**Representation:** The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.

**Corrective Action:** After all facts and circumstances are reviewed, the district shall take any and all disciplinary actions to prevent further harassment or discrimination. Possible disciplinary or remedial actions include, but are not limited to: education, training and counseling, transfer, and/or suspension of a secondary student, expulsion of an adult student, and education, training, counseling, transfer, suspension and/or termination of an employee.

**Retaliation:** The district prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the district’s discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The district will take steps to prevent the alleged perpetrator or anyone else at the district from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the district will take strong responsive action.

**Basis of Decision:** At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.
Notice: The district will notify all students, parents or guardians, members of the public and employees of the name, office and telephone number of each Coordinator and this Grievance Procedure in writing via school publications and/or postings at each campus to which employees or students are assigned.

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

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

MISREPRESENTATION REGULATIONS

MISREPRESENTATION
A school is deemed to have engaged in substantial misrepresentation when the school itself, one of its representatives, or other related parties (see below), makes a substantial misrepresentation regarding the school, including about the nature of its educational program, its financial charges, or the employability of its graduates. Misrepresentation is defined as, “A false, erroneous or misleading statement made directly or indirectly to:

- a student, prospective student, or any member of the public, or
- an accrediting agency, a state agency, or the Department.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. A statement is any communication made in writing, visually, orally, or through other means. This definition applies to statements made by

- an eligible school
- one of its representatives, or
- any ineligible institution, organization, or person with whom the eligible institution has an agreement to provide educational programs, or to provide marketing, advertising, recruiting or admissions services.

Misrepresentation includes the dissemination of a student endorsement or testimonial that a student gives either under duress or because the school required the student to make such an endorsement or testimonial to participate in a program.

SUBSTANTIAL MISREPRESENTATION
Substantial misrepresentation is defined as any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person’s detriment. Substantial misrepresentations are prohibited in all forms, including those made in any advertising, promotional materials, or in the marketing or sale of courses or programs of instruction offered by the institution.

MISREPRESENTATION SANCTIONS
If the Department of Education determines that an eligible institution has engaged in substantial misrepresentation, it may

- revoke the eligible institution’s program participation agreement;
- impose limitations on the institution’s participation in the FSA programs;
- deny participation applications made on behalf of the institution; or
- initiate a proceeding against the eligible institution under subpart G of 34 CFR 668.
DRUG-FREE SCHOOL AND WORKPLACE

DRUG-FREE SCHOOL AND WORKPLACE PROGRAM
Realizing that student safety is of great concern, Northwest Technology Center has implemented a program to prevent the unlawful possession, use, distribution, or being under the influence of illicit drugs and alcohol by students and employees on school property or as part of any school activity.

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful to a student's health. The health risks associated with drug and alcohol use include but are not limited to:
- Slowed physical reflexes
- Decreased mental powers
- Impaired judgment
- Emotional problems
- Spread of disease (AIDS) by drug paraphernalia.

The "Code of Conduct" for students attending Northwest Technology Center explicitly prohibits the unlawful possession, use, being under the influence, or distribution of drugs or alcohol on school property or as part of any school activity. Any student who violates this "Code of Conduct" will be subject to disciplinary action which may include suspension, expulsion and referral to law enforcement agencies for prosecution.

Each student is hereby notified that as a condition of enrollment, the student must agree, in writing, to abide by the terms of this policy. Northwest Technology Center hereby commits itself to a continuing good faith effort to maintain a drug-free school. Prevention activities may include, but are not limited to, drug awareness programs which will educate students about the dangers of drug abuse; available drug counseling, rehabilitation and re-entry programs and in-depth discussion of the school's "Drug-Free Program".

Students have access to a copy of the NWTC DRUG-FREE SCHOOL AND WORKPLACE HANDBOOK in the Central Office, the Financial Aid Office, and online at www.nwtech.edu. Compliance is mandatory.

