



**2025-2026**  
**Consumer**  
**Information**

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

### **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
- Excellence

### **NWTC STUDENT POLICIES**

All enrolled students receive a copy of the Student Handbook with a list of required disclosures. The contents are reviewed with students during an orientation meeting scheduled at the beginning of each school year. Additional copies of all handbooks including the Student Handbook, Consumer Information Handbook, Financial Aid Policies and Procedures Handbook, Drug-Free School and Workplace Handbook, Campus Safety and Security Annual Report to the Community or a separate paper copy of each disclosure are available upon request from the Central Office, the Counselor’s Office, or the Financial Aid Office, and on our website at <https://nwtech.edu/student-services/student-policies-handbooks>. Handbook information is also available in alternative formats and languages upon request.

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

The NWTC Board of Education is responsible for adopting policies and procedures to implement each of the required disclosures and consumer information. **For detailed information regarding all NWTC policies, please refer to the NWTC BOARD OF EDUCATION POLICY MANUAL available in the Assistant Superintendent’s Office on each campus.**

## **INSTITUTIONAL INFORMATION**

### **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**

**Ag and Small Business Development Coordinator** ..... BS, RAGAN, HALEY  
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. BRENN  
Alva Campus

**Biomedical Sciences Instructor**.....BS, ADAIR, KASEY D.  
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** ..... NUSSER, HALAH  
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, M.Ed., FLYNT, ANGELA  
Alva Campus

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

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

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

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

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

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

**Custodian/Building and Grounds Maintenance** .....FRAZIER, ASHLEE  
Alva Campus

**Custodian/Building and Grounds Maintenance** ..... SESSIONS, M. KAYDEE  
Fairview Campus

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

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

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

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

**Economic Development Director** .....BS, ZELLER, JEREMY  
Alva Campus

**Electrical Trades Instructor**..... TURNER, BENJAMIN  
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** .....JANTZEN, JADE  
Fairview Campus

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

**Maintenance Director**.....FRAIRE, FAUSTINO "TINO"  
Alva Campus

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

**Marketing, Video & Business Instructor** .....BS, M.Ed., McCLURE, AMY  
Fairview Campus

**Math Instructor** ..... BS, MS, BUCKHAULTS, DAKOTA  
Alva Campus

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

**Practical Nursing Director/Instructor**..... BSN, Dr of Nursing, CLEPPER, AMANDA  
Alva Campus

**Practical Nursing Instructor**.....BSN, RN, VOLKER, LACEY  
Alva Campus

**TANF Training Navigator**..... CORDER, SHARON  
Alva/Fairview Campuses

**TANF Training Navigator**  
..... AS, WHITEHEAD, DENISE  
High Plains Technology Center - Woodward

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

### **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 are available during regular work hours, 8:00 a.m. to 4:00 p.m. Monday-Friday or by appointment and may be reached at 580-327-0344, Alva Campus and 580-227-3708, Fairview Campus.

### **PERSON DESIGNATED TO DISBURSE TITLE IV FINANCIAL AID & CONSUMER INFORMATION**

Sonja Williams, the Financial Aid Director, is responsible for administering financial aid and consumer information to students at NWTC. The director is available to see students Monday through Friday from 8:00 a.m. to 4:00 p.m. and may be reached at 580-327-0344 on the Alva Campus or 580-227-3708 on the Fairview Campus or at [swilliams@nwtech.edu](mailto:swilliams@nwtech.edu).

### **ACCREDITATION AND AVAILABILITY OF DOCUMENTS**

NWTC is under the administration and supervision of the Northwest Technology Center Board of Education. NWTC is operated in conjunction with the Oklahoma Department of Career and Technology Education and accredited by the following accreditation 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)

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

### **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 the Assistant Superintendent or Career Counselor who serve as Compliance Coordinators. 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 both campuses.

### **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.

## **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 <http://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.

### **Career Placement Services**

Career development is a lifelong process that includes self-awareness, career exploration, skill development and training. NWTC offers career planning and placement services to all students, graduates, and other qualified individuals within the NWTC district. The Career Center coordinates such services as resume preparation and critique, job search skills and interview practice. Career Readiness Certificates are earned through the ACT WorkKeys assessment. Student Services coordinates and maintains regular contact with students, instructors, Workforce Oklahoma and local businesses to assist in the placement of the students.

Resumes created in the Career Center are maintained online through OK Career Guide and are available to students after they leave NWTC. The Career Center staff is also available to students after they complete their training at NWTC for job search support.

Northwest Technology Center believes in taking a personal interest in each student. At NWTC we have high expectations for our students and we strive to provide the support to help them achieve that expectation.

## **INSTRUCTIONAL FACILITIES**

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

### **Specific Classroom and Laboratory Utilization**

Main Building: Steel, Masonry Construction –88,507 square feet

<b><u>Programs</u></b>	<b><u>Area Square Footage</u></b>
Automotive Technology	11,188
BIS Health	1,300
Biomedical Sciences 1	1,238
Biomedical Sciences 2	1,351
Business and Information Technology	1,848
Career Center	948
Construction (Plumbing/Electrician)	10,628
Digital Design	1,268

Health Science Technology	3,828
Health Classroom	820
Math	1157
Media Room	606
Practical Nursing	2,537
Seminar Center	Seating for 98
Multi-Purpose Safe Room	1592
Student Break Area 1	788
Student Break Area 2	948

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

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

### **Specific Classroom and Laboratory Utilization**

Main Building: Steel, Masonry Construction – 59,600 square feet

<u>Programs</u>	<u>Area Square Footage</u>
Automotive Technology	4,889
Biomedical Sciences 1	1,229
Biomedical Sciences 2	1,265
Business and Information Technology	1,160
Career Center	1,238
Cosmetology	1,176
Digital Design	1,070
Fire and Safety Training	2 acres
Health Science Technology	1,577
Math (Safe Room)	966
Media/Computer Room	436
Practical Nursing	1,964
Seminar Center	Seating for 72
Student Break Area 1	1,776
Student Break Area 2	964
Video/Conference Room	208
Welding	5,130

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

### **EDUCATIONAL PROGRAMS/CAREER OPTIONS OFFERED AT NWTC**

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.**

### **CERTIFICATE OPTIONS IN PROGRAMS/CAREER OPTIONS**

NWTC will issue a certificate to each student who meets all requirements and successfully completes the career option with the **exception of the practical nursing program** which is a eleven-month program that leads to a diploma in Practical Nursing. Practical Nursing students also have the opportunity to complete the NCLEX-PN. Numerous certifications are available in all career program areas. Please contact the Career Center for a full list of all certifications.

### **FINANCIAL AID AVAILABLE FOR PROGRAMS/CAREER OPTIONS**

Financial aid eligibility is shown under each eligible program/career option as **Eligible for Financial Aid**. **Students will not be allowed to receive financial aid for any career option above the hours that have been approved by the U. S. Department of Education for that career option.**

## **CAREER OPTIONS OFFERED AT NWTC**

### **AUTOMOTIVE TECHNOLOGY PROGRAM – Alva and Fairview**

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

#### **Career Opportunities May Include:**

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

**Automotive Service Technician (ASE Aligned)** **960 Hours**

**CIP 47.0600/SOC 49-3023.00**

**Eligible for Financial Aid**

### **BIOMEDICAL SCIENCE and MEDICINE – Alva and Fairview**

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

#### **Career Focus:**

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

**Biomedical Science and Medicine** **960 Hours**

**CIP 26.9999/SOC 19-1029.00**

### **COMPUTERS AND BUSINESS TECHNOLOGY PROGRAM – Alva**

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

#### **Career Opportunities May Include:**

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

**Accounting Associate** **960 Hours**

**CIP 52.0302/SOC 43-3031.00**

**Eligible for Financial Aid**

**Digital Marketing Specialist** **960 Hours**

**CIP 09.0702/SOC 27-3099.00**

**Eligible for Financial Aid**

**Executive Administrative Assistant** **960 Hours**

**CIP 52.0402/SOC 43-6011.00**

**Eligible for Financial Aid**

**Legal Office Assistant** **960 Hours**

**CIP 22.0301/SOC 43-6012.00**

**Eligible for Financial Aid**

**Medical Coding Specialist** **960 Hours**  
**CIP 51.0713/SOC 29-2072.00**  
**Eligible for Financial Aid**

**Office Information Specialist** **960 Hours**  
**CIP 52.0401/SOC 43-6014.00**  
**Eligible for financial aid**

**ELECTRICAL TRADES PROGRAM - Alva**

The Electrical program is designed to prepare students for the electrical field. Students in the Electrician's Assistant career option will cover electrical installation, operation and maintenance for electrical systems in residential and commercial settings. Students will also cover print reading, electrical principles and measurements, function of components, equipment and motors, wiring, process control, troubleshooting and the electrical code. After completion students can continue their training toward their journeyman licensure. Students will cover a construction core, tool handling and safety. College credit may be earned in this program.

**Career Opportunities May Include:**

Electrical Assistant, Electrical Journeyman, Shop Owner/Manager, Construction Worker

**Electrician's Assistant** **960 Hours**  
**CIP 46.0302/SOC 47-2111.00**  
**Eligible for Financial Aid**

**COSMETOLOGY – Fairview**

The Cosmetology program prepares individuals in the basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary to obtain licensure and competence in entry-level positions in cosmetology or related career fields. Upon completion of the 1500/1000 hours of training, students will be eligible to take the Oklahoma State Board of Cosmetology Licensure Examination to work in the field of Cosmetology. Courses may include theory; manicuring, pedicuring and nail extensions; facials; scalp care, shampooing and conditioning; hairstyling; hair coloring/lightening; haircutting and shaping; salon business/professional development; chemical texture. College credit may be earned in this program.

**Career Opportunities May Include:**

Hairstylist, esthetician, nail technician, beauty supply owner or representative, salon owner, cosmetic salesperson, wig technician and hair colorist.

**Cosmetologist** **1500 Hours**  
**CIP 12.0401/SOC 39-5012.00**  
**Eligible for Financial Aid**

**Cosmetology (Public – High School Only)** **1000 Hours**  
**CIP 12.0401/SOC 39-5012.00; 39-5091.00; 39-5092.00; 39-5094.00**

**Master Cosmetology Instructor** **1000 Hours**  
**CIP 12.0413/SOC 39-5012.00**  
**Eligible for Financial Aid**

**DIGITAL DESIGN PROGRAM – Alva and Fairview**

Students enrolling in career options in Digital Design should have experience in areas such as computer fundamentals and terminology, operating systems, word processing, database management, spreadsheets, presentation software, and Internet and e-mail capabilities. In this pathway students will receive instruction or demonstrate competencies in the skill areas of File Management, HTML, Fundamentals of Web Design, Web Graphics and Multimedia, Web Site Development, Fundamentals of E-Commerce, and Portfolio Development. Students will be provided the opportunity to work on "real-life" design projects as well as "mock" sites. College credit may be earned in this program. College credit may be earned in this program.

