# STUDENT HANDBOOK TABLE OF CONTENTS

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INTRODUCTION

KNOWING AND ABIDING BY HANDBOOK POLICIES
Each student is responsible for knowing and abiding by these policies and others which may be prepared and posted throughout the year.

Our purpose demands that we meet changing and growing educational and industrial needs. This commitment means the development of new approaches and designs for learning. The long range concerns and needs of industry, business and labor, and the consumer, challenge us to design instructional career pathways that will provide competent citizens with an opportunity to learn new skills and upgrade present skills.

Northwest Technology Center (NWTC) realizes that all skills are transferable when the students have an understanding of the career field for which they are preparing and when they are motivated to become part of that field. NWTC also realizes that job skills not only provide the development of technical expertise, but they also promote student experiences that help to develop the interpersonal skills that contribute to a successful work life.

NWTC STUDENT POLICIES
All enrolled students receive a copy of this 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 or a separate paper copy of each disclosure are available upon request from the Central Office or the Counselor’s Office and on our website at www.nwtech.edu.

Each student should use this 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.

MISSION, VISION, AND CORE VALUES
The culture at NWTC encourages a team approach to achieving the vision and mission; open lines of communication, participatory management styles of administrators and an overall attitude of “work hard, play hard” characterize a culture that is dedicated to meeting the needs of the students. By striving to be industry-focused, student-centered, and performance-driven, our students have a greater probability of success.

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, and Excellence

Northwest Technology Center exists for the purpose of serving the populations in the member school districts of Aline-Cleo, Alva, Canton, Cherokee, Fairview, Freedom, Ringwood, and Waynoka with quality career and technical training.
INSTITUTIONAL INFORMATION

ACCREDITATION
Northwest Technology Center is recognized by the following agencies:

- 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)

Copies of these letters of accreditation may be requested from the Assistant Superintendent's office on each campus.

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

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 appealer. 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.

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.

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 Development 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. Test availability differs by test center.
ENROLLMENT CRITERIA FOR THE PRACTICAL NURSING PROGRAM
Applicants for the Practical Nursing Program must have a high school diploma or equivalent. Enrollment packets are available upon request in the Central Office on the Alva 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, contract the Practical Nursing Secretary or Director at 580-327-0344.

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.

TUITION AND FEES SCHEDULE
The following tuition schedule is in effect for 2017-2018. This schedule applies to all career options at both the Alva and Fairview Campus, EXCEPT PRACTICAL NURSING.

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

TUITION AND FEES FOR THE PRACTICAL NURSING PROGRAM

<table>
<thead>
<tr>
<th>In District Adult</th>
<th>Tuition $2,926.00</th>
<th>Estimated Fees $3,025.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Out of District Adult</td>
<td>Tuition $5,825.00</td>
<td>Estimated Fees $3,025.00</td>
</tr>
</tbody>
</table>

The costs listed above include tuition and fees paid to NWTC for Practical Nursing. Tuition and fees for the Practical Nursing Program are divided into three payment periods or trimesters. Additional fees are paid by students directly to private vendors for background checks, drug screening, insurance and testing are estimated to be $420.00.

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 offices in Alva, contact the Practical Nursing Secretary or Director at 580-327-0344.

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](http://www.nwtech.edu) or see the Financial Aid Director.

INSTITUTIONAL REFUND POLICY FOR ADULT STUDENTS
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 the Student Consumer Information Handbook or the Financial Aid Policies and Procedures Handbook located in the Financial Aid Office or online at [www.nwtech.edu](http://www.nwtech.edu) 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.

NET PRICE CALCULATOR
The Net Price Calculator estimates the individual net price for attending an educational institution. NWTC has a Net Price Calculator available on our website at [www.nwtech.edu](http://www.nwtech.edu).
EDUCATIONAL RECORDS AND STUDENT GRADES
Each student will have a permanent file that will contain appropriate educational records such as grades, attendance, and competency skills. Students and/or parents have the right to inspect these education records. The Family Educational Rights and Privacy Act will be used as a guideline to govern the handling of such information.

Student Responsibility
In order to receive a grade, it is the student's responsibility to complete course requirements, return all school-owned books, books and equipment or pay for the same, and pay all tuition, fees and any other indebtedness. Student indebtedness may result in a “hold” being placed on report cards, transcripts and/or other student records until the debt is paid in full.

Letter Grades, Grading Scales and Percentages  The following criteria will be used for the assignment of letter grades, grading scales and percentage grades for students participating in full-time courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 – 90 %</td>
</tr>
<tr>
<td>B</td>
<td>89 – 80</td>
</tr>
<tr>
<td>C</td>
<td>79 – 70</td>
</tr>
<tr>
<td>D</td>
<td>69 – 60</td>
</tr>
<tr>
<td>F</td>
<td>59 – 00</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
</tr>
</tbody>
</table>

Special grading scales may be used to meet state and national certification, apprenticeship program and other special requirements.

Incomplete Grades  When a grade of I is issued, the student has ten (10) school days from the end of the grading period to correct the I grade or the I shall recorded as an F.

Recording Grades  Grades earned are recorded by the instructor in an official grade book or electronic grading system. A printed copy will be archived on the campus at the end of the school year.

This information is presented as a summary and is intended to serve as a guideline for students and parents. For detailed information regarding the NWTC STUDENT RECORDS POLICY and STUDENT GRADES POLICY, please see Sections 9 & 10 of the NWTC Board of Education Policy Manual available on our website at www.nwtech.edu.

REPORT OF STUDENT PROGRESS
All students, parents/guardians of high school students, and sending high school officials will be notified of students’ academic progress at the end of each grading period. Typically, the grading period is each 9 weeks, however, this could vary according to a student’s career option.

Secondary student’s weekly eligibility will be checked each Friday and a report sent to the principal of each high school. Students must be passing each week to remain eligible for extra-curricular activities.

