



# **2023 - 2024**

# **Student Handbook**

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



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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 understand 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 <https://nwtech.edu/student-services/student-policies-handbooks>. Handbook information is also available in alternative formats and languages upon request.

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 on each campus.**

### **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**

### **PERSONS DESIGNATED TO DISBURSE INSTITUTIONAL INFORMATION**

Angie Flynt, Career Programs Administrative Professional at the Alva Campus and Amanda Robinson, Career Programs Administrative Professional at the Fairview Campus, and Career Counselors Karen

Koehn at the Alva Campus and Jennifer Shaw at the Fairview Campus are the employees responsible for disbursing general institutional information about Northwest Technology Center (also referred to in this handbook as NWTC). They may be reached at 580-327-0344, Alva Campus and 580-227-3708, Fairview Campus.

## **ACCREDITATION**

Northwest Technology Center is recognized/accredited by the following agencies:

- United States Department of Education
- Oklahoma State Department of Education, Accreditation Section
- Oklahoma Board of Career and Technology Education
- State Approving Agency, Oklahoma Department of Veteran's Affairs (ODVA)
- Oklahoma Board of Nursing
- Automotive Service Excellence Certification (ASE)
- National Automotive Technicians Education Foundation (NATEF)
- National Center for Construction Education and Research (NCCER)
- Oklahoma Department of Health, EMS Division and Nurse Aide Registry
- Oklahoma Department of Labor
- Allied Health Education Programs (CAAHEP)
- Oklahoma Board of Cosmetology and Barbering
- Commission on Accreditation of Allied Health Education Programs
- Committee on Accreditation of Educational Programs for EMS Professionals (CoAEMSP)

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:

Alva Campus  
Northwest Technology Center  
580.327.0344  
1801 11<sup>th</sup> Street  
Alva, OK 73717

Fairview Campus  
Northwest Technology Center  
580.227.3708  
801 S. 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 11<sup>th</sup> 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](mailto:OCR.KansasCity@ed.gov)

**This notice is available in additional alternative formats and languages upon request.**

## **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 decide 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 appellant. 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**

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.

### **Class Schedule**

The NWTC 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 sessions. An adult student can attend half-time for 480 hours or full-time for 960 hours in a school year. Students will be allowed a 10-minute break for each session.

Class hours are as follows for most daytime classes:

ADULTS: Alva Campus Morning 8:05 a.m. - 11:05 a.m. and afternoon 12:35 p.m. - 3:35 p.m.

Fairview Campus Morning 8:20 a.m. – 11:20 p.m. and afternoon 12:20 p.m. - 3:20 p.m.

HIGH SCHOOL: Schedules dependent upon partner sending school schedules.

### **Secondary Day Student Enrollment**

Junior and Senior students are admitted based on interest, aptitude, need and performance in past schoolwork. 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 to attend a technology center program tuition free. Secondary students residing outside of the technology center district will be charged out-of-district tuition rates.

### **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®/HiSET®, or home school equivalency. Should the validity of the high school diploma, GED®/HiSET®, or home school equivalency be questioned, NWTC will confirm the validity by contacting the appropriate state's governing agency held accountable for authorizing the document. Students who do not have this documentation may enroll as a Provisional Student while pursuing the GED®/HiSET® 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 DIPLOMA (GED®) / HIGH SCHOOL EQUIVALENCY TEST (HiSET®)**

Any adult student who does not have a high school diploma or equivalent is encouraged to enroll in GED®/HiSET® preparation classes. At the beginning of each semester a free, evening, self-directed overview course is offered on the NWTC Fairview campus to help students prepare for the test. Students can register to take the GED® or HiSET® computer-based test and find out more by going to the website <https://ged.com> or <http://hiset.ets.org>. Testing centers located near our area are in Enid, Woodward, and Weatherford. For more information contact Kay Koehn, the Career Center Coordinator on the Fairview campus, by email at [kaykoehn@nwtech.edu](mailto:kaykoehn@nwtech.edu) or by phone at 580-227-3708 or 580-327-0344.

## **ADMISSIONS CRITERIA FOR PRACTICAL NURSING PROGRAM**

Applicants for the Practical Nursing Program must have a high school diploma or equivalent. Admissions packets are available upon request in the Central Office at either the Alva or Fairview campus. One Practical Nursing class will be admitted annually. Practical Nursing is a full-time 11-month, 45-week program consisting of 1463 clock hours. The program has scheduled breaks and holidays. Applicants who have a completed application and have satisfactory test results on file will be considered for the program. Meeting the requirements does not guarantee admission. Applicants selected by the admission committee are notified in writing of acceptance into the program. Please see the Practical Nursing Handbook which can be obtained at the Central Office in Alva or Fairview or contact the Career Program Administrative Assistant or Director at 580-327-0344 for more information.

## **ADMISSIONS CRITERIA FOR PARAMEDIC PROGRAM**

Applicants for the Paramedic Program must have a high school diploma or equivalent, have a current AHA BLS Health Care Provider card or Red Cross equivalent, and be a registered EMT. Admissions packets are available upon request in the Central Office at either the Alva or Fairview campus. One Paramedic class will be admitted annually. The Paramedic Program is 1,250 hours (682 classroom/lab and 448 clinical, beginning with 120 hours of Anatomy & Physiology course) beginning in the spring and running approximately 16 months. 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 NWTC/KTC Paramedic Handbook which can be obtained at the Central Office Fairview or contact the Career Program Administrative Assistant or BIS Health Director at the Fairview Campus at 580-227-3708 for more information.

## **ADMISSIONS CRITERIA FOR COSMETOLOGY PROGRAM**

Applicants for the Cosmetology Program must have a copy of high school transcript and attendance summary (if high school student), or high school diploma or equivalent (if adult), and have a copy of birth certificate, driver's license or state issued ID. Admissions packets are available upon request in the Central Office at the Fairview campus. One cosmetology class will be admitted annually with classes beginning in August and ending in May. The Cosmetology Program (high school) is 1,000 hours (300 mandatory classroom/theory before allowed to perform practical skills with hands-on instruction) and Cosmetologists – Adult is 1500 hours (300 mandatory classroom/theory before allowed to perform practical skills with hands-on instruction). 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 NWTC Cosmetology Handbook which can be obtained at the Central Office in Fairview or contact the Career Program Administrative Assistant at Fairview or Cosmetology Instructor at the Fairview Campus at 580-227-3708 for more information.

## **ENROLLMENT PRIORITIES**

1. Any student (adult or secondary) who attended the previous school year and desires to return and complete the same program.
2. All remaining slots will be allotted to In-District secondary and adult Students. Available slots will be held until 2 weeks prior to the first day of school.
3. Remaining slots will be filled with Out-of-District and/or Out-of-State secondary and adult students.

4. Slots remaining after the above priority list is utilized will be filled on a first come, first served basis. Waiting lists will be compiled in the order that the 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/Career Programs 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.

### **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 schools in-district rate.

### **TUITION, FEES, AND COST OF ATTENDANCE**

The following tuition schedule is in effect for 2023-2024. This schedule applies to all career options at both the Alva and Fairview Campus, EXCEPT COSMETOLOGY, PRACTICAL NURSING and PARAMEDIC.

<b>Tuition</b>	In District Adult	\$2.00 per hour
	Out of District Adult	\$4.00 per hour
	In District High School	No Tuition Charged
	Out of District High School	\$11,998.00 per semester as determined by ODCTE

<b>Adult Fees</b>	Material Use Fee	\$0.50 per hour per career option*
	*Unless Advanced Standing Credit is granted. Please see the <b>Advanced Standing Credit/Prior Credit for Adult Students</b> 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.

**Cost of Attendance** (Cost of attendance estimate for 9 months training)

(Standard allowances for off-campus food and housing. Figures based on the Southwest Consumer Price Index as of December 2022 – released January 12, 2023. The all-items index rose 6.5 percent for the 12 months ending December 31, 2022.)

**Independent Student**

Housing & Food: \$ 11,925.00  
 Transportation: \$ 2,583.75  
 Miscellaneous: \$ 5,366.25

**Dependent Student**

Housing & Food: \$ 5,654.40  
 Transportation: \$ 1,225.12  
 Miscellaneous: \$ 2,544.48

**Tuition, Fees, and Cost of Attendance for the Practical Nursing Program**

PN Application Fee		\$ 10.00	
PN Program Acceptance Fee (Non-refundable) & Graduation Fee		\$ 200.00	
In District Adult	Tuition	\$2,926.00	Books, Course Materials, Supplies & Equipment \$3,768.00
Out of District Adult	Tuition	\$5,852.00	Books, Course Materials, Supplies & Equipment \$3,768.00

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** paid by students directly to private vendors for background checks, drug screening, insurance, testing and licensure are estimated to be **\$513.00**. The estimated additional cost for multi state license is \$600.00.

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 in the Central Office from the Career Program Administrative Assistant or Practical Nursing Director at 580-327-0344 for more information.

**Cost of Attendance for Practical Nursing** (Cost of attendance estimate for 11 months training)

(Standard allowances for off-campus food and housing. Figures based on the Southwest Consumer Price Index as of December 2022 – released January 12, 2023. The all-items index rose 6.5 percent for the 12 months ending December 31, 2022.)

**Independent Student**

Housing & Food: \$14,648.40  
 Transportation: \$ 3,173.82  
 Miscellaneous: \$ 6,591.78

**Dependent Student**

Housing & Food: \$ 6,910.80  
 Transportation: \$ 1,497.34  
 Miscellaneous: \$ 3,109.86

**Tuition and Fees for the Paramedic Program**

Paramedic Program Acceptance Fee (Non-refundable)		\$ 1,250.00	
In District Adult	Tuition	\$2,500.00	Books, Course Materials, Supplies & Equipment \$1,630.00
Out of District Adult	Tuition	\$5,000.00	Books, Course Materials, Supplies & Equipment \$1,630.00

The costs listed above include tuition and fees paid to NWTC for Paramedic. Tuition and fees for the Paramedic Program are divided into three payment periods or trimesters. **Additional fees** paid by students directly to private vendors for testing, licensure, immunizations, EMS attire, and travel are estimated to be **\$1,835.00**.

Paramedic 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 Paramedic Director/Instructor. Differences in fees will be approved by the Paramedic Director/Instructor and will be documented for each student. Please see Paramedic information in the NWTC/KTC Paramedic Handbook which can be obtained in the Central Office from the Career Program Administrative Assistant at the Fairview campus or from the BIS Health Director at the Fairview Campus at 580-227-3708.

**Cost of Attendance for Paramedic Program** (Cost of attendance estimate for 16 months training)

(Standard allowances for off-campus food and housing. Figures based on the Southwest Consumer Price Index as of December 2022 – released January 12, 2023. The all-items index rose 6.5 percent for the 12 months ending December 31, 2022.)

**Independent Student**

Living Expenses: \$21,306.60  
 Transportation: \$ 4,616.43  
 Miscellaneous: \$ 9,587.97

**Dependent Student**

Living Expenses: \$10,051.80  
 Transportation: \$ 2,177.89  
 Miscellaneous: \$ 4,523.31

## Tuition and Fees for the Cosmetology Program

Cosmetology Program Acceptance Fee (Non-refundable)		\$	7.00
In District Adult Tuition	\$3,000.00	Books, Course Materials, Supplies & Equipment	\$2,250.00
Out of District Adult Tuition	\$6,000.00	Books, Course Materials, Supplies & Equipment	\$2,250.00

The costs listed above include tuition and fees paid to NWTC for Cosmetology. Tuition and fees for the Cosmetology Program are divided into three payment periods or trimesters. **Additional fees** paid by students directly to private vendors for testing, licensure, and required footwear are estimated to be **\$150.00**. Footwear and any additional uniform scrubs must meet Oklahoma State Board of Cosmetology & Barbering requirements and be approved by Cosmetology Instructor.

## Cost of Attendance for Cosmetology (Cost of attendance estimate for 12 months training)

*(Standard allowances for off-campus food and housing. Figures based on the Southwest Consumer Price Index as of December 2022 – released January 12, 2023. The all-items index rose 6.5 percent for the 12 months ending December 31, 2022.)*

### Independent Student

Living Expenses:	\$15,891.00
Transportation:	\$ 3,462.55
Miscellaneous:	\$ 7,191.45

### Dependent Student

Living Expenses:	\$ 7,539.00
Transportation:	\$ 1,633.45
Miscellaneous:	\$ 3,392.55

## 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 <https://nwtech.edu/student-services/financial-aid-tuition>.

## 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 10<sup>th</sup> 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 Office in Alva or contact the Career Program Administrative Assistant or PN Director at 580-327-0344 for more information.

**EXCEPTION:** Paramedic tuition and fees are due in three trimester payments. Please see the NWTC/KTC Paramedic Handbook, which can be obtained at the Central Office from the Career Program Administrative Assistant at the Fairview campus or from the BIS Health Director at the Fairview Campus at 580-227-3708 for more information.

**EXCEPTION:** Cosmetology tuition and fees are due in three trimester payments. Please see the Cosmetology Handbook, which can be obtained at the Central Office in Fairview from the Career Program Administrative Assistant or from the Program Instructor at the Fairview Campus at 580-227-3708 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 'Advanced Standing Credit/Prior 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 10<sup>th</sup> day of their suspended pay period. Students may appeal their financial aid suspension. For appeal

process, please see the Financial Aid Policies and Procedures Handbook at <https://nwtech.edu/student-services/student-policies-handbooks> 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.

\*\*Paramedic 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 <https://nwtech.edu/student-services/student-policies-handbooks> for calculations and additional information. For VA Educational Beneficiaries, Title 38 refund policies will be followed. Please see the **VA Educational Assistance Beneficiaries Policies** section of this handbook for detailed information.

The student can expect a refund to be mailed to him/her within twenty (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 S. Vo-Tech Drive, Fairview, OK 73737; Northwest Technology Center, Assistant Superintendent, 1801 Eleventh Street, Alva, OK 73717.

### **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**

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:

A	100 – 90 %		
B	89 – 80	I	Incomplete
C	79 – 70	W	Withdraw
D	69 – 60		
F	59 – 00		

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 be 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 in the Assistant Superintendent's Office on each campus.

## **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.

## **DISTRICT WIDE PARENTAL INVOLVEMENT (Secondary Students – Parents Bill of Rights)**

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

Parents have the right be involved in their minor child's education, including directing that education. Parents are encouraged to exercise their rights in conjunction with technology center guidance so as not to inadvertently impede their minor child's compliance with federal and state mandated requirements – including requirements related to graduation or program completion. Parents also have the right to review school records related to their minor child.

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

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

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

1. The technology center will promote parent participation with the goal of improving parent and teacher cooperation in areas such as homework, attendance, and discipline. This will be accomplished through activities such as:
  - Parent teacher conferences
  - Back to school / meet the teacher nights
  - School sponsored webpages with class information available to parents
  - Social Media posts
  - School (LMS) Learning Management System – Canvas or Google Classroom
2. The technology center will inform parents about their child's course of study by disseminating this information:
  - During annual enrollment
  - In student handbooks
  - On the district's webpage

- Social Media posts
- School (LMS) Learning Management System – Canvas or Google Classroom

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

3. Parents who object to a learning material or activity may withdraw their minor child from the class or program in which the material is used. To withdraw a student, the parent must submit a written request, signed and dated by a parent, to the campus director. Parents who choose to withdraw their minor child from a class are responsible for making alternate arrangements for the child to earn credit for the work missed.
4. If a teacher is going to provide instruction or presentations regarding sexuality in a course, the teacher will send written notice home to parents 5 days in advance of the presentation. Parents who object to their minor child's participation in such instruction may send a written request to the campus director to have the student excused from the presentation. Any such student will be permitted to study in the office during the presentation.
5. Parents may learn about the nature and purpose of (CTSO) CareerTech Student Organizations and activities which are part of the technology center's curriculum by reviewing student handbooks and the technology center's website. The school's c0-curricular organizations are also published in student handbooks, the policy manual, and are available on the district's website.
6. Parents have numerous rights and decision-making responsibilities concerning their minor children. To assist parents in meeting these responsibilities and to fulfill its obligations under the 2014 Parent Bill of Rights, the district has compiled the following information for parents:
  - A. The technology center does not provide sex education but relies on sending schools to meet this requirement. Parents may opt their student out of the relevant program by following the procedures established by the sending district.
  - B. Parents who are not residents of the technology center district may enroll their minor children in accordance with board policy. A copy of that policy is available in the assistant superintendent's office.
  - C. The district utilizes a number of resources to educate students. Parents who object to an assignment based on sex, morality or religion may opt their minor child out of the assignment by following the procedures established in item 3 above.
  - D. A minor student is required to have (1) a current, up-to-date immunization record OR (2) a completed and signed state-approved exemption form. Either the up-to-date immunization record or a completed and signed state-approved exemption form must be on file with the district **prior** to the student's admission to the district. The exemption form shall specify that the student has received or is in the process of receiving the immunizations currently required by Oklahoma State Department of Health regulations, unless the exemption has been granted from the immunizations on medical, religious, or personal grounds or as otherwise required by law.

The immunization requirements shall be posted at the district's website and in any notice or publication provided to parents/guardians regarding immunizations. The state-approved exemption form is available at the Oklahoma State Department of Health website, URL – <https://oklahoma.gov/health.html>.

- E. Students are required to meet certain obligations in order to be promoted to a subsequent grade at their sending school, particularly regarding learning to read. Parents can learn about those requirements – including efforts the sending district takes to help students become successful readers – by reviewing the sending



district's policies on Reading Sufficiency Act testing, and student promotion. Copies of those policies are available from the sending district.

- F. Students are required to meet certain obligations to graduate from high school and/or complete their technology center course of study. Parents can learn about these requirements each year during course enrollment or by talking with a technology center enrollment counselor. This information is also available in student handbooks and on the Oklahoma State Department of Education's website ([www.ok.gov/sde/](http://www.ok.gov/sde/)).
- G. The technology center does not provide AIDS education but instead relies on the sending school to complete this task. Parents may opt their minor student out of this education by following the procedures established by their child's sending school.
- H. Parents have the right to review student test results related to their minor student. Parents may review the results of classroom exams by contacting their child's teacher. Parents may review the results of state-wide testing at the child's sending school by following the procedures established by their child's sending school.
- I. Qualifying students have the right to participate in their sending school's gifted and talented program in accordance with the sending district's policy regarding the program. A copy of the policy is available through the sending district.
- J. Parents have the right to review teachers' manuals, films, tapes or other supplementary instructional material if the materials are being used in connection with a research or experimentation program or project. In order to review these materials, the parent should contact the campus director.
- K. Parents have the right to receive a school report card related to their child's sending school. Information regarding these report cards will be provided through the sending district.
- L. Students are required to attend school regularly, and the technology center will notify parents of any student absence unless the parent has already contacted the technology center to report the absence. The technology center will send a written notice to parents if their minor student appears to be in danger of exceeding the maximum allowable number of absences and will notify the district attorney and the parent if a child may be considered truant. Parents may contact the campus director for additional information regarding student absences.
- M. Parents have the right to review the technology center's courses of study and textbooks. Arrangements for this review can be made through the campus director.
- N. Students may be excused from school for religious purposes provided the parent contacts the campus director to request such an absence.
- O. Parents have the right to review all technology center policies, including parental involvement policies. Copies of these policies are available through the assistant superintendent's office.
- P. Parents have the right to participate in parent-teacher organizations through their child's sending school. Information regarding these groups will be made available through the sending school.
- Q. Parents may opt out of selected data collection related to state longitudinal student data system reporting. Parents may not opt out of necessary and essential record collecting. Parents may file an opt out request through the superintendent's office.
- R. The technology center will not procure, solicit to perform, arrange for the performance of, perform surgical procedures or perform a physical examination upon a minor student or prescribe any prescription drugs to a minor student without first obtaining a written consent for the proposed assessment or treatment. The

written consent will be effective for the school year for which it was granted and must be renewed each subsequent school year. If the assessment or treatment for which the written consent is provided is performed through telemedicine at a school site, and if the written consent is provided by the Parent and is currently effective, the health professional shall not be required to verify that the parent is at the school site.

- S. The technology center will not procure, solicit to perform, arrange of the performance of or perform an assessment for mental health therapy on a minor student without first obtaining consent of a parent or legal guardian of the minor. The written consent will be effective for the school year for which it was granted and must be renewed each subsequent school year. If the assessment or treatment for which the written consent is provided is performed through telemedicine at a school site, and if the written consent is provided by the Parent and is currently effective, the health professional shall not be required to verify that the parent is at the school site. However, a student shall not be seen without consent.
- T. A student shall not be vaccinated at school or on school grounds or receive a vaccine as part of the mobile vaccination effort without prior written authorization, including the signature of the parent or legal guardian of the student for the vaccine or group of vaccines to be administered during a single visit.