**Career Opportunities May Include:**

Graphic Designer, Print Designer, Desktop Publisher, Production Artist, Digital Designer, Web Marketing Specialist, Web Developer, Web Designer, Front-End Developer, Web Producer and Digital Video Technician

**Game Programmer, Fairview Only** **960 Hours**  
**CIP 11.0201/SOC 15-1251.00**  
**Eligible for Financial Aid**

**Graphic Design Specialist** **960 Hours**  
**CIP 50.0409/SOC 27-1024.00**  
**Eligible for Financial Aid**

**HEALTH CAREERS CERTIFICATIONS PROGRAM – Alva and Fairview**

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

**Career Opportunities May Include:**

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

**Advanced Nursing Assistant** **960 Hours**  
**CIP 51.3902/SOC 31-1131.00**  
**Eligible for Financial Aid**

**EKG Technician** **480 Hours**  
**CIP 51.0902/SOC 29-2031.00**

**EMR Emergency Medical Responder – Alva Only** **480 Hours**  
**CIP 51.0810/SOC 53-3011.00**

**EMT Emergency Medical Technician – Alva Only** **480 Hours**  
**CIP 51.0904/SOC 29-2042.00**

**Nursing Assistant** **480 Hours**  
**CIP 51.3902/SOC 31-1131.00**

**Phlebotomist** **480 Hours**  
**CIP 51.1009/SOC 31-9097.00**

**Veterinary Technician** **480 Hours**  
**CIP 01.8301/SOC 31-9096.00**

**Legal Issues for Those Enrolling in the Health Program and Practical Nursing Program:**

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

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

- Assault, battery, or assault with a dangerous weapon
- Aggravated assault and battery
- Murder or attempted murder
- Manslaughter, except involuntary manslaughter
- Rape, incest or sodomy

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

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

### **PRACTICAL NURSING PROGRAM – Alva**

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

#### **Career Opportunities May Include:**

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

**Practical Nursing **1463 Hours****

**CIP 51.3901/SOC 29-2061.00**

**Eligible for Financial Aid**

### **MARKETING, VIDEO & BUSINESS PROGRAM – Fairview**

Students enrolled in Marketing, Video & Business career options will gain experience in areas such as computer fundamentals and terminology, minor troubleshooting skills, communication and presentation skills, human relations, operating systems, word processing, database management, spreadsheets, presentation software, and Internet and e-mail capabilities. Some pathways include the skill areas photography and video creation and marketing. College credit may be earned in this

#### **Career Opportunities May Include:**

Executive Administrative Assistant, Executive Administrative Assistant and Office Manager, Accounting Clerk, Accounts Payable/Receivable Clerk, General Office Clerk, Payroll Clerk, Insurance Clerk, Bank Teller, Graphic Designer, Print Designer, Desktop Publisher, Production Artist, Digital Designer, Web Marketing Specialist, Web Developer, Web Designer, Front-End Developer, Web Producer and Digital Video Technician

**Accounting Associate **960 Hours****

**CIP 52.0302/SOC 43-3031.00**

**Eligible for Financial Aid**

**Digital Marketing Specialist **960 Hours****

**CIP 09.0702/SOC 27-3099.00**

**Eligible for Financial Aid**

**Executive Administrative Assistant **960 Hours****

**CIP 52.0402/SOC 43-6011.00**

**Eligible for Financial Aid**

**Office Information Specialist **960 Hours****

**CIP 52.0401/SOC 43-6014.00**

**Eligible for financial aid**

**Video Technician** **960 Hours**

**CIP 10.0299/SOC 27-4032.00**

**Eligible for Financial Aid**

**WELDING TECHNOLOGY PROGRAM – Fairview Only**

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

**Career Opportunities May Include:**

Combination Welder, FCAW Structural Welder, GMAW Structural Welder, Cutting Process Technician, Fabricator, Pipeline Welder, Roustabout Worker

**Fabrication Welder**

**960 Hours**

**CIP 48.0508/SOC 51-4121.00**

**Eligible for Financial Aid**

**Structural and Pipe Welder**

**960 Hours**

**CIP 48.0508/SOC 51-4121.00**

**Eligible for Financial Aid**

**Structural Welder (NCCER Aligned)**

**480 Hours**

**CIP 48.0508/SOC 51-4121.00**

**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 NWTC Board of Education Policy Manual** available in the Assistant Superintendent's Office on both campuses.

**COURSE REPETITION**

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

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

**ADMISSIONS**

**ADMISSION FOR FULL-TIME PROGRAMS**

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

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

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

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

#### Procedures

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

#### General Information

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

#### Filing an Appeal

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

#### Appeal Hearing

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

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

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

### **Class Schedule**

The NWTC school year consists of 176 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 and at Chisholm Trail Technology Center in Omega, OK. 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 Sharon Corder at the Alva Campus, by email at [scorder@nwtech.edu](mailto:scorder@nwtech.edu) or by phone at 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, 44 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 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.

### **ADMISSIONS CRITERIA FOR MASTER INSTRUCTOR PROGRAM**

Applicants for the Master Instructor Program must hold an Oklahoma Cosmetologist license or be registered for the Basic Cosmetologist examination and hold a high school diploma or GED. The Master Instructor course consists of 1,000 hours. Applicants who are practicing Cosmetologists may substitute 500 hours of verified work experience by providing an Affidavit of Proof of Cosmetology Practice for at least the preceding 2 years (required). Admissions packets are available upon request in the Central Office at the Fairview campus. One Master Instructor class will be admitted annually with classes beginning in August and ending in May. 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.

### **NWTC District**

The Northwest Technology Center School District #10 includes 4,000 square miles and 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 2025-2026. This schedule applies to all career options at both the Alva and Fairview Campus, EXCEPT COSMETOLOGY and PRACTICAL NURSING.

<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	\$11,389.00 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 2024 – released January 15, 2025. The all-items index rose 2.9 percent for the 12 months ending December 31, 2024.)*

<b>Independent Student</b>	<b>Dependent Student</b>
Housing & Food: \$11,856.00	Housing & Food: \$ 5,621.00
Transportation: \$ 2,329.00	Transportation: \$ 1,104.00
Miscellaneous: \$ 6,986.00	Miscellaneous: \$ 3,313.00

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

PN Program Acceptance Fee (Non-refundable) & Graduation Fee	\$	200.00
In District Adult Tuition	\$2,926.00	Books, Course Materials, Supplies & Equipment \$3,668.00
Out of District Adult Tuition	\$5,852.00	Books, Course Materials, Supplies & Equipment \$3,668.00

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 2024 – released January 15, 2025. The all-items index rose 2.9 percent for the 12 months ending December 31, 2024.)*

<b>Independent Student</b>	<b>Dependent Student</b>
Housing & Food: \$14,491.00	Housing & Food: \$ 6,870.00
Transportation: \$ 2,847.00	Transportation: \$ 1,349.00
Miscellaneous: \$ 8,539.00	Miscellaneous: \$ 4,049.00

**Tuition and Fees for the Cosmetology Program**

Cosmetology Program Acceptance Fee (Non-refundable)	\$ 12.00
In District Adult Tuition	\$3,000.00
Out of District Adult Tuition	\$6,000.00
Books, Course Materials, Supplies & Equipment	\$ 950.00
Books, Course Materials, Supplies & Equipment	\$ 950.00

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 **\$125.00**. 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 2024 – released January 15, 2025. The all-items index rose 2.9 percent for the 12 months ending December 31, 2024.)*

<b>Independent Student</b>	<b>Dependent Student</b>
Housing & Food: \$15,808.00	Housing & Food: \$ 7,495.00
Transportation: \$ 3,105.00	Transportation: \$ 1,472.00
Miscellaneous: \$ 9,315.00	Miscellaneous: \$ 4,417.00

**Tuition and Fees for the Master Instructor Program**

Cosmetology Program Acceptance Fee (Non-refundable)	\$ 12.00
In District Adult Tuition	\$2,000.00
Out of District Adult Tuition	\$4,000.00
Books, Course Materials, Supplies & Equipment	\$ 500.00
Books, Course Materials, Supplies & Equipment	\$ 500.00

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 **\$125.00**. 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 Master Instructor** (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 2024 – released January 15, 2025. The all-items index rose 2.9 percent for the 12 months ending December 31, 2024.)*

<b>Independent Student</b>	<b>Dependent Student</b>
Housing & Food: \$11,856.00	Housing & Food: \$ 5,621.00
Transportation: \$ 2,329.00	Transportation: \$ 1,104.00
Miscellaneous: \$ 6,986.00	Miscellaneous: \$ 3,313.00

## **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 Offices in Alva and Fairview, or contact the Career Programs Administrative Professional or Director at 580-327-0344 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.

**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 Alva 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 'Prior Credit/Advanced Standing Credit for Adult Students' section of this handbook.

Students receiving financial aid who did not meet Satisfactory Academic Progress for the previous payment period will be placed on warning status in the current payment period. Students may receive financial aid assistance during their warning period; however, if they do not meet satisfactory progress requirements during their warning period, they will be placed on suspension and will not be eligible for financial aid. Students on suspension must pay tuition and materials fees for the remainder of their career option by the 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.

## **REFUND POLICY**

### **INSTITUTIONAL REFUND POLICY**

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

On or before the 1st day of class through the 10th day of class.....**100% refund\***

\*Practical Nursing refunds will be evaluated on a case by case basis determined by the Assistant Superintendent depending on items/supplies already used by the student.

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

Return of Title IV repayment formulas will be used for all students receiving Pell Grants in all long term programs. Please see the **Title IV Return of Funds** section of this handbook for calculations and additional information. For VA Educational Assistance, 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 Vo-Tech Drive, Fairview, OK 73737; Northwest Technology Center, Assistant Superintendent, 1801 Eleventh Street, Alva, OK 73717.

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

**Note:** In compliance with the "Oklahoma Truancy Law" if a student is absent without a valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance office shall notify the parent, guardian or custodian of the student and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.

#### **Leaving Class Early**

Any student who leaves 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.

#### **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.

#### **ATTENDANCE POLICY FOR STUDENTS IN PRACTICAL NURSING**

The **School of Practical Nursing has a separate attendance policy** which is stricter than NWTC's Satisfactory Academic Progress attendance requirement. Please see the Practical Nursing Handbook which can be obtained at the Central Office, contact the Career Programs Administrative Professional or Director at 580-327-0344.

## **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 does not have to be made up; therefore, 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**

A student may request **one** leave of absence for up to 10 days in length for medical and/or emergency situations that will affect student's attendance for an extended period of time. (Days should be consecutive unless otherwise approved by the Asst. Superintendent and counselor.) The Leave of Absence Form can be found in the office of the Asst. Superintendent and must include the reason for the request and the number of days requested. If a student is receiving financial aid, the form will be filed in the student's financial aid file and the aid period will be extended the number of days equal to the number of days of the leave of absence. Students will not be charged additional tuition or fees. During an approved leave of absence, VA benefits will be temporarily suspended.

The following procedures must be followed:

- Student will request the leave of absence in writing to the NWTC Asst. Superintendent. Leave of Absence forms are found in the Asst. Superintendent's office. The written request must include the reason for the request and the number of days requested.
- The administrator will inform the student within a timely manner if their request for a leave of absence is approved.
- Additional subsequent leaves (not to exceed 30 days) may be granted for unforeseen circumstances. Additional subsequent leaves may be granted for jury duty and/or military reasons. (FMLA 1993).