Grade sheets of secondary students will be sent to the home school for recording on permanent records.

For students on financial aid, satisfactory progress is monitored upon completion of each pay period using progress reports obtained from 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 the career option. When an interval spans a period of non-enrollment, progress will be assessed at the point where attendance recommences. Minimum acceptable grade for students on financial aid will be: C.
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 policy 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 SERVICES**

**Guidance and Counseling**
The Northwest Technology Center counselor is available to assist individuals with career and technical aptitudes and interests. Counselors also can assist with personal development, decision making, academic problems, and personal adjustment problems. Students are encouraged to use the counseling services available. NWTC counselors are available at both campuses year-round to offer help with planning your career pathway. All information disclosed to counselors is confidential, with the exception of immediate threat of serious or foreseeable harm to self or identified others, suspicion of child abuse or neglect, or court-ordered disclosure.

**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.

**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.
**General School Issues**
Central Office Administrative Professionals and Counselors at the Alva and Fairview campuses are the employees responsible for disbursing general institutional and consumer 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 pm. or by appointment and may be reached at the Alva Campus at 580-327-0344 and at the Fairview Campus at 580-327-3708.

**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 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.edu](http://www.nwtech.edu), as well as the **NWTC Drug Free School and Workplace Handbook** available in the Financial Aid Office and on our website at [www.nwtech.edu](http://www.nwtech.edu).

**ASBESTOS STATEMENT**
With regard to the Asbestos Hazard Emergency Response ACT (AHERA) and related Oklahoma and Federal regulations, all Northwest Technology Center sites are in compliance. The management plan is on file for public inspection in the Business Offices during regular business/school hours.
VOTER REGISTRATION
Voting for elective offices is a privilege enjoyed by Americans at 18 years of age. In accordance with this right, voter registration forms are available for all students in the school office.

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.

DISTRIBUTION OF PRINTED MATERIALS
No printed matter or literature may be distributed on any property of NWTC without prior approval of the school officials as authorized by the Board of Education.

CAREER PROGRAMS/OPTIONS OFFERED
Northwest Technology Center is accredited to offer the following career programs/options. All of the career programs are offered in both the morning and afternoon. Career options vary in length of hours; therefore, completion of a career option will depend on the student’s start date and enrollment status as full or half-time. Please see www.nwtech.edu for additional information on each career option.

CAREER OPTIONS OFFERED – ALVA CAMPUS

Automotive Technology
- Automotive Service Technician
- Automotive Air Conditioning Technician
- Automotive Chassis Technician
- Automotive Maintenance & Light Repair Technician

Automotive Collision
- Combination Collision Repair Technician
- Non-Structural Repair Technician
- Refinishing Technician

Bio-Medical Sciences
- Bio-Medical Sciences and Medicine

Computers & Business Technology
- Accounts Payable/Receivable Clerk
- Administrative Assistant
- Financial Clerk
- Full Charge Bookkeeper
- Legal Office Assistant
- Medical Office Assistant
- Office Information Specialist

Construction
- Plumber Assistant
Plumber’s Assistant Entry Level
Electrician’s Assistant Entry Level
Electrician’s Assistant

Digital Design
Graphic Design Specialist
Desktop Publisher/Graphic Designer
Video Editor
Video Producer

Health Careers Certification
Basic Sports Medicine & Therapeutic Careers
Advanced EMT Emergency Medical Technician
EMR Emergency Medical Responder
EMT Emergency Medical Technician
Nursing Assistant
Physical Therapy Aide

Practical Nursing
Practical Nursing

LEGAL REQUIREMENTS FOR HEALTH CARE CAREER OPTIONS:

- Requirements in the health care field may prevent a student from entering a particular career if they have been convicted of certain offenses. Most care facilities will do a background check with the OSBI.
- If you have questions about requirements for a specific health specialty, discuss your concerns with the instructor or locate information through the professional organization of the special field.

CAREER OPTIONS OFFERED – FAIRVIEW CAMPUS

Automotive Technology
Automotive Service Technician
Automotive Air Conditioning Technician
Automotive Chassis Technician
Automotive Maintenance & Light Repair Technician

Computers & Business Technology
Administrative Assistant
Accounts Payable/Receivable Clerk
Office Information Specialist
Full Charge Bookkeeper
Financial Clerk
Graphic Design Specialist
Desktop Publisher/Graphic Designer
Interactive Media Specialist
Video Editor
Video Producer

Bio-Medical Sciences
Bio-Medical Sciences and Medicine

Culinary
Culinary Arts Assistant
Culinary Assistant Entry Level
Digital Design
- Graphic Design Specialist
- Desktop Publisher/Graphic Designer
- Interactive Media Specialist

Health Careers Certification
- Advanced Acute Care Nursing Assistant
- Feeding Assistant
- Nursing Assistant
- Restorative Aide

**LEGAL REQUIREMENTS FOR HEALTH CARE CAREER OPTIONS:**
- Requirements in the health care field may prevent a student from entering a particular career if they have been convicted of certain offenses. Most care facilities will do a background check with the OSBI.
- If you have questions about requirements for a specific health specialty, discuss your concerns with the instructor or locate information through the professional organization of the special field.

Welding Technology
- Structural and Pipe Welder
- SMAW Structural Welder
- Cutting Processes Technician
- FCAW Structural Welder — (Flux Core Arc Welding)

**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](http://www.nwtech.edu).

**CERTIFICATE OPTIONS IN PROGRAM/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.**
GENERAL STUDENT INFORMATION

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 parent. 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 Adult Student Information section of this handbook.

STUDENT ORGANIZATIONS
Career tech organizations, sponsored by the instructor of each class, are provided to promote activities for citizenship and leadership development. The student activities conducted during the year are an integral part of the curriculum. The organizations are Skills USA, HOSA, BPA, and FCCLA. Monthly meetings and/or programs will be held during the school day. Students will be given opportunities to participate in skill contests with students from other technology centers.