Parents requesting information outlined in this policy should submit written requests for information through the campus director or superintendent, as noted in the respective section. Appropriate school personnel will either make the information available or provide a written explanation of why the information is being withheld within ten (10) days of the request. Any parent whose request is denied or who does not receive a response within fifteen (15) days may submit a written request for the information to the board of education. The board will include an item on its next public meeting agenda (or the following meeting if time does not permit inclusion of the item on the agenda) to allow the board to formally consider the parent's request.

REFERENCE: OKLA. STAT. tit. 25, § 2001  
OKLA. STAT. tit. 25, § 2004, *et seq.*  
Okla. Stat. tit. 70, § 1-116.2  
OKLA. Stat. tit. 70 § 1210.191  
O.A.C. 310: 535-1-2

### **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 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 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.

5. 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. 20212-5901**

### **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), as reauthorized by the Every Student Succeeds Act (ESSA) of 2015, 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., 11<sup>th</sup> grade, 12<sup>th</sup> 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 <https://nwtech.edu/student-services/student-policies-handbooks>. For detailed information regarding the **NWTC STUDENT RECORDS POLICY including FERPA, please see Section 9 of the NWTC Board of Education Policy Manual** available in the Assistant Superintendent's Office on each campus.

## **TRANSGENDER AND NONBINARY STUDENT RECORDS**

### Definitions

Transgender and nonbinary students may use different terms to describe their lives and experiences of gender. Terminology and language may differ and evolve based on region, language, race or ethnicity, age, culture, and many other factors. These terms often mean different things or refer to different experiences. Technology center employees should use the terms that students use to describe themselves, and avoid terms that make these students uncomfortable.

The following definitions are not provided for the purpose of imposing labels, but rather to assist in understanding this policy and the obligations of technology center personnel. Students may or may not use these terms to describe themselves or their experiences.

"Gender Identity" is a person's deeply held knowledge of their own gender, which can include being a man, woman, another gender, or no gender. Gender identity is an intimate part of a person's identity. One's gender identity may or may not align with society's expectations for sex assigned at birth (e.g., male, female, or intersex).

"Gender Expression" refers to one's expression of gender, whether through hair styles, makeup, or personal fashion, which changes over the course of a lifetime.

"Transgender/Trans" is an adjective used to describe a person whose gender identity differs from the sex they were assigned at birth. A trans woman is a woman whose sex was assigned male when she was born.

A trans man is a man whose sex was assigned female when he was born. Some transgender people are neither male nor female, and may use terms like nonbinary to describe their gender.

"Cisgender" is an adjective describing a person whose gender identity corresponds with the gender that society typically associated with the sex they were assigned at birth. For example, a cisgender woman's sex was assigned female at birth, and she identifies her gender as female. As another example, a cisgender man's sex was assigned male at birth, and he identifies his gender as male.

"Gender Nonconforming" is a term sometimes used to describe people whose gender expression differs from social expectations, such as "feminine boys," "masculine girls," and people who are perceived as androgynous in some way. Being gender nonconforming is distinct from being transgender, although some trans people may consider themselves to be gender nonconforming. For example, a cisgender woman who has short hair and likes sports might consider herself nonconforming, but may not identify as transgender.

"Nonbinary" is a term used to refer to people whose gender identity is not exclusively male or female, including those who identify with a different gender, a combination of genders, or no gender. Nonbinary may be considered a subset of transgender or a distinct identity. Other similar or more specific terms may include genderqueer, gender fluid, agender, or Two-Spirit (for Native American students).

"Sexual Orientation" refers to a person's romantic and/or sexual attraction to other people. This includes being straight, gay, bisexual, queer, asexual, or many other terms used to describe sexual orientation. This is different and distinct from gender identity.

"Transition" is the process through which a person begins to live according to their gender identity. This process is different for everyone, and it may or may not involve specific medical treatments or changes to official documents. There is no single step or set of steps that an individual must take in order to have their gender identity affirmed and respected.

"LGBTQ+" is an acronym that stands for lesbian, gay, bisexual, transgender, and questioning (or queer). The acronym sometimes includes an "I" for intersex, an "A" for asexual, a "P" for pansexual, and other letters. A "+" is sometimes placed at the end of the acronym to signal that there are additional letters/identities that fall under a similar umbrella.

"QTBIPOC" is an acronym that stands for queer/trans, black, indigenous, and people of color.

#### Privacy and Confidentiality

The technology center will ensure that all personally identifiable and medical information relating to transgender and nonbinary students is kept confidential in accordance with applicable state, local, and federal privacy laws. Technology Center employees and staff shall not disclose any information that may reveal a student's gender identity to others, unless the student, parent, or legal guardian has authorized such disclosure, or there is another compelling need.

Prior to disclosing any such information about a transgender or nonbinary student, technology center employees will work with the student and any parent or legal guardian to discuss the appropriate manner, time, and message of the disclosure. This will include providing the student with appropriate support services they may need to make the disclosure in a safe and supportive environment.

Transgender and nonbinary students have the right to discuss and express their gender identity openly and to decide when, with whom, and how much private information to share. The fact that a student chooses to use a different name, to transition at school, or to disclose their gender identity to staff, educators, or other students does not authorize technology center employees to disclose a student's personally identifiable or medical information to anyone. No technology center or technology center employee shall encourage, coerce, or attempt to encourage or coerce a minor child to withhold information from the student's parent/guardian.

The 2023 Oklahoma "Parents' Bill of Rights" (OAC 210:10-2-1, et seq.), requires the technology center to disclose to a student's parent/guardian any information known to the center or its employees regarding material changes reasonably expected to be important to the parent/guardian regarding their student's health, social, or psychological development, including identity information. Disclosure of this information shall occur within 30 days of learning the information. "Identity information" means information including,

but not limited to, any names or pronouns used by a student at school and any social transition or other transition to a gender that differs from the student's sex. "Sex" means the physical condition of being male or female based on genetics and physiology, as identified on the individual's original birth certificate.

#### Use of Preferred Name, Pronoun, or Gender

All adult students have the right to be addressed by a name, pronouns, and other terms that correspond with their gender identity. This respect should not depend on whether a student has access to a legal name change or gender marker change on official documents. The technology center and its employees should always use the pronouns and name with which a student identifies or requests. The technology center and its employees are expected to respect and use a student's name and pronouns, once they have been made aware of said student's correct information.

A minor student has the right to be addressed by a name, pronouns, and other terms that correspond with their gender identity, provided their parent/guardian has provided written consent to the technology center for the student to be addressed by a preferred name or pronoun that may be different from the student's original birth certificate. This respect should not depend on whether a student has access to a legal name change or gender marker change on official documents. The technology center and its employees are expected to respect and use a student's name and pronouns, once they have been made aware of said student's correct information and parent/guardian consent for the student to use a preferred name or pronoun.

#### Student Records

The technology center shall maintain an official, permanent record with the legal name and gender appearing on the student's birth certificate. On all other school-related records or documents, however, at the request of or with the consent of the student's parent/legal guardian as appropriate (unless the student is over 18), the technology center will use a student's requested name and gender pronouns. This would include physical records and documents, diplomas and other certificates of advancement, electronic records and documents, and school IDs. Reasonable efforts will be made to update student records with the student's requested name and gender pronoun or gender marker, and not to circulate records with the student's assigned birth name or gender marker. The technology center will also make reasonable efforts to also identify routine areas where a student's privacy could be violated by the improper usage of the legal name and gender marker. These include but are not limited to pre-printed labels, standardized tests, student IDs or library cards, school photos, notices from the main office, attendance slips, grade books, posted lists of student names, lesson plans, seating charts and roll sheets used by substitute teachers, and any other places where students' names are commonly written.

In order to protect a student's privacy, and to prevent accidental disclosure of a student's status, the technology center will maintain the official, permanent record in a secure location, separate from the student's other records. If the official record is maintained electronically, similar security measures shall be implemented to protect student privacy.

When a student or parent/legal guardian presents the technology center with documentation of a court-ordered legal name and/or gender change, the technology center will then change the official, permanent pupil record, to reflect the student's new legal name and gender, in a timely manner.

Transgender and nonbinary students who transition after having graduated or transferred out of the technology center may request that the technology center amend school records, a diploma, or transcripts that include the student's birth name and gender. When requested, the technology center will amend the student's records, including reissuing a school diploma or transcript, to reflect the student's current name and gender.

#### Contact Information

Any student who has experienced gender-based harassment, discrimination, bullying, or similar misconduct, or has additional questions regarding the information contained in this policy should contact:

Colt Shaw, Title IX Coordinator  
Northwest Technology Center  
801 Vo-Tech Drive  
Fairview, OK 73737

580.227.3708  
[cshaw@nwtech.edu](mailto:cshaw@nwtech.edu)

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  
(816) 268-0599 (Fax)  
(877) 521-2172 (TTY)  
E-mail: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

Reference: OAC 210: 10-2-1

## **STUDENT SERVICES**

### **Guidance and Career Counseling**

Professional staff members are available to advise students who desire help with personal and/or career-related concerns. A variety of assessment systems are available to help identify interest, aptitude and competencies, as well as to assist students in choosing career goals. Students needing support to deal with any problem that may be emotional, marital, financial, and/or alcoholic or chemical dependency are encouraged to take advantage of counseling services. A list of community support agencies is also available. 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 Jeremy Eaton or Karen Koehn, Compliance Coordinators for the Alva Campus or Colt Shaw or Jennifer Shaw, 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 in the Assistant Superintendent's Office on each campus.

### **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 <https://nwtech.edu/student-services/career-center>.

### **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](http://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**

Career Programs 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 580-227-3708.

## **CAREER OPTIONS/PROGRAMS 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 <https://nwtech.edu/classes/career-programs> for additional information on each career option.**

### **CAREER OPTIONS OFFERED – ALVA CAMPUS**

#### **Automotive Technology**

Automotive Service Technician

#### **Bio-Medical Sciences** (High School Students Only)

Bio-Medical Sciences and Medicine

#### **Computers & Business Technology**

Accounting Associate

Executive Administrative Assistant

Legal Office Assistant

Medical Coding Specialist

Office Information Specialist

#### **Construction Trades**

Electrician's Assistant

#### **Digital Design**

Graphic Design Specialist

#### **Health Careers Certification\***

EMR Emergency Medical Responder

EMT Emergency Medical Technician

Nursing Assistant

Phlebotomist

Therapy Technician

Veterinary Assistant

#### **Practical Nursing\***

Practical Nursing

### **CAREER OPTIONS OFFERED – FAIRVIEW CAMPUS**

#### **Automotive Technology**

Automotive Service Technician

#### **Biomedical Sciences** (High School Students Only)

Biomedical Sciences and Medicine

#### **Computers & Business Technology/Digital Design**

Accounting Associate

Executive Administrative Assistant

Digital Marketing Specialist

Digital Marketing Specialist Introduction

Office Information Specialist

Video Technician



**Cosmetology**

Cosmetologist  
Cosmetology – Public (High School Students Only)

**Digital Design**

Graphic Design Specialist  
Game Programmer

**Health Careers Certification\***

Advanced Nursing Assistant  
Nursing Assistant  
Phlebotomist  
Therapy Technician  
Veterinary Assistant

**Paramedic\***

Paramedic

**Welding Technology**

Structural and Pipe Welder  
Fabrication Welder

**\*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.

**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), sometimes also referred to as On the Job Training (OJT), 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 NWTB Board of Education Policy Manual** available in the Assistant Superintendent's Office on each campus.

**GRADUATION/COMPLETION REQUIREMENTS FOR CERTIFICATES/DIPLOMAS IN CAREER OPTIONS/PROGRAMS**

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 an eleven-month program that leads to a diploma in Practical Nursing. Practical Nursing students also have the opportunity to complete the NCLEX-PN. Requirements vary depending on the career program; however, each career program has a set number of course hours which must be completed with a passing grade and the student

must maintain a 90% or above attendance rate. Students may be issued numerous certifications within their chosen career program as several are available in all career program areas. Please contact the Career Center for a full list of all certifications. **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 and does not have to be made up. 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 will receive no credit 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.

##### Absence

An absence is defined as missing more than 30 minutes of class time.

##### Tardies

A tardy is defined as arriving past the designated start times of the class. Any tardy that extends beyond 30 minutes of class time is counted as an absence. Three (3) tardies are counted as an absence. A pattern of excessive tardies will result in a meeting with the Assistant Superintendent to determine disciplinary action.

##### Truancy

A secondary student is 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 less than 30 minutes before the designated end of class time will be counted as tardy.

##### Make-Up Work

Students are expected to make up the work missed while they were absent. It is the responsibility of the student to contact the instructor and make arrangements to complete the work missed. No penalty will be

assessed if the work is made up within two (2) days for each day missed. Make-up work shall be meaningful and relevant to the course missed. Some situations may require more time due to the nature of the career program. In these cases, the instructor will set the completion date for the make-up work.

#### Withdrawal from Career Program

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

#### Operational Procedures for Absences from Full-Time Secondary Career Programs

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

1. After the equivalent of three (3) to five (5) absences, the parent or guardian will be contacted with supporting documentation and the instructor conferences with student.
2. After the equivalent of six (6) to nine (9) absences, the parent or guardian will be contacted with supporting documentation and the counselor/administrator conferences with student. The counselor/administrator schedules a conference with student and parent/guardian to place student in an attendance probationary contract outlining expectations and consequences.
3. After the equivalent of ten (10) absences, a student who violates the attendance probationary contract will be automatically withdrawn from the career program for violation of the attendance policy.

#### Appeal

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

#### **Procedures for Adult Students:**

##### Student Attendance Records – Maintenance and Storage

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

##### Absence

An absence is defined as missing more than 30 minutes of class time.

##### Tardies

A tardy is defined as arriving past the designated start times of the class. Any tardy that extends beyond 30 minutes of class time is counted as an absence. Three (3) tardies are counted as an absence. A pattern of excessive tardies will result in a meeting with the Assistant Superintendent to determine disciplinary action.

##### Leaving Class Early

Any student who leaves less than 30 minutes before the designated end of class time will be counted as tardy.

##### 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 Students:**

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

#### **Attendance Policy for Paramedic Students:**

The Paramedic program has a separate attendance policy which is stricter than NWTC's Satisfactory Academic Progress attendance requirement. Please see Paramedic information in the NWTC/KTC Paramedic Handbook which can be obtained in the Central Office from the Career Program Administrative Assistant at Fairview Campus or from the BIS Health Director at the Fairview Campus at 580-227-3708 for more information.

#### **Attendance Policy for Cosmetology Students:**

The Cosmetology program has a separate attendance policy which is stricter than NWTC's Satisfactory Academic Progress attendance requirement. Please see Cosmetology information in the Cosmetology Handbook which can be obtained in the Central Office from the Career Program Administrative Assistant in Fairview or from the Cosmetology Instructor at 580-227-3708 for more information.

#### **Attendance Policy for Students on Financial Aid:**

Please see the **Adult Student Information** section of this handbook.

#### **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 (if secondary student)
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.

### **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, 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.

## **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.

## **NATIONAL TECHNICAL HONOR SOCIETY**

The National Technical Honor Society (NTHS) is the acknowledged national leader in the recognition of outstanding student achievement in career and technical education. Its mission is to honor student achievement and leadership, promote educational excellence and enhance career opportunities for the NTHS membership. A lifetime membership fee of \$30 for each student will be paid by NWTC.

### **Northwest Technology Center students enrolled in full-time programs are eligible for nomination by their instructors if they meet the following criteria:**

- Nominee must currently be enrolled as a secondary or post-secondary student in a full-time program at NWTC
- Nominee must have been enrolled for one full semester prior to nomination
- Nominee must be nominated for membership by their instructor/administrator after the close of the first semester, prior to the due date established on the nomination form
- Nominee must have maintained a certain grade point average in his/her program for the previous semester prior to nomination (please see the Central Office or Counselor for more information)
- Nominee may have no more than five (5) unexcused cumulative absences for the 1<sup>st</sup> semester
- Nominee should have a school record free of serious discipline incidents, as evidenced by student discipline records
- Nominee is strongly encouraged to be an active member of the student organization relating to his/her CTSO program (SkillsUSA, BPA or HOSA)
- Nominee must have exhibited outstanding leadership, citizenship, and attitude
- Nominee must dress appropriate to his/her program's occupational objective

### **NTHS Student Membership Benefits**

- NTHS membership certificate, pin card, decal, white tassel, and diploma seal
- Access to online career center
- Scholarship opportunities
- Letters of recommendation
- Recruitment opportunities
- Honor cords to wear during the completion ceremony and HS graduation (as allowed by partner schools)

## **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 are allowed a 10-minute break for each morning and afternoon session. Students and instructors will take their breaks together. Breaks are a privilege for students 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 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.

## **USE OF MULTIPLE OCCUPANCY RESTROOMS AND CHANGING AREAS**

Pursuant to SB615 (2022), each multioccupancy restroom and changing area located in public schools serving students in prekindergarten through twelfth grades shall be designated as either for the exclusive use of the male sex or for the exclusive use of the female sex. The Technology Center has, therefore, designated its restrooms for use as follows: "males," "men," or "boys"; "females," "women," or "girls"; and "single-occupancy."

"Sex," for the purposes of this policy is defined as the physical condition of being male or female based on genetics and physiology, as identified on the individual's original birth certificate.

"Multiple occupancy restroom or changing area" is defined as an area in a public school or public charter school building designed or designated to be used by more than one individual at a time, where individuals may be in various stages of undress in the presence of other individuals. The term may include but is not limited to a school restroom, locker room, changing room, or shower room.

"School" means any public school and public charter school that serves students in prekindergarten through twelfth grades in this state.

"Individual," for the purposes of this policy is defined as any student, teacher, staff member, or other person on the premises of the School.

"Coach," for the purposes of this policy is defined as a person employed by the technology center who is involved in the teaching or training of students participating in a school-sponsored athletic activity.

"School sponsored athletic activity" for the purposes of this policy is defined as a sporting event that is supported and affiliated with the technology center such as games, matches, and tournaments.

If an individual does not wish to comply by using the appropriate restroom or changing room based on sex as defined herein, the Technology Center shall provide a reasonable accommodation by providing access to a single-occupancy restroom or changing room.

An individual shall be disciplined by the Technology Center for refusing to use the following:

- (a) The appropriate multiple occupancy restroom or changing area designated for their sex as defined herein,
- (b) The designated single occupancy restrooms or changing areas provided to an individual who does not wish to utilize the multiple occupancy restroom or changing area designated for their sex.
- (c) The single-occupancy restroom or changing room provided to an individual who does not wish to utilize the multiple occupancy restroom or changing area designated for their sex, provided that such individual is authorized to be on the Technology Center premises.

Students shall be disciplined pursuant to the Technology Center's student behavior policy. Employees shall be disciplined pursuant to the appropriate Technology Center policy and Oklahoma law based on the employee's position within the Technology Center. Other persons on the premises of the Technology Center shall be disciplined pursuant to the appropriate Technology Center policy and Oklahoma law.

This policy does not apply to individuals entering the multioccupancy restroom or changing facility designated for the opposite sex under the following circumstances:

1. For custodial, maintenance, or inspection purposes; or
2. To render emergency medical assistance.
3. If a suitable meeting room or area is not available, a coach may enter a locker room before, during, or after a school-sponsored athletic activity, provided:
  - \* All students present are fully clothed;
  - \* The coach shall be accompanied by at least one additional adult at all times; and
  - \* If the coach is the opposite sex of the students present, the coach shall be accompanied by at least one adult of the same sex as the students present.

The adult accompanying the coach shall not be a current high school student.

Reference: OKLA. STAT. tit. 70 § 1-125

OKLA. ADMIN. CODE § 210: 35-3-186

### **CANCELLATION OF CLASSES/EMERGENCIES**

Through the use of **One Call Now**, an automated notification system, students will be notified by phone of school cancellations 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 (2 per year; 1 drill within the first 15 days of the start of each semester)
- Tornado (2 per year; 1 drill in September and 1 drill in March)
- Other drills such as earthquake, hazardous materials, 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 in the Assistant Superintendent's Office on each campus.

### **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.

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

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.



## **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 17<sup>th</sup>. 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 17<sup>th</sup> of each year for the students served by the district in observation of Constitution Day and Citizenship Day. When September 17<sup>th</sup> falls on a weekend or holiday, the day shall be observed on a school day just before or after September 17<sup>th</sup>. 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.

## **STUDENT GRIEVANCE PROCEDURE**

This Grievance Procedure is applicable to complaints of discrimination involving race, color, national origin, religion, disability, veteran status, age or genetic information. It is not applicable to sex discrimination or sexual harassment and, complaints related to these areas are addressed by Northwest Tech's policy *Title IX – Sex Discrimination and Sexual Harassment*.