For more information on the Leave of Absence Policy, see the Financial Aid Policies and Procedures Handbook at <https://nwtech.edu/student-services/student-policies-handbooks> or request a copy in the Financial Aid Office.

## **STUDENT WITHDRAWAL PROCESS**

### **WITHDRAWAL PROCESS**

A student wishing to withdraw from NWTC prior to the end of a semester and/or financial aid disbursement period must provide notice to the school either in writing or verbally. This is an official withdrawal. Students are given a letter grade at the time of withdrawal. Students making SAP at the time of their withdrawal who return to the same program/career option within 180 days are considered to be in the same payment period and must complete the coursework already paid for before receiving additional financial aid. Written or verbal notice should be submitted to the NWTC Counselor and Attendance Officer/Career Programs Administrative Professional. Adult students on financial aid must visit with the Financial Aid Director. The notice should contain the date the student will cease attendance and the reason for the withdrawal. Secondary student withdrawals will be coordinated with the home high school principal and/or counselor. Failure to complete the withdrawal process could prevent a student from re-entering NWTC at a later date.

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 returning any school-owned textbooks, materials, 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.

The official withdrawal date is the date the student has the withdrawal form signed by the administration; however, for Title IV Return of Funds Calculations, the last date of attendance is always used for scheduled hours of attendance in a pay period. After this, the following process will be followed:

- The notice will be forwarded to the student's instructor to obtain the student's grade, progress rate, and attendance at the time of the withdrawal.
- The notice will also be immediately forwarded to the Financial Aid Office if the student is on financial aid.
- The Financial Aid Office will calculate any refunds due to the Title IV program and notify the student in writing within thirty days.
- The student will be billed for any refunds due to the Federal Financial Aid programs.
- If the student has not repaid the funds within 45 days after certified mail notification by NWTC, the repayment due will be posted to the National Student Loan Database showing the student is ineligible for further funding.
- If the student has not repaid the funds within 45 days, the Collection Department of the U.S. Department of Education will be notified.

### **Official/Unofficial Withdrawal Date**

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

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

### **TREATMENT OF FUNDS POLICY**

Refunds to students who are paying their own tuition or agencies that are sponsoring a student who withdraws or is dropped, will be processed according to the Institutional Refund Policy and as noted in the

**Refund Policy** section of this handbook, the Student Handbook, the Financial Aid Policies and Procedures Handbook, and online at <https://nwtech.edu/student-services/student-policies-handbooks>.

### **As Related to Receipt of Title IV Financial Aid**

For students receiving Federal Pell grant funding who withdraw, drop, or fail to complete a payment period for which they have been charged and have received a Pell grant, a Return to Title IV Funds calculation will be processed. Please refer to the **Title IV Return of Funds** section of this handbook for policies, procedures, and calculation details.

### **As Related to VA Educational Assistance**

For VA students, NWTC 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.

### **FINANCIAL ASSISTANCE PROGRAMS AVAILABLE 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 procedures, verification, award**

**notification, and method and frequency of distribution, please see the Financial Aid Policies and Procedures Handbook available in the Central Offices and Financial Aid Offices of both campuses, or visit our website at <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 available in alternative formats and languages upon request.

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

### **FEDERAL PELL GRANTS**

*\*The NWTC federal school code for both the Alva and Fairview campus is 026000.*

The Federal Pell Grant program is a federally funded program which provides funds for educational expenses to adult students enrolled in financial aid approved, post-secondary education career options. Federal Pell Grants do not have to be repaid. Pell Grant amounts are dependent on the Student Aid Index (SAI) 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://studentaid.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.

### **NORTHWEST TECH TUITION SCHOLARSHIP**

The NW Tech Tuition Scholarship covers 75% of tuition costs 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 must either currently reside in the NWTC District or must have graduated high school or received a high school equivalency diploma while residing in the NWTC District. The NW Tech Tuition Scholarship 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 Scholarship can be used towards tuition for one Career Option within a daytime Career Program. Scholarship awards will vary depending upon the length of the Career Option chosen by the student. There is no dollar amount tied to this tuition scholarship. Recipients of the NW Tech Tuition Scholarship 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 Scholarship 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 scholarship will still be able to apply for other financial aid.

### **OTHA GRIMES SCHOLARSHIP**

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

## **NORTHWEST TECHNOLOGY CENTER FOUNDATION**

Each year a portion of the monies raised by the NWTC Foundation go to support scholarships for deserving students. This financial assistance may include books, tuition, and other educational costs. The Foundation Scholarship Committee assists in the establishment of scholarships and the selection of the recipients. Notices will be posted for applications to be accepted during the Fall and Spring Semesters. For more information, contact NWTC Foundation Coordinator Melinda Barton.

## **OKLAHOMA'S PROMISE (Formerly OHLAP)**

Oklahoma's Promise offers qualified Oklahoma students an opportunity to earn a scholarship to assist with tuition costs. In order to qualify, students must apply during their 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 VA approved daytime classes at NWTC. Benefits information for each educational program, method and frequency of benefits, a list of approved training options, along with application procedures can be found at <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 possess at least 20% service-related disability may be eligible for special benefits under the VA/VCR program. Tuition assistance and purchase of required supplies may be available to the qualified veteran. Contact the Financial Aid Office for more information. 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.

## **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.

## **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>.

## **BUREAU OF INDIAN AFFAIRS (BIA)**

Assistance is provided to individuals who are at least 1/4 Indian and listed on tribal rolls. Contact your Tribal Agency Educational Office for application information. Grants may provide tuition, supplies and living

expenses. Contact the American Indian Education & Training Employment Center at 1-405-521-9047 for more information.

### **OKLAHOMA HB 3350 CAREER TECHNOLOGY TUITION WAIVER**

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

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

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

The Federal Pell Grant program is a federally funded grant program, which for the **2025-2026** 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. **For complete information on all aid offered at NWTC, the eligibility requirements, criteria for determining the amount of student's aid, application procedures, verification, award notification, and method and frequency of distribution, please see the Financial Aid Policies and Procedures Handbook available in the Central Offices and Financial Aid Offices of both campuses, or visit our website at <https://nwtech.edu/student-services/student-policies-handbooks>.**

#### **APPLICATION**

Adult students are encouraged to apply for financial aid. Students can complete the "Free Application for Federal Student Aid" (FAFSA®) in print or online at <https://fafsa.ed.gov>. Identify NWTC as your school choice on the FAFSA® application. NWTC's Federal Code for both the Alva and Fairview Campuses is 026000.

Application forms can also be obtained by calling the Federal Student Aid Information Center at 1-800-4-FED AID. Students are directed to read the instructions carefully when completing the FAFSA®. All records and other materials used in completing the application should be saved. This information may be needed later to prove the information submitted is correct.

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

#### **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 (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau)
- Make satisfactory academic progress
- Provide consent and approval to have your federal tax information transferred directly into your 2025-2026 *Free Application for Federal Student Aid* (FAFSA®) form

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 the student's family can afford to contribute toward meeting those expenses. Family contribution equals parental contribution (for dependent students) plus the student's own savings and other resources.

### **Drug Conviction Affecting Title IV Eligibility**

Beginning with the 2025-2026 Free Application for Federal Student Aid (FAFSA), drug convictions no longer affect your federal eligibility. Your eligibility won't be suspended even if the offense occurred while you were receiving federal student aid. Please see the Financial Aid Director for further information should you have questions.

### **VERIFICATION**

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

### **Selection of Financial Aid Applications to Be Verified**

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

- Proof of all income reported on the FAFSA (IRS Tax Return Transcripts, signed 1040, W-2, etc.)
- Non-filers must provide a W-2 form for each source of employment income in addition to a signed statement giving the sources and amounts of all income earned from work not on W-2's and certifying that the person has not filed and is not required to file a tax return (replacement W-2's can be requested from the employer who issued the original)
- Non-filers must also provide verification of non-filing from the IRS or a signed statement
- Completed and appropriately signed Verification Worksheet
- High School Completion, Identity, and Statement of Educational Purpose
- Number of Household Members, Number in College (NWTC is considered College for verification)
- Other documentation may be required to verify discrepancies

All student financial aid records and documentation is confidential. Failure to comply with the verification requirements may result in forfeiture of aid. If the school and student cannot resolve conflicts that may occur regarding verification, the case will be referred to the U.S. Department of Education, Student Validation Branch. Cases of suspected fraud will be referred to the Regional Office of the Inspector General if they cannot be resolved locally.

### **Financial Aid Disbursements Prior to Verification**

NWTC withholds disbursement of any Title IV Federal Financial Aid until a student has completed the verification process. Although the school has the option of processing one Pell payment without verifying the application, NWTC does not take that option due to the risk of financial liability.

### **Items to Be Verified/Acceptable Documentation**

The Financial Aid Director collects appropriate documentation from the applicant based on the guidelines

published in The Federal Student Aid Handbook. Items that generally must be verified by comparing the data items on the FAFSA Submission Summary with identical data items on the IRS tax return transcript, signed 1040 Tax Return, and/or other primary documentation are listed in detail in the Financial Aid Policies and Procedure Handbook which may be obtained in the Financial Aid Office or online at <https://nwtech.edu/student-services/student-policies-handbooks>. The Financial Aid Director uses the verification tracking flag code on the ISIR to determine what verification worksheet to use.

### **AWARD YEAR/ACADEMIC YEAR**

Funding for Pell Grant programs is provided based on an award year basis. The award year begins on July 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. For Career Options that are over 960 hours/28 weeks (i.e. Practical Nursing, Cosmetologist, and Master Instructor) will have different academic years. Please contact the Financial Aid Director with any questions regarding academic years.

### **AWARDING TITLE IV AID**

The Pell Grant program is a federally funded grant program, which, for the **2025-2026** 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.**

### **SAI Formula**

The Student Aid Index (SAI) is a formula-based index number ranging from -1500 to 999999 (Note – for pell grant purposes -1500 = 0). A negative SAI indicates you have a higher financial need. For example, if you have an SAI of -1500, you'll qualify for a maximum Pell Grant award assuming you have not exhausted your lifetime amounts and meet all student eligibility requirements. Where your SAI falls within the SAI range helps the financial aid administrator determine an applicant's need for federal student aid from the U.S. Department of Education and other sources of assistance by subtracting the SAI from the maximum pell grant amount. If the sum of that formula is equal to or less that \$7,395 (for FY 2025-2026) but above \$740, then that is the amount of aid for which you may qualify.

Your SAI **is not** 1) a dollar amount of aid you'll receive; 2) what your family is expected to provide; or 3) your final financial aid offer. Your SAI is an index number used by financial aid professionals when creating an aid offer. Your SAI is calculated using information that you (and other contributors, if required) provide on the *Free Application for Federal Student Aid* (FAFSA®) form. The SAI formula is used to determine the SAI and ultimately determine the need for aid from the following types of federal assistance that NWTC participates in: Federal Pell Grants and Oklahoma Tuition Aid Grants (OTAG). The methodology for determining the SAI is found in Part F of the Title IV of the Higher Education Act of 1965, as amended (HEA).

Additional information regarding SAI formulas are available upon request from the Financial Aid Office.