TRANSPORTATION
High school students are expected to use the transportation provided by their sending school.

Student Vehicles: Students may drive their own cars to school at their own risk of personal or property damage and in the case of high school students only if the home school permits. Students who do not follow the listed rules shall lose campus-driving privileges. Cars should be locked when not in use. The school is not responsible for theft of personal articles in the automobiles or elsewhere.

The following regulations must be observed by student drivers.
- Maximum speed on campus is ten (10) miles per hour.
- Park only in your designated area.
- Parking is not permitted in fire lanes.
- Park correctly in the parking lot.
- Do not park in restricted areas. Students with the proper handicapped decal may park in the designated spaces for the handicapped.
- Students may not return to their cars during break time or class time.
- Students may not be allowed to remain in their cars upon arrival at school.
- Selling merchandise from the parking lot is prohibited.
- Students will not park inside the chain link fenced area or enter this area without permission from an instructor or administrator.
- Students will not park in visitor parking spaces.

Failure to comply with the above rules may result in loss of driving privileges. Excessive tardies may be cause for loss of driving privileges for high school students.

VISITORS
All visitors (including parents/legal guardians) must check in at the Central Office immediately upon entering the building and sign the visitors’ sign-in log. Students must receive prior permission from the Assistant Superintendent before having a guest at school. Students are not allowed to bring their children to school unless they have permission from the Assistant Superintendent.

DRESS CODE
In addition to teaching a marketable skill, the administrative and instructional staff at Northwest Technology Center contend that the school should help students realize that employers and society in general demand certain personal characteristics in an individual, such as neatness and cleanliness. With that objective in mind, it is a requirement that all students enrolled in the regular day classes be clean and neatly groomed at all times. They must be appropriately dressed in relation to the occupation for which they are preparing as defined by the instructor in each department and approved by the administration of the school. Tank-tops, clothes with offensive lettering or advertising, gym shorts (dress shorts are acceptable), extremely tight clothing, sweats, or similar type clothing are prohibited. Revealing clothing such as excessively low cut tops or clothing that reveals the abdomen are not permitted. Students are required to wear clothing and safety devices compatible to the nature of the training. Students that represent the school on field trips will dress appropriately for the field trip.
PARTICIPATION IN SCHOOL SPONSORED ACTIVITIES
Field trips and contests are an integral part of the learning process in all areas of career tech education. Such trips are planned by the instructor and approved by the administration. Students are required to have the appropriate forms completed prior to taking field trips. A list of students participating in a trip will be prepared two (2) weeks in advance by the instructor and made available to the technology center. The home high school principal will be notified of the secondary student's participation in a field trip. Transportation for all trips will be provided or approved by the administration. Departure time, return time, and a written trip agenda will be supplied by the instructor to the administration and students. Only students in good standing with the Northwest Technology Center and home high schools will participate in trips. Advance arrangements for make-up work by secondary students must be completed with the home high school prior to field trips.

TELEPHONE USE
Students receiving calls: Students will only receive phone calls of an emergency nature routed through the administrative office.

Cell phones: Cell phones are to be used in class at the instructor's discretion, otherwise cell phone use in class is not permitted.

Under no circumstances will students use the instructor's phone, unless authorized by the instructor.

USE OF COMPUTER/INTERNET
Use of computer/internet is intended for education, training, research, administration, and planning purposes. All persons using computer/internet resources at Northwest Technology Center must read, agree, and sign a combined Photo/Video Consent, Internet Usage, and FERPA Agreement form.

BREAKS
Students and instructors will take their breaks together. Breaks are a privilege for students each morning and afternoon session and misconduct can rescind this privilege. Vending machines are provided for these breaks. Food and drinks are not to be taken out of the approved break areas. Each student is expected to place his trash, cups, candy wrappers, etc., in the trash receptacle. Please help us keep our school clean. Students shall conduct themselves in a manner which is not disruptive. Food and drinks are not allowed in the classroom or shop area, unless authorized by administration. Students are not allowed to leave the building during break without instructor permission.

CANCELLATION OF CLASSES/EMERGENCIES
Through the use of One Call Now, an automated notification system, students will be notified by phone of school cancelations due to inclement weather or emergency situations. In addition, the information will be distributed on Oklahoma City Television stations, 4, 5 and 9 and radio stations, K101, Woodward, KALV, KTTL, KPAK, Alva and KNID, Enid.

SAFETY DRILLS
A minimum of 10 safety drill activities per year will be planned and implemented by the Superintendent, the Assistant Superintendent, the fire marshal, or other civil authorities, to ensure orderly movement of students to the safest available space(s) should an emergency occur. Whenever drills occur, all individuals on campus will fully participate in the drills. The following drills will be conducted each school year:

- Security (4 drills per year at different times of day; 1 drill within the first 15 days of the start of each semester and 1 other drill per semester)
- Fire (1 drill within the first 15 days of the start of each semester)
- Tornado (1 drill in September and 1 drill in March)
- Other drills such as security, fire, tornado, terrorism, suicide, weapons, etc. (2 drills per year)
Instructors will go over the drill procedures with their students at the beginning of each enrollment period. This information is presented as a summary and is intended to serve as a guideline for students and parents. For detailed information regarding the NWTC SAFETY DRILLS AND EMERGENCY MANAGEMENT POLICY, please see section 3 of the NWTC Board of Education Policy Manual available on our website at www.nwtech.edu.

**STUDENT HEALTH**

The District does not carry medical insurance on students and assumes no legal liability if a student is injured at school or while participating in work-site learning activities. Each student/parent is responsible for providing their own medical insurance and for any associated costs of injuries or illnesses.

Students should report all injuries and/or illnesses to the instructor; first aid kits are available in each instructional program. A first aid kit and an AED are located in the Administrative Office. Instructors and school staff will assist students who have medical issues and will coordinate communication to responsible parties. School staff will assist students if emergency medical services and/or physician services are needed.