DRUG EDUCATION AND INFORMATION AVAILABLE ABOUT ALCOHOL AND DRUG ABUSE
NWTC provides information to all students at the beginning of school which is designed to inform students about the Board of Education's Drug Free School and Campus Policy, to educate students about the dangers of drug abuse, and to provide information about drug counseling and rehabilitation services. The information includes: standards of conduct, disciplinary sanctions on students, applicable legal sanctions, identification of potential health risks and the location of local agencies who provide help to people experiencing problems with alcohol or drugs. Detailed information can be found in the Drug Free School and Workplace Handbook available in the Central Offices and Financial Aid Office as well as information in NWTC's Student Handbook and at www.nwtech.edu. A list of referral agencies can be found at the end of this handbook.

TOBACCO FREE CAMPUS
Northwest Technology Center prohibits the use of all tobacco products in any form in or upon school property, 24 hours a day, seven days a week. Appropriate signage is displayed as notice to the public that NWTC is a Tobacco Free Campus 24/7.

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

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

"Tobacco products" includes, but is not limited to: cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, digital/personal vaporizers, and electronic nicotine delivery systems.
systems and cartridges and products designed for use with electronic nicotine delivery systems, regardless of the nicotine content of the product.

At or near each entrance of every district building the following sign shall be conspicuously posted: Smoking and the use of any tobacco product, including e-cigarettes and similar devices, is prohibited in this building.

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

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

This information is presented as a summary and is intended to serve as a guideline for students and parents. Any questions concerning the NWTC Tobacco Free Campus policy should be referred to the Office of the Assistant Superintendent. For detailed information regarding the **NWTC USE OF TOBACCO PRODUCTS POLICY**, please see Section 3 of the NWTC Board of Education Policy Manual available on our website at www nwtech ed u, as well as the **NWTC Drug Free School and Workplace Handbook** available in the Financial Aid Office and on our website at www nwtech ed u.

**STUDENTS, DRUGS, AND ALCOHOL**

**Illegal and Illicit Drugs and Alcohol**
Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful, resulting in poor academic performance, poor social interactions, and jeopardy to future job prospects.

Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, non-intoxicating alcoholic beverages (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while on school vehicles, or at any school-sponsored event.

"Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student.

"Mood-altering substances" include, but are not limited to, paint, glue, aerosol sprays, salts, incense, and other substances which may be used as an intoxicating substance.

Violation of this policy will result in imposition of disciplinary measures, pursuant to the technology center’s policy on student behavior. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.

**Necessary Medications**
Students may not retain possession of and self-administer any medication at school for any reason except as permitted by the school’s policy on the administration of medicine to students.
Minor students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the campus director with a parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students. Violations of this rule will be reported to a minor student’s parents and may result in discipline which can include suspension.

**Distribution of Information**
Information for students and the parents of minor students about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the campus director at each site.
REFERRAL AGENCIES FOR SERVICES, SUPPORT, AND DEPENDENCY REHABILITATION

Bullying/Violence Hotline: 1-866-346-2628

Teenline 1-800-522 TEEN (8336)
Helpline available 3 p.m. to midnight

National Suicide Prevention Lifeline 1-800-273-TALK (8255)

National Drug Abuse Hotline 1-800-241-9746

National Council Of Alcoholism Hotline 1-800-622-2255

American Cancer Society National Hotline: 1-800-733-9888
Services: Drug and housing assistance; medical equipment
Fee: None

Area Agency on Aging Northern Oklahoma Dev. 580-237-2236
1216 W. Willow
Enid, OK
Services: Programs to help improve quality of life and wellness for the elderly
Fees: None

Department of Human Services Juvenile Services 580-227-3759
1425 N. Main
Fairview, OK
Service: Self-esteem, career, probation, and anti-recidivism counseling
Fee: None

Ft. Supply Alcohol and Drug Treatment Center: 580-766-2311
Western State Hospital
Ft. Supply, OK
Services: Counseling-group and individual, educational lectures and films, detox, intro to AA
Fees: $165.00 per treatment day

GED Classes 580-227-3708
Northwest Technology Center
801 Vo-Tech Drive
Fairview, OK
Service: Assistance in studying to obtain GED certification
Fee: None

Integris Bass Adult Behavioral Health: 580-242-7713
402 S. 3rd
Enid, OK
Services: Psychiatric Counseling
Fee: Sliding scale