### **Living Costs**

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

### **Cost of Attendance/Budget Allocations**

The student's Cost of Attendance includes institutional charges such as tuition, books, supplies, and fees, in addition to student expenses that are not payable to NWTC. Additional student expenses are estimated using documentation provided by and based on the Oklahoma Department of Commerce Consumer Price Index dated December 2023 from the US Department of Labor, Bureau of Labor Statistics. Student's may request a breakdown of the cost of attendance from the Financial Aid Office.

#### Student Additional Expense Budget per the Consumer Price Index

<b>STUDENT CLASSIFICATION</b>	<b>1 MONTH</b>	<b>9 MONTHS</b>	<b>11 MONTHS</b>
Dependent	\$ 1,115	\$ 10,038	\$ 12,265
Independent	\$ 2,352	\$ 21,171	\$ 25,872

#### **Determination of Scheduled Award and Annual Award**

The 'Scheduled Award' is the maximum amount a student can receive during an award year, if he/she attends full-time for a full academic year. The 'Annual Award' is the maximum amount a student can receive during a full academic year for a given enrollment status, number of clock hours, SAI, and COA. Once the Pell Cost of Attendance is determined, the Financial Aid Director determines the scheduled award based on the full-time regular payment schedule for Pell Grants for the award year issued by the U.S. Department of Education. The full time chart is always used regardless of the student's actual enrollment status. The Financial Aid Director then determines the student's annual award based on enrollment status and clock hours.

#### **Determination of Pell Payment Periods, Including Crossover Periods and Year Round Pell**

The Financial Aid Director determines if the disbursement is an initial (first received) Pell disbursement. Students are paid the first time based on their enrollment and good standing if an FAFSA Submission Summary is received prior to the end of student's first pay period. Disbursements thereafter are based on Satisfactory Academic Progress (SAP) and upon completion of the hours in the student's previous pay period. The Financial Aid Director consults a calendar sheet and ascertains the beginning and ending dates of each payment period. She then determines in which award year each payment period belongs. An award year is defined as July 1<sup>st</sup> of one year to June 30<sup>th</sup> of the next year. For students who are not attending classes over the summer in crossover periods where the payment period occurs within two award years, if the majority (more than 50%) of a payment period occurs entirely within an award year, it is part of that award year. Beginning with the 2017-18 award year, students in the Practical Nursing program (which meets continuously, including during the summer) became eligible for Year Round Pell for their 3<sup>rd</sup> pay period which crosses over award years and contains both June 30<sup>th</sup> of the previous award year and July 1<sup>st</sup> of the next award year. Students may receive up to 150% of their scheduled Pell award with the implementation of Year Round Pell. The crossover 3<sup>rd</sup> pay period will be paid as a "trailer" from the previous award year.

#### **Award Notification**

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

#### **FEDERAL STUDENT AID PENALTIES FOR DRUG LAW VIOLATION**

Beginning with the 2023-2024 Free Application for Federal Student Aid (FAFSA), drug convictions no longer affect your federal eligibility. Your eligibility won't be suspended even if the offense occurred while you were receiving federal student aid. **However, per NWTC board policy, students in violation of NWTC Drug Free School Policy will result in imposition of disciplinary measures, pursuant to the technology center's policy on student behavior. And, student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.** All financial aid students receive a separate written notice of the NWTC Drug Free School Policy. Please see the Financial Aid Director for further information.

#### **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 the student's account for the current school year. All financial aid funds will be disbursed by check through the Central Office on the date listed on the signed Pell Award and Disbursement Schedule.

All charges, including tuition and fees for the current school year, must be paid in full before any refund will be issued to the student. If there is a credit balance after the funds have been applied, the student will receive a refund check. Students will also be notified by the Central Office when checks are ready to be disbursed. The student must show a photo ID to receive his/her disbursement. **NOTE:** Failure to provide the necessary documents requested by the Financial Aid Office will necessitate the withholding of payment.

**Please keep in mind that in order to be eligible for your Pell Grant disbursements, you must maintain Satisfactory Academic Progress - SAP** (maintain a cumulative grade point average of 2.0 "C" or greater, maintain 90% attendance for each pay period, and keep a 150% pace of progression) **and successfully complete all the clock hours and curriculum associated with the hours in each corresponding payment period. Please refer to the SAP section of this handbook for detailed information or contact the Financial Aid Director.**

### **Disbursement Procedures**

The student Pell Award and Disbursement Schedule is signed by both the student and the Assistant Superintendent and serves as a requisition for the NWTC Business Office. The signed form is submitted to the Business Office indicating the name of the student receiving funds, the amount of the Pell disbursements, the pay period dates, and the date of the payment. Once the Business Office receives disbursement paperwork confirmation, they request funds through G5. The funds are electronically deposited into the General Fund. Funds are not drawn from G5 until after they are disbursed to the student's account. NWTC never holds funds past 3 business days. The Business Office issues one check as directed by the signed forms received from the Financial Aid Director to NWTC for all tuition and fees owed for that pay period. NWTC will issue a second check for the remainder of Pell funds (if any) to be disbursed to the student. Checks are given to the Career Programs Administrative Professional for disbursement to the student.

### **Dependency Override/Professional Judgment**

Please see the Financial Aid Policies and Procedures Handbook for detailed information about dependency overrides and professional judgments.

### **REVISION OF FINANCIAL AID AWARDS**

There may be instances that warrant a change or recalculation to the original student Pell Award and Disbursement Schedule. The Financial Aid Director may review a student's circumstances, make an adjustment to an award and revise the disbursement schedule. The student is notified of the change, the revised disbursement schedule is then signed again by both the student and the Assistant Superintendent, and the revised disbursement schedule is submitted to the Business Office in Alva so that the appropriate adjustments can be made to the Pell funding which the student is to receive. The student is also given a copy of the revised Pell Award and Disbursement Schedule.

### **TITLE IV RETURN OF FUNDS**

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

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

### **Official/Unofficial Withdrawal Date**

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

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

### **Calculating Title IV Return of Unearned Funds and Repayment Formulas Used**

As a general rule, grants do not need to be repaid. However, a student may have to repay a certain amount if he/she withdraws or is dismissed prior to completing more than 60% of a payment period. When a student has exhausted all leave according to the attendance policy (see the Attendance Requirements and Attendance Policy for Students on Financial Aid in this handbook, in the Financial Aid Policies and Procedures Handbook, or at <https://nwtech.edu/student-services/student-policies-handbooks>; obtain a hard copy in the Counselor's Office, the Asst. Superintendent's Office, the Central Office, or the Financial Aid Office), and a leave of absence has not been requested (or one has been requested but denied) on the 10<sup>th</sup> day of non-attendance the student will be unofficially withdrawn upon that day.

The calculation used is by payment period. A payment period consists of 480 clock hours and 14 weeks for programs of 960 clock hours or more or half the clock hours and half the weeks in the student's program for programs that are less than 960 clock hours. The last date of attendance is the date used as the calculation for scheduled hours for the student's attendance on the Return of Title IV Funds Calculation Worksheet. Institutional charges incurred by the student are tuition and fee charges for which the student was responsible that were assessed by NWTC for the payment period. The portion of a federal grant that the student is entitled to receive is calculated on a percentage basis by comparing the total number of hours in a payment period to the hours the student was scheduled to complete in the payment period upon the student's last day of attendance. For example, if the student completes 30% of the payment period, he/she earns 30% of the assistance that he/she was originally scheduled to receive. This means that a percentage of the scheduled award remains unearned and must be returned to the U.S. Department of Education. Once a student has completed more than 60% of the payment period, he/she has earned all (100%) of the grant money for that pay period.

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

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

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

Please see the Financial Aid Director or the Financial Aid Policies and Procedures Handbook available at <https://nwtech.edu/student-services/student-policies-handbooks> for detailed calculation examples.

## **Aid to Be Returned**

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

If a student owes a repayment to the Pell Grant Program, NWTC will notify the student by certified mail within 30 days that he/she must repay the overpayment. In the notification NWTC will inform the student:

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

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

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

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

### Repayment address:

U.S. Dept of Ed, National Payment Center  
P.O. Box 790336  
St. Louis, MO 63179-0336

### Correspondence address:

U.S. Dept of Ed, Default Resolution Group  
P.O. Box 105081  
Atlanta, GA 30348-5081  
Phone 1-800-621-3115

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

## **Post-Withdrawal Disbursements**

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

## **ADVANCED STANDING CREDIT AND TRANSFER STUDENTS**

### **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.

**The financial Aid recipient's hours for their program/career option and their financial aid award will be adjusted accordingly by the Financial Aid Director for the Advanced Standing Credit.** If prior or advanced standing credit is granted to a student for previous educational or training experiences, such credit will be documented in the student's file, and **the student will not be charged tuition or fees for the advanced standing credit hours, nor will he/she receive any additional financial aid for those hours.**

Please see the **Post Military Education and Advanced Standing Credit** section in this handbook for detailed information regarding evaluation of military transcripts and credit.

### **TRANSFER STUDENTS AND DETERMINATION OF AWARD DISBURSEMENT**

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

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

### **VETERAN'S AFFAIRS EDUCATIONAL ASSISTANCE** **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 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.

### **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.

### **SATISFACTORY ACADEMIC PROGRESS (SAP)**

#### **SATISFACTORY ACADEMIC PROGRESS POLICY**

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

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

The first disbursement of Title IV funds for first time entering students at NWTC is based on enrollment and attendance in an approved career option on at least a half-time basis and requires no progress report, provided the first disbursement is issued during the initial pay period of training for a new student. At the end of their first payment period, students must be making SAP according to the standards stated in this section of the handbook. Other students, that is students with previous course work at NWTC or students with transfer credits from other institutions, must have maintained SAP for that previous course work in order to receive initial or further assistance. In addition, in order for a student to be eligible for a next or subsequent payment under 34 CFR 668.4, NWTC must determine that the student has successfully completed both the clock hours and the instructional curriculum hours required for that period.

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

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

### **SATISFACTORY ACADEMIC PROGRESS COMPONENTS**

There are three components to SAP: qualitative, quantitative, and attendance.

#### **Qualitative Component (Grade Based)**

Each student's cumulative grade will be reviewed at the completion of the scheduled clock hours and weeks for that payment period using a progress report provided to the instructors by the Financial Aid Director and then returned to the Financial Aid Director by the student's instructor. Students must maintain a cumulative grade of "C" (2.0) or better for all past course work. **If the student's grade is below a "C," then the student will be placed on Financial Aid Warning status.** A grade of "I" for incomplete is regarded as unsatisfactory academic progress for the purpose of Title IV aid administration.

#### **Quantitative Component (Time Based)**

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

#### **Attendance Component**

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

### **MONITORING PROCESS AND PROGRESS REPORTS**

SAP is monitored at the point when the student's scheduled clock hours and weeks for the payment period have elapsed (regardless of whether the student attended all of them), using progress reports issued by the Financial Aid Director to the student's instructor. For example, a full time student enrolled in a 600 hour/23 week career option will have a progress report upon completion of the first 300 hours and 11.5 weeks. The second progress report will be made upon completion of the last 300 hours and 11.5 weeks in that career option. When an interval spans a period of non-enrollment, progress will be assessed at the point where attendance recommences. The aid director attaches the student's attendance from a printed report obtained from the student accounting system to the progress report. The progress reports are filled out by the instructor indicating the student's cumulative grade, verifying the student's attendance, and the student's completion of at least 67% of the program's/career option's learning objectives. The instructor

then gives the progress report to the Financial Aid Director and she determines if the student is meeting SAP standards for that payment period. Additionally, the student must successfully complete all the clock hours and curriculum associated with the hours in each corresponding payment period before receiving the next scheduled Pell grant disbursement.