At enrollment, students are requested to disclose any special medical conditions including regular medications taken.

**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:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alva Campus</td>
<td>580-327-0344</td>
</tr>
<tr>
<td>Northwest Center</td>
<td>580-227-3708</td>
</tr>
<tr>
<td>Fairview Campus</td>
<td>801 Vo-Tech Drive</td>
</tr>
</tbody>
</table>

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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
ADULT STUDENT INFORMATION

FINANCIAL ASSISTANCE
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 procedure, verification, award notification and method and frequency of distribution, please see the NWTC 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.

Person Designated to Disburse Title IV Financial Aid
The Financial Aid Director is responsible for administering financial aid information to students at NWTC. Financial Aid Offices are located on both campuses. 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.

Application
Adult students are encouraged to apply for financial aid. Complete the "Free Application for Federal Student Aid" (FAFSA) online at www.fafsa.gov. Identify NWTC as your school code choice on the FAFSA application. The NWTC Federal Code for both the Alva and Fairview Campuses is 026000.

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
- Not be in default on any student loan previously received and not owe a refund on any student grant previously received
- Not be entitled to receive Federal PELL Grant payments from more than one institution concurrently
- Have a valid Social Security number
- Make satisfactory academic progress

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.
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.

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. If a student qualifies for federal or state aid, he or she must be prepared to provide the following information to the financial aid office for verification 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)
- Non-filers must also provide a “Verification of Non-filing Letter” from the IRS
- Completed and appropriately signed Verification Worksheet
- High School Completion, Identity, and Statement of Educational Purpose
- Number of Household Members
- Number in College (NWTC is considered college for verification)

Award Year/Academic Year
Funding for Pell Grant programs is provided based on an award year. 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.

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.
FINANCIAL ASSISTANCE PROGRAMS OFFERED AT NWTC

FEDERAL PELL GRANT
*The NWTC Federal School Code for both the Alva and Fairview Campuses 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 the 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 SCHOLARSHIP
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 Financial Aid Director, Ashlee Sneary or 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 Career Techs 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 Student Consumer Information Handbook or the Financial Aid Policies and Procedures Handbook, students should contact the Financial Aid Director at 580-327-0344 or 580-227-3708.
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.

POST MILITARY EDUCATION AND ADVANCED STANDING
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/Advance 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. A repeated class is NOT eligible for a federal financial aid award at NWTC.

**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 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 (FMLA 1993). The NWTC Leave of Absence policy can also be found in the Student Consumer Information Handbook at [www.nwtech.edu](http://www.nwtech.edu) or in hard copy in the Financial Aid Office, the Asst. Superintendent’s office, or the Central Office.
SATISFACTORY ACADEMIC PROGRESS (SAP) Attendance/Grade/Curriculum Completion

A student is expected to make progress toward satisfactory completion of a career option in order to be eligible to continue. A student who fails to attend class regularly or otherwise demonstrates a lack of appropriate concern for satisfactory progress and conduct will be dropped from the school and may apply for reinstatement at the beginning of a new semester. Students receiving Title IV financial aid will first be placed on a warning status if satisfactory progress is not maintained due to poor grades, less than 67% completion of curriculum in a pay period or lack of attendance; if satisfactory progress is not maintained during the warning period, the student will be placed on suspension and will lose aid eligibility. Students receiving Title IV financial aid should refer to the Financial Aid Policies and Procedures Handbook for further information on the Satisfactory Academic Progress policy or view online at www.nwtech.edu.

Satisfactory Academic Progress requirements for a student receiving financial aid will be cumulative and are as follows:

- **Attendance** of 90% of the payment period in which the student is enrolled
- **Maintain C average**
- **Complete 67%** of the curriculum for each pay period

If SAP requirements are not met following a 30 day probationary period, veterans will experience an interruption from training from VA and will lose funding until reinstated by VA. See the ‘VA Educational Beneficiaries Policies’ section of this handbook for additional information.

Students in Practical Nursing who do not meet SAP requirements may be removed from the program. See the Practical Nursing Handbook for detailed information.

This information is presented as a summary and is intended to serve as a guideline for students and parents. Any questions should be referred to the Financial Aid Office. For detailed information concerning the NWTC SATISFACTORY ACADEMIC PROGRESS POLICY, please see the Student Consumer Information Handbook and the Financial Aid Policies and Procedures Handbook available on our website at www.nwtech.edu.

GAINFUL EMPLOYMENT DISCLOSURES

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.

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.
**STUDENT POLICIES**

**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 schools "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](http://www.nwtech.edu). Compliance is mandatory.

**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 drugs or alcohol on school property or at any school activity. "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.

**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, garrote, 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.
CAMPUS SECURITY AND CRIME AWARENESS

Northwest Technology Center believes that the public should know how to report a possible crime which occurs at the site of the Technology Center campuses in Alva or Fairview. To report: a victim or witness needs to contact Daren Slater, Assistant Superintendent in Alva at (580) 327-0344 or Colt Shaw, Assistant Superintendent in Fairview at (580) 227-3708. The Assistant Superintendent will report this crime to the appropriate local authorities. The law enforcement agencies will then gather information and make an official report.

In addition to being informed about Campus Security during orientation and with periodical updates, on or before October 1st of each year, Northwest Technology Center publishes and distributes an annual Campus Security Report to all enrolled students and current employees. 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. More information about campus security may be found in the NWTC Campus Safety and Security Annual Report to the Community Handbook and the Student Consumer Information Handbook in the Central Office, the Counselor’s Office, the Financial Aid Office, and on the website at www.nwtech.edu.

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.