Integris Meadowlake Hospital: 580-234-2220
2216 S. Van Buren
Enid, OK
Services: Out-patient chemical dependency counseling (child and adult)
Fee: Varies
<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Phone Number</th>
<th>Address</th>
<th>Services</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lighthouse</td>
<td>580-256-9700</td>
<td>5050 Williams Ave. Woodward, OK</td>
<td>Alcohol and Chemical Dependency Counseling (Adult)</td>
<td>Sliding Scale</td>
</tr>
<tr>
<td>Major County Health</td>
<td>580-227-3362</td>
<td>501 East Broadway Fairview, OK</td>
<td>General preventative health care</td>
<td>Varies according to program</td>
</tr>
<tr>
<td>New Horizons</td>
<td>580-242-2421</td>
<td>502 W. Randolph Enid, OK</td>
<td>Psychological testing and evaluation; Individual, family, marriage and grief counseling</td>
<td>$80.00 per session – sliding scale</td>
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<tr>
<td>Northern Oklahoma Dev. Authority (NODA)/WIA</td>
<td>1-800-749-1149</td>
<td>Enid, OK</td>
<td>A federally funded program designed to put students to work</td>
<td>None</td>
</tr>
<tr>
<td>Northern Oklahoma Dev. Authority (NODA)/WIA</td>
<td>580-256-3308</td>
<td>Woodward, OK</td>
<td>A federally funded program designed to put students to work</td>
<td>None</td>
</tr>
<tr>
<td>NW Behavioral Center for Health - CRISIS HOTLINE</td>
<td>1-800-545-0518</td>
<td>Woodward, OK</td>
<td>Individual and family counseling; day treatment program</td>
<td>Sliding scale</td>
</tr>
<tr>
<td>Opportunities, Inc. Behavioral Care Services</td>
<td>580-623-2545</td>
<td>Watonga, OK</td>
<td>Residential treatment; out-patient services; DUI school, half-way house; Evaluation; and family counseling.</td>
<td>Sliding scale</td>
</tr>
<tr>
<td>Salvation Army</td>
<td>580-237-1910</td>
<td>Enid, OK</td>
<td>For transients, limited medical, one night lodging and/or gasoline to reach destination.</td>
<td>None</td>
</tr>
<tr>
<td>Dept. of Rehabilitative Services:</td>
<td>580-327-1214</td>
<td>Alva, OK</td>
<td>A program sponsored by the DHS that helps pay educational expenses for qualifying persons</td>
<td>None</td>
</tr>
<tr>
<td>Woods County Health</td>
<td>580-327-5050</td>
<td>Alva OK</td>
<td>General preventative health care</td>
<td>Varies according to program</td>
</tr>
</tbody>
</table>
**Workforce Innovation and Opportunity Act**  
580-242-6600  
Enid, OK  
Services: Targeted to find training and employment for individuals  
Fees: None  

**Sources of Free Catalogs of Alcohol and Other Drug Use Publications**  

**Hazelden Educational Materials**  
1-800-328-9000  
A source of pamphlets and books on drug use and alcoholism and curriculum materials for drug prevention.  

**American Council on Alcoholism**  
1-800-527-5344  
A source for pamphlets, booklets, and fact sheets on alcoholism and drug use.  

**Natl. Asst. for Children of Alcoholics**  
1-301-468-0985  
A source for books, pamphlets, and handbooks for children of alcoholics. Conducts regional workshops and provides a directory of local members and meetings.  

**NON-DISCRIMINATION STATEMENT**  
There will be no discrimination by the district because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to community groups for utilization of facilities. The following people have been designated to handle inquiries regarding the district’s non-discrimination policies:  

The persons designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and any other state and federal laws addressing equal educational opportunity are the assistant superintendents and counselors at each site. Contact information:  

Daren Slater/Karen Koehn, Alva Campus  
Title IX/Section 504 Compliance Coordinators  
Northwest Technology Center  
580-327-0344  
1801 11th Street  
Alva, OK 73717  

Colt Shaw/Jane Harris, Fairview Campus  
Title IX/Section 504 Compliance Coordinators  
Northwest Technology Center  
580-227-3708  
801 Vo-Tech Drive  
Fairview, OK 73737  

Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact:  

Superintendent  
Northwest Technology Center  
580-327-0344  
1801 11th Street  
Alva, OK 73717  