### ***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. 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. Grievances filed pursuant to the technology center's Title IX policy are subject to the Title IX complaint process.

Section 504/Title II Coordinator (for questions or complaints based on disability)

Alva Campus  
Northwest Technology Center  
580.327.0344  
1801 11<sup>th</sup> Street  
Alva, OK 73717

Fairview Campus  
Northwest Technology Center  
580.227.3708  
801 Vo-Tech Drive  
Fairview, OK 73737

Title VI Coordinator (for questions or complaints based on race, color and national origin)

Alva Campus  
Northwest Technology Center  
580.327.0344  
1801 11<sup>th</sup> Street  
Alva, OK 73717

Fairview Campus  
Northwest Technology Center  
580.227.3708  
801 Vo-Tech Drive  
Fairview, OK 73737

Title IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity)

Alva Campus  
Northwest Technology Center  
580.327.0344  
1801 11<sup>th</sup> Street  
Alva, OK 73717

Fairview Campus  
Northwest Technology Center  
580.227.3708  
801 Vo-Tech Drive  
Fairview, OK 73737

Age Act Coordinator (for questions or complaints based on age)

Alva Campus  
Northwest Technology Center  
580.327.0344  
1801 11<sup>th</sup> Street  
Alva, OK 73717

Fairview Campus  
Northwest Technology Center  
580.227.3708  
801 Vo-Tech Drive  
Fairview, OK 73737

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

Superintendent  
Northwest Technology Center  
580-327-0344  
1801 11<sup>th</sup> 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.

#### Pre-Filing Procedures

Prior to the filing of a written complaint, the student or employee is encouraged to visit with the campus director or the technology center's ADA, Title VI and VII or 504 Coordinator, as applicable, and reasonable effort should be made at this level to resolve the problem or complaint.

#### 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 technology center's Coordinators.

The responsible 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 or 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 technology center's grievance policy. However, a simultaneous

investigation by law enforcement may limit or in some instances make it impossible to proceed with the district's investigation. Under no circumstances will the district impede or obstruct a criminal investigation.

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 technology center's ability to fully respond to the complaint. If the 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. 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 superintendent. Advanced written notice of the hearing will be provided to both the Grievant and Respondent to provide each reasonable time to prepare for such hearing. 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.

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 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. Within 30 days from the date of notification to the board of education the board will designate an impartial hearing officer to oversee the appeal. The hearing officer will act as an appellate officer by reviewing the decisions and the evidence presented below, holding a hearing within 10 days to consider any additional evidence the parties may wish to present. The hearing officer will make arrangements to audiotape any oral evidence presented. The hearing officer will issue a written decision within 5 days of the hearing to both Grievant and Respondent. The decision of the hearing officer is a final decision.

### **General Provisions**

Duty of Technology Center Employees to Report Alleged Discrimination: Technology Center 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 technology center employee is investigating the alleged discrimination as part of the technology center's student or employee disciplinary process, and provide the Complainant with information for filing a complaint form if requested, and contact information for the technology center's designated Coordinator. If the technology center is using its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the technology center'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 policies 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 technology center. 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 technology center prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the technology center's discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The technology center will take steps to prevent the alleged perpetrator or anyone else at the technology center from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the technology center will take strong responsive action.

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. Any disciplinary decision will be made as a proportional response to the violation.

Designees: The designation of a technology center official responsible for prescribed actions shall automatically include the official's designee in instances where an official is unable, unavailable or it appears that the official may have a conflict of interest that causes the official to recuse from involvement in the matter. The designee shall have the same authority as the official in matters involving this policy and the duties it imposes.

Section 504 Due Process Procedures: For more information concerning the impartial hearing and review procedures under Section 504, the Grievant should contact:

Alva Campus  
Northwest Technology Center  
580.327.0344  
1801 11<sup>th</sup> Street  
Alva, OK 73717

Fairview Campus  
Northwest Technology Center  
580.227.3708  
801 Vo-Tech Drive  
Fairview, OK 73737

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

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

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

### **Student Complaints to our State Accrediting Agency the Oklahoma Department of Career and Technology Education (ODCTE)**

House Concurrent Resolution 1081, passed by the 1998 Oklahoma Legislature, directs each state agency with a website to provide an online form so the public can "...register comments or complaints relating to the performance of persons, businesses, or other entities regulated by the state agency." Comments or complaints may be submitted to Russel Ray, Communications and Marketing-Chief Communications Marketing Officer at [russel.ray@careertech.ok.gov](mailto:russel.ray@careertech.ok.gov). You may also submit a downloadable form at <https://oklahoma.gov/careertech/policies/comments-or-complaints.html>.

## **TITLE IX – SEX DISCRIMINATION AND SEXUAL HARASSMENT**

### **Policy and Purpose**

Northwest Technology Center will address all incidents of sex discrimination and sexual harassment reported to the technology center's Title IX Coordinator in compliance with Title IX of the Education Amendments of 1972, as amended. The Title IX Coordinator contact information is as follows:

#### Coordinator

Colt Shaw  
Assistant Superintendent  
Central Office – Fairview Campus  
801 Vo-Tech Drive  
Fairview, OK 73737  
Phone: 580.227.3708 ext. 1000  
[cshaw@nwtech.edu](mailto:cshaw@nwtech.edu)

This policy informs all students and all technology center employees of policies and procedures regarding sex discrimination and sexual harassment to which all students, instructional staff, and non-instructional personnel are expected to adhere. In addition, comprehensive information is provided regarding the reporting of sex discrimination and sexual harassment and avenues to seek immediate assistance.

The technology center seeks to create a positive educational environment on and off campus through our academic programs, services, activities, policies and procedures aimed at providing protection against sex discrimination and harassment. To that end, the technology center condemns discrimination in its education programs and activities based on sex or gender, sexual orientation, gender identity or expression, sexual harassment, sexual violence, dating violence, and stalking. Notice of sex discrimination or a sexual harassment incident to the technology center's Title IX Coordinator charges the technology center with actual knowledge and triggers its response obligations.

### **Scope of Policy**

The technology center must respond when sex discrimination and harassment occur in the district's education programs or activities. Education programs and activities include locations, events, or circumstances in which the technology center exercises substantial control over both the respondent and the context in which the discrimination or harassment occurred. Title IX applies to all of the

technology center's education programs or activities, whether such programs or activities occur on-campus or off-campus, including online instruction.

Any person may report sex discrimination, including sexual harassment, whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment. Reports may be made in person, by USPS mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address, listed for the Title IX Coordinator.

Individuals are responsible for immediately reporting any knowledge or information concerning sexual harassment to the technology center's Title IX Coordinator. The technology center encourages victims of sexual harassment to talk with a counselor. Different employees within the scope of technology center's resources have different abilities to maintain a victim's confidentiality.

- **Counselors** are required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication." Disclosures to these employees will not trigger an investigation into an incident against the complainant's wishes.
- Technology center **Employees** are required to report all the details of an incident (including the identities of both the complainant and respondent) to the Title IX Coordinator. A report to technology center employees (called "responsible employees") constitutes a report to technology center and places technology center on notice to take appropriate steps to address the situation.

This policy also applies to retaliation by technology center or any person against any other person for the purpose of interfering with Title IX rights, or because the person has participated or refused to participate in any manner in a proceeding under Title IX that is prohibited.

#### **Assistance Following an Incident of Sexual Harassment**

- **Immediate Assistance:**

Persons who have complaints of sexual harassment may file their complaints with the Title IX Coordinator listed above.

Victims of sexual violence should get to a place of safety and call Police. Obtain necessary medical treatment; time is a critical factor for evidence collection and preservation. An assault should be reported directly to a law enforcement officer, and technology center officials will assist in facilitating this process. Filing a police report will not obligate the complainant to prosecute, nor will it subject the reporting party to scrutiny or judgmental opinions from officers. Filing a police report will ensure that a victim of sexual violence receives the necessary medical treatment and tests, at no expense to the complainant to the extent provided for by Oklahoma law and provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later.

COMPLAINANT OR WITNESS: CALL POLICE at 911 FOR IMMEDIATE ASSISTANCE.

- **Ongoing Assistance:**

To ensure the safety and well-being of the complainant, technology center may take interim measures such as changing academic schedules, extracurricular activity modifications, addressing transportation issues, withdraw from/retake a class without penalty, academic support (e.g., tutoring), leave of absence, counseling, campus escort services, distance learning arrangements, work schedule modifications, or similar measures. In addition, while an investigation is pending, technology center may initiate a "no contact order" between the parties that carries a sanction of short- or long-term suspension (for secondary students) or removal (for adult students) if violated.

The technology center offers internal counseling options. Technology center officials and representatives are available to facilitate access to support services. Several service organizations in Oklahoma have provided telephone numbers and made available other services for students, staff and campus community members. Technology center will assist any interested person, needing assistance, in contacting these agencies.

- **Statewide Support Services:**

Oklahoma Safeline - 1-800-522-7233 (SAFE)

Oklahoma Safeline - Oklahoma City Metro Area - 405-522-7233 (SAFE) National  
Domestic Violence Hotline - 1-800-799-7233 (SAFE)  
Rape, Abuse & Incest National Network Hotline - 1-800-656-4673 (HOPE)  
Communication Services for the Deaf (TTY) - 1-800-252-1017 (TTY) Communication  
Services for the Deaf (Voice) - 1-866-845-7445 (Voice)  
Oklahoma Coalition Against Domestic Violence/Sexual Assault 405-524-0700 (M-F/9-5)

- **Local Support Services**

NWTC Counselors are available to students needing crisis intervention, community referral, and individual and group counseling to assist with personal growth. All information disclosed to Counselors is confidential, with exception of immediate threat of serious or foreseeable harm to self or identified other.

Woods County Department of Human Services (DHS) (Alva) 580-430-3100  
Major County Department of Human Services (DHS) (Fairview) 580-227-3759  
Woods County Health Department (Alva) 580-327-3192  
Major County Health Department (Fairview) 580-227-3362  
Northwest Domestic Crises Services (Alva) 580-327-6648  
Northwest Behavioral Health Center (Alva) 580-327-1112  
Share Medical Center (Alva) 580-327-280  
Share Urgent Care (Alva) 580-430-3325  
Fairview Regional Medical Center 580-227-3721

**Title IX Coordinator and Staff**

- Title IX Coordinator has primary responsibility for overseeing the process of coordinating technology center's compliance efforts, receiving complaints, investigations, hearing, sanctions, appeals, and education and training associated with this policy. To file a complaint or submit questions concerning actions governed by this policy contact the Title IX Coordinator.
- Deputy Title IX Officers have the secondary responsibility and assist with the duties of the Title IX Coordinator. Deputy Title IX Officers include contact information is as follows:

Deputy Coordinator

Jeremy Eaton  
Assistant Superintendent  
Central Office – Alva Campus  
1801 11<sup>th</sup> Street  
Alva, OK 73717  
Phone: 580.327.0344 ext. 2020  
[jeaton@nwtech.edu](mailto:jeaton@nwtech.edu)

- Title IX Investigators may include but not be limited to technology center administration. The primary responsibility of the investigator relates to formal complaints. The investigator is to collect statements and any evidence directly related to any allegations of a Title IX policy violation as directed by the Title IX Coordinator. Investigators will receive appropriate Title IX training.
- Title IX Hearing Officer (decision-maker) may include a technology center administrator, legal counsel, or specially designated officer. The primary responsibility of the hearing officer is to ensure both parties receive due process in the event allegations of a Title IX policy violation are directed to a hearing by the Title IX Coordinator. Hearing Officers will receive appropriate Title IX training.

**Definitions** - The technology center defines sex discrimination and sexual harassment broadly to include any of three types of misconduct on the basis of sex (or gender), all of which jeopardize the equal access to education that Title IX is designed to protect:

1. Any instance of quid pro quo harassment by a district's employee;
2. Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; and

3. Any instance of sexual assault, dating violence, domestic violence, or stalking as defined by Federal law.

Offenses prohibited under the technology center's policy include but are not limited to: sex discrimination (including sexual orientation discrimination and gender identity or gender expression discrimination), sexual harassment, sexual violence to include non-consensual sexual contact, non-consensual sexual intercourse, sexual coercion, domestic/dating violence, stalking, and sexual exploitation.

- A. Sex Discrimination: includes sexual harassment and is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their education or employment, or school-related benefits, on account of sex or gender (including sexual orientation, gender identity, and gender expression discrimination). It may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.
  - B. Sexual Harassment: is unwelcome and discriminatory speech or conduct undertaken because of an individual's gender or is sexual in nature and is so severe, pervasive, or persistent, objectively, and subjectively offensive that it has the systematic effect of unreasonably interfering with or depriving someone of educational, institutional, or employment access, benefits, activities, or opportunities. Students, vendors, and visitors who are subject to or who witness unwelcome conduct of a sexual nature are encouraged to report the incident(s) to the Title IX Coordinator or any technology center employee. Technology center employees who witness or learn of such conduct are required to report it to the Title IX Coordinator.
1. Hostile Environment: Sexual harassment includes conduct that is sufficiently severe, pervasive, or persistent, objectively, and subjectively offensive that it alters the conditions of education or employment or institutional benefits of a reasonable person with the same characteristics of the victim of the harassing conduct. Whether conduct is harassing is based upon examining a totality of circumstances, including but not limited to the following:
    - The frequency of the conduct;
    - The nature and severity of the conduct;
    - Whether the conduct was physically threatening;
    - Whether the conduct was deliberate, repeated humiliation based upon sex;
    - The effect of the conduct on the alleged victim's mental or emotional state from the perspective of a reasonable person;
    - Whether the conduct was directed at more than one person;
    - Whether the conduct arose in the context of other discriminatory conduct;
    - Continued or repeated verbal abuse of a sexual nature, such as gratuitous suggestive comments and sexually explicit jokes; and
    - Whether the speech or conduct deserves constitutional protections.
  2. Quid Pro Quo Sexual Harassment exists when individuals in positions of authority over the complainant engage in the following behaviors:
    - Make unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
    - Indicate, explicitly or implicitly, that failure to submit to or the rejection of such conduct will result in adverse educational or employment action or where participation in an educational program or technology center activity or benefit is conditioned upon the complainant's submission to such activity.

#### Examples of Harassment:

- An instructor insists that a student have sex or engage in sexual acts with him/her in exchange for a good grade. This is harassment regardless of whether the student agrees to the request.
- A student repeatedly sends sexually oriented jokes around in an email list that the student created, even when asked to stop, causing one recipient to avoid the sender on campus or



- in connection with classes or district sponsored events in which both are involved.
  - An instructional assistant probes for explicit details, and demands that students respond to him or her, though the student is clearly uncomfortable and hesitant.
  - An administrator asks a student for nude or semi-nude pictures to be sent via Snapchat or other social media.
  - An adjunct instructor provides explicit details of his sexual past or describes his sexual relationship with his spouse or girlfriend.
  - An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to his clear discomfort and embarrassment.
- C. Sexual Violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (*e.g.*, due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by district employees, other students, or third parties.
1. Nonconsensual Sexual Contact is any intentional touching, however slight, whether clothed or unclothed, of the victim's intimate body parts (primarily genital area, groin, inner thigh, buttock or breast) with any object or body part, without consent and/or by force. It also includes the touching of any part of a victim's body using the perpetrator's genitalia and/or forcing the victim to touch the intimate areas of the perpetrator or any contact in a sexual manner even if not involving contact of or by breasts, buttocks, groin, genitals, mouth, or other orifice. This definition includes sexual battery and sexual misconduct.
  2. Nonconsensual Sexual Intercourse is defined as any sexual intercourse or penetration of the anal, oral, vaginal, genital opening of the victim, including sexual intercourse or penetration by any part of a person's body or by the use of an object, however slight, by one person to another without consent or against the victim's will. This definition includes rape and sexual assault, sexual misconduct, and sexual violence.
    - a) Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator. Sexual penetration means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.
  3. Sexual Coercion is the act of using pressure (including physical pressure, verbal pressure, or emotional pressure), alcohol, medications, drugs, or force to have sexual contact against someone's will or with someone who has already refused. This includes rape, sexual assault, sexual exploitation, and sexual misconduct.
  4. Dating Violence is violence between individuals:
    - The party is or has been in a social relationship of a romantic or intimate nature with the victim;
    - The existence of such a relationship shall be determined based on a consideration of the following factors:
      - Length of the relationship
      - Type of relationship
      - Frequency of interaction between the persons involved in the relationship
- D. Advisor - a person who has agreed to assist a complainant or respondent during the Title IX process. The advisor may be a person of the student's choosing, including but not limited to a technology center faculty or staff member, a friend, or an attorney.

- E. Complainant - an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- F. Respondent – an individual who has been reported to be the perpetrator of conduct that could constitute sex discrimination or sexual harassment.
- G. Formal complaint – a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation(s) of sexual harassment and stating the date, time, place, name(s) of person(s) involved (e.g., the accused, witnesses) and sufficient details to make a determination regarding basic elements of the formal complaint process.
- H. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district with which the formal complaint is filed.
- I. Supportive measures - individualized services reasonably available that are non- punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment.

**Consent** - Consent is the act of willingly agreeing to engage in sexual contact or conduct. Individuals who consent to sex must be able to understand what they are doing. Under this policy, “No” always means “No,” and the absence of “No” may not mean “Yes”.

- A. Consent is informed, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity.
- B. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity.
- C. Previous relationships or consent does not imply consent to future sexual acts.
- D. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity.
- E. In order to give effective consent, one must be of legal age and have the capacity to consent. Incapacity may result from mental disability, intellectual disability, unconsciousness/sleep, age, or use of alcohol, drugs, medication, and/or other substances. Consent given by someone who one should know to be, or based on the circumstances, reasonably should have known to be, mentally or physically incapacitated, is not consent. Incapacitation is a state where someone cannot make rational, reasonable decisions because he or she lacks capacity to give knowing consent. Note: indications of consent are irrelevant if the initiator knows or should reasonably have known of the incapacity of the other person.

Examples of when a person should know that another is incapacitated include, but are not limited to the following:

- The amount of alcohol, medication or drugs consumed,
- Imbalance or stumbling,
- Slurred speech,
- Lack of consciousness or inability to control bodily functions or movements, or vomiting, or
- Mental disability or incapacity.

- F. Use of alcohol, medications, or other drugs will not excuse behavior that violates this policy.

## **Reporting**

### **A. Mandatory Reporting**

All technology center employees are responsible for taking all appropriate actions to prevent sex discrimination or sexual harassment, to correct it when it occurs, and must promptly report it to the Title IX Coordinator. Failure to do so may result in disciplinary action up to and including termination. All technology center employees are considered responsible employees with a duty to report any incident

to the Title IX Coordinator. The only exception to the mandatory duty to report is a licensed counselor for whom the report is considered a privileged exchange.

#### B. Confidential Reporting

Resources are available through staff and counselors. Victims' advocates are available to speak with any person who wishes to report an incident and remain anonymous. All forms of sexual harassment should be reported, no matter the severity. In addition, the technology center should be made aware of possible threats to the campus community in order to issue timely warnings.

#### C. Reporting to the Police

The technology center strongly encourages anyone to report sexual violence and any other criminal offenses to the police. This does not commit a person to prosecution, but will allow the gathering of information and evidence. The information and evidence gathered preserve future options regarding criminal prosecution, technology center disciplinary actions and/or civil actions against the respondent.

- If the incident happened on campus, it can be reported to the technology center's SRO or SRO Officer at Alva Campus 580.748.2614, Fairview Campus 580.227.4471, or an officer of the Police Department at 911, Alva Police Department 580.327.2121, Woods County Sheriff 580.327.3434, Woods County Sheriff's Anonymous Tip Line 580.327.8285, Fairview Police Department 580.227.4444, or Major County Sheriff 580.227.4471. If the incident happened anywhere else, it can be reported to the local law enforcement with jurisdiction in the location where it occurred. Please know that the information you report can be helpful in supporting other reports and/or preventing further incidents.
- Reporting for Faculty and Staff (Non-Student) Instances: Faculty and staff shall report any instances of sexual harassment by another faculty or staff member to the Title IX Coordinator. As stated above, the technology center also strongly encourages reporting any instances to the police.
- Employee Obligation to Report (Student Instances): In compliance with Title IX, employees who become aware of a student instance of sexual harassment shall immediately report such instance to the Title IX Coordinator, including the name(s) of the persons involved.