SUMMARY OF THE ANNUAL CAMPUS CRIME SECURITY REPORT

Statistics for NWTC – ALVA CAMPUS

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Hate Crimes Criminal Offenses

| Murder/ Non Negligent Manslaughter | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 |
| Sex Offenders – Forcible/Non Forcible | 0 | 0 | 0 |
| Sex Offenders – Forcible/Non F/Incest/Rape | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 |
| Larceny-Theft | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 |
| Destruction/Damage/Vandalism of Property | 0 | 0 | 0 |

VAWA

| Domestic Violence | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 |

Arrests

| Weapons | 0 | 0 | 0 |
| Drug Abuse Violation | 0 | 0 | 0 |
| Liquor Law Violation | 0 | 0 | 0 |
### Statistics for NWTC – FAIRVIEW CAMPUS

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### EMERGENCY RESPONSE AND EVACUATION

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.

### VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT ("VAWA") Pub. L. No. 113-4, 127 Stat. 54

### CAMPUS SEXUAL VIOLENCE ELIMINATION ACT ("Campus SaVE Act") Pub. L. No. 113-4, § 304, 127 Stat. 89

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].”

**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 gossipping; 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

**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.

- However, all adult health students must provide immunization records to meet the clinical facilities guidelines.
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.

**VACCINATIONS FOR PRACTICAL NURSING STUDENTS**
NWTC 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

**INTRUDER ON CAMPUS**
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 observe an individual in the building who appears suspicious or out-of-place should immediately contact the main office for assistance.

**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.

**UNITED STATES COPYRIGHT LAW**
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. Civil and criminal liabilities, as well as, serious penalties are provided for unauthorized copy of copyrighted material or the act of plagiarism. For more information, visit the website of the U.S. Copyright Office at www.copyright.gov.

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.

INTERNET USE: 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.

This information is presented as a summary and 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 UNITED STATES COPYRIGHT LAW POLICY, please see Section 4 of the NWTC Board of Education Policy Manual available on our website at www.nwtech.edu.

STUDENT GUIDELINES

PUBLIC DISPLAYS OF AFFECTION
Socially appropriate displays of affection are expected of all students. For discussion of specific actions students can consult with the campus administrator.

CHEATING/PLAGIARISM
A grade of zero (0) for all work resulting from the cheating/plagarism for the student and any student who assisted the student to cheat may be given. Any student found to have committed or assisted another student in committing cheating or plagiarism shall be ineligible for any academic honor or award for the current semester and following semester.

INAPPROPRIATE LANGUAGE
Students may not use obscene or profane language or gestures while at school. Students who use inappropriate language or gestures directly toward an instructor or staff member may be suspended out-of-school up to ten (10) days or possibly the remainder of the semester. NWTC does not tolerate students who use racial slurs at school or during school activities. Students who choose to use this type of language may be disciplined as outlined above.

STUDENT LOCKERS
Student lockers are available in most of the classrooms or shop areas for the storage of books, supplies and equipment. Students are expected to keep them in a clean, usable condition. Students shall not have any reasonable expectation of privacy rights towards school administrators or teachers in the contents of a school locker, desk, network storage area, computer storage area, or other school property. The state of Oklahoma specifically grants school officials access to search school lockers, desks and other school property at any time without reasonable suspicion.

PERSONAL PROPERTY
It is the responsibility of each individual to care for and safeguard personal belongings. At no time is the school responsible for items lost or stolen at school or while at worksite learning.
CARE OF TEXTBOOKS, TOOLS, AND EQUIPMENT
Students are responsible for the care of all school-owned property that is assigned to them. If items are lost, destroyed, or stolen through irresponsible action, students will be charged the purchase price for replacement.

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

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

References in Policy
Reference to “administrator” means an assistant superintendent or the technology center staff member to whom the administration has delegated the responsibility for student discipline. Reference to the “superintendent” refers to the superintendent of schools or the superintendent’s designee.

Removal or dismissal refers to taking a student out of a course or program for a short period, a longer period, or permanently.

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

2. Evidentiary Hearing
   Upon notice of an alleged violation, the administrator will review the evidence relevant to the violation. If dismissal of the student is necessary before a hearing can be conducted, the hearing must be held as soon as possible, but not later than 72 hours of the dismissal. In case of waiver or non-attendance of the hearing by the student, summary disposition of the matter will be indicated in letter form and forwarded to the student with a copy to the superintendent.
   If the student is unable to attend the original time and day specified by the administrator for the evidentiary hearing, the matter may be continued only once and in such case, will be reset to be conducted within the next 72 hours, excluding weekends and holidays. Any further request for continuance will result in immediate disposition of the matter with notification in writing sent to the student.
3. Decision
Once the evidentiary hearing has been held, the administrator will summarize the findings in a written report, which will include the decision as to the student’s innocence or guilt and recommended discipline, if applicable. This decision will be announced orally at the conclusion of the hearing with a written report to follow, or within three business days of the conclusion of the hearing, by issuance of the written report. The imposition of discipline will commence following announcement of the decision or issuance of the written report, whichever occurs first.

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

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

If the student desires an appeal to the superintendent, he or she shall be permitted to remain in school unless the circumstances delineated under the “Dismissal” section, above, are met. At the hearing, the division administrator shall first present his/her evidence and be subject to cross-examination by the superintendent. This will be followed by the student’s evidence. The decision of the superintendent shall be final. Such decision shall be communicated orally after the hearing or in writing to all parties, within three business days following the decision. An oral decision, when rendered immediately following the hearing, shall be followed by issuance of the superintendent’s written decision, which shall be placed in the mail within three (3) business days of announcing the decision.

5. Modification of Corrective Action
The imposition of corrective action is subject to modification upon the recommendation of the administrator at any time prior to the hearing before the superintendent. The discipline imposed by the administrator is based on one or more of the following guidelines:
A. Seriousness of the offense.
B. Student’s disciplinary record during the course of the school year or in prior years.
C. Any final action by civil authorities. (However, action by authorities, in criminal or civil matters, is not a condition precedent to disciplinary action by the school.)
D. Cooperation and assistance of student during the disciplinary proceedings.
E. Other circumstances as the administrator may deem relevant.