Outside Assistance may be obtained from:  

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

<table>
<thead>
<tr>
<th>What to Disclose, When, and to Whom</th>
<th>Northwest Technology Center’s Annual Notice of Required Disclosures of Student Consumer Information Description of Information to be Disclosed</th>
<th>2017-2018 Where to Find Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What: Institutional Information</strong>&lt;br&gt;To: Enrolled Students&lt;br&gt;When: Annually first day of class&lt;br&gt;Prospective Students&lt;br&gt;When: Upon Request</td>
<td>- Cost of attending school i.e.: Tuition and Fees&lt;br&gt;- Institutional Refund Policy/Requirements for officially withdrawing from school&lt;br&gt;- Information regarding the school’s academic support and career tech career options&lt;br&gt;- Copyright/peer to peer&lt;br&gt;- Entities that credit, license, or approve the school and its career options and procedures for reviewing school's accreditation, licensing, or approval documentation&lt;br&gt;- Description of any special services and facilities for disabled students&lt;br&gt;- Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them&lt;br&gt;- Net Price Calculator&lt;br&gt;- Grievance Procedures, Constitution Day, Voter Registration</td>
<td>- Student Handbook&lt;br&gt;- Consumer Information Handbook&lt;br&gt;- NWTC Website <a href="http://www.nwtech.edu">www.nwtech.edu</a></td>
</tr>
<tr>
<td><strong>What: Financial Assistance Information</strong>&lt;br&gt;To: Enrolled Students&lt;br&gt;When: Annually first day of class&lt;br&gt;Prospective Students&lt;br&gt;When: Upon Request</td>
<td>- 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&lt;br&gt;- 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 &amp; frequency of financial aid disbursements; (5) books &amp; supplies policy&lt;br&gt;- Procedures for the Return of Title IV Aid and Repayments by withdrawn students</td>
<td>- Student Handbook&lt;br&gt;- Consumer Information Handbook&lt;br&gt;- Financial Aid Policy &amp; Procedures Handbook&lt;br&gt;- NWTC Website <a href="http://www.nwtech.edu">www.nwtech.edu</a></td>
</tr>
<tr>
<td><strong>What: Family Education Rights and Privacy ACT (FERPA)</strong>&lt;br&gt;To: Enrolled Students&lt;br&gt;Parents of enrolled students under the age of 18&lt;br&gt;When: Annually first day of class, Upon Request, and Annually in Local Newspapers</td>
<td>- Right to and procedures for inspecting and reviewing student’s education records&lt;br&gt;- 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&lt;br&gt;- Right to file a complaint with Dept of Ed for alleged school’s or educational agency’s failure to comply with FERPA requirements&lt;br&gt;- Right of school to disclose personally identifiable information contained in student’s education records without prior consent&lt;br&gt;- Students right for directory information to not be disclosed</td>
<td>- Student Handbook&lt;br&gt;- Consumer Information Handbook&lt;br&gt;- Board of Education Policy and Procedure Manual&lt;br&gt;- Paper copy available upon request in the Financial Aid Office&lt;br&gt;- <a href="http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html">http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html</a></td>
</tr>
<tr>
<td><strong>What: Completion/Graduation Rate, Retention Rate, and Transfer Out Rate</strong>&lt;br&gt;To: Enrolled Students&lt;br&gt;Prospective Students&lt;br&gt;When: Upon Request</td>