#### D. Student Reporting

Students shall report any instances of sex discrimination or sexual harassment to any technology center employee and/or the Title IX Coordinator. Only victims or their parents or guardians can file a formal complaint of sexual harassment. A complaint should be filed as soon as possible. If either the complainant or the respondent is a student, the incident will be addressed through the Title IX process. The report can be made in person, by phone, mail, or email using the contact information listed for the Title IX Coordinator or by any other means that result in the Coordinator receiving the report. The report can be made any time, even during non-business hours.

After receiving a report or notice of an incident, the Title IX Coordinator will promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. A complainant's wishes with respect to whether the technology center investigates will be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

The technology center will promptly take necessary steps to protect the complainant and ensure safety as necessary, including taking interim steps before the final outcome of any investigation once a report or knowledge of sexual harassment has occurred. In some instances, the technology center may implement an emergency removal of a student when a safety and risk analysis indicate that an imminent threat exists to the physical health or safety of a party. A party subject to an emergency removal shall have an opportunity to challenge the decision immediately following the removal. An employee may be placed on administrative leave or suspended during the pendency of the grievance process. Periodic

updates on the status of the investigation will be provided to the complainant. If the school determines that sexual violence occurred, the technology center will continue to take steps to protect the complainant and ensure safety at school or related activities. The technology center will provide the complainant with available resources, such as victim advocacy, academic support, counseling, disability services, health and mental health services, and assistance in reporting a crime to local law enforcement.

### **Written Notice of Complaint**

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. Written notice includes:

- a. Notice of the grievance process, including any informal resolution process;
- b. Notice of the allegations, including sufficient detail (i.e., names of known parties, the conduct alleged to be sexual harassment, and the date and location of the conduct, if known) to allow the respondent to prepare a response;
- c. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
- d. Notice of the parties' right to have an advisor (who may be, but is not required to be, an attorney) and to inspect and review evidence; and
- e. Notice that knowingly making false statements or providing false information in the grievance process is a violation of the code of conduct of students or a violation of performance and conduct standards for employees.

### **Investigation**

An investigator will be designated to investigate the allegations contained in the complaint or which are developed in the course of the investigation. The burden of gathering evidence and burden of proof must remain on the technology center—not on the parties.

An investigation will be conducted by a technology center Title IX official. This investigation will include:

- Meeting personally with the complainant (unless extraordinary circumstances prevent a personal meeting);
- Meeting personally with the respondent (unless extraordinary circumstances prevent a personal meeting);
- Presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made;
- Collecting any physical evidence;
- Meeting personally with any witnesses (unless extraordinary circumstances prevent a personal meeting with one or more witnesses);
- Reviewing any documentary evidence; and
- Preparing a report of the investigation.

The investigation of complaints will be adequate, reliable and impartial. The investigation process can take up to 60 days. When investigating a complaint and throughout the grievance process, the technology center must do the following:

1. Ensure that the burden of proof and of gathering evidence rests on technology center rather than the parties;
2. Provide an equal opportunity for the parties to present witnesses and evidence;
3. Not restrict either party's ability to discuss the allegations or gather and present evidence;
4. Provide the parties with the same opportunities to have others present during interviews or related proceedings, including an advisor;
5. Provide, to a party who is invited or expected to attend, written notice of the date, time, participants, purpose, and location of any investigative interview, hearing or other meeting with enough time to allow the party to prepare and participate;
6. Provide both parties and their advisors an equal opportunity to review all evidence directly related to the allegations in the formal complaint (both exculpatory and inculpatory) at least 10 days prior to the completion of the final investigation;
7. Ensure that if the technology center obtains additional information from or about the respondent or

complainant, during the course of the investigation, that was not included in the original notice to the parties—both parties will be provided written notice of additional allegations and a reasonable opportunity to respond in writing to the new information or documents;

8. Prepare a written report that fairly summarizes the relevant evidence and provide the report to both parties and their advisors for review and written response at least 10 days before a hearing or determination of responsibility; and
9. Ensure that parties will have at least 10 calendar days to respond to the investigator's report; any response will be considered in connection with any hearing that is conducted.

The Title IX Coordinator will determine if a Title IX hearing is necessary. In making this determination, the Coordinator will consider whether both parties request or consent to a hearing and will agree to participate in a hearing. If it is determined that the technology center will proceed with a hearing, the complainant and the respondent will be notified in writing of the hearing.

### **Mandatory or Permissive Dismissal**

Mandatory dismissal must occur when it is determined in the course of the investigation that allegations in a formal complaint: (1) did not occur in the technology center's program or activity; (2) did not constitute sexual harassment as defined, or (3) did not occur against a person within the United States. Both parties must receive written notice of a mandatory dismissal and reasons.

Permissive dismissal may occur at any time during the investigation or hearing when: (1) a complainant notifies the Title IX Coordinator in writing that they would like to withdraw; (2) the respondent is no longer enrolled or employed by the technology center; or (3) specific circumstances prevent the technology center from gathering evidence sufficient to reach a determination. Both parties must receive written notice of a permissive dismissal and reasons.

The technology center may still address allegations of misconduct under the Student Code of Conduct or employee disciplinary procedures.

### **Technology Center Action**

A. Informal resolution is available in some circumstances. Informal resolutions are unavailable unless a formal complaint of sexual harassment is filed. Informal resolution may include conflict resolution or a restorative agreement between the parties with a trained Title IX Officer presiding over the informal resolution conference. Participation in informal resolution is never mandatory, and will only take place with the full consent of both parties involved. Informal resolution may only be used:

1. When a formal complaint of sexual harassment is filed;
2. Prior to a Notice of Hearing being issued;
3. When a Title IX Officer determines this is a suitable option for resolving the concern, and both the complainant and respondent agree to use the process;
4. When the complaint does not involve sexual violence as defined in the Title IX Policy; and
5. When both parties acknowledge receipt of written notice of their rights under this policy and both parties provide written, voluntary consent.

Informal resolution is not available when the complaint alleges a technology center employee sexually harassed a student.

Because the outcomes of voluntary resolution conversations are mutually developed and agreed upon by parties involved, an appeal of the process and its result is not permitted. However, either the Complainant or the Respondent may withdraw from informal resolution at any time prior to the entry of a voluntary resolution agreement and proceed with the Title IX hearing. If the parties are unable to agree on a voluntary resolution, the matter will be referred by the Title IX Coordinator to a Title IX Hearing. No offers to resolve the conflict that were made or discussed during the informal voluntary resolution process may be introduced during the Title IX Hearing.

### **B. Title IX Hearing**

The technology center has determined that the hearing process will be conducted through written exchanges, if the parties are secondary students, but a live hearing will not be conducted.

The Title IX Hearing Officer's responsibilities include but are not limited to the following, regardless of whether a hearing is conducted through written exchanges or a live hearing:

- Read and understand the Title IX Policy and Procedures, which include the hearing process;
- Read and understand all of the information of the Title IX case provided by the Coordinator prior to the hearing as part of a hearing packet;
- Read and understand the procedures of the Title IX hearing (live or non-live) provided by the Coordinator prior to the hearing as part of a hearing packet;
- Have a clear understanding of the incident(s) in question before making a decision;
- Decide the outcome and sanctions if needed based on the information presented, hearing notes, and the technology center Title IX Policy;
- Maintain copies of all notes made. The hearing officer will inform the parties of the decision at the live hearing and send a letter as described in this policy;
- Ensure that parties have had ample time and opportunity to ask questions and obtain responses before the hearing officer renders a decision (live or non-live); and
- Ensure that the determination (decision) includes a statement of and rationale as to each allegation, a determination of responsibility, any disciplinary sanctions, and whether remedies to restore equal access to the technology center's educational programs or activities will be provided to the complainant.

#### Complainant's Rights:

- Be given a written explanation of the allegations and the hearing process;
- Have access to evidentiary material in advance of the hearing;
- Be present during the entire live hearing or fully aware of the process used in a non-live hearing;
- Be accompanied by an advisor during the hearing. The advisor is limited to advising the student and may not present the case, or make statements during the proceedings. Students should provide technology center with the name and contact information for the student's advisor as soon as practical but at least three (3) business days prior to the hearing;
- Be given, as applicable, a timely live or non-live hearing;
- Be assured of exclusion of evidence of the victim's past sexual history from discussion during the hearing. The past sexual history of the victim with persons other than the respondent shall be presumed irrelevant;
- Be permitted to clarify that evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent (remember secondary students cannot consent to sexual harassment) or preclude a finding of sexual harassment;
- Be provided written notification of the outcome of the hearing including any sanctions, remedies/accommodations for the complainant, additional remedies for the school community;
- Be provided written notification of any internal or external counseling services that may be available;
- Be provided written notification of options for changing academic, extracurricular, transportation, school-site, or work-site situations, if reasonable;
- Be provided written notification of an avenue for appeal.

#### Respondent's Rights:

- Be given written notice of the allegations and the hearing process;
- Be given access to evidentiary material in advance of the hearing;
- Be present during the entire hearing if a live hearing is conducted or fully aware of the process utilized in a non-live hearing;
- Have no violation presumed until found responsible;
- Be given a timely hearing;
- Be accompanied by an advisor during the hearing. The advisor is limited to advising the student and may not present the case, or make statements during the proceedings. Students should provide the technology center with the name and contact information for the student's advisor as soon as practical but at least three (3) business days prior to the hearing;

- Be informed that evidence of the victim's past sexual history will be excluded from discussion during the hearing or hearing process. Similarly, the past sexual history of the victim with persons other than the respondent shall be presumed irrelevant;
- Be provided written notification of the outcome of the hearing including any sanctions, remedies/accommodations for the complainant or respondent, additional remedies for the school community;
- Be provided written notification of internal or external counseling services that may be available;
- Be provided written notification of options for changing academic, extracurricular, transportation, school-site, or work-site situations, if reasonable; and
- Be provided written notification of an avenue for appeal.

**Live Hearings** - A live hearing will not be conducted unless students who are parties to the complaint are at least 18 years of age, extraordinary circumstances are present, or adult program students are the parties. The complainant and respondent will be notified in writing of the hearing date, the alleged policy violation(s) and issued a notice to appear at the hearing. The Notice of Hearing will be hand-delivered or mailed to the physical or electronic addresses of the parties. Parties are responsible for ensuring that a current physical and electronic mail address is included in technology center records. The live hearing will include opening statements, each party's evidence and witnesses, cross-examination, and closing statements. Students are permitted to have an advisor accompany the Student throughout the disciplinary hearing. Students should provide technology center with the name and contact information for the Student's advisor at least 3 business days prior to the hearing. Parties are present during the disciplinary hearing (except during deliberations of the hearing officer). Parties are permitted to make statements, present witnesses and present evidence during the hearing which evidence has been previously collected and approved for relevance during the investigative process.

**Non-Live Hearings** - Non-live hearing parties will have similar rights and responsibilities, except that the hearing officer will conduct the hearing via written or oral exchanges and neither the complainant nor the respondent will confront one another and no cross-examination will occur. However, both parties will be invited to submit questions, receive answers, and present relevant written arguments in connection with the parties' claims and defenses. Parties will have at least 10 days to respond to the receipt of information or documents to which they wish to respond. The investigator's report, all submissions by the parties, the exchange of information, documents and arguments will provide the basis for the hearing officer's decision.

**All Hearings** - Witnesses and evidence must be directly related to the claims. Parties will be notified in any instance in which responses, information or documents are not available because of a privilege (not waived by the party who asserts the privilege) or irrelevant information is involved (e.g., information involving prior sexual behavior or sexual predisposition is irrelevant; a privilege such as an attorney-client or doctor-patient or other privilege bars introduction of certain evidence). The standard of proof used in technology center Title IX Hearings is the preponderance of the evidence, which means the determination to be made is whether it is more likely than not a violation occurred. This is different than proof beyond a reasonable doubt, which is required for a criminal prosecution.

**Outcomes** - If it is determined under the preponderance of evidence standard (more likely than not to have occurred) that the respondent is not responsible for a Sexual Harassment policy violation—the complaint will be dismissed.

If it is determined under the preponderance of evidence standard that the respondent is responsible for a Sexual Harassment policy violation the following sanctions will be considered. The listing of sanctions below is not intended to be exclusive; actions may be imposed singularly or in combination when a violation of this policy is found.

Discrimination (includes gender discrimination) may include the following sanctions on the student(s) found responsible:

- Restriction – A limitation on a student's privileges for a period of time and may include but not be limited to, the denial of the use of facilities or access to parts of campus, denial of the right to represent the technology center, or denial of participation in extracurricular activities.

- Service Project – Community service or an education class or project beneficial to the individual and campus or community.
- Probation – A specified period of time during which the student is placed on formal notice that the student is not in good social standing with the technology center and that further violations of regulations will subject the student to suspension from the technology center.
- Suspension – If warranted by the severity of the incident, removal from classes or programs and other privileges or activities for a definite period of time not to exceed (for secondary students) the remainder of the semester in which the incident occurred and the following semester and until the conditions which are set forth in the hearing outcome letter are met. Students who are suspended from the technology center are not permitted on campus or in campus buildings, facilities or activities at any time for any reason during the period of suspension, unless otherwise directed by the Assistant Superintendent of the respective campus. Conditions to conclude a suspension and reinstatement process will be stated in the written notification. Notation on the student's transcript will not be made; however, a permanent record of the action will be maintained in the student's record.
- Removal – If warranted by the severity of the incident, adult students may be removed from the technology center with no right to return to classes or programs or a future right to apply to return. Conditions to which the adult student is subject will be stated in the written notification of outcome. Notation on the student's transcript will not be made; however, a permanent record of the action will be maintained in the student's record.

Sexual Harassment may include the following sanctions on the student(s) found responsible.

- Restriction – A limitation on a student's privileges for a period of time and may include but not be limited to the denial of the use of facilities or access to parts of campus, denial of the right to represent technology center.
- Service Project – Community service or an education class or project beneficial to the individual and campus or community.
- Behavioral Change Requirement – Required activities including but not limited to, seeking academic counseling, substance abuse assessment, decision making class, writing a reflection paper, etc.
- Probation – Students are prohibited from participating in or holding leadership positions in any extracurricular activities not directly associated with academics (e.g., Skills USA, tech demonstration events, student organizations/clubs/associations, or other sanctioned events or competitions). Students must apply to be removed from probation by submitting documentation of their significant active efforts to become good citizens of the community and engage in responsible, productive behavior.
- Suspension – If warranted by the severity of the incident, removal from classes, programs, and other privileges or activities for a definite period of time not to exceed the remainder of the semester in which the incident occurred and the following semester, if a secondary student, and for a longer period of time, if an adult student, and until the conditions which are set forth in the hearing outcome letter are met. Students who are suspended or removed from technology center are not permitted on campus or in campus buildings, facilities or activities at any time for any reason during the period of suspension or removal, unless otherwise directed by the Assistant Superintendent of the respective campus. Conditions to conclude a suspension or removal and reinstatement process will be stated in the written notification. Notation on the student's transcript will not be made; however, a permanent record of the action will be maintained in the student's record.
- Removal – If warranted by the severity of the incident, adult students may be removed from the technology center with no right to return to classes or programs or a future right to apply to return. Conditions to which the adult student is subject will be stated in the written notification of outcome. Notation on the student's transcript will not be made; however, a permanent record of the action will be maintained in the student's record.

Sexual Violence may include the following sanction on the student(s) found responsible.

- Long-term Suspension or removal – Suspension of student status for an indefinite period not to



exceed the maximum period permitted by law. Secondary students may only be suspended for the rest of the current semester and the succeeding semester; adult students may be suspended for a period to be determined or may be removed from the technology center with no right to return. The conditions for readmission, if any, shall be stated in the hearing outcome letter. In addition, a student, though readmitted to the district by operation of law, may be denied the opportunity to participate in extracurricular activities for as long as the student is enrolled in the technology center. Notation on the student's transcript will not be made; however, a permanent record of the action will be maintained in the student's record. Removal should be reserved and used only in cases involving the most severe instances of misconduct.

Both parties will be notified of the outcome in writing at the same time by certified mail or other agreed upon form of notice within five business days after the hearing. Both parties have the right to appeal the decision reached through the hearing process within five days after receipt of the hearing decision.

**Appeal Procedures** - An appeal is not a new hearing, but is a review of the record of the original hearing. It serves as a procedural safeguard for the student or other party. The burden of proof shifts from the technology center to the party found responsible for the policy violation. The appealing party must show one or more of the listed grounds for an appeal.

- A. Appeals must be submitted in writing to the Superintendent within five (5) technology center calendar days of receiving the decision. Failure to file an appeal within the prescribed time constitutes a waiver of any right to an appeal.
- B. The appeal must cite at least one of the following criteria as the reason for appeal and include supporting argument(s):
  - 1. The original hearing was not conducted in conformity with prescribed procedures and substantial prejudice to the complainant or the respondent resulted.
  - 2. The evidence presented at the previous hearing was not "sufficient" to justify a decision against the student or group.
  - 3. New evidence which could have substantially affected the outcome of the hearing has been discovered since the hearing. The evidence must not have been available at the time of the original hearing. Failure to present information that was available is not grounds for an appeal.
  - 4. The sanction is not appropriate for the violation. This provision is intended to be utilized when a determined sanction is inherently inconsistent with technology center procedures or precedent. Simple dissatisfaction with a sanction is not grounds for overturning a sanction under this provision.
- C. The Superintendent will review the record of the original hearing, including documentary evidence. It is the Superintendent's discretion to convert any sanction imposed to a lesser sanction, to rescind any previous sanction, or to return a recommended sanction to the original hearing officer for review/or reconsideration. If there is new evidence (unavailable at the time of the hearing through no fault of the parties) which is believed to substantially affect the outcome, or evidence presented at the previous hearing was "insufficient" to justify a decision against the student or group, or a finding that a substantial procedural error resulting in prejudice occurred, the matter may be remanded to either a rehearing of the entire matter or reconsideration of specific issues. If remanded to the original hearing officer, either or both students may appeal the hearing officer's decision to the Superintendent and the procedures set out above shall control the appeal.
- D. The final decision will be communicated in writing by the Superintendent to both parties. The decision will be communicated within ten (10) calendar days of receiving the hearing officer's decision.
- E. The decision of the Superintendent on appeal shall be final.

**Retaliation** - The Federal civil rights laws, including Title IX, make it unlawful to retaliate against an individual for the purpose of interfering with any right or privilege secured by these laws.

This means that if an individual brings concerns about possible civil rights problems to a technology center's attention, including publicly opposing sexual harassment or filing a sexual harassment complaint with the technology center or any State or Federal agency, it is unlawful for the technology center to retaliate against that individual for doing so. It is also unlawful to retaliate against an individual because

he or she testified, or participated in any manner, in an OCR or technology center's investigation or proceeding. Therefore, if a student, parent, instructor, sponsor, administrator, or other individual complains formally or informally about sexual harassment or participates in an OCR or technology center investigation or proceedings related to sexual harassment, the technology center is prohibited from retaliating (including intimidating, threatening, coercing, or in any way discriminating against the individual) because of the individual's complaint or participation. Individuals who, apart from official associations with technology center, engage in retaliatory activities will also be subject to technology center's policies insofar as they are applicable to third party actions.

The technology center will take steps to prevent retaliation against a student who filed a complaint on his or her own behalf or reported on behalf of another student, or against those who provided information as witnesses. Complaints of retaliation will follow the same process of investigation, hearing, and appeal.

If it is determined under the preponderance of evidentiary standard (more likely than not to have occurred) that a student is responsible for retaliation the following sanction will be imposed.

- **Suspension or Removal** – Removal from classes and other privileges or activities for a definite period of time not to exceed the maximum period permitted by law and until the conditions which are set forth in the hearing outcome letter are met. Suspension of secondary students is limited to the current and succeeding semester; adult students may be suspended for a designated period of time or removed from the district with no right to return to a district program. Students who are suspended or removed from technology center are not permitted on campus or in campus buildings, facilities or activities at any time for any reason during the period of suspension, unless otherwise directed by the Assistant Superintendent of the respective campus. Conditions applicable to the suspension, removal or reinstatement process will be stated in the written notification. Notation on the transcript is not made; however, a permanent record of the action is maintained in the student's record.

**Technology Center Officers and Designees** - The designation of a technology center official responsible for prescribed actions shall automatically include the official's designee in instances where an official is unable, unavailable or it appears that the official may have a conflict of interest that causes the official to recuse from involvement in the matter. The official's designee shall have the same authority as the official in matters involving this policy. In connection with an appeal the Superintendent may appoint a neutral individual, not employed by the technology center, to consider and decide the appeal.