### **FINANCIAL AID WARNING AND SUSPENSION STATUS**

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

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

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

### **Appeal Process after a Suspension**

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

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

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

By granting an appeal, the Financial Aid Appeal Committee has agreed that the student will **be able to make SAP by the end of the next payment period. In some cases, a student may be placed on an academic plan that will ensure the student's ability to meet SAP standards by a specific point in time during the next pay period.** If it is felt by the Financial Aid Appeal Committee that an

academic plan is needed, the plan will be provided in writing by the instructor and will be signed by the Financial Aid Appeal Committee and the student. The academic plan will then become part of the student's financial aid file and classroom plan of study.

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

### **Withdrawal and Incompletes**

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

### **Repeating Coursework**

If a withdrawn student re-enters the same program within 180 days, then the student is put back in the same payment period from when the student left. If a withdrawn student re-enters the same program after 180 days, they will be treated the same as a transfer student. The program hours will be reduced by the number of hours the student receives credit for. The reduced program length will be used to determine the new payment periods. Students cannot receive payment for repeating coursework. However, in some cases where a student withdraws and re-enters the same program or re-enrolls in a completed program, the instructor may require the student to re-take some coursework or to start at the beginning of the program depending on how much time has lapsed. In this case, the student would be considered a returning student and can be paid for repeating coursework as the student is receiving credit for the repeated course.

### **Student Transferring to a New Program/Career Option**

If the transferred hours do not render the student to be out of SAP compliance, then that student would be eligible for financial aid in the new program/career option. A student who is suspended in a program/career option and who then transfers to or comes back to a new program/career option at NWTC and who has hours from the previous program/career option that would transfer into the new program/career option will remain on suspended status if the hours that are transferred render the student to be out of compliance with the SAP requirements.

### **FINANCIAL AID PROBATION STATUS**

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

## **STUDENT RIGHT-TO-KNOW INFORMATION**

### **STUDENT RIGHT-TO-KNOW AND RESPONSIBILITIES OF FINANCIAL AID RECIPIENTS**

#### **Student Right-to-Know**

The following information can be found in this handbook. Paper copies of all information are available upon request from the Financial Aid Office.

- The institution's accrediting and licensing organizations
- All programs offered and detailed information regarding each program of interest
- Information about the school
- Information on the school's admissions policy

- Cost of Attendance
- Information on financial aid, including eligibility, application, and methods of disbursement
- Information on a consistent needs analysis system to evaluate families in an equitable manner
- Information on students' rights under FERPA
- How Satisfactory Academic Progress (SAP) is determined, including eligibility and appeals
- The institution's refund policy and Return to Title IV policy
- The institution's annual Campus Security Report
- Completion/Graduation, Retention, and Placement Rates
- Drug and alcohol policies
- Gainful Employment
- Net Price Calculator
- Grievance Procedures, Non-Discrimination Policy
- Copyright Infringement, Constitution Day, Voter Registration, & Vaccination Policies

### **Student Responsibilities**

- Complete the required paperwork requested by the Financial Aid Office
- Use financial aid funds for school related expenses
- Be aware that grant or scholarship amounts received in excess of qualified educational expenses could be subject to taxation
- Report all outside aid to the Financial Aid Office
- Recognize that students, as well as parents, have a responsibility to help pay for their education
- Maintain Satisfactory Academic Progress (SAP)
- Report changes in enrollment to the Central Office and the Financial Aid Office
- Notify the Financial Aid Office before withdrawing
- Return to Title IV any received funds the student is determined ineligible for
- Read directions thoroughly, complete all applications accurately, & comply with all deadlines
- Ask questions if you don't understand the financial aid process

### **NET PRICE CALCULATOR**

The Net Price Calculator is available on the NWTC website at <https://nwtech.edu/student-services/financial-aid-tuition>. The purpose of the Net Price Calculator is to assist in "estimating" the individual net price for attending an educational institution. The net price is defined as the cost of attendance minus the average yearly grant and scholarship aid. Please be advised that the calculator is for estimating purposes only. Final eligibility for aid is subject to the student completing the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov>, meeting eligibility, meeting priority deadlines, and availability of funds. The results provided here should only be considered an estimate and do not guarantee the actual financial aid the student will receive. This estimate is not final; is not binding on the U.S. Secretary of Education, NWTC, or the state; and may change.

### **STUDENT COMPLETION/GRADUATION RATES, RETENTION RATES, AND PLACEMENT RATES**

NWTC reports enrollment, completion/graduation rates, job placement, retention rates, and diversity information every year to the National Center for Education Statistics through the Integrated Postsecondary Education Data System (IPEDS). Current and prospective students can view our institutional information along with the completion/graduation and retention rates of first-time, full-time certificate-seeking students on the College Navigator website at <https://nces.ed.gov/collegenavigator>. Copies of the information and detailed calculations can be obtained in the Financial Aid Office upon request, as well as online at: <https://nces.ed.gov/collegenavigator/?q=northwest+technology+Center&s=all&id=366623>

### **STUDENT BODY DIVERSITY**

Information regarding NWTC's student body diversity is collected by the National Center for Education Statistics. Information including percentage of enrolled students in the following categories: male, female, self-identified members of a major racial or ethnic group, and Federal Grant recipients can be obtained upon request in the Financial Aid Office and can also be found online at: [https://nces.ed.gov/globallocator/col\\_info\\_popup.asp?ID=366623](https://nces.ed.gov/globallocator/col_info_popup.asp?ID=366623)

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

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

### **FEDERAL STUDENT AID WEBSITE**

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

### **IN-SCHOOL LOAN DEFERMENT**

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

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

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

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

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

### **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, and BPA. 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.

### **VOTER REGISTRATION**

NWTC encourages students to complete Voter Registration Applications and provides the paper copy of voter registration applications in the Central Office and Career Counselors Offices. These applications are also available at each County Election Board. Applications may also be completed online or downloaded at <https://oklahoma.gov/elections/voter-registration/register-to-vote.html>

### **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.

### **VACCINATIONS/IMMUNIZATIONS**

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

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

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

### **Vaccination Policy for Practical Nursing Students**

Northwest Technology Center has additional vaccination regulations for Practical Nursing students.

Those students must provide:

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

## **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

## **SAFEGUARDING STUDENT PRIVACY** **INFORMATION SECURITY POLICY AND PROCEDURE**

NWTC is committed to maintaining reasonable and appropriate administrative, technical, and physical safeguards to ensure the integrity and confidentiality of federal student aid information, including the safeguards required by the Federal Trade Commission Standards for Safeguarding Customer Information (16 CFR Part 314) and by FERPA (20 U.S.C. § 1232g, 34 CFR Part 99). All student financial aid records are collected, accessed, processed, used, transmitted, stored, and disposed of by the Financial Aid Director. Access to this information is restricted to the Financial Aid Director and other authorized personnel or as requested by independent auditors during annual reviews to ensure compliance with federal, state, and institutional policies. All student financial aid files are kept on-site in a locking cabinet within a locked room with access by authorized personnel only. All electronic records are kept on secure private servers in an on-site locked server room with access by authorized personnel only. Service providers for financial aid records are limited to the U.S. Department of Education's software programs of ED Connect, ED Express, NSLDS, and COD. The secure disposition of the shredding of paper records is handled by authorized personnel only. Additional information can be found in this handbook in the section titled "Length of Time to Maintain Student Records", as well as in the Financial Aid Policies and Procedures Handbook in the section titled "Confidentiality and Inspection of Financial Aid Records".

## **CYBERSECURITY AND THE GRAMM-LEACH-BLILEY ACT (GLBA)**

As a post-secondary educational institution entrusted with student financial aid information, NWTC continues to develop ways to address cybersecurity threats and to strengthen our cybersecurity infrastructure. Under the U.S. Department of Education's Program Participation Agreement and the Gramm-Leach-Bliley Act (GLBA) (15 U.S. Code § 6801), NWTC protects student financial aid information, with particular attention to information provided to NWTC by the U.S. Department of Education or otherwise obtained in support of the administration of the Title IV Federal student financial aid programs. This includes, but is not limited to, developing, implementing, and maintaining a security program, limiting access to authorized users, and conducting risk assessments. The Information Technology (IT) Manager oversees NWTC's cybersecurity program with limited access by other authorized personnel as needed.

## **IDENTITY THEFT PREVENTION**

NWTC strives to ensure compliance with the Fair and Accurate Credit Transaction Act, 15 USC. §1601 et seq. and the Federal Trade Commission's rules regarding Identity Theft (the "Red Flag Rules"). The technology center is subject to the Red Flag rules if it is a "Creditor." The technology center is a Creditor if it provides any goods or services for a fee and as a matter of course extends credit to its customers by offering them the ability to pay for those goods and services after they are provided as opposed to requiring prepayment or contemporaneous payment. The technology center is a creditor with respect to limited areas involving a low risk of identity theft. Areas in which the technology center allows a debtor to defer payment owed the technology center include, but are not limited to, adult education tuition, facility use charges, and similar accounts. NWTC has developed an Identity Theft Program designed to detect, prevent, and mitigate identity theft in connection with any covered accounts.

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. Copies of the complete policy are available upon request and can be obtained in the Central Office, Financial Aid Office, and the Counselor's Office. For detailed information regarding the **NWTC IDENTITY THEFT PREVENTION POLICY**, please see **Section 3 of the NWTC Board of Education Policy Manual** available in the Assistant Superintendent's Office on both campuses.

## **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 in order to fulfill his or her professional responsibility.

Upon request, the technology center will disclose education records without consent to officials of another technology center in which a student seeks or intends to enroll.

Technology centers may disclose, without consent, "directory" information; however, the technology center must inform parents and eligible students about directory information, allowing them a reasonable amount of time to request that the technology center not disclose directory information about that student.

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

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

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 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 dates of attendance
5. The student's grade level (i.e., 11<sup>th</sup> grade, 12<sup>th</sup> grade, etc.)
6. The student's participation in officially recognized activities
7. The student's degrees, honors and awards received
8. The most recent educational agency or institution attended

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 both campuses.

## **TECHNOLOGY CENTER PERSONNEL DIGITAL AND ELECTRONIC COMMUNICATIONS WITH MINOR STUDENTS**

### Purpose

This policy addresses all forms of digital communication (including, but not limited to, email, texting, instant messages, direct messages, social media messages, messages sent through software applications, etc.) between any NWTC employee and minor students. This policy outlines NWTC's expectations regarding school personnel's direct digital and electronic communication with minor students by requiring any such direct communication with minor students to include the minor student's parent or guardian.

### School Personnel

School personnel includes teachers, administrators, school bus drivers, support personnel, or any other persons employed full-time or part-time by NWTC.