<td>- 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 option within 150% of the normal time (scheduled length of career option) for graduation or completion&lt;br&gt;- Cohort for non-term schools (Technology Centers): Students who enter between 9/1 and 8/31 and are enrolled at least 15 days if their career option is less than or equal to 1050 clock hours, or 30 days if their career option is longer than 1050 clock hours&lt;br&gt;- 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&lt;br&gt;- Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time students who receive Federal Pell Grants&lt;br&gt;- Retention rates of certificate or degree-seeking first-time full-time undergraduate students as reported to the Integrated Postsecondary Education Data System (IPEDS)</td>
<td>- NWTC Website <a href="http://www.nwtech.edu">www.nwtech.edu</a>&lt;br&gt;- Paper copy available upon request in the Financial Aid Office&lt;br&gt;- U.S. Dept of Ed’s College Opportunities On-Line website: <a href="http://www.nces.ed.gov/collegenavigator">www.nces.ed.gov/collegenavigator</a></td>
</tr>
<tr>
<td><strong>What: Campus Security Report</strong>&lt;br&gt;When: Annually by Oct. 1&lt;br&gt;To: Enrolled Students&lt;br&gt;Current Employees&lt;br&gt;When: Upon Request&lt;br&gt;To: Prospective Students&lt;br&gt;Prospective Employees&lt;br&gt;When: With Job Application, Upon Request&lt;br&gt;To: U.S. Dept of Education&lt;br&gt;When: Annually by date specified</td>
<td>- Crime statistics for 3 most recent school years concerning the occurrence on campus, in or on non-campus buildings or property and public property reported to campus security authority or local police. Policies concerning the security of and access to campus facilities and procedures to report campus crimes&lt;br&gt;- 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&lt;br&gt;- Emergency Response and Evacuation Procedures&lt;br&gt;- Campus Sexual Violence Elimination Act and Violence Against Women Reauthorization Act information, policies, and procedures</td>
<td>- Student Handbook&lt;br&gt;- Consumer Information Handbook&lt;br&gt;- Board of Education Policy Manual&lt;br&gt;- Campus Security Annual Report&lt;br&gt;- NWTC Website <a href="http://www.nwtech.edu">www.nwtech.edu</a>&lt;br&gt;- Paper copy available upon request in the Financial Aid Office&lt;br&gt;- Campus Safety and Security Annual Report to the Community Hdbk&lt;br&gt;- <a href="http://www.ope.ed.gov/security">www.ope.ed.gov/security</a></td>
</tr>
<tr>
<td><strong>What: Drug and Alcohol Abuse Prevention</strong>&lt;br&gt;To: Enrolled Students&lt;br&gt;When: Annually first day of class and Upon Request&lt;br&gt;To: Current Employees&lt;br&gt;When: Annually included with first paycheck of the school year and Upon Request</td>
<td>- Information on preventing drug and alcohol abuse&lt;br&gt;- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school’s property, or as part of the school’s activities&lt;br&gt;- A description of the sanctions under local, state and federal law for unlawful possession, use or distribution of illicit drugs and alcohol&lt;br&gt;- A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees&lt;br&gt;- A description of the health risks associated with the use of illicit drugs and alcohol&lt;br&gt;- A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution</td>
<td>- Student Handbook&lt;br&gt;- Consumer Information Handbook&lt;br&gt;- Drug Free School and Workplace Handbook&lt;br&gt;- Paper copy available upon request in the Financial Aid Office&lt;br&gt;- NWTC Website <a href="http://www.nwtech.edu">www.nwtech.edu</a></td>
</tr>
<tr>
<td><strong>What: Gainful Employment</strong>&lt;br&gt;To: Prospective Students&lt;br&gt;Enrolled Students&lt;br&gt;When: Annually on 1st day of class &amp; upon request</td>
<td>- Information on graduation rates, the median debt of students completing the program, program costs, placement, types of employment, etc.</td>
<td>- Student Handbook&lt;br&gt;- Consumer Information Handbook&lt;br&gt;- Paper copy available upon request&lt;br&gt;- NWTC Website <a href="http://www.nwtech.edu">www.nwtech.edu</a></td>
</tr>
</tbody>
</table>