**Recordkeeping Protocol** - The technology center will document all reports and complaints of sex discrimination and provide copies of those reports to the Title IX Coordinator. The technology center Title IX Office will maintain a secured electronic file system of all Title IX cases, reports, and complaints by academic year. The cases will include all information related to the individual case, which includes but is not limited to the initial complaint, letters sent to all parties, response from the respondent, immediate or other assistance, investigation notes, informal resolution agreement (if applicable), notice of hearing, committee selection, hearing notes, hearing decision, written notice of the outcome, and any recordings made of the live hearing or in the course of the investigation. The time period to maintain the case records will be no less than seven (7) years from the date of technology center's final action or decision (whether through report of the investigation, informal resolution, hearing, or appeal). The confidential reporting of the number of incidents and types will be sent to technology center Security for the preparation of the Annual Crimes Report.

### **Prevention and Education**

#### **A. Education**

Technology center requires all employees to take sexual harassment educational training courses on an annual basis. Failure to have a confirmation of this required training may result in appropriate disciplinary action. Additional in-person trainings are also offered periodically and upon request.

**Training** - Training on sexual misconduct: discrimination, harassment, and violence is included in technology center's education program.

In-person training for student groups and students will be conducted through a variety of presentations, student orientation, and other means. In-person training for Active Bystander Intervention skills may

include: on-going campus campaigns and information at a variety of events concerning this policy and appropriate behaviors, including specific intervention strategies. Informational website and brochures devoted to educating students will be presented at prevention workshops.

Mandatory training for employees will be provided through in-person training on sexual misconduct: discrimination, harassment, and violence. Mandatory reporting will be emphasized through new employee orientations, periodic training opportunities and upon request. In-person training for Active Bystander Intervention skills may include: ongoing campus campaigns and information at a variety of events concerning the policy and appropriate behaviors; inclusion of information on the district's website; and brochures devoted to educating employees.

Resources available to all of the technology center community:

Oklahoma Coalition Against Domestic Violence and Sexual Assault (405)524-0700-provides confidential resources off campus

Oklahoma Safeline - (800) 522-7233 – provides confidential resources off campus

Local Support Services

NWTC Counselors are available to students needing crisis intervention, community referral, and individual and group counseling to assist with personal growth. All information disclosed to Counselors is confidential, with exception of immediate threat of serious or foreseeable harm to self or identified other.

Woods County Department of Human Services (DHS) (Alva) 580-430-3100 Major

County Department of Human Services (DHS) (Fairview) 580-227-3759 Woods

County Health Department (Alva) 580-327-3192

Major County Health Department (Fairview) 580-227-3362

Northwest Domestic Crises Services (Alva) 580-327-6648

Northwest Behavioral Health Center (Alva) 580-327-1112

Share Medical Center (Alva) 580-327-280

Share Urgent Care (Alva) 580-430-3325 Fairview

Regional Medical Center 580-227-3721

**Free Speech and Academic Freedom** - Members of the technology center community enjoy significant free speech protections guaranteed by the First Amendment of the United States Constitution. This policy is intended to protect members of the technology center community from discrimination and is not designed to regulate protected speech. No provision of this policy shall be interpreted to prohibit conduct that is legitimately related to course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic or literary expression of students in classrooms and public forums. However, freedom of speech and academic freedom are not limitless and do not protect speech or expressive conduct that violates federal or state antidiscrimination laws.

**Availability of Other Complaint Procedures** - In addition to seeking criminal charges through local law enforcement, members of the technology center community may also file complaints with the following entities regardless of whether they choose to file a complaint under this procedure:

Office for Civil Rights

400 Maryland Avenue, SW

Washington, D.C. 20202-1100

Customer Service Hotline: (800) 421-3481

Email: [OCR@ed.gov](mailto:OCR@ed.gov)

Office for Civil Rights:

Kansas City Field Office: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov), (816) 268-0550;

Washington D.C.: [OCR@ed.gov](mailto:OCR@ed.gov) 1-800-421-3481

Equal Employment Opportunity Commission:

Oklahoma City Field Office: 1-800-669-4000; Washington

D.C.: 1-800-669-4000, [Eeoc.gov/contact](http://Eeoc.gov/contact)

**Distribution** - The technology center shall: prominently display on its website the required contact information for the Title IX Coordinator; post training materials used to train Title IX Coordinators and related Title IX Officials, Investigators, and Hearing Officers on its website; and notify applicants for employment, parents or legal guardians of secondary school students, and employee organizations—of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator.

## **ADULT STUDENT INFORMATION**

### **FINANCIAL ASSISTANCE PROGRAMS OFFERED AT NWTC**

Financial assistance 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 <https://nwtech.edu/student-services/student-policies-handbooks>.**

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. Information is also available in alternative formats and languages upon request.

### **Person Designated to Disburse Title IV Financial Aid and Consumer Information**

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.

### **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: <https://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 1<sup>st</sup>.

### **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 must 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 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 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> 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 AFFAIRS (VA) EDUCATIONAL ASSISTANCE PROGRAMS**

VA assistance is available for veterans, or in some cases family members, who meet eligibility requirements and attend ODVA SAA 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 <https://www.benefits.va.gov/gibill/>. Individuals who attend NWTC and expect to receive monthly educational stipends must provide all military transcripts and records of previous training, a VA Certificate of Eligibility or VA eBenefits printout, and a copy of VA form DD214. Both half and full-time benefits are available. Contact the Financial Aid Director or the U.S. Department of Veteran's Affairs at 1-888-GI-BILL-1 for more information. Veterans who have been determined by the U.S. Department of Veteran's Affairs to have a disability that was caused or made worse by their active-duty service should go to <https://www.va.gov/careers-employment/vocational-rehabilitation/eligibility> to check what other benefits may be available from the VR&E Program. Tuition assistance and purchase of required supplies may be available to the qualified veteran. Contact the Financial Aid Office for more information. NWTC is in compliance with Public Law 115-407 Veterans Benefits and Transition Act of 2018 Section 103. NWTC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that covered individual borrows additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institutions due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of this title.

### **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 (Alva), (590) 233-0244 (Enid), or (580) 256-6738 (Woodward) for more information.

### **PRACTICAL NURSING ASSISTANCE**

**Physician's Manpower** is a nursing student scholarship/loan assistance program that is forgiven/repaid by a work obligation. Applications must be made by June 30<sup>th</sup> at <http://pmtc.ok.gov/nurses>.

**The Northwest Nursing Coalition** in conjunction with the Northwest Oklahoma Area Health Education Center, Rural Health Projects, and Physician's Manpower offers a nursing student scholarship/loan assistance program. The application can be found online at <https://nwtech.edu/student-services/financial-aid-tuition>.

### **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. WIOA assistance is available for students in high demand occupations. Contact the Financial Aid Director for more information and for a list of eligible programs.

### **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.

### **PARAMEDIC ASSISTANCE**

**EMS Success** is an EMS student scholarship program for paramedic students within the State of Oklahoma that is forgiven/repaid by a work obligation in an approved rural or under-served community in Oklahoma. Applications must be made by March 31<sup>st</sup> at <https://emssuccess.org/pages/apply>.

### **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.*

### **FEDERAL PELL GRANT APPLICATION AND PROCEDURES**

#### **Application**

Adult students are encouraged to apply for financial aid. Complete the "Free Application for Federal Student Aid" (FAFSA) online at <https://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
- 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.

### **Award Year/Academic Year**

Funding for Pell Grant programs is provided based on an award year basis. The award year begins on July 1<sup>st</sup> of one year and extends to June 30<sup>th</sup> of the next year. An academic year at NWTC is one in which a student completes a minimum of 28 weeks and 960 hours of instruction. For Pell Grant payments to students, an academic year of 960 hours/28 weeks (with a payment period of 480 hours/14 weeks) is applicable to Career Options/Programs that are 960 hours or greater. For Career Options that are less than 960 hours, the payment period is one half of the total hours and one half of the total weeks of the Career Option.

### **Awarding Title IV Aid**

The Pell Grant program is a federally funded grant program, which, for the **2023-2024** academic year provides up to **\$7,395** to full time postsecondary students and up to **\$3,698** to postsecondary students who are enrolled at least half time. The purpose of the program is to provide a foundation of aid to needy students. **NWTC awards federal financial aid according to federal regulations and guidelines. The method of computation is applied to all dependent and independent students uniformly.**

### **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 subsequent Pell Grant disbursements, you must maintain Satisfactory Academic Progress (SAP) and successfully complete the clock hours in each corresponding payment period. Please see the Financial Aid Director for more information.**

### **ATTENDANCE POLICY FOR STUDENTS ON FINANCIAL AID**

Adult students on financial aid are required to attend 90% of the hours in each pay period. Acceptable attendance is defined as missing no more than 10% of any pay period, documented or undocumented. The 10% of class time missed during a pay period may be considered excused and the student's pay period will not be moved forward for absences that fall within the 10%. Failure to attend 90% of the hours in a pay period will result in the student being placed on financial aid warning or suspension status. Attendance is recorded in three-hour increments, i.e. a student attending six hours per day is counted absent twice when the whole day is missed. Adult students attending under funding by federal aid or other outside agencies, or who are in a program or career option leading to a licensure are responsible for maintaining their attendance as required by these agencies/departments.

### **LEAVE OF ABSENCE POLICY FOR STUDENTS ON FINANCIAL AID**

A student may request **one** leave of absence up to 10 days in length for medical and/or emergency situations that will affect a student's attendance for an extended period of time. (Days should be consecutive unless otherwise approved by the Asst. Superintendent and the counselor.) The Leave of Absence form may be obtained in the office of the Asst. Superintendent. The Leave of Absence request must include the reason for the request and the number of days requested. The student will be informed by the 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 <https://nwtech.edu/student-services/student-policies-handbooks> 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 or VA educational assistance benefits will first be placed on a warning status if satisfactory progress is not maintained due to poor grades, pace of 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 should refer to the Financial Aid Policies and Procedures Handbook for further information on the Satisfactory Academic Progress policy or view online at <https://nwtech.edu/student-services/student-policies-handbooks>.

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

- **Attend** 90% of the payment period in which the student is enrolled
- **Maintain 2.0 "C" average**
- **Be on pace to complete at a maximum pace of no more than 150%** of the program time

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 <https://nwtech.edu/student-services/student-policies-handbooks>.

### **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.**

### **ADVANCED STANDING CREDIT/PRIOR 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 CREDIT**

The Board of Education at NWTC recognizes that service members acquire knowledge and skills during military duty and has established procedures which permit veterans to attain advanced academic standing linked to military service or other education, training or experience. In order to be considered for an award of education credit at the technology center, an applicant must have been honorably discharged from the United States Armed Forces within three (3) years from the date of enrollment at the technology center. In accordance with the *Post-Military Service Occupation, Education and Credentialing Act*, NWTC will award appropriate academic credit in its education programs consistent with the experience, education and training of military personnel. NWTC will compare the applicant's education, training, and experience with the requirements of the applicant's proposed program of study. The applicant is responsible for supplying the requisite information and records essential to any award of credit. NWTC will utilize the *Guide to the Evaluation of Educational Experiences in the Armed Services* (published by the American Council on Education) to make this analysis and determine appropriate credit to be awarded. The process of awarding credit for military experience shall be conducted in a manner similar to the review process for transfer of education credits earned at another institution. The decision of the technology center regarding an award of credit is a final decision that is not subject to appeal.

### **VA EDUCATIONAL ASSISTANCE BENEFICIARIES POLICIES**

Students receiving U.S. Department of Veteran's Affairs (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, 150% pace of completion, 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 incompleteness. 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.

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 subject to the same Warning/Suspension/Probation statuses detailed in the SAP section of this handbook as all other students and the VA will be notified of this action. Every effort will be made to help the student meet the attendance, minimum grade, and pace of completion requirements. VA educational benefits will be terminated if the student does not meet the minimum academic progress standards and is placed on Academic Suspension. During an approved leave of absence, VA benefits will be temporarily suspended.

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

### **COLLEGE FINANCING PLAN (Formerly the Financial Aid Shopping Sheet)**

In carrying out Executive Order 13607, Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Family Members, NWTC commits to voluntarily provide a College Financing Plan 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.

## **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 <https://nwtech.edu/student-services/student-policies-handbooks>. **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 alcoholic beverages, non-intoxicating alcoholic beverages (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while on school vehicles, or at any school-sponsored event.

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

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

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

#### **Necessary Medications**

Students may not retain possession of and self-administer any medication at school for any reason except as permitted by the school's policy on the administration of medicine to students. Minor students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the campus director with a parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.

Violations of this rule will be reported to a minor student's parents, and may result in discipline which can include suspension.

### **Distribution of Information**

Information for students and the parents of minor students about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the campus director at each site.

## **ADMINISTRATION OF MEDICINE TO MINOR STUDENTS**

**Purpose** - The purpose of this policy is to identify when district personnel are authorized to administer medication to minor students, when minor students are authorized to self-medicate and how district personnel will maintain, administer, monitor and dispose of minor student medication.

**Definitions** - For purposes of this policy, these terms have the following definitions:

"Inhaler" means a device that delivers a bronchodilator to alleviate symptoms of respiratory distress that is manufactured in the form of a metered-dose inhaler or dry-powder inhaler and that may include a spacer or holding chamber that attaches to the inhaler to improve the delivery of the bronchodilator.

"Medicine" or "medications" includes prescription medications, opioid antagonists and over-the-counter medicines such as but not limited to aspirin, cough syrup, medicated ointments and any other item used to treat an illness, disease or malady. This term shall not include "Sunscreen" as defined below

"Parent" means a parent, a court appointed guardian or a person having legal custody of a minor student.

"Respiratory distress" means the perceived or actual presence of coughing, wheezing or shortness of breath.

"Sunscreen" means a compound topically applied to prevent sunburn.

**Policy** - Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications and assist in applying sunscreen to minor students. Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer medication to minor students with legitimate health needs.

Except as provided in this policy and in the technology center's diabetes care and management policy, minor students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the minor student's parent and may result in discipline, including out-of-school suspension.

As further set out below, the technology center retains the discretion to reject requests for the administration of medication or application of sunscreen and to discontinue the administration of medication or application of sunscreen.

The parent must deliver the minor student's medicine to the school administrator in its original container with the parent's written authorization for administration of the medicine. Sunscreen for application by a school nurse must be delivered to the school nurse or school administrator in its original container with the parent's written authorization for application of sunscreen. The parent's authorization for either medicine or sunscreen must identify the minor student, the medicine or sunscreen and include or refer to the label for instructions on administration of the medicine. The administrator or a designated employee will administer the medicine to the minor student or assist the minor student in applying sunscreen pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. The parent must complete a new authorization form annually and for each change of medication or sunscreen. The technology center will maintain the authorization form as a part of the minor student's health record. Authorization forms will be available in the campus director's office. A parent who chooses to do so may come to the school and personally dispense medication or apply sunscreen to the minor student.

The administration of each campus will keep a record of the minor students to whom medicine is administered or sunscreen applied, the date of administration or application, the person who administered the medicine or applied the sunscreen, and the name or type of medicine or sunscreen administered.

Medications and sunscreen will be stored in a separate locked drawer or cabinet that is readily accessible only to the persons who will administer the medication or sunscreen. Medications requiring refrigeration will be refrigerated in a secure area.

Any person administering medicine or applying sunscreen to a minor student will participate in training by October 1 of each year conducted by a school nurse or other health care professional. The training will include:

- Review of state statutes and school rules and regulations (including this policy) regarding administration of medication by school personnel;
- Procedures for administration, documentation, handling and storage of medication and sunscreen; and
- Medication needs of specific minor students, desired effects, potential side effects, adverse reactions and other observations.

Only those persons who successfully complete the training are authorized to administer medication or apply sunscreen. Each campus site will maintain a current list of those authorized to administer medication and apply sunscreen at that site.

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

- A licensed physician or dentist must provide a written order that the minor student has a particular medical condition (asthma, anaphylaxis, cystic fibrosis, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.
- The parent must provide a written authorization for self-administration of medication.
- Parents who elect self-medication understand and agree that the technology center, its agents and employees shall incur no liability for any adverse reaction or injury the minor student suffers as a result of self-administration of medication and/or use of specialized equipment.
- The written authorization will terminate at the end of the school year and must be renewed annually.
- If the parent and physician authorize self-medication, the technology center is not responsible for safeguarding the minor students' medications or specialized equipment.
- Minor students who self-medicate are prohibited from sharing or playing with their medication or special equipment. If a minor student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, minor student, nurse and other appropriate persons.
- Minor students will not be allowed to self-administer:
  - Narcotics;
  - Prescription pain killers;
  - Medication used to treat ADD/ADHD or other psychological or behavior disorders; and
  - Other medication hereafter designated in writing by the technology center.
- Except as otherwise provided by an individual minor student's school health plan, minor students may self-administer non-diabetes and non-anaphylaxis-related injectables only in the campus director's office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the technology center's diabetes care and management policy.

- Minor students who self-medicate are encouraged to wear Medic Alert bracelets or necklaces.
- The parent will provide an emergency supply of a minor student's inhaled asthma medication or anaphylaxis medication or replacement pancreatic enzymes to be administered by school personnel, as required by state law.

Minor students who are able to self-apply sunscreen may do so provided such sunscreen is regulated by the Food and Drug Administration. Minor students may self-apply sunscreen without the written authorization of a parent, legal guardian or physician. All students are permitted to possess sunscreen that is regulated by the Food and Drug Administration.

**Sunscreen** - School staff will only assist the minor student in applying sunscreen with the parent's written authorization and according to label directions or, if applicable, written instructions from the minor student's physician. The sunscreen must be in the original container indicating:

- Ingredients; and
- Directions for Application.

**Nonprescription Medication** - Technology center staff will only administer nonprescription medication with the parent's written authorization and according to label directions or written instructions from the minor student's physician. The medication must be in the original container that indicates:

- Minor student name (affixed to the container);
- Ingredients;
- Expiration date;
- Dosage and frequency;
- Administration route, i.e., oral, drops, etc.; and
- Other directions as appropriate.

Technology center staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the minor student's physician. The parent must provide and maintain a supply of nonprescription medication for the minor student.

**Prescription Medication** - Except for technology center-wide Epinephrine injectors, district-wide Glucagon, and district-wide inhalers technology center staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

- Minor student name;
- Name and strength of medication and expiration date;
- Dosage and directions for administration;
- Name of the licensed physician or dentist;
- Date, name, address and phone number of the pharmacy.

The parent must provide and maintain the supply of prescription medication for the minor student.

The parent must reclaim any remaining medication by the last official day of school closing or within seven days after the prescribing physician discontinues the medication. The designated employee will destroy in a nonrecoverable fashion in the presence of a witness any medication not timely reclaimed. The person who destroys the medication will record the following information:

- Date of destruction;
- Time of destruction;
- Name and quantity of medication destroyed; and
- Manner of destruction of medication

Any and all controlled substances will be destroyed according to state law.

The designated employee will advise the campus director if discontinuance of medication to a minor student is appropriate and assist in informing the parent. Legitimate reasons for discontinuing administration of medication include, but are not limited to the following:

- A legitimate lack of space or facility to adequately store specific medication;
- Lack of cooperation by the minor student, parent and/or prescribing doctor and the technology center;
- An unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be harmful to the health and well-being of the minor student;
- Any apparent change in the medication's appearance, odor, or other characteristics that raise reasonable doubts about the quality of the medication; and
- The medication expiration date has passed.

### **Seizure-Rescue Medication (*Seizure-Safe Schools Act*)**

Beginning January 1, 2022, at every technology center site that has a student enrolled who (1) has a seizure disorder and (2) has a seizure rescue medication or other medication prescribed to treat seizure disorder symptoms approved by the Food and Drug Administration and any successor agency that is prescribed by the student's health care provider, the technology center shall have at least one employee who has met the training requirements necessary to (1) administer or assist with the self-administration of seizure medication, and (2) recognize the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms. For purposes of this training, the technology center is permitted by law to use any adequate and appropriate training programs or guidelines for training of technology center personnel in the seizure disorder care tasks covered under this policy.

Before a seizure rescue medication can be administered to a student to treat seizure disorder symptoms, the student's parent or legal guardian shall do the following:

- A. provide the technology center with **written authorization** to administer the medication at the technology center;
- B. provide a **written statement** from the student's health care provider that shall contain the following information:
  - the student's name,
  - the name and purpose of the medication,
  - the prescribed dosage,
  - the route of administration,
  - the frequency that the medication may be administered, and
  - the circumstances under which the medication may be administered;
- C. provide the **prescribed medication** to the technology center in its unopened, sealed package with the label affixed by the dispensing pharmacy; and
- D. collaborate with technology center personnel to create a "**seizure action plan**," which means a written, individualized health plan designed to acknowledge and prepare for the health care needs of a student diagnosed with a seizure disorder.