### Policy

Pursuant to Oklahoma law, school personnel engaging in electronic or digital communication with a minor student must include the minor student's parent or guardian in the communication, unless the communication is on a school-approved platform and is related to school or academic matters. In the case of an emergency where other parties cannot be immediately included on digital or electronic communications, the minor student's parent or guardian shall be subsequently notified of the communications as soon as possible.

Prior to the start of the school year, NWTC shall compile a list of approved digital platforms for communications between NWTC personnel and minor students. The list will be posted on the NWTC website and distributed to NWTC employees. These sanctioned platforms are the only appropriate method for NWTC personnel to communicate directly with minor students. Outside these platforms, school personnel must affirmatively include a parent or guardian in the text message, email, or other electronic communication. Failure to do so is a violation of the law and this policy.

### Violations

School personnel reported to be engaging in unauthorized communications with minor students through digital or electronic platforms shall be placed on administrative leave while NWTC investigates the incident and notifies the Board of Education. If the investigation results in finding that no misconduct occurred, the school personnel shall be reinstated, and the incident shall be noted in the employee's personnel file. If the investigation finds misconduct occurred, the employee shall be disciplined according to NWTC's policy, up to and including termination of employment. Additionally, the incident shall be reported to law enforcement.

### Reporting

Minor students who receive communication from school personnel in violation of this policy are encouraged to report it to a teacher, site Director or other NWTC official. School personnel who suspect, recognize, or encounter digital or electronic communications between a minor student or staff member that does not include a parent or guardian, or otherwise violates this policy, must report it immediately to their supervisor, the Superintendent, or other NWTC official.

Reference: 70 O.S. § 6-401

Approved list of digital platforms for communication between NWTC personnel and minor students:

- NWTC Gmail
- NWTC Google Classroom Accounts
- NWTC Google Workspace
- NWTC Remind Account
- NWTC GroupMe Account
- NWTC Milady Learning Management System
- NWTC Canvas Learning Management System
- NWTC One Call Now – Broadcast Messaging
- NWTC Facebook Account by an authorized representative

- NWTC Facebook Messenger Account by an authorized representative
- NWTC Instagram Account by an authorized representative
- NWTC LinkedIn Account by an authorized representative
- NWTC X (Twitter) Account by an authorized representative

Approved 7/8/2024

## **STUDENT GRIEVANCE PROCEDURE**

### **STUDENT GRIEVANCE PROCEDURE**

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

#### **Definitions**

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

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

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

Discrimination and Title IX Coordinator  
Colt Shaw, Assistant Superintendent  
Northwest Technology Center  
801 S. Vo-Tech Drive  
Fairview, OK 73737  
580.227.3708  
[cshaw@nwtech.edu](mailto:cshaw@nwtech.edu)

Deputy Discrimination and Title IX Coordinator  
Dr. Jeremy Eaton, Assistant Superintendent  
Northwest Technology Center  
1801 11<sup>th</sup> Street  
Alva, OK 73717  
580.327.0344  
[jeaton@nwtech.edu](mailto:jeaton@nwtech.edu)

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 building principal or the District's Title IX, 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.

### Informal Resolutions

If the District Coordinator believes informal resolution is appropriate for a disclosed problem or a filed complaint, he or she will notify the complaining party of the availability of informal resolution. Participation in informal resolution is not required by the District and informal resolution will not require that the allegation be resolved directly with an alleged harasser without the District Coordinator. Informal resolution will not be permitted in instances where there is an alleged instance of sexual assault. If both the complaining party and the alleged harasser voluntarily agree to informal resolution after allegations are fully disclosed and both parties are informed of their right to proceed with a grievance, the district may initiate informal proceedings to resolve the problem or complaint. Either party may terminate informal proceedings at any time in favor of proceeding with a grievance. All timeframes under the grievance procedure will toll while the problem or complaint is pending informal resolution.

### Filing, Investigation, Hearing and Review Procedures

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

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

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

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

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

If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within 5 days and request an appeal to the superintendent. The written appeal shall contain a specific statement explaining the basis for the appeal.

Within 5 days after receiving the appeal request, the applicable Coordinator will refer the matter to the superintendent for a hearing. At the hearing and as far as practicable, efforts should be made to prevent the Grievant and Respondent from personally questioning and cross-examining each other. Additionally,

the Grievant and Respondent will be afforded similar rights (i.e., timely access to information that will be used at the hearing, opportunity to present his or her side of the story, presentation of character witnesses, review of party statements). If the superintendent is the person alleged to have committed the discriminatory act(s), then a different decision maker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent and the superintendent. The hearing will be conducted within 10 days after the Coordinator refers the matter to the superintendent for hearing.

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

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

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

### **General Provisions**

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

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

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

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

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

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

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

**Basis of Decision:** At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

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

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

U.S. Department of Education, Office for Civil Rights  
One Petticoat Lane  
1010 Walnut Street, Suite 320  
Kansas City, MO 64106  
(816) 268-0550 (877) 521-2172 (TTY)  
(816) 268-0599 (Fax)  
E-mail: [OCR.KansasCity@ed.gov](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 Gina Hubbard, Director of Statewide Outreach, Administrative Services at [gina.hubbard@careertech.ok.gov](mailto:gina.hubbard@careertech.ok.gov). You may also submit a downloadable form at <https://oklahoma.gov/careertech/policies/comments-or-complaints.html>.

## **MISREPRESENTATION REGULATIONS**

### **MISREPRESENTATION**

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

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

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

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

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

## **Substantial Misrepresentation**

Substantial misrepresentation is defined as any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment.

Substantial misrepresentations are prohibited in all forms, including those made in any advertising, promotional materials, or in the marketing or sale of courses or programs of instruction offered by the institution.

## **Misrepresentation Sanctions**

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

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

## **STUDENT POLICIES AND GUIDELINES**

### **DISCRIMINATION, HARASSMENT, AND RETALIATION**

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

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

In accordance with OKLA. STAT. tit. 70 § 24-163, the district uses the International Holocaust Remembrance Alliance's Working Definition of Antisemitism, as adopted May 26, 2016, to evaluate harassment and discrimination against Jews.

#### Definitions

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

**"Student"** refers to any person who is enrolled in any program.

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

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

**"Sexual harassment"** is a type of harassment which includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which:

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

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

Sexual harassment may occur between persons of the same gender or sex. Nothing in this policy precludes legitimate, nonsexual physical contact to avoid physical harm to persons or property.

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

#### Reporting

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

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

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

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

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

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

In compliance with OKLA. STAT. tit. 70 § 24-163(D)(1), the technology center shall electronically report all incidents and complaints of antisemitic discrimination and harassment to the Oklahoma Department of Education’s Title VI Coordinator.

#### Administrative Response

The district will promptly, thoroughly and impartially investigate all reports of harassment and discrimination. This process will include:

- A statement from the individual who was allegedly harassed;
- Appropriate and reasonable steps to separate and protect 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, including district files and records.

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

any other appropriate remedy under the circumstances. Employees may also be terminated for engaging in harassment, discrimination or retaliation.

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

### Penalties

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

Reference: OKLA. STAT. tit. § 24-162 (2025)

OKLA. STAT. tit. § 24-163 (2025)

## **STUDENT BULLYING**

### Statement of Legislative Mandate and Purpose

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

### Definition of Terms

A. Statutory definition of terms:

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

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

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

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

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

B. The "Reasonable Person" Standard

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

C. Types of Bullying

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

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

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

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

### **Understanding and Preventing Bullying**

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

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

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

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

### **Student Reporting**

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or campus administrator. The employee will give the student an official report form, and will help the student complete the form, if needed. Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

### **Staff Reporting**

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the campus director on an official report form. Any staff member who witnesses, hears about, or suspects bullying is required to submit a report.

### **Bullying Investigators**

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

### **Investigating Bullying Reports**

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

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). Technology center officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the

event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent.

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

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

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

### **Parental Notification for Minor Students**

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

### **Parental Responsibilities**

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

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

### **Monitoring and Compliance**

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

Department of Education and the technology center will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator.

A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the technology center's Annual Performance Report.

Reference: OKLA. STAT. tit. 70 § 24-100.2

### **HAZING**

Hazing constitutes unethical and unacceptable conduct that will not be tolerated at the technology center. To that end, the technology center adopts the following policy prohibiting hazing in compliance with the Stop Campus Hazing Act.

1. "Hazing" means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization and includes conduct such as, but not limited to physical acts, for example, hipping, beating, branding, electronic shocking, and applying harmful substances, extreme calisthenics, exposure to the elements, causing or coercing another person to consume food, liquid, alcohol, drugs, or other substances, causing or coercing sleep deprivation, exposure to the elements, confinement in a small space, causing or coercing another person to perform sexual act(s), any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct, criminal activities, conduct that induces another to commit a crime, and activities which would induce extreme mental and/or physical stress such conduct that could cause extreme embarrassment or humiliation.
2. "Student organization" means an organization of the technology center (such as a club, society, association, student government, club sports team) in which two or more of the members are students enrolled at the tech center, whether or not the organization is established or recognized by the technology center. ....
3. No student organization and no student member of a student organization shall engage or participate in or directly or indirectly condition membership on participation in or in submission to a hazing activity.
4. Students violating these prohibitions shall not be permitted to participate in any extra-curricular activity sponsored by the technology center, shall be subject to disciplinary measures which may include suspension or removal, and shall, when appropriate, be referred to local law enforcement authorities for prosecution.
5. Student organizations which violate these prohibitions shall forfeit all rights, privileges, and recognition from the technology center for a minimum of one (1) year, and shall be referred to local law enforcement authorities for prosecution.
6. Hazing should be promptly reported. Allegations of hazing will be investigated pursuant to the procedures and processes outlined in the Student Bullying policy, as applicable. Students found to have engaged in hazing will be disciplined in accordance with board of education policy. Technology center employees who are linked to hazing shall be subject to discipline, up to and including dismissal or non-renewal.

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

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

For the foregoing reasons and except as specifically provided below, possession by any student of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on technology center property, at a technology center-sponsored activity, or on a technology center

bus or vehicle, is prohibited. Further, use of any item or instrumentality by a student to threaten harm to any person or which is used to harm any person, while on technology center property, at a technology center sponsored activity, or on a technology center bus or vehicle, is prohibited.

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

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

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

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

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

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

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

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

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

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

Reference: OKLA. STAT. tit. 21 § 1272

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

### **US COPYRIGHT LAW INFRINGEMENT AND SANCTIONS**

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

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

#### **Broadcast Programs**

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

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

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

#### **Exceptions**

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

Reference: 17 U.S.C. §107

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

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

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

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

### **PEER-TO-PEER FILE SHARING**

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

### **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.

### **INTRUDER POLICY**

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

### **EMERGENCY RESPONSE AND EVACUATION POLICY**

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

## **CAMPUS SECURITY AND CRIME AWARENESS**

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

In conjunction with the Higher Education Act Section 485(f) Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), NWTC strives to maintain a secure and safe environment for its students, employees, and the public, and encourages all persons to report any criminal or suspicious activity to the Assistant Superintendent who will take appropriate action after analyzing and investigating the seriousness of the incident. If a crime should occur on campus, a victim or witness should report it immediately to the Assistant Superintendent's Office located in the Central Office area.