This notice is distributed annually to all current and prospective students. It is also located on the NWTC website and in the Student and Consumer Information Handbooks. Additional paper copies of this notice and all handbooks are available in the Financial Aid Office, the Central Office, the Counselor’s Office, and on the NWTC website at [www.nwtech.edu](http://www.nwtech.edu).
NORTHWEST TECHNOLOGY CENTER
ALVA CAMPUS CALENDAR FOR 2017-2018

AUGUST 1 .................................................................FIRST DAY OF CONTRACT
AUGUST 1-2 ......................................................SUMMER CONFERENCE IN TULSA
AUGUST 4 ..............................................................JOINT IN-SERVICE
AUGUST 1-11 ..................................................PROFESSIONAL DAYS
AUGUST 14 ............................................................FIRST DAY OF SCHOOL
SEPTEMBER 4 ..............................................LABOR DAY – CAMPUS CLOSED
OCTOBER 18 ..................................................END OF 1ST QUARTER (54 DAYS)
............................................................FALL PT CONFERENCES
OCTOBER 19-20 ..............................................FALL BREAK – CAMPUS CLOSED
OCTOBER 23 ..................................................1ST DAY OF 2ND QUARTER
NOVEMBER 17 ...........................................6TH GRADE CAREER FAIR
NOVEMBER 22-24 .......................................THANKSGIVING BREAK – CAMPUS CLOSED
DECEMBER 20 ...............................................END OF 2ND QUARTER (33 DAYS)
.............................................................END OF 1ST SEMESTER (87 DAYS)
DECEMBER 21 – JANUARY 2, 2018 ..................CHRISTMAS BREAK – CAMPUS CLOSED
JANUARY 3 ..................................................PROFESSIONAL DAY – NO STUDENTS
JANUARY 4 ..................................................1ST DAY OF 3RD QUARTER
............................................................2ND SEMESTER BEGINS
JANUARY 15 ..................................................PROFESSIONAL DAY – NO STUDENTS
FEBRUARY 19 ..............................................PROFESSIONAL DAY – NO STUDENTS
FEBRUARY 19 ................................................NTHS AWARDS CEREMONY
MARCH 16 ..................................................END OF 3RD QUARTER (54 DAYS)
MARCH 19-23 ..............................................SPRING BREAK – CAMPUS CLOSED
MARCH 26 ..................................................1ST DAY OF 4TH QUARTER
MARCH 30 ..............................................(GOOD FRIDAY) HOLIDAY – CAMPUS CLOSED
APRIL 2 ...............................................................SNOW DAY – CAMPUS CLOSED
MAY 18 ..........................................................END OF 4TH QUARTER (34 DAYS)
.............................................................END OF 2ND SEMESTER (88 DAYS)
.............................................................TOTAL SCHOOL YEAR (175 DAYS)
MAY 28 ..........................................................MEMORIAL DAY – CAMPUS CLOSED
MAY 31 .............................................................LAST DAY OF CONTRACT

PROFESSIONAL DAYS
SUMMER CONFERENCE ................................AUGUST 1-2 2
JOINT IN-SERVICE ........................................AUGUST 8 1
PROFESSIONAL DAYS ................................AUGUST 1-11 11
PROFESSIONAL DAY ................................JANUARY 3 1
PROFESSIONAL DAY ................................JANUARY 15 1
PROFESSIONAL DAY ................................FEBRUARY 19 1

DAYS NOT TAUGHT
LABOR DAY ..................................................SEPTEMBER 4 1
FALL BREAK ..................................................OCTOBER 19-20 2
THANKSGIVING ........................................NOVEMBER 22-24 3
CHRISTMAS ..................................................DEC 21- JAN 2 9
SPRING BREAK ........................................MARCH 19-23 5
HOLIDAY (GOOD FRIDAY) ................................MARCH 30 2
SNOW DAY ..................................................APRIL 2 2
MEMORIAL DAY ........................................MAY 28 1

SCHEDULE FOR SCHOOL DAY
8:05 A.M. - 11:05 A.M. ................................MORNING SESSION
11:05 A.M. - 12:30 P.M. .................................NOON HOUR
12:30 P.M. - 3:30 P.M. .................................AFTERNOON SESSION
# Northwest Technology Center
## Fairview Campus Calendar for 2017-2018