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

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

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

STUDENT BEHAVIOR CODE

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

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
6. Cheating
7. Conduct that threatens or jeopardizes the safety of others
8. Cutting class or sleeping, eating or refusing to work in class
9. Disruption of the educational process or operation of the school
10. Extortion
11. Failure to attend assigned detention, alternative school or other disciplinary assignment, without approval
12. Failure to comply with state immunization requirements
13. False reports or false calls
14. Fighting
15. Forgery, fraud or embezzlement
16. Gambling
17. Gang related activity or actions
18. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication and physical acts
19. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
20. Immorality
21. Inappropriate attire, including violation of dress code
22. Inappropriate behavior or gestures
23. Indecent exposure
24. Intimidation or harassment because race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
25. Obscene language
26. Physical or verbal abuse
27. Plagiarism
28. Possession or use of a caustic substance (unrelated to course work)
29. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
30. Possession or use, without prior authorization, of a wireless telecommunication device
Possession, threat or use of a dangerous weapon, including firearms, and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)

Possession, claimed possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.

Possession, claimed possession, or distribution of illegal and/or drug related paraphernalia

Profanity

Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions

Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers

Theft

Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or, electronic communications

Truancy

Use, possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, personal vaporizers, and electronic nicotine delivery systems, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product

Use, possession, or claimed possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school

Using racial, religious, ethnic, sexual, gender or disability-related epithets

Use of the school’s technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law

Vandalism

Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property

Vulgarity

Willful damage to school property

Willful disobedience of a directive of any school official

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

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include removal from school. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.
School Safety and Bullying Prevention Act (OKLA. STAT. tit. 70, § 24-100.2)
The Oklahoma Legislature established the School Safety and Bullying Prevention Act with the express intent of prohibiting bullying in all schools. In addition to the prohibition listed in the student discipline code, above, the board has adopted a separate policy prohibiting bullying and outlining the district’s plan to address it.

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

Students Attending the Technology Center by Virtue of a Special Program
In some instances, adult students are participating in programs offered by the technology center as a result of their eligibility established by terms of a federal or state program. In these instances the programs establish eligibility requirements as well as minimum standards which students must meet in order to remain a part of the program and recipient of program benefits. Student participation and dismissal of the student may be governed by the program criteria. Students have no property interest in these programs and, as a result, those who violate expectations related to attendance, participation, and otherwise fail to meet the obligations which accompany participation, may be removed from the program with notice to the student and the program director. Whether to allow the student to return to the program and, if so, under what conditions, will be a joint decision of the designated school representatives and the designees for the federal or state program. The student’s dismissal or removal shall include written notice to the program or project director of the student’s dismissal and the reasons for dismissal.

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 SECONDARY STUDENT BEHAVIOR and ADULT STUDENT BEHAVIOR POLICIES, please see Section 10 of the NWTC Board of Education Policy Manual available on our website at www.nwtech.edu.

IMPLIED AUTHORITY
A school district...may exercise those powers necessarily implied, but not delegated by law to any other agency or official (70 O.S. § 5-117; S.L.O. § 68). The teacher or administrator shall have the same right as a parent or guardian to control and discipline a student while the student is in attendance in school or in school vehicles to or from the school or while attending or participating in any school function authorized by the school district.

The goal of this disciplinary policy is to correct any misconduct by student(s) and to promote adherence to the regulations of the school district. In all cases of misconduct the student must take full responsibility for his/her actions. Each case will be handled in a fair and judicious manner. Due process is an inherent right of each person. Improper behavior will result in disciplinary action which may include the following

- Instructor / Student / Parent Conference
- Suspension
- Behavior Contract
- Isolation from Class
- Financial Restitution
- Referral to Social Agencies
- Involvement of Law Enforcement
- Any other disciplinary action deemed appropriate under the circumstances.
The alternatives for discipline may include the items listed above, but will not be limited to that list. Also this list does not reflect a sequence as to how disciplinary actions will take place.

**STUDENT SEARCH AND SEIZURE**

The superintendent, campus director, or designees are authorized to detain and search any student and any property in the student’s possession while on technology center premises, at technology center activities, or in transit under authority of the technology center, for any item possession of which by the student is illegal or prohibited by technology center policy, or for property believed to have been stolen from another student, an employee, or the technology center. The search shall be conducted according to the following guidelines:

**Reasonableness**

1. The decision to search must be based upon a reasonable suspicion that:
   A. A violation of the law or school policy or rules has occurred or is occurring;
   B. The student to be searched has committed the violation; and
   C. Particular evidence of the violation will be discovered in the search.

2. In deciding whether a suspicion is reasonable, all the circumstances surrounding the case should be considered, including:
   A. The student's age, history, and record in school;
   B. The prevalence and seriousness of the suspected violation;
   C. The school officials' prior experience in detecting the problem or recognizing suspicious behavior;
   D. The need to make a search without delay and further investigation;
   E. The specificity and source of the information used as justification for the search; and
   F. The particular instructor or official's experience with the student.

**Scope**

1. The scope or extent of the search shall be reasonably related to the kind of objects being searched for, and not excessively intrusive in light of the student's age and sex and the nature of the suspected violation.

2. A search commenced to discover a particular kind of item may be expanded or continued for additional items if circumstances warrant.

**Discovered Items**

1. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by technology center authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.

2. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.

**Refusal to Submit to Search**

A student who refuses to peaceably submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusals.

**Reports**

The person conducting the search shall prepare a report to be maintained by the superintendent and campus director, including the date, time, place, names of witnesses, purpose, basis, and result of the search.
SUSPENSION

STUDENT SUSPENSION

Sample Disciplinary Options

Instructor or Administrator Intervention
May include, but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by student, changing student’s seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances.