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

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

### **STATEMENT CONCERNING SECURITY OF FACILITIES**

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

- There are scheduled times for all building lockups. NWTC maintenance staff performs these duties.
- Classrooms are kept locked when a class is not in session. Students may be authorized to be in a classroom when class is not in session only under the direct supervision (physically present) of a faculty or staff member.
- No building keys will be issued to students, nor will a faculty or staff member loan a building key to a student or non-employee. The only exception by the district is with permission of the administration.
- NWTC faculty and staff are encouraged to check in with the law enforcement department if they are going to be in the building after normal working hours. Law enforcement agencies will also make periodic welfare checks.

### **STATEMENT ON CAMPUS LAW ENFORCEMENT**

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

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

NWTC encourages all persons to report criminal or suspicious activity to a NWTC administrator or a Campus Resource/Security Officer who will take appropriate action after analyzing and investigating the seriousness of the incident.

### **STATEMENT OF PROGRAMS AND SECURITY PROCEDURES AND PRACTICES**

The Campus Security Report is available to all NWTC students. Upon enrollment all students receive a copy of the Student Handbook, which includes a section that describes how and where students can locate this report. Also available to students is the NWTC Campus Safety and Security Annual Report to the Community Handbook. A copy of all handbooks are available in the Central Office, Counselor's Office, Financial Aid Office and in all Administrative Offices. In addition to being informed about Campus Security during orientation and with periodical updates, by October 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 paper copy of the report is available upon request in the Financial Aid Office. A summary of the report may be viewed in this handbook, on our website at <https://nwtech.edu/student-services/student-policies-handbooks>, and a complete copy of the report may be viewed at <https://ope.ed.gov/campussafety/#/>. NWTC Crime Prevention activities may include, but are not limited to, crime prevention seminars for students, staff, and faculty.

### **CAMPUS SAFETY AND THE JEANNE CLERY ACT**

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

#### Bullying, Harassment, Intimidation and Retaliation

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

#### Criminal Activity and Sex Offenses

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

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

#### Reporting Criminal Activity and Sex Offenses

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

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

Discrimination and Title IX Coordinator  
Colt Shaw, Assistant Superintendent  
Northwest Technology Center  
801 S. Vo-Tech Drive  
Fairview, OK 73737  
580.227.3708  
[cshaw@nwtech.edu](mailto:cshaw@nwtech.edu)

Deputy Discrimination and Title IX Coordinator  
Dr. Jeremy Eaton, Assistant Superintendent  
Northwest Technology Center  
1801 11<sup>th</sup> Street  
Alva, OK 73717  
580.327.0344  
[jeaton@nwtech.edu](mailto:jeaton@nwtech.edu)

#### Investigations

All criminal activity and sex offenses alleged to have occurred on campus, whether involving a visitor, employee or student, will be promptly investigated. All sex offenses alleged to have occurred off campus but involving a technology center student will be investigated to determine if the incident has impacted the education environment. Although this investigation may be conducted in conjunction with local law enforcement, the technology center will independently determine whether student or employee disciplinary consequences are appropriate and what, if any, victim supportive services should be offered.

#### Disciplinary Procedures and Consequences

Both the accused and the accuser have the right to be present and/or represented at any formal disciplinary hearing, and both shall be informed of the outcome of the investigation.

Any student or employee who is determined to have committed a sex offense or other crime on campus will face severe disciplinary consequences, up to and including termination for employees and expulsion

for students. A full statement of the technology center’s disciplinary procedures can be found in policies regarding student behavior (for students) and professional conduct (for employees). These technology center sanctions are independent of other civil or criminal penalties through law enforcement.

Supportive Services for Victims of Sex Offenses

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

Statistical Information

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

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

**Statistics for NWTC – ALVA CAMPUS**

**ALVA Campus**

Incidences of:	2022			2023			2024		
	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 (including cyber or online)	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:	2022			2023			2024		
	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 (including cyber or online)	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

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>.

**VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (VAWA)** Pub. L. No. 113-4, 127 Stat. 54 and **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 (including cyber or online). 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 (including cyber or online) 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 (including cyber or online) 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 (including cyber or online). These programs will include a statement that the institution prohibits those offenses; the definition of domestic violence, dating violence, sexual assault and stalking (including cyber or online) 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."

### **Sex Offender Registry**

Oklahoma Title 57, Sections 581-590.2 and Title 21, Section 1125 of the Oklahoma State Statues, require the Department of Corrections to create and maintain a registry of persons who have either been convicted of, entered a plea of guilty to, or adjudicated delinquent of certain sex offenses.

Information provided by the State concerning registered sex offenders may be obtained through <https://sors.doc.state.ok.us/svor/f?p=119:1> or by calling (405) 425-2607.

## **DRUG-FREE SCHOOL AND WORKPLACE**

### **DRUG-FREE SCHOOL AND WORKPLACE PROGRAM**

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

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful to a student's health. The health risks associated with drug and alcohol use include but are not limited to

- Slowed physical reflexes
- Decreased mental powers
- Impaired judgment
- Emotional problems
- Spread of disease (AIDS) by drug paraphernalia.

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

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

NWTC conducts a biennial review of the NWTC drug and alcohol abuse program to determine the program's effectiveness and any needed changes, the number of violations, the number and type of sanctions imposed, and to ensure that those sanctions are consistently enforced. Please refer to the NWTC Drug-Free School and Workplace Handbook for more information regarding local, state, and federal sanctions.

Students may request 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.**

### **DRUG EDUCATION AND INFORMATION AVAILABLE ABOUT ALCOHOL AND DRUG ABUSE**

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

### **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>.

## **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.

### **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>.

## **REFERRAL AGENCIES FOR SERVICES, SUPPORT, AND DEPENDENCY REHABILITATION**

<b>Bullying/Violence Hotline:</b>	<b>1-866-346-2628</b>
<b>Teenline</b>	<b>1-800-522 TEEN (8336)</b> Helpline available 3 p.m. to midnight
<b>National Suicide Prevention Lifeline</b>	<b>1-800-273-TALK (8255)</b>
<b>National Drug Abuse Hotline</b>	<b>1-800-241-9746</b>
<b>National Council Of Alcoholism Hotline</b>	<b>1-800-622-2255</b>
<b>American Cancer Society National Hotline:</b>	<b>1-800-733-9888</b>
Services:	Drug and housing assistance; medical equipment
Fee:	None
<b>Area Agency on Aging Northern Oklahoma Dev.</b>	<b>580-237-2236</b>
1216 W. Willow Enid, OK	
Services:	Programs to help improve quality of life and wellness for the elderly
Fees:	None
<b>Department of Human Services Juvenile Services</b>	<b>580-227-3759</b>
1425 N. Main Fairview, OK	
Service:	Self-esteem, career, probation, and anti-recidivism counseling
Fee:	None
<b>Ft. Supply Alcohol and Drug Treatment Center:</b>	<b>580-766-2311</b>
Western State Hospital Ft. Supply, OK	
Services:	Counseling-group and individual, educational lectures and films, detox, intro toAA
Fees:	\$165.00 per treatment day
<b>GED® Classes</b>	<b>580-227-3708</b>
Northwest Technology Center 801 Vo-Tech Drive Fairview, OK	
Service:	Assistance in studying to obtain GED® certification
Fee:	None
<b>Integrus Bass Adult Behavioral Health:</b>	<b>580-242-7713</b>
402 S. 3 <sup>rd</sup> Enid, OK	
Services:	Psychiatric Counseling
Fee:	Sliding scale
<b>Integrus Meadowlake Hospital:</b>	<b>580-234-2220</b>
2216 S. Van Buren Enid, OK	
Services:	Out-patient chemical dependency counseling (child and adult)
Fees:	Varies
<b>Lighthouse</b>	<b>580-256-9700</b>
5050 Williams Ave. Woodward, OK	
Services:	Alcohol and Chemical Dependency Counseling (Adult)
Fees:	Sliding Scale

<b>Major County Health</b> 501 East Broadway Fairview, OK Services: Fees:	<b>580-227-3362</b>  General preventative health care Varies according to program
<b>New Horizons</b> 502 W. Randolph Enid, OK Services:  Fees:	<b>580-242-2421</b>  Psychological testing and evaluation; Individual, family, marriage and grief counseling \$80.00 per session – sliding scale
<b>Northern Oklahoma Dev. Authority (NODA)/WIOA</b> Enid, OK Services: Fees:	<b>1-800-749-1149</b>  A federally funded program designed to put students to work None
<b>Northern Oklahoma Dev. Authority (NODA)/WIOA</b> Woodward, OK Services: Fees:	<b>580-256-3308</b>  A federally funded program designed to put students to work None
<b>NW Behavioral Center for Health - CRISIS HOTLINE</b> Woodward, OK Alva, OK Services: Fees:	<b>1-800-545-0518</b> (580) 256-8615 (580) 327-1112 Individual and family counseling; day treatment program Sliding scale
<b>Opportunities, Inc. Behavioral Care Services</b> Watonga, OK Services:  Fees:	<b>580-623-2545</b>  Residential treatment; out-patient services; DUI school, half-way house; Evaluation; and family counseling. Sliding scale
<b>Salvation Army</b> Enid,, OK Services:  Fees:	<b>580-237-1910</b>  For transients, limited medical, one night lodging and/or gasoline to reach destination. None
<b>Dept. of Rehabilitative Services:</b> Alva, OK Services:  Fees:	<b>580-327-1214</b>  A program sponsored by the DHS that helps pay educational expenses for qualifying persons None
<b>Woods County Health</b> Alva OK Services: Fees:	<b>580-327-5050</b>  General preventative health care Varies according to program
<b>Workforce Innovation and Opportunity Act</b> Enid, OK Services: Fees:	<b>580-242-6600</b>  Targeted to find training and employment for individuals None

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

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

**American Council on Alcoholism**

1-800-527-5344

A source for pamphlets, booklets, and fact sheets on alcoholism and drug use.

**Natl. Asst. for Children of Alcoholics**

1-301-468-0985

A source for books, pamphlets, and handbooks for children of alcoholics. Conducts regional workshops and provides a directory of local members and meetings.

**NON-DISCRIMINATION STATEMENT**

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

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

Discrimination and Title IX Coordinator  
Colt Shaw, Assistant Superintendent  
Northwest Technology Center  
801 S. Vo-Tech Drive  
Fairview, OK 73737  
580.227.3708  
[cshaw@nwtech.edu](mailto:cshaw@nwtech.edu)

Deputy Discrimination and Title IX Coordinator  
Dr. Jeremy Eaton, Assistant Superintendent  
Northwest Technology Center  
1801 11<sup>th</sup> Street  
Alva, OK 73717  
580.327.0344  
[jeaton@nwtech.edu](mailto:jeaton@nwtech.edu)

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 or languages upon request.**

# NOTICE OF AVAILABILITY OF CONSUMER INFORMATION



## 2025-2026 ANNUAL NOTICE

### Required Disclosures of Student and Employee Consumer Information

Contact Campus Office for a paper copy of the Student Handbook. Contact Financial Aid for a copy of the *Financial Aid Policies & Procedures, Student Consumer Information Handbook*, program brochures and for questions concerning the institutional information published in the Student Handbook. Contact the Campus Director – Asst. Superintendent for questions concerning FERPA.