The written authorization and seizure action plan shall be kept on file in the office of the technology center nurse or technology center administrator, and it shall be distributed to any technology center personnel or volunteers responsible for the supervision or care of the student. The written authorization and seizure action plan shall be effective only for the school year in which written authorization is granted and may be renewed each following school year upon fulfilling requirements A–D above. The technology center shall follow all administrative rules promulgated by the State Board of Education for the development and implementation of the seizure education program and the procedures for the development and content of seizure action plans.

Pursuant to state law, a technology center employee may not be subject to any disciplinary proceedings resulting from an action taken in compliance with *Seizure-Safe Schools Act*, and any employee acting in accordance with the provisions of that act shall be immune from civil liability unless the actions of the

employee rise to the level of reckless or intentional misconduct. Any technology center-employed nurse shall not be responsible for and shall not be subject to disciplinary action for actions performed by a volunteer.

#### Technology Center-Wide Use of Epinephrine Injectors

The board of education has authorized the superintendent to obtain a prescription for Epinephrine injectors in the name of the technology center. This prescription will be of a quantity sufficient to provide for two (2) injectors at each site.

The superintendent will designate personnel at each site to:

- be responsible for obtaining and maintaining an adequate supply of injectors from the central office;
- ensure appropriate training on the administration of the injectors for designated staff members;
- distribute and maintain annual parent/guardian consent forms.

No employee will be required to agree to be trained in the use of Epinephrine injectors or to administer Epinephrine injections.

Technology center employees are still required to call 911 in the event of an emergency, including any time an Epinephrine injector is used.

Annual written notice will be provided to all parents/guardians that trained employees are authorized to administer Epinephrine injections to any minor student who appears to be having an anaphylactic reaction if the parent /guardian has given written consent and waived liability related to the good faith use of the injection. No Epinephrine injection shall be given if the proper written consent is not on file with the technology center.

#### Technology Center-Wide Use of Inhalers:

The board of education has authorized the superintendent to obtain a prescription for inhalers and spacers or holding chambers in the name of the [NAME] Technology Center. This prescription will be of a quantity sufficient to provide for two (2) inhalers with spacers and holding chambers in a secure location at each technology center site.

The superintendent will designate personnel at each technology center site to:

- be responsible for obtaining and maintaining an adequate supply of inhalers with spaces and holding chambers from the technology center's central office;
- ensure appropriate training on the administration of the inhalers with spacers and holding chambers for designated staff members;
- distribute and maintain annual parent/guardian consent forms.

Only a school nurse or technology center employee trained by a health care professional will be required to agree to be trained in the use of inhalers with spacers and holding chambers.

**Technology center employees are still required to call 911 in the event of an emergency, including any time an employee believes a student is experiencing respiratory distress.**

Annual written notice will be provided to all parents/guardians that trained employees are authorized to administer inhalers to any student who is believed to be experiencing respiratory distress.

The technology center must also immediately notify a student's parent/guardian after administration of an inhaler.

The parent/guardian must provide written consent and waive liability related to the good-faith use of the inhaler. No inhaler shall be given if the proper written consent from the parent/guardian is not on file with the technology center.

#### District-Wide Use of Glucagon:

The board of education has authorized the superintendent to obtain a prescription for Glucagon in the name of the school district.

The school district will:

- inform, in writing, the parent or legal guardian of each student with a diabetes medical management plan that a school nurse, school employee trained by a health care professional or a school employee who has volunteered and successfully completed training to be a diabetes care assistant may administer, with parent or legal guardian written consent but without a health care provider order, Glucagon to a student with diabetes whom the school nurse, trained employee, or a school employee who has volunteered and successfully completed training to be a diabetes care assistant in good faith believes is having a hypoglycemic emergency or if the student's prescribed Glucagon is not available on site or has expired;
- designate the employee responsible for obtaining Glucagon for each school site from a licensed physician with prescriptive authority; and
- maintain Glucagon at each school site in accordance with the manufacturer's instructions.

**School employees are still required to call a student's parent or guardian and 911 in the event of an emergency, including any time an employee believes a student is experiencing a hypoglycemic emergency.**

A waiver of liability executed by a parent or legal guardian must be on file with the school district prior to administration of Glucagon. Written consent and waiver of liability shall be effective for the school year in which it is granted and shall be renewed each subsequent school year.

#### **Administration of Emergency Opioid Antagonists (e.g., Naloxone) by Technology Center Personnel**

Technology center medical personnel (certified school nurse or any other nurse employed by or under contract with the technology center) or any other person designated by the Superintendent may administer regardless of whether there is a prescription or standing order in place, an emergency opioid antagonist for a suspected opioid overdose by a student or other individual exhibiting signs of an opioid overdose.

The Superintendent may authorize one or more technology center employees to receive training offered by the Department of Mental Health and Substance Abuse Services, a law enforcement agency or any other entity in recognizing the signs of an opioid overdose and administering an emergency opioid antagonist. The Superintendent may designate persons to receive this training who have been required to receive annual training in cardiopulmonary resuscitation and the Heimlich maneuver (70 Okla. Stat. §1210.199). Furthermore, if a person or persons designated and trained to administer an emergency opioid antagonist are absent, the Superintendent or designee may authorize any person, regardless of whether there is a prescription or standing order in place, to administer an emergency opioid antagonist to a student or other individual exhibiting signs of an overdose.

Any person administering an emergency opioid antagonist to a student or other individual at a technology center site or technology center-sponsored event, in a manner consistent with addressing opioid overdose, shall be covered by Oklahoma's Good Samaritan Act. In the event of a suspected overdose, the technology center and its employees or designees shall be immune from civil liability in relation to the administration of an emergency opioid antagonist.

As used in this section, "emergency opioid antagonist" means a drug including, but not limited to, naloxone that blocks the effects of opioids and that is approved by the United States Food and Drug Administration for the treatment of an opioid overdose.

Reference: Okla. Stat. tit. 70 § 1-116.2, 70 § 1-116.3  
Okla. Stat. tit. 70 § 1210.199  
Okla. Stat. tit. 70 §1210.242  
Okla. Stat. tit. 63 §1-2506.1



### **MEDICAL MARIJUANA, HEMP, & CANNABIDIOL (CBD)**

Regardless of a student, employee, parent or any individual's status as a medical marijuana license holder, marijuana is not allowed on the premises of the technology center or in any school vehicle or in any personal vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the technology center and in school vehicles; going to and from and attending technology center sponsored functions, events, and athletic activities, including those technology center sponsored functions, events and/or athletic activities which occur in a location other than the premises of the technology center; utilizing technology center equipment or transportation; and in any other instance in connection with the technology center where the technology center reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the technology center will proceed with all actions and consequences that are afforded to the technology center under any state or federal law, employment contract, technology center policy, student handbook provision, or any other authority applicable to or adopted by the technology center.

This information is presented as a summary and is intended to serve as a guideline for students and parents. Any questions concerning the NWTC Medical Marijuana, Hemp, and Cannabinol (CBD) policy should be referred to the Office of the Assistant Superintendent. For detailed information regarding the **NWTC MEDICAL MARIJUANA POLICY**, please see **Section 3 of the NWTC Board of Education Policy Manual** available in the Assistant Superintendent's Office on each campus, as well as the **NWTC Drug Free School and Workplace Handbook** available in the Financial Aid Office and on our website at <https://nwtech.edu/student-services/student-policies-handbooks>.

### **SMOKING, VAPING, AND THE USE OF TOBACCO PRODUCTS**

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.

The board is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The board believes that education has a central role in establishing patterns of behavior related to good health and that measures are necessary to help its students to resist tobacco use. The board is concerned about the health of its employees and also recognizes the importance of adult role-modeling for students during formative years. Therefore, the board shall discourage the use of tobacco products by its staff and students. The Technology Center will refer employees, parents/guardians, family members, and students (13 and older) interested in quitting tobacco use to the Oklahoma Tobacco Helpline and other available cessation resources.

**Tobacco on Campus** - Smoking, vaping, and the use of tobacco products or vapor 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 or vapor products by minor students on school property is prohibited. This policy also applies to students and staff at any off-site, school sponsored meeting or event, including, but not limited to, field trips and athletic events.

**Marijuana on Campus** - Smoking, vaping, or possessing marijuana (as defined in Board of Education Policy, *Medical Marijuana, Hemp & Cannabidiol (CBD)*) on technology center property is strictly prohibited. Refer to the technology center's policy on *Medical Marijuana, Hemp & Cannabidiol (CBD)* for further information.

**Posting Signs Pursuant to this Policy** - At or near each entrance of every technology center building the following sign shall be conspicuously posted: Tobacco or Marijuana Smoking or Marijuana Vaping is Prohibited.

### Definitions

**"Smoking"** means the carrying by a person or having access to a lighted cigar, cigarette, pipe or other lighted smoking article, expressly including lighted marijuana and active vaporizing devices. 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 vapor products as defined in this policy.

**"Tobacco products"** includes, but is not limited to: cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches and, lighters

**"Vapor product"** includes noncombustible products that may or may not contain nicotine that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. "Vapor product" shall also include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. "Vapor product" does not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetic Act.

### **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 or vapor 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, pursuant to the board's policies regarding student discipline.

**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 in the Assistant Superintendent's Office on both campuses, as well as the NWTC Drug Free School and Workplace Handbook available in the Financial Aid Office and on our website at <https://nwtech.edu/student-services/student-policies-handbooks>.**

### **STUDENT POSSESSION OF DANGEROUS WEAPONS**

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

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

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

A dangerous weapon includes, **BUT IS NOT LIMITED TO**, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick

of a button or pressure on the handle, any pocketknife, regardless of the length or sharpness of the blade, any pen knife, "credit card" knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, garrotes, choking devices, mace, pepper spray, and any item whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person's consent. **THE FOREGOING LIST OF "DANGEROUS WEAPONS" IS DESCRIPTIVE AND BY WAY OF EXAMPLE ONLY AND IS NOT TO BE CONSIDERED AN EXCLUSIVE OR LIMITING LIST OF DANGEROUS WEAPONS. IT WILL NOT BE A DEFENSE TO ANY DISCIPLINARY ACTION UNDER THIS POLICY THAT THE STUDENT POSSESSING THE DANGEROUS WEAPON DID NOT KNOW THAT IT IS A DANGEROUS WEAPON, BUT SUCH CLAIM OF A LACK OF KNOWLEDGE MAY BE CONSIDERED IN MITIGATION OF ANY DISCIPLINARY PENALTY.**

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

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

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

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

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

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

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

#### **Adult Students and Handguns on School Campus**

HB 1652 amended OKLA. STAT. tit. 21 § 1277 by designating the limited areas in which concealed handguns can be located on a technology center campus. Adult students may not carry a gun into any technology

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

Reference: OKLA. STAT. tit. 21 § 1272

*This information is intended to serve as a guideline for students and parents. Any questions should be referred to the Office of the Assistant Superintendent. For detailed information concerning the **NWTC GUN-FREE SCHOOLS - SECONDARY STUDENT SUSPENSION POLICY**, please see **Section 10 of the NWTC Board of Education Policy Manual** available in the Assistant Superintendent's Office on each campus.*

## **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 Jeremy Eaton, 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 1<sup>st</sup> 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 <https://nwtech.edu/student-services/student-policies-handbooks>, and also a complete copy of the report may be viewed at <https://ope.ed.gov/campussafety/#/>. 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. Paper copies are available upon request from the Central Office, the Counselor's Office, the Financial Aid Office, and on the NWTC website at <https://nwtech.edu/student-services/student-policies-handbooks>.

## **SUMMARY OF THE ANNUAL CAMPUS CRIME SECURITY REPORT**

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 <https://nwtech.edu/student-services/student-policies-handbooks>.

## **Statistics for NWTC – ALVA CAMPUS**

### **ALVA Campus**

Incidences of:	2020			2021			2022		
	On Campus	Non-Campus Property	Public Property	On Campus	Non-Campus Property	Public Property	On Campus	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Unfounded Crimes	0	0	0	0	0	0	0	0	0
<b>VAWA Offenses</b>									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
<b>Arrests</b>									
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
<b>Disciplinary Actions</b>									
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

## Statistics for NWTC – FAIRVIEW CAMPUS

### FAIRVIEW Campus

Incidences of:	2020			2021			2022		
	On Campus	Non-Campus Property	Public Property	On Campus	Non-Campus Property	Public Property	On Campus	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Unfounded Crimes	0	0	0	0	0	0	0	0	0
<b>VAWA Offenses</b>									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
<b>Arrests</b>									
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
<b>Disciplinary Actions</b>									
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

## 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 proceeding; 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 technology center.

Northwest Tech 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 all aspect of the Northwest Tech's programs, including during school hours, extracurricular activities, school 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 technology center school or program.

**"Discrimination"** means unfair treatment 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 discrimination include, but are not limited to: Refusing to consider a person for a position or declining to enroll a student in a program based on legally discriminatory factors. Harassment can be a specific form of legally prohibited discrimination.

**"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; hate speech or actions directed at protected categories or characteristics such as a person's color, age, religion, or disability; unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual, racial, age, religious, physical, mental or other characteristics, involving protected categories; pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic or other demeaning pictures or objects, obscene or hateful graffiti, and spreading rumors related to a person's alleged sexual, religious, physical or mental activities. Demeaning comments about a student's ability to excel in a class historically considered a "man" or "woman's" subject may also constitute harassment. These descriptions are examples of conduct which may violate the technology center's policy. In determining whether conduct harasses another individual the totality of circumstances will be considered, the extent to which an alleged offender knew or persistent – among other factors.

**"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.

Importantly, sex discrimination and sexual harassment are fully covered by the technology center's separate policy "Title IX – Sex Discrimination and Sexual Harassment".

**"Retaliation"** is any negative conduct which is 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 teacher, counselor, administrator, or board member.

Employees who witness, suspect or receive a report of harassment or discrimination must immediately report the incident to the appropriate discrimination coordinator or superintendent – even if that report must be made after hours to the coordinator's or superintendent's home, cell phone, or email.

Any employee who receives a harassment, discrimination or retaliation report will immediately refer the matter to the appropriate discrimination coordinator or superintendent, unless the superintendent or coordinator is the alleged malfeasant. In such circumstances, the complaint will be referred to the board president or the Northwest Tech'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 the appropriate discrimination coordinator or the superintendent. 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 Department of Education Office of Civil Rights, United States Equal Employment Opportunity Commission, the Oklahoma Human Rights Commission, or local law enforcement.

#### Administrative Response

The technology center 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 both the alleged victim and alleged harasser 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 or other evidence, including technology center files and records.

Northwest Tech 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 discrimination 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 information on available outside resources, training and counseling, transfer, suspension, removal (for adult students) 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.

Complainants may choose to utilize the technology center's "Grievance Procedure for Filing, Processing and Resolving Complaints Alleging Discrimination, Harassment and Retaliation" when seeking to make a formal filing and pursue a formal complaint process. Similarly, complainants asserting sex discrimination and sexual harassment should review and may choose to utilize the technology center's "Title IX – Sex Discrimination and Sexual Harassment" policy and procedures.

### 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 disciplinary decision will be made as a proportional response to the violation.

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

## **STUDENT BULLYING**

### Statement of Legislative Mandate and Purpose

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

### Definition of Terms

#### A. Statutory definition of terms:

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

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

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

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

"At school" means on technology center grounds, in technology center vehicles, at technology center sponsored activities, or at technology center sanctioned events.

#### B. The "Reasonable Person" Standard

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

#### C. Types of Bullying

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

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

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

"Sexual Bullying" includes harm of a sexual nature, including but not limited to making unwelcome

sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target's body; engaging in off-campus dating violence that adversely affects the target's education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target's sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by the technology center.

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

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

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The technology center's bullying coordinator and individuals designated as campus investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the technology center's strategy for counseling and referral for those affected by bullying. The training shall be completed the first year an administrator or technology center employee is employed by the center, and then once every fifth academic year.

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

OKLA. STAT. tit. 70 § 24-100.4

### **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

### **Vaccinations for Paramedic Students**

NWTC has additional vaccination regulations for paramedic 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
- Some clinical sites may require more information or immunizations.

### **STUDENT MENTAL HEALTH CRISIS PROTOCOL**

As required by OKLA. STAT. tit. 70, § 24-159, the Technology Center will develop and maintain a protocol for responding to students in mental health crisis with the goal of preventing student suicide, self-harm, and harm to others.

#### Provider Partners

The Technology Center shall develop, maintain and implement its student mental health crisis protocol (the "Protocol") in partnership with one or more local mental health treatment providers certified by the Oklahoma Department of Mental Health and Substance Abuse Services ("Provider Partner(s)"). At least one Provider Partner that participates in the Protocol shall meet the following criteria:

- A. The provider must have the ability to serve all school-aged children regardless of insurance status; and
- B. The provider must have the ability and certification to provide mental health crisis services in the region where students attend school.

#### Contents of Protocol

The Technology Center's Protocol shall:

- A. Provide a definition of mental health crisis involving potential for harm to self or others.
- B. Document how mental health crises may be identified by school administrators, instructors, support employees, and school-based mental health professionals.

- C. Outline nonpunitive steps to safeguard student health and safety in response to an immediate or potential mental health crisis.
- D. Identify local treatment providers and resources available to support students and families in mental health crisis and ensure appropriate referrals to treatment.
- E. Outline a process for ensuring parent and caregiver notification and involvement during an actual or potential mental health crisis. In the event that a student who is under eighteen years of age is identified as being in or at risk of a mental health crisis, the Protocol shall call for Technology Center employees to inform the student's parent or legal guardian and offer the treatment referral information contained in the Protocol. The Protocol shall further provide that parent or legal guardian consent shall be required for any subsequent action taken by the Technology Center as part of the protocol except in cases of immediate and life-threatening danger to self or others.
- F. Document how student privacy will be protected in compliance with applicable state and federal laws, including, but not limited to the Health Insurance Portability and Accountability Act ("HIPAA") and the Family Educational Rights and Privacy Act ("FERPA").

#### Working Agreement

The Board of Education and each of the Technology Center's Provider Partner(s) shall enter into a working agreement establishing all obligations of the parties under the established Protocol and a strategy for regularly reviewing its effectiveness using anonymous, nonidentifiable data (the "Working Agreement").

#### Review and Updates

Not less than every two years, the Technology Center and its Provider Partner(s) shall jointly review the Protocol and Working Agreement and consider whether updates to the Protocol are necessary to better meet the needs of students. This process shall include a review of information gathered from the Oklahoma Prevention Needs Assessment Survey or an alternative survey conducted by the Technology Center as provided for in OKLA. STAT. tit. 70, § 24-158, to the extent the Technology Center has participated in such a survey and such information is available.

#### State Agency Review

The Technology Center will submit the most recent version of its Protocol and Working Agreement to the Oklahoma State Department of Education, which will in turn submit those documents to the Oklahoma Department of Mental Health and Substance Abuse Services. These agencies may require revisions to the Protocol in order to ensure compliance with applicable laws/regulations and/or established evidence-based practices.

#### Access/Training

The Technology Center will provide administrators, instructors, support employees and school-based mental health providers with ready access to the Protocol and regular training regarding the Protocol. In addition to regular training regarding the Protocol, the Technology Center shall require a training program for instructors which shall emphasize the importance of recognizing and addressing the mental health needs of students. This program shall be completed the first year a certified instructor is employed by the Technology Center, and then once every fifth academic year.

Reference: OKLA. STAT. tit. 70, §§ 24-158 and 24-159.

OKLA. STAT. tit. 70, § 6-194.3

### **SUICIDE AWARENESS, TRAINING, AND PREVENTION**

Purpose: Suicide is a leading cause of death among young people. The health and well-being of students is of utmost importance to the technology center, and the technology center is committed to actively preventing suicide through awareness, effective training, outreach, and prevention. This policy outlines strategies, procedures, and resources for preventing suicide, identifying potentially-suicidal students and high-risk behavior, as well as intervention and postvention mechanisms.

Scope: This policy is applicable to actions that occur in technology center buildings, premises, or property, including vehicles, at technology center-sponsored functions and activities, and governs the entire technology center community, including, but not limited to, staff, students, parents and guardians, and volunteers.

Suicide Prevention Training: The technology center shall provide training to all staff members in their first year employed by the technology center, and then once every fifth academic year, addressing suicide awareness and prevention. The training will include evidence-based approaches to suicide prevention or curriculum made available or approved by the Department of Mental Health and Substance Abuse Services, including how to recognize changes in behavior that may be indicative of distress, how to approach students to discuss concerns, and how to refer a parent or student to appropriate resources.

Publication and Distribution: The course outline for the training curriculum shall be made available on the technology center's website.

Notifying Parents and Legal Guardian: Teachers, counselors, principals, administrators and other technology center personnel, upon determining a student is at risk for attempting suicide, shall notify the parents or legal guardians of the student immediately upon determining such risk exists.