Detention or In-School Intervention
Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/campus director at the specified time with class work to be studied. Detention may be assigned on a week-day or on a Saturday, as deemed appropriate.

Alternative In-School Placement
Alternative in-school placement is an optional correctional measure that may be used by the administration when deemed appropriate. It involves assignment to a site, designated by the technology center, for a prescribed course of education as determined by school representatives. Any such placement will be made in accordance with applicable special education procedural safeguards.

Alternative Out-of-School Placement
Alternative out-of-school placement is an optional correctional measure specifically authorized in cases when a student has made electronic communications intended to terrify, intimidate, harass, or threaten injury or harm to faculty or students. Any such placement will be made in accordance with applicable special education procedural safeguards.

School Service
School service may be required of students when an administrator believes that it would allow the student to understand the logical consequences of his/her conduct. Examples include, but are not limited to, cleaning after vandalism or littering, helping a teacher after disrupting a class, etc. School service will not be utilized to augment the district's workforce, in ways which are likely to endanger a student, or in a manner which is designed to unduly embarrass a student.

Out-of-School Student Suspension
Students may be suspended out of school pursuant to the technology center’s policy regarding student suspension.

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

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

SECONDARY STUDENT OUT-OF-SCHOOL SUSPENSION
This policy applies only to out-of-school suspensions and, unless otherwise noted, all references to “suspension” in this policy mean out-of-school suspension. References to “parent” in this policy means a student’s parent(s) or legal guardian(s).
Behavior or Conduct that May Result in Suspension:
Secondary students may be suspended for:

1. violation of a school regulation (which includes but is not limited to any policy, rule, regulation, directive, etc.);
2. possession of an intoxicating beverage, low-point beer, as defined by OKLA. STAT. tit. 37, § 163.2, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities;
3. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in suspension as provided in the technology center's policy related to firearms;

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

Violent Acts Toward School Personnel
Any secondary student found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for the school shall be suspended for the remainder of the current semester and the next consecutive semester. For good cause and considering the totality of the circumstances, the district’s superintendent or designee may modify the term of the suspension. Final action as to any such suspension, including its term, remains with the board of education or designated hearing officer, pursuant to a timely appeal.

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

Technology Center’s Obligations Prior to Suspension
Before the technology center recommends suspension, other disciplinary options will be considered, including but not limited to: placement in an alternative school setting, reassignment to another classroom, and detention. The technology center will provide additional procedural safeguards as required by law for students identified as having disabilities under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act/Title II of the Americans with Disabilities Act. The student’s high school principal will be consulted in all cases.

Pre-Suspension Conference
When a student engages in behavior or conduct that may result in suspension the campus director shall conduct an informal conference with the student.

At the conference the campus director shall read the regulation that the student is charged with having violated and shall discuss the student’s conduct. The student shall be asked whether he/she understands the regulation and be given a full opportunity to explain and discuss his/her conduct.

If the campus director concludes that suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the suspension. The campus director shall immediately notify the parent by phone and in writing that the student is being suspended and that other disciplinary options were considered and rejected. The written notice will state which alternative disciplinary options were considered and why they were rejected.

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

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

At the conference, the campus director will read the regulation the student is charged with having violated and will briefly outline the student's conduct. The campus director will also explain the reason for rejecting other disciplinary options. The parent should be asked by the campus director if he/she understands the regulation and the charges against the student.

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

Individualized Plans
Suspensions in excess of five (5) days shall include an Individualized Plan ("Plan") that shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The Plan shall be prepared by the campus director with the assistance of other school employees.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for high school graduation.

A copy of the Plan shall be provided to the student and parent. The parent shall be responsible for providing a supervised, structured environment monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

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

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

Long-term suspensions are those suspensions in excess of ten (10) school days. Suspensions will not extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case a suspension shall be for a period of not less than one (1) calendar year. Suspensions involving firearms are governed by the school district's Gun-Free Schools Student Suspension policy.

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

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

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

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

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

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

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

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

1. The board president or the appointed hearing officer should:
   a. Announce that the next agenda item is a suspension review hearing.
   b. Ask whether the parent/student wants the hearing to be open to the public or in executive session. The offer of an open hearing and the response is to be made a part of the minutes of the meeting. If the parent/student requests a closed hearing, a motion to go into executive session per their request should be made and voted on.

2. The board president or hearing officer should advise the parent/student:
   a. That they are entitled to legal counsel, if they desire it.
   b. That the administration will present its witnesses first and that after each witness the parent or their legal counsel will be given an opportunity to cross-examine.
   c. That the parent/student will be given an opportunity to call any relevant witnesses and present any relevant evidence, subject to cross-examination by the administration’s legal counsel.
d. That the board or its hearing officer will consider the evidence and documents and reach a decision that will be recorded by vote in open session.

e. That the parent/student may ask any questions about the procedure.

3. Administration may call witnesses and present documents subject to cross-examination.

4. Parent/student may call any witnesses and present documents subject to cross-examination.

5. After each witness is presented board members or the hearing officer may ask the witness questions.


7. Administration's closing statement.

8. Deliberate in private. (If the hearing is not in executive session, the board or its hearing officer may deliberate in executive session only with permission of the parent/student.)

9. Return to open session and vote. After adopting a motion making certain findings of fact the board must make a motion to: (1) affirm the suspension; (2) modify the suspension (increase or decrease severity of the suspension); or (3) revoke the suspension. If the hearing is before a hearing officer, no motions will be required as a part of the hearing process; otherwise, the hearing officer will have the same obligations as the board when rendering a decision.