"Northwest Technology Center prohibits misrepresentation of program content, outcomes, certifications/licensures, and admissions. Northwest Technology Center also prohibits misrepresentation of financial aid opportunities, procedures, eligibility, or award."

What to Disclose, When, and to Whom	Description of Information to be Disclosed	Where to Find Information*
<b>What:</b> <b>Institutional Information</b> (668.43)  Upon Request  <b>To:</b> Enrolled Students Prospective Students	<ul style="list-style-type: none"> <li>• Cost of attending school i.e.: Tuition and Fees</li> <li>• Institutional Refund Policy</li> <li>• Requirements for officially withdrawing from school</li> <li>• Requirements for return of Title IV, HEA grant or loan aid</li> <li>• Information regarding the programs, institutional facilities and faculty</li> <li>• Entities that accredit, license, or approve the school and its programs 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> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• U. S. Dept of Ed's College Opportunities website: <a href="http://nces.ed.gov/IPEDS">http://nces.ed.gov/IPEDS</a> Click on IPEDS School Search for Northwest Technology Center</li> <li>• <a href="http://www.nwtech.edu">http://www.nwtech.edu</a></li> </ul>
<b>What:</b> <b>Financial Assistance Information</b> (668.42)  Upon Request  <b>To:</b> Enrolled Students Prospective Students	<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 and frequency of financial aid disbursements</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Financial Aid Policies &amp; Procedures Handbook</li> <li>• <a href="http://nces.ed.gov">Studentaid.ed.gov</a></li> <li>• <a href="http://www.nwtech.edu">http://www.nwtech.edu</a></li> </ul>
<b>What: Family Education Rights and Privacy Act (FERPA) 34.CFR. Part 99</b>  Upon Request  <b>To:</b> Enrolled Student Parents of Enrolled Students under the age of 18	<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 consent to disclosure of personally identifiable information contained in student's education records</li> <li>• Right to file a complaint with ED for alleged school's or educational agency's failure to comply with FERPA requirements</li> <li>• Right to the criteria used to determine what constitutes a school official and a legitimate educational interest if school's or educational agency's policy is to disclose personally identifiable information from a student's education records under 34 CFR, Part 99 without prior consent</li> </ul>	Student Handbook <a href="https://nwtech.edu/student-services/student-policies-handbooks-consumer-info/">https://nwtech.edu/student-services/student-policies-handbooks-consumer-info/</a>  <ul style="list-style-type: none"> <li>• Board of Education Policy and Procedures Manual</li> </ul>
<b>What:</b> <b>Completion/Graduation Rate and Transfer-Out Rate</b> (668.45)  <b>When:</b> Annually by July 1  Upon Request  <b>To:</b> Enrolled Students Prospective Students	<ul style="list-style-type: none"> <li>• The institution's completion or graduation rate for full-time, first-time, certificate-seeking students enrolled at the post-secondary level who graduated or completed their program within 160% of the normal time (scheduled length of program) 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 60 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 student who receive Federal Pell Grants</li> <li>• Retention rates of certificate or degree-seeking first-time full-time undergraduate students.</li> </ul>	<ul style="list-style-type: none"> <li>• U. S. Dept of Ed's College Navigator website: <a href="http://nces.ed.gov/IPEDS">http://nces.ed.gov/IPEDS</a></li> <li>• Northwest Technology Center website at <a href="http://www.nwtech.edu">www.nwtech.edu</a></li> </ul>
<b>What:</b> <b>Campus Security Report</b> (668.46)  <b>When:</b> Annually by Oct. 1  Upon Request  <b>To:</b> Enrolled Students Current Employees Prospective Students Prospective Employees	<ul style="list-style-type: none"> <li>• Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and public property of following offenses reported to campus security authority or local police: (1) murder and non-negligent manslaughter; (2) negligent manslaughter; (3) sex offenses-forcible and non-forcible; (4) robbery; (5) aggravated assault; (6) burglary; (7) motor vehicle theft; (8) and arson</li> <li>• Statistics above are also reported by category of prejudice (i.e. offense manifests evidence that victim was intentionally selected because of victim's actual or perceived race, gender, sexual orientation, ethnicity, or disability)</li> <li>• Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property of following offenses reported to campus security authority or local police: (1) arrests for liquor law violations, drug law violations, and illegal weapons possession; or (2) persons referred for campus disciplinary action for such violations</li> <li>• 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>• Plus: Crime Prevention programs, Drug/Alcohol Abuse Education programs, Sexual Offenses/Harassment and how to report such offenses.</li> </ul>	Student Handbook <a href="https://nwtech.edu/student-services/student-policies-handbooks-consumer-info/">https://nwtech.edu/student-services/student-policies-handbooks-consumer-info/</a>  <ul style="list-style-type: none"> <li>• U. S. Dept of Ed's College Navigator website: <a href="http://nces.ed.gov/IPEDS">http://nces.ed.gov/IPEDS</a></li> <li>Search for Northwest Technology Center.</li> <li>• Northwest Technology Center website at <a href="http://www.nwtech.edu">www.nwtech.edu</a></li> </ul>

Additional Student and Employee Consumer Information	Where to Find
College Navigator Website	U.S. Dept of Ed's College Navigator website: <a href="http://nces.ed.gov/IPEDS">http://nces.ed.gov/IPEDS</a> Search for Northwest Technology Center
Student Body Diversity	U.S. Dept of Ed's College Navigator website: <a href="https://nces.ed.gov/collegenavigator/?q=northwest+technology+Center&amp;s=all&amp;id=366623">https://nces.ed.gov/collegenavigator/?q=northwest+technology+Center&amp;s=all&amp;id=366623</a> Search for Northwest Technology Center
Net Price Calculator	<a href="https://nwtech.edu/student-services/financial-aid-tuition/">https://nwtech.edu/student-services/financial-aid-tuition/</a>
Text Book Information/information for College Bookstores	U.S. Dept of Ed's College Navigator website: <a href="http://nces.ed.gov/IPEDS">http://nces.ed.gov/IPEDS</a> Search for Northwest Technology Center
Transfer of Credit/Articulation Agreements	Student Handbook
Vaccination Policy	Student Handbook Practical Nursing Handbook Paramedic Handbook
National Student Loan Data System (NSLDS)	Students can access loan and grant information by logging into StudentAid.gov and viewing their Dashboard. For questions related to NSLDS functions such as student eligibility, overpayments, loan history, and enrollment reporting, contact Customer Support Center at 1-800-999-8219
Voter Registration	Applications are located from Career Counselors on both campuses or online at <a href="#">Register to Vote (oklahoma.gov)</a> Applications are given to students at Orientation
Drug and Alcohol Prevention Information	Board of Education Policy and Procedures Manual Student Handbook
Copyright Infringement	Board of Education Policy and Procedures Manual Student Handbook
Penalties for Drug Law Violations	Board of Education Policy and Procedures Manual Student Handbook
Internet Use Policy	Board of Education Policy and Procedures Manual Student Handbook
Absence Policy	Student Handbook
Gainful Employment Disclosures	Northwest Technology Center's website at <a href="http://www.nwtech.edu/gainful-employment/">www.nwtech.edu/gainful-employment/</a>
GED Prep Course	Contact Northwest Technology Center 580-327-0344 or 580-227-3708

#### NOTICE OF NONDISCRIMINATION

**Non-Discrimination.** Except to the extent permitted by law, the Facility, the School, Clinical Coordinator, School Program Faculty, Clinical Staff/Instructors and Students shall not discriminate on the basis of race, color, creed, sex, this is to include genetic information, as well as sexual orientation, gender identity, gender expression, age, religion, national origin, disability or veteran's status in the performance of this Agreement. As applicable to the School, the provisions of Executive Order 11246, as amended by EO 11375 and EO 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. SEC.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement. The School represents that, except as permitted by law, all services are provided without discrimination on the basis of race, color, creed, sex, age, religion, national origin, disability or veteran's status that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Veterans Era Assistance Act of 1974, 38 U.S.C. Section 4212.

Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s) at Northwest Technology Center, 1801 11<sup>th</sup> St., Alva, OK, or Northwest Technology Center, 801 Vo-Tech Drive, Fairview, OK.

Title IX Coordinator/Compliance Officers

Alva campus— Dr. Jeremy Eaton at 580.327.0344 or [jeaton@nwtech.edu](mailto:jeaton@nwtech.edu)

Fairview campus—Colt Shaw at 580.227.3708 or [cshaw@nwtech.edu](mailto:cshaw@nwtech.edu)

No Discriminación. Salvo en la medida permitida por la ley, el Fondo, la Escuela, Coordinador Clínico, Programa de Escuela de la facultad, personal clínico / instructores y estudiantes no podrá discriminar sobre la base de raza, color, credo, sexo, esto es incluir información genética, como, así como la orientación sexual, identidad de género, expresión de género, edad, religión, origen nacional, discapacidad o estado de veterano en el cumplimiento de este Acuerdo. Según sean aplicables a la Escuela, las disposiciones de la Orden Ejecutiva 11246, modificado por el EO 11375 y EO 11141 y complementado en el reglamento del Departamento de Trabajo (41 CFR Parte 60 et. SEC.) Se incorporan a este Acuerdo y debe ser incluido en los subcontratos que adjudique en la participación de este Acuerdo. La escuela representa que, con excepción de lo permitido por la ley, todos los servicios se proporcionan sin discriminación por motivos de raza, color, credo, sexo, edad, religión, origen nacional, discapacidad o estado de veterano que no mantiene ni proporcionar a sus empleados las instalaciones segregadas, ni permitirán la Escuela de sus empleados para llevar a cabo sus servicios en cualquier lugar en el que se mantienen las instalaciones segregadas. Además, la Escuela se compromete a cumplir con la Sección 504 de la Ley de Rehabilitación y la Ley de Asistencia Era veteranos de Vietnam de 1974, 38 USC Sección 4212.

Preguntas, quejas, o para más información con respecto a estas leyes pueden ser recibidas por el coordinador de quejas at Northwest Technology Center, 1801 11<sup>th</sup> St., Alva, OK, or Northwest Technology Center, 801 Vo-Tech Drive, Fairview, OK.

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1801 11<sup>th</sup> St., Alva, OK 73717 \* 580.327.0344 \* [www.nwtech.edu](http://www.nwtech.edu) \* 801 Vo-Tech Dr., Fairview, OK 73737 \* 580.227.3708

Revised by the Financial Aid Director 6-27-2025



## NORTHWEST TECHNOLOGY CENTER CAMPUS CALENDAR FOR 2025-2026



### Northwest Technology Center School Year Calendar 2025-2026 (Board Approval - July 7, 2025)

<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr><th colspan="7">July 2025</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	July 2025							S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p>4 Independence Day</p>							
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<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr><th colspan="7">June 2026</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	June 2026							S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					<p><i>Cosmetology - Make-up time May 22-29 June 1-5, 8-12</i> 176 Instructional Days 13 Professional Development Days</p>							
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