### Schedule for School Day

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:20 A.M.</td>
<td>Morning Session</td>
</tr>
<tr>
<td>11:20 A.M.</td>
<td>Noon Hour</td>
</tr>
<tr>
<td>12:20 P.M.</td>
<td>Afternoon Session</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 AUGUST</td>
<td>First Day of Contract</td>
</tr>
<tr>
<td>1-2 AUGUST</td>
<td>Summer Conference in Tulsa</td>
</tr>
<tr>
<td>4 AUGUST</td>
<td>Joint In-Service</td>
</tr>
<tr>
<td>1-11 AUGUST</td>
<td>Professional Days</td>
</tr>
<tr>
<td>14 AUGUST</td>
<td>First Day of School</td>
</tr>
<tr>
<td>4 SEPTEMBER</td>
<td>Labor Day – Campus Closed</td>
</tr>
<tr>
<td>18 OCTOBER</td>
<td>End of 1st Quarter (54 Days)</td>
</tr>
<tr>
<td>19-20 OCTOBER</td>
<td>Fall PT Conferences</td>
</tr>
<tr>
<td>23 OCTOBER</td>
<td>Fall Break – Campus Closed</td>
</tr>
<tr>
<td>17 NOVEMBER</td>
<td>1st Day of 2nd Quarter</td>
</tr>
<tr>
<td>22-24 NOVEMBER</td>
<td>Thanksgiving Break – Campus Closed</td>
</tr>
<tr>
<td>20 DECEMBER</td>
<td>End of 2nd Quarter (33 Days)</td>
</tr>
<tr>
<td>21-2 DECEMBER</td>
<td>End of 1st Semester (87 Days)</td>
</tr>
<tr>
<td>3 JANUARY</td>
<td>Professional Day – No Students</td>
</tr>
<tr>
<td>4 JANUARY</td>
<td>1st Day of 3rd Quarter</td>
</tr>
<tr>
<td>15 JANUARY</td>
<td>2nd Semester Begins</td>
</tr>
<tr>
<td>19 FEBRUARY</td>
<td>Professional Day – No Students</td>
</tr>
<tr>
<td>19 FEBRUARY</td>
<td>NTHS Awards Ceremony</td>
</tr>
<tr>
<td>16 MARCH</td>
<td>End of 3rd Quarter (54 Days)</td>
</tr>
<tr>
<td>19-23 MARCH</td>
<td>Spring Break – Campus Closed</td>
</tr>
<tr>
<td>26 MARCH</td>
<td>1st Day of 4th Quarter</td>
</tr>
<tr>
<td>30 MARCH</td>
<td>(Good Friday) Holiday – Campus Closed</td>
</tr>
<tr>
<td>2 APRIL</td>
<td>Snow Day – Campus Closed</td>
</tr>
<tr>
<td>18 MAY</td>
<td>End of 4th Quarter (34 Days)</td>
</tr>
<tr>
<td>28 MAY</td>
<td>End of 2nd Semester (88 Days)</td>
</tr>
<tr>
<td>28 MAY</td>
<td>Total School Year (175 Days)</td>
</tr>
<tr>
<td>31 MAY</td>
<td>Memorial Day – Campus Closed</td>
</tr>
<tr>
<td></td>
<td>Last Day of Contract</td>
</tr>
</tbody>
</table>

### Professional Days

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Conference</td>
<td>August 1-2</td>
<td>2</td>
</tr>
<tr>
<td>Joint In-Service</td>
<td>August 8</td>
<td>1</td>
</tr>
<tr>
<td>Professional Days</td>
<td>August 1-11</td>
<td>11</td>
</tr>
<tr>
<td>Professional Day</td>
<td>January 3</td>
<td>1</td>
</tr>
<tr>
<td>Professional Day</td>
<td>January 15</td>
<td>1</td>
</tr>
<tr>
<td>Professional Day</td>
<td>February 19</td>
<td>1</td>
</tr>
</tbody>
</table>

### Days Not Taught

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>September 4</td>
<td>1</td>
</tr>
<tr>
<td>Fall Break</td>
<td>October 19-20</td>
<td>2</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>November 22-24</td>
<td>3</td>
</tr>
<tr>
<td>Christmas</td>
<td>December 21-24</td>
<td>9</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 19-23</td>
<td>5</td>
</tr>
<tr>
<td>Holiday (Good Friday)</td>
<td>March 30</td>
<td>2</td>
</tr>
<tr>
<td>Snow Day</td>
<td>April 2</td>
<td>2</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 28</td>
<td>1</td>
</tr>
</tbody>
</table>

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### Joint In

**CAMPUS CLOSED**

- Memorial Day – Campus Closed

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### School Year

- Total School Year (175 Days)

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### Holidays

- Memorial Day – Campus Closed

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### School Year

- First Day of School

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### School Year

- Last Day of Contract