**Attendance at School Pending Appeal Hearing**

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

**Short-Term Suspension Appeals**

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

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

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

**Hearing the Appeal**

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

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

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

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

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

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

Reference: OKLA. STAT. tit. 70 § 24-101.3
### NOTICE OF REQUIRED DISCLOSURES

<table>
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<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>
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</table>
| **What: Institutional Information**  
To: Enrolled Students  
When: Annually first day of class  
To: Enrolled Students  
Prospective Students  
When: Upon Request | • Cost of attending school i.e.: Tuition and Fees  
• Institutional Refund Policy/Requirements for officially withdrawing from school  
• Information regarding the school's academic support and career tech career options  
• Copyright/peer to peer  
• Entities that accredit, license, or approve the school and its career options and procedures for reviewing school's accreditation, licensing, or approval documentation  
• Description of any special services and facilities for disabled students  
• Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them  
• Net Price Calculator  
• Grievance Procedures, Constitution Day, Voter Registration | • Student Handbook  
• Consumer Information Handbook  
• NWTC Website www.nwtech.edu |

| **What: Financial Assistance Information**  
To: Enrolled Students  
When: Annually first day of class  
To: Enrolled Students  
Prospective Students  
When: Upon Request | • Description of all available federal, state, local, private and institutional financial assistance, and a description of: (1) application form and procedures; (2) student eligibility requirements; (3) selection criteria; and (4) criteria for determining the amount of a student’s award  
• Rights and responsibilities of students receiving Title IV and other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method & frequency of financial aid disbursements; (5) books & supplies policy  
• Procedures for the Return of Title IV Aid and Repayments by withdrawn students | • Student Handbook  
• Consumer Information Handbook  
• Financial Aid Policy & Procedures Handbook  
• NWTC Website www.nwtech.edu |

| **What: Family Education Rights and Privacy ACT (FERPA)**  
To: Enrolled Students  
Parents of enrolled students under the age of 18  
Prospective Students  
When: Annually first day of class, Upon Request, and Annually in Local Newspapers | • Right to and procedures for inspecting and reviewing student’s education records  
• Right to and procedures for requesting amendment of student’s education records believed to be inaccurate, misleading, or in violation of student’s privacy rights  
• Right to file a complaint with Dept of Ed for alleged school’s or educational agency’s failure to comply with FERPA requirements  
• Right of school to disclose personally identifiable information contained in student’s education records without prior consent  
• Students right for directory information not to be disclosed | • Student Handbook  
• Consumer Information Handbook  
• Board of Education Policy and Procedure Manual  
• Paper copy available upon request in the Financial Aid Office  
• NWTC Website www.nwtech.edu  
• http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html |

| **What: Completion/Graduation Rate, Retention Rate, and Transfer Out Rate**  
To: Enrolled Students  
Prospective Students  
When: Upon Request | • 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  
• 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  
• Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution  
• Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time students who receive Federal Pell Grants  
• Retention rates of certificate or degree-seeking first-time full-time undergraduate students as reported to the Integrated Postsecondary Education Data System (IPEDS) | • NWTC Website www.nwtech.edu  
• Paper copy available upon request in the Financial Aid Office  
• U.S. Dept of Ed’s College Opportunities On-Line website: www.nces.ed.gov/collegenavigator |

| **What: Campus Security Report**  
When: Annually by Oct. 1  
To: Enrolled Students  
Current Employees  
When: Upon Request  
To: Prospective Students  
Prospective Employees  
When: With Job Application, Upon Request  
To: U.S. Dept of Education  
When: Annually by date specified | • 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  
• 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  
• Emergency Response and Evacuation Procedures  
• Campus Sexual Violence Elimination Act and Violence Against Women Reauthorization Act information, policies, and procedures | • Student Handbook  
• Consumer Information Handbook  
• Campus Security Annual Report  
• NWTC Website www.nwtech.edu  
• Paper copy available upon request in the Financial Aid Office  
• NWTC Website www.nwtech.edu  
• www.nwtech.edu  
• www.nces.ed.gov/collegenavigator |

| **What: Drug and Alcohol Abuse Prevention**  
To: Enrolled Students  
When: Annually first day of class and Upon Request  
To: Current Employees  
When: Annually included with first paycheck of the school year and Upon Request | • Information on preventing drug and alcohol abuse  
• 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  
• A description of the sanctions under local, state and federal law for unlawful possession, use or distribution of illicit drugs and alcohol  
• A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees  
• A description of the health risks associated with the use of illicit drugs and alcohol  
• 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 | • Student Handbook  
• Consumer Information Handbook  
• Drug Free School and Workplace Handbook  
• Paper copy available upon request in the Financial Aid Office  
• NWTC Website www.nwtech.edu |

| **What: Gainful Employment**  
To: Prospective Students  
Enrolled Students  
When: Annually on 1st day of class & upon request | • Information on graduation rates, the median debt of students completing the program, program costs, placement, types of employment, etc. | • Student Handbook  
• Consumer Information Handbook  
• Paper copy available upon request  
• NWTC Website www.nwtech.edu |

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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.
PERSONNEL

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 Resource Manager/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 Campus

Practical Nursing Instructor ........................................................ IRVIN, KARLEA
Alva Campus

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
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
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)
OCTOBER 19-20 ................................................ FALL PT CONFERENCES
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)
DECEMBER 21 – JANUARY 2, 2018 ...................... CHRISTMAS BREAK – CAMPUS CLOSED
JANUARY 3 ....................................................... PROFESSIONAL DAY – NO STUDENTS
JANUARY 4 ....................................................... 1ST DAY OF 3RD QUARTER
JANUARY 15 ...................................................... 2ND SEMESTER BEGINS
FEBRUARY 19 ................................................... PROFESSIONAL DAY – NO STUDENTS
FEBRUARY 19 ................................................... PROFESSIONAL DAY – NO STUDENTS
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)
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
8:20 A.M. - 11:20 A.M. MORNING SESSION
11:20 A.M. - 12:20 P.M. NOON HOUR
12:20 P.M. - 3:20 P.M. AFTERNOON SESSION