Immunity From Employment Discipline and Civil Liability: Teachers, counselors, principals, administrators and other technology center personnel shall be immune from employment discipline and any civil liability with respect to the following actions:

1. Calling 911, law enforcement, or the Department of Human Services if they believe a student poses a threat to themselves or others or if a student has committed or been the victim of a violent act or threat of a violent act;
2. Providing referral, emergency medical care or other assistance offered in good faith to a student or other youth; or
3. Communicating information in good faith concerning drug or alcohol abuse or potential safety threat by or to any student to the parents or legal guardians of the student, law enforcement officers or health care providers.

No Specific Duty of Care or Cause of Action: The training required by this policy, or lack thereof, shall not be construed to impose any specific duty of care. No person shall have a cause of action for any loss or damage caused by any act or omission resulting from the implementation of this policy or resulting from any training, or lack thereof, required by this policy, unless the loss or damage was caused by willful or wanton misconduct.

Community Intervention and Prevention Services: The technology center may enter into agreements with designated Youth Services Agencies for the provision of intervention and prevention services.

Reference: OKLA. STAT. tit. 70, § 24-100.7

### **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.

**Acceptable Use of File Sharing Technology** - Employees and students may choose to use file sharing/storing technology (Google Docs, Ever Note, etc.) in connection with school learning or business. Individuals who choose to use such technology are required to follow all other district technology and acceptable use protocols, as well as adhere to the specific guidelines in this policy. Individuals using file sharing/storing technology in connection with their association with the technology center are expressly prohibited from using technology in a malicious manner or in any way which violates this or other district policies.

### **PERSONAL WIRELESS DEVICES AND ELECTRONIC ACCOUNTS**

The technology center requires that all individuals devote their full attention to education while at school or during education activities. Accordingly, the technology center expects both employees and students to limit their use of personal wireless devices (including, but not limited to, hand-held mobile telephones) and personal electronic accounts at school or when engaged in school-related activities. Wireless devices include, but are not limited to, cell phones, laptops, cameras, GPS systems, any type of device capable of intercepting or recording a conversation, any type of device capable of providing visual surveillance or

images, recorders, smart glasses, etc. Electronic accounts include, but are not limited to, accounts that allow digital communication such as email and social media accounts.

Smart glasses and similar technology is prohibited on campus by all individuals at all times. Regardless of the type of technology used, no individual may make any type of surreptitious recording of others on district property. Additionally, no person may use any type of technology to remotely monitor, listen to, or view actions occurring at school or school activities.

Personal wireless devices not otherwise prohibited shall be turned off and out-of-sight in locations such as restrooms, locker rooms, changing rooms, etc. ("private areas"). The use of any audio/visual recording and camera features are strictly prohibited in private areas. Students who observe a violation of this provision shall immediately report this conduct to a teacher, administrator or campus director. Employees who observe a violation of this provision shall immediately report this conduct to a supervisor or the campus director.

**Students** - Students who violate this policy will have their personal wireless device confiscated until after a parent conference, and may lose the privileges of possessing such a device at school or school related activities for the remainder of the school year. Students are also subject to other disciplinary action.

Students may not use any personal wireless device to:

- send or receive answers to test questions or otherwise engage in cheating;
- record conversations or events during the school day, on technology center property or at technology center activities;
- threaten, harass, intimidate, or bully;
- take, possess, or distribute obscene or pornographic images or photos;
- engage in lewd communications;
- violate technology center policies, handbook provisions, or regulations.

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 **ACCEPTABLE USE OF INTERNET AND ELECTRONIC AND DIGITAL COMMUNICATION DEVICES** and **PERSONAL WIRELESS DEVICES AND ELECTRONIC ACCOUNTS**, please see **Section 12 of the NWTC Board of Education Policy Manual** available in the Assistant Superintendent's Office on each campus.

### **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](http://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.

Reference: 17 U.S.C. §107

**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, promote political points of view, or to make 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 in the Assistant Superintendent's Office on each campus.

## **DISTANCE EDUCATION**

*THIS POLICY MAY BE USED IF STUDENTS ARE UNABLE TO ATTEND SCHOOL OR ABLE TO ATTEND SCHOOL ONLY ON A PART-TIME BASIS FOR VARIOUS HEALTH OR SAFETY REASONS. COMPLETE SCHOOL CLOSURE IS NOT A PREREQUISITE TO USE OF THIS POLICY.*

The Technology Center may choose to engage in distance learning when permitted by the Oklahoma State Department of Education (OSDE) and its promulgated rules and regulations. When the Technology Center engages in distance learning, instruction can be delivered via a number of Technology Center-Approved Means and Mediums, but in all cases, instructional delivery methods will comply with requirements and guidance from the OSDE and the ODCTE. These methods can include, but are not limited to, means and mediums already implemented or may be implemented in the future by Technology Center administration which may or may not include use of technology. Although the student may not be on campus, programs will continue, and the Technology Center shall continue to engage students with instruction and experiences that provide opportunities for continuous learning while allowing them to stay connected with their instructors.

## **EQUITABLE CONSIDERATIONS**

Whether provided through virtual, hybrid, or distance instruction, the Technology Center shall, to the greatest extent practicable, provide its students with quality educational opportunities and continuity of instruction that is consistent with the Technology Center's vision and mission. As a part of its commitment to providing quality education to all students the Technology Center states that:

- When making decisions regarding the means and mediums utilized for distance learning, the Technology Center shall strive to bridge any equity gaps between those students with and without the technology and resources necessary to access distance learning.
- The Technology Center will ensure that all students have access to all required supplies (including any necessary textbooks, writing paper, pencils, and other supplies as appropriate) for participation in distance learning. If students lack these, the Technology Center shall provide them free of charge.<sup>1</sup>
- If the Technology Center only offers distance learning to students, the Technology Center will ensure all students have access to distance learning and will provide the necessary equipment and connectivity free of charge to those students who do not have access to the necessary equipment and connectivity.
- If the Technology Center offers distance learning instruction to students, it will ensure that all students have access to equitably equivalent instruction and content. It may do this by either:
  - Ensuring that all students have the necessary equipment and connectivity to access any distance learning component of the student's assigned curriculum or courses and providing access to that necessary equipment and connectivity to any student who does not have access to them.
  - The Technology Center will provide access to necessary equipment and connectivity to

all students in need in order to equitably access distance learning instruction. If the Technology Center is only able to provide access to necessary equipment and connectivity to a limited number of students, it will determine which students receive that access in the most equitable manner.

- In no case shall a student have their grade lowered or be otherwise penalized (including attendance measures) for failure to engage with instructional supports the student does not have the resources to access (e.g., telephone service, internet access, transportation).

The Technology Center shall utilize all available funding sources and means to bridge these gaps in compliance with federal and state law.

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<sup>1</sup> Students or parents of students who do not have access to such supplies may request that their classroom teacher provide such supplies or may contact the school site administration. Each classroom teacher will coordinate with the Administration on providing necessary supplies to students in need.

## DEFINITIONS

- **Distance Learning:** Instruction provided via electronic means, utilizing the internet, computers, and or printed materials for the delivery of instruction, evaluation, and interaction. Instructional delivery may include video or audio means, online instructor interaction using Technology Center-Approved Means and Mediums and printed materials.
- **Technology Center-Approved Means and Mediums:** Equipment and electronic programs and platforms for instructional delivery and communication/interaction with students and their legal guardian(s) appropriate to the grade level and subject matter concerned.
- **Social Media:**
  - **Generally:** Online platforms, websites, or networks on which users share information, communications, or other content and includes, but is not limited to, sites used for media sharing and social networking (e.g., YouTube, Facebook, Twitter, Snapchat, Instagram, etc.).
  - **Technology Center Social Media:** Authorized Technology Center-related social media that is either school-based (e.g., approved, established and/or monitored by the building principal or designee) or Technology Center-based, Technology Center computer network-based, or subject area/department-based.
  - **Personal Social Media:** Social media that is not Technology Center Social Media, which is established by a user for his/her personal or private use and objectives.
  - **Non-Technology Center Social Media:** Social media that is not Technology Center Social Media, which is established by a third party or other organization.

## EQUITABLE CONSIDERATIONS

Once this policy is effectuated, though instruction will be provided via distance learning, the Technology Center's instructional program(s) will continue. Therefore, the rules and responsibilities of students, their legal guardian(s), and Technology Center personnel, unless otherwise expressly stated in this policy, are the same as if students were present at school during the instructional day. Unless specifically noted in this policy, existing provisions of the Student Handbook, "Acceptable Use" policies and agreements, privacy policies, and related Technology Center policies shall remain in effect. For example, students shall attend scheduled online meetings or classes in a timely manner (attendance), prepare for class in advance of the day's lesson (homework), meaningfully and appropriately participate in instruction (program participation), and shall also adhere to all existing rules concerning behavioral (e.g., bullying, harassment, violations of the Acceptable Use Policy) and academic misconduct (e.g., cheating, unauthorized group work on individual assignments). When students are visible to Technology Center personnel or other students, they shall dress in conformance to the school dress code.

**Attendance** - Students must continue to meet all state-mandated compulsory attendance requirements and are not exempt from state truancy laws, except to the extent permitted or required by the OSDE. Technology Center attendance policies shall remain in effect, and student attendance and participation shall be monitored. Attendance for students receiving Title IV funds will be recorded in accordance with Title IV Federal Regulations. Attendance and participation shall be measured by means appropriate in a distance learning environment which may include, but are not limited to, Technology Center-Approved-and-

monitored chatrooms and message board posts, emails, submission of assignments, or other Technology Center-Approved Means and Mediums.

Teachers shall make contact with each of their students a minimum number of times per school week, as determined by Technology Center administration, and count these contacts toward full-time attendance. These contacts may include, but are not limited to, student participation in distance learning platforms, submissions or posts to approved message boards, instructor confirmation with a student or the student's legal guardian(s) that the student did participate, and physical or electronic submission of assignments. The Technology Center shall ensure that any attendance measures used for distance instruction comply with any requirements set by the Oklahoma State Department of Education.

When the Technology Center provides virtual (distance learning) instruction (as defined by O.A.C. 210:35-21-2), the Technology Center shall ensure that its attendance measures will meet or exceed the minimum requirements set by the Oklahoma State Department of Education and mandated by O.A.C. 210:35-21-2, and 70 O.S. §§ 3-145.8, 3-145.8(B).

**Grading, Class Rank, Promotion and Retention** - In conformance with guidance from the OSDE and to the extent reasonable and appropriate under the circumstances, all existing requirements related to student progression, including retention, promotion, testing, and grade assignment shall remain in effect as if distance learning had not replaced in-person instruction. Traditional letter grades shall continue to be issued in conformance with the District's grading scale. Teachers shall ensure that, regardless of medium of instruction, that the curriculum presented aligns with any applicable Oklahoma Academic Standards for their subject matter. Appropriate efforts shall be made by all Technology Center personnel to ensure that the circumstances which effectuate this policy shall not negatively impact student grades.

**Special Education** - While this policy is in effect, when appropriate, each student's IEP instructor shall make contact with the student's legal guardian(s) to discuss the student's individualized plan for distance learning. Instructors and related service providers shall share learning resources with the student's legal guardian(s) that are appropriate for the student in order to provide a variety of activities and supports which may be utilized that promote continued progress toward the student's IEP goals. IEP meetings shall be conducted as needed via secure Technology Center-Approved Means and Mediums that are appropriate under the circumstances.

**English Learners (EL)** - EL students shall continue to receive EL services. Unless otherwise designated, each student's EL instructor shall be the primary contact for the student's legal guardian(s) while this policy is in effect. In conformance to guidance from the OSDE, the Technology Center shall be intentional in ensuring instructors are providing appropriate plans, modifications and accommodations for EL students. Nothing in this policy shall prevent EL students or their legal guardian(s) from directly contacting the student's teacher regarding their educational progress.

## **INSTRUCTION GENERALLY**

**Method and Means of Instructional Delivery** - When distance learning instruction is deployed by the District, the superintendent or designee is directed to evaluate and select the means and mediums which shall be authorized for instructional delivery and communication with students and their legal guardian(s): the "Technology Center-Approved Means and Mediums."

**Lesson Plans** - Instructors are responsible for submitting lesson plans, recording attendance, and assigning and grading two (2) assignments per week per class. Instructors shall ensure that the maximum number of hours of work they assign conforms to OSDE guidance. All instructors shall submit their distance learning instruction lesson plans to their building Assistant Superintendent or designee.

**Office Hours** - Every instructor and building administrator must be available during regular working hours to support instruction and student needs. Technology Center and building administrators shall develop and distribute a schedule for instructors to hold "office hours." During office hours, each instructor is required to be available to provide instruction or otherwise provide immediate feedback to students and their legal guardian(s) via Technology Center-Approved Means and Mediums. A portion of office hours may be utilized to conduct interactive distance learning instruction lessons with students in conformance with this policy or tutoring.

**Communication with Students and Parents** - Instructors are expected to communicate with students and their legal guardian(s) regularly, making actual communicative-contact with students at least two (2)

times per week. Electronic or telephonic messages left for instructors must be returned in a timely manner via Technology Center-Approved Means and Media.

Technology Center personnel who communicate with students shall do so in conformance with this and all other Technology Center policies and may do so only via Technology Center-Approved Means and Mediums, except when expressly approved, in writing, by an immediate supervisor. Such communications shall be limited to discussions regarding program, school, and school-related activities only. At all times, Technology Center personnel shall exercise their best professional judgment and act with integrity and concern for their students' well-being.

**Communication with students for the purpose of fraternization is strictly prohibited.** All technology center personnel will adhere to the policies pertaining to professional conduct with students. **Students, legal guardians, and Technology Center personnel shall have no expectation of privacy when communicating via Technology Center-Approved Means and Mediums.**

**Intellectual Property** - At no time shall either Technology Center personnel or students use, upload, post, mail, display, store, or otherwise transmit in any manner any such material that is protected by copyright, patent, trademark, service mark, or trade secret, or in violation of any Federal Communications Commission rules applicable to public broadcasts, except when such use or disclosure is properly authorized and bears the appropriate notations. Technology Center personnel shall consult guidance from the OSDE regarding compliance with applicable infringement laws, including fair use. Instructors shall use public domain resources when permission to use protected material cannot be obtained.

**Privacy Laws and FERPA** - In all cases of virtual, hybrid, or distance instruction, but especially in an online learning environment, Technology Center personnel shall conform with FERPA requirements and other applicable privacy laws and Technology Center policies. **THE RECORDING OF CLASSROOMS (VIRTUAL OR OTHERWISE) AND/OR STUDENTS BY TECHNOLOGY CENTER PERSONNEL, STUDENTS, OR THEIR LEGAL GUARDIAN(S) IS STRICTLY PROHIBITED WITHOUT PRIOR APPROVAL OF STUDENTS OR IN THE CASE OF MINORS, LEGAL GUARDIANS.**

#### **PROFESSIONAL DEVELOPMENT AND EVALUATION**

In anticipation that this policy may become effective, Technology Center personnel shall receive required professional development instruction on best and distance learning instruction practices, which shall include grade level and content area-specific training, in addition to training on any Technology Center-Approved Means and Mediums for distance learning instruction and communication. Building administrators shall conduct weekly staff meetings via Technology Center-Approved Means and Mediums.

Technology Center administrators shall also receive appropriate training on how to supervise and evaluate personnel who are providing distance learning instruction under this policy. Technology Center personnel shall follow OSDE guidance regarding observation and evaluation in distance learning instruction and shall monitor virtual instruction by joining classes in-progress and providing feedback to the instructor.

#### **SUPPORT SERVICES**

When distance learning instruction is utilized by the District, appropriate support services will continue to be available to Technology Center personnel, students, and their legal guardian(s) including:

- **Technical Support** — The Technology Center shall provide basic technical support for instructors, students and their legal guardian(s) in accessing and using Technology Center-Approved Means and Mediums of communication for distance learning instruction.
- **Instructional Support** — Instructors should contact their immediate supervisor with any questions regarding virtual, hybrid, or distance instruction.
- **Social-Emotional Wellbeing Support** — To the extent practicable and appropriate under the circumstances, the Technology Center shall provide information and resources to assist stakeholders in coping with the circumstances necessitating effectuation of this policy.
- **Special Education Resources and Support** — The Special Education Director or designee will provide support to students with disabilities or other special needs, along with their legal guardian(s), to help them navigate distance learning instruction and compliance issues while this

policy is in effect.

## **ONGOING EVALUATION AND ADAPTATION TO EXIGENT CIRCUMSTANCES**

The Technology Center, in consultation with state, local, and federal officials, shall continuously evaluate this policy, and the procedures herein, and adapt the same based on guidance from appropriate agencies.

Reference: 20 U.S.C. § 1232g  
34 CFR Part 99

## **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/plagiarism 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.

### **FREEDOM OF EXPRESSION**

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

#### **Policy**

The outdoor areas of any campus of the technology center are deemed public forums for the campus community, and the technology center will not create "free speech zones" or other designated areas of campus outside of which expressive activities are prohibited. The technology center may maintain and enforce reasonable time, place and manner restrictions narrowly tailored in service of a significant institutional interest when the restrictions employ clear, published, content- and viewpoint-neutral criteria and provide for ample alternative means of expression. Any such restrictions shall allow for members of the campus community to spontaneously and contemporaneously assemble and distribute

literature. Nothing in this paragraph shall be interpreted as applying to student expression taking place elsewhere on campus.

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

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

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

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

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

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

#### Definitions

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

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

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

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

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

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

**"Student organization"** means an officially recognized group at the technology center, or a group seeking official recognition, comprised of admitted students that receive or are seeking to receive benefits at the technology center.

Reference: Okla. Stat. tit. 70, § 2120

## **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 of synthetic urine, a warmer or any other item with the intent to use that item to tamper with a drug or alcohol test
31. Possession, without prior authorization, of a wireless telecommunication device
32. Possession, threat or use of a dangerous weapon, including firearms, and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
33. 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.

34. Possession, claimed possession, or distribution of illegal and/or drug related paraphernalia
35. Possession, claimed possession, distribution, or claimed distribution of supplements, prescription medicine and/or non-prescription medicine while at school and school related functions without prior administrative approval
36. Profanity
37. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
38. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
39. Theft
40. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or, electronic communications
41. Truancy
42. Use, possession, claimed possession, distribution or selling marijuana or marijuana related products in any form. "Marijuana" is defined as provided for in the Technology Center's policy on *Medical Marijuana, Hemp & Cannabidiol (CBD)*
43. 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 and lighters, and vapor products which includes noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. A vapor product also includes any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette electronic cigar, electronic cigarillo or electronic device. Vapor product not included are any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.
44. 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
45. Using racial, religious, ethnic, sexual, gender or disability-related epithets
46. 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
47. Vandalism
48. 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
49. Vulgarity
50. Willful damage to school property
51. 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 in the Assistant Superintendent's Office on each campus.

#### **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.
3. No student's clothing, except cold weather outerwear, shoes, and hand and head coverings, except religious head coverings, shall be removed prior to or during the conduct of any warrantless search.

#### 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.
3. The Superintendent may designate school personnel to transport any dangerous weapons, controlled dangerous substances, alcoholic beverages, or missing or stolen property that might be in a student's possession from a school site to a centralized location within the technology center or to local law enforcement offices for lawful disposal. While in transport, the designated school personnel shall carry their school identification and a letter from the superintendent confirming their authority to transport the items for disposal. All items transported for disposal shall be transported in a locked container.

#### 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.

Reference: OKLA. STAT. tit. 70, § 24-102

## **SEARCH AND SEIZURE OF TECHNOLOGY CENTER PROPERTY ASSIGNED TO STUDENT**

In order to maintain discipline and to ensure the proper functioning of the educational process, school administrators must have access at all times to all technology center property, including lockers, cabinets, desks, etc. assigned to students. The administration will maintain a confidential file of all lockers (if any) and their combinations and will retain master keys to all lockers, cabinets, etc., as applicable. Thus, although students have privacy rights in their locker/cabinet contents and other technology center property assigned to them as against other students, they do not have privacy rights in their locker/cabinet contents and other technology center property assigned to them as against technology center administrators. No technology center property will be used to store objects or materials that violate school regulations or state and local ordinances. The technology center maintains the right to ensure that lockers, cabinets, desks and other technology center property assigned to students are properly cleaned, and that they do not contain items which should not be kept on technology center property. Lockers, cabinets, desks, and other technology center property assigned to students will be opened periodically for cleaning purposes and to locate class materials. In addition, administrators may open and examine student lockers, cabinets, desks and all technology center property assigned to students for general and specific inspections at any time.

"Sniffer" dogs may properly be used to discover prohibited items concealed in technology center property assigned to students.

Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others will be seized by technology center authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit. The Superintendent may designate school personnel to transport any seized dangerous weapons, controlled dangerous substances, alcoholic beverages, or missing or stolen property that might be in a student's possession from a school site to a centralized location within the technology center or to local law enforcement offices for lawful disposal. While in transport, the designated school personnel shall carry their school identification and a letter from the superintendent confirming their authority to transport the items for disposal. All items transported for disposal shall be transported in a locked container. Items which are used to disrupt or interfere with the educational process will be temporarily removed from student possession.

Reference: OKLA. STAT. tit. 70, § 24-102

## **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 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 non-appealable.

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

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



- b. That the administration will present its witnesses first and that after each witness the parent or their legal counsel will be given an opportunity to cross-examine.
- c. That the parent/student will be given an opportunity to call any relevant witnesses and present any relevant evidence, subject to cross-examination by the administration's legal counsel.
- d. That the board or its hearing officer will consider the evidence and documents and reach a decision that will be recorded by vote in open session.
- e. That the parent/student may ask any questions about the procedure.
- 3. Administration may call witnesses and present documents subject to cross-examination.
- 4. Parent/student may call any witnesses and present documents subject to cross-examination.
- 5. After each witness is presented board members or the hearing officer may ask the witness questions.
- 6. Parent/student's closing statement.
- 7. Administration's closing statement.
- 8. Deliberate in private. (If the hearing is not in executive session, the board or its hearing officer may deliberate in executive session only with permission of the parent/student.)
- 9. Return to open session and vote. After adopting a motion making certain findings of fact the board must make a motion to: (1) affirm the suspension; (2) modify the suspension (increase or decrease severity of the suspension); or (3) revoke the suspension. If the hearing is before a hearing officer, no motions will be required as a part of the hearing process; otherwise, the hearing officer will have the same obligations as the board when rendering a decision.

#### *Attendance at School Pending Appeal Hearing*

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

#### Short-Term Suspension Appeals

A parent or student may appeal the suspension decision to a Suspension Review Committee (SRC) 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 AVAILABILITY OF CONSUMER INFORMATION

<i>What to Disclose, When, and to Whom</i>	 <b>Northwest Technology Center's Annual Notice of Required Disclosures of Student Consumer Information</b> <i>Description of Information to be Disclosed</i>	<i>Where to Find Information</i>
<b>What: Institutional Information</b>  <b>To:</b> Enrolled Students <b>When:</b> Annually the 1 <sup>st</sup> week of class  <b>To:</b> Enrolled Students Prospective Students <b>When:</b> Upon Request	<ul style="list-style-type: none"> <li>Cost of attending school i.e.: Tuition, fees, cost of living, cost of certification/licensure</li> <li>Institutional Refund Policy/Requirements for officially withdrawing from school</li> <li>Information regarding the school's academic support and career tech career options</li> <li>Copyright/peer to peer</li> <li>Entities that accredit, license, or approve the school and its career options and procedures for reviewing school's accreditation, licensing, or approval documentation</li> <li>Description of any special services and facilities for disabled students</li> <li>Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them</li> <li>Net Price Calculator, Constitution Day, Voter Registration, Vaccinations Policy</li> <li>Grievance Procedures, Non-Discrimination Policy</li> </ul>	<ul style="list-style-type: none"> <li>Student Handbook</li> <li>Consumer Information Handbook</li> <li>NWTC Website <a href="https://nwtech.edu/student-services/student-policies-handbooks/">https://nwtech.edu/student-services/student-policies-handbooks/</a></li> </ul>
<b>What: Financial Assistance Information</b>  <b>To:</b> Enrolled Students <b>When:</b> Annually the 1 <sup>st</sup> week of class  <b>To:</b> Enrolled Students Prospective Students <b>When:</b> Upon Request	<ul style="list-style-type: none"> <li>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</li> <li>Rights and responsibilities of students receiving Title IV and other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method &amp; frequency of financial aid disbursements; (5) books &amp; supplies policy</li> <li>Procedures for the Return of Title IV Aid and Repayments by withdrawn students</li> </ul>	<ul style="list-style-type: none"> <li>Student Handbook</li> <li>Consumer Information Handbook</li> <li>Financial Aid Policy &amp; Procedures Handbook</li> <li>NWTC Website <a href="https://nwtech.edu/student-services/student-policies-handbooks/">https://nwtech.edu/student-services/student-policies-handbooks/</a></li> </ul>
<b>What: Family Education Rights and Privacy ACT (FERPA)</b>  <b>To:</b> Enrolled Students Parents of enrolled students under the age of 18 Prospective Students <b>When:</b> Annually 1 <sup>st</sup> week of class, upon request, and annually in local newspapers	<ul style="list-style-type: none"> <li>Right to and procedures for inspecting and reviewing student's education records</li> <li>Right to and procedures for requesting amendment of student's education records believed to be inaccurate, misleading, or in violation of student's privacy rights</li> <li>Right to file a complaint with Dept of Ed for alleged school's or educational agency's failure to comply with FERPA requirements</li> <li>Right of school to disclose personally identifiable information contained in student's education records without prior consent</li> <li>Students right for directory information to not be disclosed</li> </ul>	<ul style="list-style-type: none"> <li>Student Handbook</li> <li>Consumer Information Handbook</li> <li>Board of Education Policy and Procedure Manual <a href="https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html">https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html</a></li> </ul>
<b>What: Completion/Graduation Rate, Placement, Retention Rate, and Transfer Out Rate</b>  <b>To:</b> Enrolled Students Prospective Students <b>When:</b> Upon Request	<ul style="list-style-type: none"> <li>The institution's completion/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</li> <li>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</li> <li>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</li> <li>Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time students who receive Federal Pell Grants</li> <li>Placement and retention rates of certificate or degree-seeking first-time full-time undergraduate students as reported to the Integrated Postsecondary Education Data System (IPEDS)</li> </ul>	<ul style="list-style-type: none"> <li>NWTC Website <a href="https://nwtech.edu/student-services/student-policies-handbooks/">https://nwtech.edu/student-services/student-policies-handbooks/</a></li> <li>Paper copy available upon request in the Financial Aid Office</li> <li>U.S. Dept of Ed's College Opportunities On-Line website: <a href="https://nces.ed.gov/collegenavigator">https://nces.ed.gov/collegenavigator</a></li> </ul>
<b>What: Campus Security Report</b>  <b>To:</b> Current Students & Employees <b>When:</b> Annually by Oct 1 & upon request  <b>To:</b> Prospective Students & Employees <b>When:</b> Upon request  <b>To:</b> U.S. Dept of Education <b>When:</b> Annually by Oct 1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Crime statistics for 3 most recent school years concerning the occurrence on campus, in or on non-campus buildings or property and public property reported to campus security authority or local police. Policies concerning the security of and access to campus facilities and procedures to report campus crimes</li> <li>Disciplinary actions imposed for the possession, use and sale of alcoholic beverages and illegal drugs and enforcement of state underage drinking laws and federal and state drug laws</li> <li>Emergency Response and Evacuation Procedures</li> <li>Campus Sexual Violence Elimination Act and Violence Against Women Reauthorization Act information, policies, and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Student Handbook</li> <li>Consumer Information Handbook</li> <li>Board of Education Policy Manual</li> <li>Campus Safety &amp; Security Annual Report to the Community Hdbk</li> <li>NWTC Website <a href="https://nwtech.edu/student-services/student-policies-handbooks/">https://nwtech.edu/student-services/student-policies-handbooks/</a></li> <li>Paper copy available upon request <a href="https://ope.ed.gov/security">https://ope.ed.gov/security</a></li> </ul>
<b>What: Drug and Alcohol Abuse Prevention</b>  <b>To:</b> Enrolled Students <b>When:</b> Annually 1 <sup>st</sup> week of class & upon request  <b>To:</b> Current Employees <b>When:</b> Annually & upon request	<ul style="list-style-type: none"> <li>Information on preventing drug and alcohol abuse</li> <li>Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities</li> <li>A description of the sanctions under local, state and federal law for unlawful possession, use or distribution of illicit drugs and alcohol</li> <li>A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees</li> <li>A description of the health risks associated with the use of illicit drugs and alcohol</li> <li>A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution</li> </ul>	<ul style="list-style-type: none"> <li>Student Handbook</li> <li>Consumer Information Handbook</li> <li>Drug Free School and Workplace Handbook</li> <li>Drug Free Schools Policy Statement brochure</li> <li>Paper copy available upon request in the Financial Aid Office</li> <li>NWTC Website <a href="https://nwtech.edu/student-services/student-policies-handbooks/">https://nwtech.edu/student-services/student-policies-handbooks/</a></li> </ul>
<p>This notice is distributed annually to all current and prospective students. It is also located on the NWTC website, in the Student Handbook, in the Financial Aid Handbook, and in Student Consumer Information Handbook. 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 <a href="https://nwtech.edu/student-services/student-policies-handbooks/">https://nwtech.edu/student-services/student-policies-handbooks/</a>.</p> <p><b>NON-DISCRIMINATION POLICY</b> There will be no discrimination by the Northwest Technology Center School 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. Contact Discrimination and Title IX Coordinator, at 801 Vo-Tech Drive, Fairview, OK (580) 327-3708, <a href="mailto:chaw@nwtech.edu">chaw@nwtech.edu</a>. If you need this information in an alternative format or have special needs, please contact the Financial Aid Office.</p>		

## **PERSONNEL**

### **ADMINISTRATION**

**Superintendent** ..... BS, MS, SLATER, DAREN  
Alva/Fairview Campuses

**Assistant Superintendent/Compliance Deputy Director** ..... BS, MS, Ed.D, EATON, JEREMY  
Alva Campus

**Assist. Superintendent/Compliance Director** .....BS, MS, SHAW, COLT  
Fairview Campus

### **BOARD MEMBERS**

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

### **FACULTY/STAFF**

**Agricultural Business Management Coordinator** ..... BS, ROBERTS, DON  
Alva/Fairview Campuses

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

**Assistant Financial Officer** ..... BS, WAGGONER, BRENDA  
Fairview Campus

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

**Automotive Technology Instructor** ..... BS, M. Ed., WATSON, BOBBY  
Fairview Campus

**Biomedical Sciences Instructor**.....BS, M.Ed., PhD, KOPPITZ, DR. L. BRENNA  
Alva Campus

**Biomedical Sciences Instructor**.....BS, MEAD, KALA  
Alva Campus

**Biomedical Sciences Instructor**.....BS, MA, CUSACK, SHAWN  
Fairview Campus

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

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

**BIS Health Coordinator** ..... AS, BS, M.Ed., RN, TURNER, KAYLA  
Alva Campus

**BIS Health Coordinator** .....BSN, RN, POWELL, MELISSA  
Fairview Campus

**BIS Coordinator** .....MS, HONEYMAN, R. ADAM  
Alva Campus

**BIS Coordinator** ..... BS, MS, BROWN, SCOTT  
Fairview Campus

**BIS/ACD Director** .....BS, HADWIGER, CHARLOTTE  
Alva Campus

**BIS/ACD Director** ..... BS, M.Ed., WALLACE, JASON  
Fairview Campus

**Career Center Coordinator** ..... BS, M.Ed., FRASCHT, TAMI  
Alva Campus

**Career Center Coordinator** .....BS, M.Ed., KOEHN, KAY  
Fairview Campus

**Career Counselor** ..... BS, M.Ed., KOEHN, KAREN  
Alva Campus

**Career Counselor**..... BS, MS, SHAW, JENNIFER  
Fairview Campus

**Career Programs Administrative Assistant** .....BS, FLYNT, ANGELA  
Alva Campus

**Career Programs Administrative Assistant** .....ROBINSON, AMANDA  
Fairview Campus

**Computer and Business Technology Instructor** .....BS, M.Ed., MALONE, PAMELA  
Alva Campus

**Computer and Business Technology/Digital Design Instructor** .BS, M.Ed., McCLURE, AMY  
Fairview Campus

**Cosmetology Instructor** .....BS, CINNAMON, HILLARY  
Fairview Campus

**Cosmetology Instructor Assistant**.....JENNINGS, AUDREY  
Fairview Campus

**Custodian/Building & Grounds Maintenance, Afternoon/Evening** ARIZMENDI RAMERIZ, FELIPE  
Alva Campus

**Custodian/Building & Grounds Maintenance, Afternoon/Evening** ..... MUNGER, BRENDA  
Fairview Campus

**Custodian/Building and Grounds Maintenance** ..... TOWNS, RICHARD "RIC"  
Alva Campus

**Custodian/Building and Grounds Maintenance** ..... NIGHTENGALE, SHELLY  
Fairview Campus

**Digital Design Instructor**..... BS, M.Ed., SCHANBACHER, JESSICA  
Alva Campus

**Digital Design Instructor**.....BA, LEE, STACY  
Fairview Campus

**Director of Finance**..... BS, SNEARY, ASHLEE  
Alva/Fairview Campuses

**Director of Marketing** ..... BA, M.Ed., BARTON, MELINDA  
Alva/Fairview Campuses

**Economic Development Director** ..... BA, ZELLER, JEREMY  
Alva Campuse

**Electrical Trades Instructor**..... SHEIK, ERIC  
Alva Campus

**Health Careers Instructor** ..... BS, MEYER, BROOKE  
Alva Campus

**Health Careers Instructor** ..... BSN, MS, RN, BUTTON, DEBRA  
Fairview Campus

**Human Resources/Financial Aid Director** ..... BA, SHRM-SCP, WILLIAMS, SONJA  
Alva/Fairview Campuses

**Information Technology Technician** ..... BS, JACKSON, JERAD  
Fairview Campus

**IT Director** .....BS, GRAHAM, GREG  
Alva/Fairview Campuses

**Maintenance Director**..... MURROW, GARY  
Alva Campus

**Maintenance Director**..... BS, GLOVER, J. SHANE  
Fairview Campus

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

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

**Practical Nursing Director/Instructor**.....BSN, MSN, M.Ed., RN, THOMAS, TARA  
Alva Campus

**Practical Nursing Instructor**.....BSN, BLACKWOOD, MELANIE  
Alva Campus

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

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

**Welding Instructor** .....PARKER, JP  
Fairview Campus



## NORTHWEST TECHNOLOGY CENTER

### ALVA CAMPUS CALENDAR FOR 2023-2024

AUGUST 1 .....	FIRST DAY OF CONTRACT
AUGUST 1-2 .....	SUMMER CONFERENCE IN TULSA
AUGUST 3 .....	CAMPUS IN-SERVICE DAY
AUGUST 4 .....	DISTRICT IN-SERVICE
AUGUST 7-8 .....	STAFF WORK DAYS
AUGUST 9 .....	FIRST DAY OF SCHOOL
SEPTEMBER 4 .....	LABOR DAY – CAMPUS CLOSED
OCTOBER 11 .....	END OF 1 <sup>ST</sup> QUARTER (45 DAYS)
OCTOBER 12-16 .....	FALL BREAK – CAMPUS CLOSED
OCTOBER 17 .....	1 <sup>ST</sup> DAY OF 2 <sup>ND</sup> QUARTER
NOVEMBER 20-24 .....	THANKSGIVING BREAK – CAMPUS CLOSED
DECEMBER 19 .....	END OF 2 <sup>ND</sup> QUARTER (41 DAYS)
.....	END OF 1 <sup>ST</sup> SEMESTER (86 DAYS)
DECEMBER 20 – JANUARY 2, 2024 .....	CHRISTMAS BREAK – CAMPUS CLOSED
JANUARY 3 .....	PROFESSIONAL DAY – NO STUDENTS
JANUARY 4 .....	1 <sup>ST</sup> DAY OF 3 <sup>RD</sup> QUARTER
JANUARY 15 .....	MARTIN LUTHER KING DAY – CAMPUS CLOSED
FEBRUARY 19 .....	PROFESSIONAL DAY – NO STUDENTS
MARCH 15 .....	END OF 3 <sup>RD</sup> QUARTER (50 DAYS)
MARCH 18-22 .....	SPRING BREAK – CAMPUS CLOSED
MARCH 25 .....	1 <sup>ST</sup> DAY OF 4 <sup>TH</sup> QUARTER
APRIL 1 .....	GOOD FRIDAY (or snow day) – CAMPUS CLOSED
MAY 17 .....	END OF 4 <sup>TH</sup> QUARTER (39 DAYS)
.....	END OF 2 <sup>ND</sup> SEMESTER (89 DAYS)
.....	TOTAL SCHOOL YEAR (175 DAYS)
MAY 27 .....	MEMORIAL DAY – CAMPUS CLOSED
MAY 31 .....	LAST DAY OF CONTRACT

#### PROFESSIONAL DAYS

SUMMER CONFERENCE.....	AUGUST 1-2	2
IN-SERVICE DAYS .....	AUGUST 3-4	2
STAFF WORK DAYS .....	AUGUST 7-8, MAY 20-31	11
PROFESSIONAL DAYS .....	JAN 3, FEB 19	2

#### DAYS NOT TAUGHT

LABOR DAY .....	SEPTEMBER 4	1
FALL BREAK .....	OCTOBER 12-13, 16	3
THANKSGIVING.....	NOVEMBER 20-24	5
CHRISTMAS.....	DEC 20 - JAN 2	10
SPRING BREAK.....	MARCH 18-22	5
HOLIDAY .....	JAN 15, APRIL 1	2
MEMORIAL DAY .....	MAY 27	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
12:35 P.M. - 3:35 P.M.....	AFTERNOON SESSION



## NORTHWEST TECHNOLOGY CENTER

### **FAIRVIEW CAMPUS CALENDAR FOR 2023-2024**

AUGUST 1 .....	FIRST DAY OF CONTRACT
AUGUST 1-2 .....	SUMMER CONFERENCE IN TULSA
AUGUST 3 .....	CAMPUS IN-SERVICE DAY
AUGUST 4 .....	DISTRICT IN-SERVICE
AUGUST 7-8 .....	STAFF WORK DAYS
AUGUST 9 .....	FIRST DAY OF SCHOOL
SEPTEMBER 4 .....	LABOR DAY – CAMPUS CLOSED
OCTOBER 11 .....	END OF 1 <sup>ST</sup> QUARTER (45 DAYS)
OCTOBER 12-16 .....	FALL BREAK – CAMPUS CLOSED
OCTOBER 17 .....	1 <sup>ST</sup> DAY OF 2 <sup>ND</sup> QUARTER
NOVEMBER 20-24 .....	THANKSGIVING BREAK – CAMPUS CLOSED
DECEMBER 19 .....	END OF 2 <sup>ND</sup> QUARTER (41 DAYS)
.....	END OF 1 <sup>ST</sup> SEMESTER (86 DAYS)
DECEMBER 20 – JANUARY 2, 2024 .....	CHRISTMAS BREAK – CAMPUS CLOSED
JANUARY 3 .....	PROFESSIONAL DAY – NO STUDENTS
JANUARY 4 .....	1 <sup>ST</sup> DAY OF 3 <sup>RD</sup> QUARTER
JANUARY 15 .....	MARTIN LUTHER KING DAY – CAMPUS CLOSED
FEBRUARY 19 .....	PROFESSIONAL DAY – NO STUDENTS
MARCH 15 .....	END OF 3 <sup>RD</sup> QUARTER (50 DAYS)
MARCH 18-22 .....	SPRING BREAK – CAMPUS CLOSED
MARCH 25 .....	1 <sup>ST</sup> DAY OF 4 <sup>TH</sup> QUARTER
APRIL 1 .....	GOOD FRIDAY ( <i>or snow day</i> ) – CAMPUS CLOSED
MAY 17 .....	END OF 4 <sup>TH</sup> QUARTER (39 DAYS)
.....	END OF 2 <sup>ND</sup> SEMESTER (89 DAYS)
.....	TOTAL SCHOOL YEAR (175 DAYS)
MAY 27 .....	MEMORIAL DAY – CAMPUS CLOSED
MAY 31 .....	LAST DAY OF CONTRACT

#### PROFESSIONAL DAYS

SUMMER CONFERENCE .....	AUGUST 1-2	2
IN-SERVICE DAYS .....	AUGUST 3-4	2
STAFF WORK DAYS .....	AUGUST 7-8, MAY 20-30	11
PROFESSIONAL DAYS .....	JAN 3, FEB 19	2

#### DAYS NOT TAUGHT

LABOR DAY .....	SEPTEMBER 4	1
FALL BREAK .....	OCTOBER 12-13, 16	3
THANKSGIVING .....	NOVEMBER 20-24	5
CHRISTMAS .....	DEC 20 - JAN 2	10
SPRING BREAK .....	MARCH 18-22	5
HOLIDAY .....	JAN 15, APRIL 1	2
MEMORIAL DAY .....	MAY 27	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